



Clinic Policies & Informed Consent for Treatment

Psychotherapy is a collaborative process through which change is enacted with the help of a trained professional. The therapeutic process aims to empower clients to find hope through a focus on personal strengths to promote healing and through building a trusting relationship with your provider. Inherent in the process, there exists both risks and benefits to engaging in psychotherapy services. By engaging in services with Root to Crown Healing & Wellness, LLC, you are agreeing to be treated, despite certain risks, including exacerbation of symptoms, which may arise during the process; over time, improvements will likely be experienced. There are many benefits to psychotherapy, including reduction in symptoms and improved functioning. The benefits often outweigh the risks, however, there are cases in which psychotherapy does not work, or is not the optimal treatment approach.

Client Confidentiality

As a client of Root to Crown Healing & Wellness, LLC, you have the right to confidential treatment records and access to your records at any time. We have an obligation to respect your right to confidentiality regarding the information shared in the therapeutic setting. Absolutely no client protected health information will be given to third parties without a release signed by the client, unless mandated by law. Exceptions to client confidentiality include the mandated reporting of child or vulnerable adult abuse or neglect, threat to injure self or others, and court ordered subpoenas for client records. Client confidentiality is mandated by federal and state law (Minnesota Statutes, chapters 2150, 13 and 148C, and Code of Federal Regulations), including the Health Information Portability and Accountability Act (HIPAA).

Consultation/ Acknowledgement of Care Administered by Supervised Psychotherapist

Root to Crown Healing & Wellness, LLC, staff includes providers under the supervision of a licensed psychotherapist; this includes Master's level psychotherapists who are working toward independent licensure. Providers under supervision are closely monitored and receive regular supervision, consultation, and guidance by an independently licensed and experienced clinical supervisor. Your signature below indicates your consent to being treated by a supervised provider, Cassandra Sawyer, MA, ATR-P, RYT200, who is not credentialed by your insurance. You are acknowledging that the above-named provider will discuss with their clinical supervisor their work completed in session with you in order to ensure you are receiving competent care with appropriate clinical interventions and best practices in the psychotherapy setting. Your consent to be treated by the providers at Root to Crown Healing & Wellness, LLC implies your permission for your provider to seek consultation for the purpose of providing you with excellent care. Informed consent by your signature below, grants your provider the opportunity to obtain professional consultation and clinical direction.

Appointment Scheduling

We request that you contact your provider at least 48 hours before a scheduled appointment for any cancellation or rescheduling needs. Your appointment time is reserved only for you; when you neglect to give us notice that you will not be using that time as previously agreed, we need to be able to offer it to others who are waiting to for services. Arriving late to an appointment will mean that you will have less time with your provider during your scheduled appointment. If you will be tardy in excess of 15 minutes, your appointment may be rescheduled and a late cancel fee (100% of rate) may be assessed. Any late cancellations or no call/no show missed appointments will be assessed the applicable fees. If chronic late cancels or appointment failures occur, you may be asked to schedule on a same day basis to avoid further charges. If not showing up to your scheduled sessions becomes a pattern, you may be terminated from services and referred to another program/provider. Successful therapy relies on a commitment of consistency on the part of the client. This will help to build rapport with your provider and you will be more likely to see the changes and results you are looking for when regularly attending sessions. Sessions are generally scheduled for 37-52 minutes or 53-60 minutes in duration.

After Hours Emergencies

For after hours or emergency needs, please call 911, contact the Ramsey County Crisis Services at 651-266-7900 (Adult)/651-774-7000 (Children), or call your local mobile crisis unit. While Root to Crown Healing & Wellness, LLC providers are not available 24/7, we will do our best to respond to any client needs in a timely manner. It is requested that any clients who are admitted to the hospital notify their provider as soon as possible. This will assist in effective coordination of care.

Court and Legal Proceedings

Because a safe and trusting relationship with your provider is the cornerstone of an effective therapeutic experience, we do not willingly engage in any court and other legal proceedings on behalf of a client. While the legal process may demand dissemination of information regarding your treatment or other health information, revealing personal details about a client in court can be particularly damaging to the client-provider relationship, which is built on trust and confidentiality, and may not provide helpful to the client's case. As such, we ask that you decline from involving your provider in any court or legal proceeding in which you engage. If you require a treatment progress summary letter for use on your behalf in court proceeding, at least one week's notice is required and applicable associated fees will be assessed. With the exception of chemical dependency/Rule 25 Assessments, we do not perform court evaluations. Should we be summoned to court under a judge's order or subpoena, we will charge the full amount applicable under law for our services. Fees will also be assessed for copies of your records for court purposes. In the event that your provider is summoned to court to testify, appropriate hourly fees will be assessed, as outlined in the Fee Schedule, for which the client will be fully responsible for paying to Root to Crown Healing & Wellness, LLC in advance.

