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## **INTAKE INFORMATION**

### **Before beginning treatment, you should be aware of the possible benefits and risks of counseling services.**

The majority of individuals, couples, and families who obtain counseling services benefit from the process. The therapeutic process is generally quite useful and can result in improved mood, increased self-esteem, better relationships and greater ability to make choices that facilitate physical, emotional, and relational health. But there are no guarantees and some risks do exist. In the course of the therapeutic process individuals may experience uncomfortable feelings. Counseling often involves recalling unpleasant experiences of your past. If feelings of sadness, anger, guilt, frustration, or helplessness arise in counseling, the experience can sometimes be distressing or unexpected. In addition, individuals, couples, and families may find that the counseling process takes them to a place of making important life decisions. While your therapist will honor and respect your right to make decisions for yourself, important people in your life may not agree with a direction you decide to pursue. These experiences are likely to produce new opportunities as well as unique challenges. Don't hesitate to discuss treatment goals or procedures, especially if you experience unexpected discomfort or are concerned about an outcome of treatment.

### **Hours & Availability:**

Appointments may be scheduled through my website at [www.sullivanhoustoncounselor.com](http://www.sullivanhoustoncounselor.com). I will check my appointment calendar daily. Messages may be left on my telephone at 847-946-2795 and I expect to return your call promptly, but at times may be unable to return calls as soon as you may require. Please discuss any concerns you may have about availability with me. In the case of a mental health emergency, go to the emergency room at the nearest hospital, call 911 or call your primary care physician or psychiatrist.

### **Payment and Fees:**

*Payment is expected at the time services are rendered.* Appointments are 50 minutes in duration. This office accepts cash, checks, or credit cards. *You are responsible for the fees charged.* Any change in the fees will be discussed with you beforehand. In those cases where the client is a minor child, the parent/guardian is responsible for the bill. *If you need to cancel or change an appointment, notify me at least 24 hours prior to the therapy appointment in order to avoid a charge for the missed appointment or late cancellation. You will be fully responsible for this charge, if you do not give the proper 24-hour notification.*

Late cancellations/no-show: \$150.00

### **Insurance Fees and Diagnosis:**

You should be aware that most insurance agreements require you to authorize your therapist to provide a clinical diagnosis and other information regarding your case. This information will become part of the insurance company's files. To safeguard client confidentiality, I have chosen not to accept insurance. A monthly statement will be provided to you with necessary documentation for requesting reimbursement for out-of-network benefits, if you choose to use your insurance benefits.

### **Other Fees:**

There is a \$30 charge on all *returned checks*. NSF checks must be replaced with cash, certified check, or money order. Delinquent accounts may be referred for collection and credit reporting as well as interest added to balances over 60 days. You are responsible for all attorneys' fees and court costs incurred in connection with the recovery of unpaid counseling fees.