

## COUNSELING & CONSULTING THERAPY POLICY - 2019

**Dr. Carolyn Craft, Psychotherapist**

**NPI 1053666263 ... NC License #NCFBPPC85**

**(919) 612-8899 www.drCarolynCraft.com**

From Dr. Craft: "Psychotherapy is a powerful form of consistent self-care, helping you discover the resources within yourself to find solutions to life's challenges. My ultimate purpose is to assist you in uncovering what gets in the way of your aliveness and discover your authentic self. I have thirty-plus years in counseling, training and teaching experience in various modes of psychotherapy including Psychoanalytic and Body-Centered Psychotherapy, Compassionate & Nonviolent Communication, Hakomi Principles, HeartMath Techniques, Gestalt, Cognitive Behavioral and Family Systems Therapy, Spiritual Counseling, Relationship/Couples Counseling and Mindfulness Practice. All counseling fees are expected at the beginning of each session so to be respectful of the next patient. Sessions are scheduled for 45-50 minutes. If more time is required, a 75 minute session may be scheduled. During the first six months of therapy, it is recommended that sessions are scheduled for minimum of 1x per week or twice monthly. Should professional psychiatric help be in order, you will be advised to seek a qualified mental health professional.

From Dr. Craft: "As client, you will be given a compassionate listening ear, potential interpretations, thoughts for consideration between sessions and occasional 'homework'. I trust your ability to be honest and forthcoming and leave it up to you to commit to the necessary inner-work for your life. I provide a safe and nurturing environment for you to feel comfortable in sharing your needs, fears, hopes, disappointments and dreams; as your unconscious reveals that which wants to be revealed and healing occurs in areas ready to be healed. Welcome to the adventure of self-discovery and living a more fulfilling life!

Our work together is confidential and your permission is necessary to reveal confidential information to anyone, except in situations such as: suspicion of child abuse, abuse of an elder or disabled adult, or if there is potential for suicide or homicide. The law requires that it be reported to the authorities. If you are in clear and imminent danger to yourself or someone else, appropriate others will be notified to assure the safety of all concerned."

**All clients are priority & appointments are never 'double-booked'. Dr. Craft's work is in individual service and a missed appointment not only costs a session fee, the empty hour has a direct impact on clients who are waiting for a session. You are in fact, renting a period of time which no one else can purchase. A minimum 24-hour notice (48-hour if reserving appointment after 4pm) is required to cancel a session and if  canceled in less than 24 hours and not paid in advance, clients will be responsible for the full session fee (above copay) for the missed session; whether due to a family emergency/death, work or school related, or another appointment is made. (The ONLY exceptions are last minute cancellation due to hazardous weather or sickness with contagion.) Should you arrive late for a scheduled appointment; the full fee will be required for the amount of time remaining for the session. Please be prompt so to honor Dr. Craft's time and other patients.**

**We accept insurance\*, however, if Dr. Craft is OUT-of-network, the full session fee will apply and a Superbill will be provided at the end of the month, quarter or at year-end so that you may follow-through with your insurance company. For IN-network, we will file for you. Clients are responsible for paying the full fee until deductible is met.**

**Please note here if you will be utilizing your insurance? \_\_\_ YES \_\_\_ NO.**

**Name & state of originating insurance provider: \_\_\_\_\_.**

**Acknowledge your understanding of this Policy by signing and dating this form. Statements are private and confidential.**

Signature \_\_\_\_\_ date: \_\_\_\_\_

(print)Name: \_\_\_\_\_ email \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone \_\_\_\_\_

Notify in case of emergency: \_\_\_\_\_ Phone: \_\_\_\_\_ How did you learn of our practice? \_\_\_\_\_ (Provide a brief bio

on your current situation or any other helpful information for Dr. Craft.)

\*For those who are not utilizing insurance and meet the requirements, Dr. Craft has sessions dedicated each month for sliding scale rates. Speak with Dr. Craft regarding the sliding scale exceptions for the non-insured.