Client & Staff Safety

Root to Crown Healing & Wellness, LLC requests that firearms not be brought into the establishment, regardless of a person's conceal carry permit issued by the state of Minnesota or any other state. In order to maintain the safety of our clients and staff, we request your compliance with this policy. According to MN Statute, 624.714, the signage posted at the entrance to our office in combination with this direct notice of request satisfies the legal requirement that Root to Crown Healing & Wellness, LLC has to meet in order to enforce the restriction of guns in our office areas.

Client Bill of Rights (MN Statute 2150.7550 Client Welfare)

Consumers of professional counseling and of marriage and family therapy services have the right to:

- Expect that the provider has met the minimal qualifications of education, training and experience required by state law;
- Examine public records maintained by the Board of Behavioral Health and Therapy or by the Board of Marriage and Family Therapy that contain the credentials of the provider;
- Obtain a copy of the Rules of Conduct from Minnesota's Bookstore, Department of Administration, 660 Olive Street, St. Paul, MN 55155, or its current location;
- Report complaints to the Board of Behavioral Health and Therapy or the Board of Marriage and Family Therapy;
- Be informed of the cost of professional services before receiving the services;
- Privacy as defined and limited by rule and law;
- Be free from being the object of unlawful discrimination while receiving counseling services;
- Have access to their records as provided in part [2150.7520](#), subpart 1, and Minnesota Statutes, section [144.292](#) and Minnesota Statutes, sections 144.291 to 144.298, except as otherwise provided by law or prior written agreement;
- Be free from exploitation for the benefit or advantage of the provider;
- Terminate services at any time, except as otherwise provided by law or court order;
- Know the intended recipients of assessment results;
- Withdraw consent to release assessment results, unless this right is prohibited by law or court order or is waived by prior written agreement;
- A nontechnical description of assessment procedures; and
- A nontechnical explanation and interpretation of assessment results, unless this right is prohibited by law or court order or this right was waived by prior written agreement.

Fee Schedule

Initial Diagnostic Evaluation \$150
Individual Therapy (30 minutes) \$70
Individual Therapy (45 minutes) \$100
Individual Therapy (60 minutes) \$150
Group Therapy (60-90 minutes) \$170
Late Cancel (less than 48 hrs. notice) 100% of rate
Missed Appointment (no call/no show) 100% of rate

Treatment Progress Summary Letter \$25.00
Returned Check Fee \$40.00
Court document preparation (per hour) \$50.00
Court Appearances (per hour) \$250.00
**Private pay rates may be negotiable; sliding fee scale is available to those who demonstrate financial hardship.*

Payment & Insurance Billing

Root to Crown Healing & Wellness, LLC provides fee-for-service psychotherapy. This means that any client receiving services under a self-pay contract is responsible for paying at the time of service. Providers may bill for services rendered, which may include a combination of modalities and services codes depending upon each client's specific therapeutic needs. Billable services that may include additional charges beyond the general visit charge which include, but are not limited to: Eye Movement Desensitization and reprocessing, art therapy, movement-based therapy modalities, therapeutic approaches requiring specific equipment, and use of language interpreter services. Prompt payment is expected at time of service. Delinquent accounts will be submitted to collections as appropriate. Clients whose bill exceeds \$500 will be placed on service probation and continued services may be halted until the balance is addressed.

Dissatisfaction with Services

Part of the therapeutic process is establishing a trusting relationship. Not all providers will be the right fit for you. If you are dissatisfied with the services of your provider or wish to be referred to another provider, you may express your concern(s) directly to your provider, if possible and/or request to contact the provider's supervisor, if applicable. Terminate the treatment relationship if the situation remains unresolved. Contact the provider's appropriate licensing board with your concerns.

Clinic Policies & Informed Consent for Treatment

I _____, hereby acknowledge and agree to the terms and conditions outlined in the clinic policies, and I consent to be treated by the providers at Root to Crown Healing & Wellness, LLC.

Signature: _____

Today's Date: _____