

FAMILY TIES

C O U N S E L I N G

Declaration of Practices and Procedures

Kelli Busbee, M.A., LPC, NCC

Family Ties Counseling

59015 Amber St. A-3

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985-640-0773

Qualifications: I earned a Masters of Arts degree in Marriage and Family Therapy from Our Lady of Holy Cross College, in 2015. I have also earned a Doctorate in the area of Educational Leadership. I am a Licensed Professional Counselor (LPC) #6533, and hold a license with the Louisiana LPC Board of Examiners located at 11410 Lake Sherwood Ave. North, Ste. A, Baton Rouge, LA 70816 (225-295-8444).

Counseling Relationship: I see counseling as a process in which you the client, and I, the Licensed Professional Counselor having come to understand and trust one another, work as a team to explore and define present problem situations, develop future goals for an improved life and work in a systematic fashion toward realizing those goals.

Areas of Focus: I focus on clients with marriage and family issues. In addition to being registered as a Licensed Professional Counselor in Louisiana, I hold a national certification as a National Certified Counselor (NCC #631280).

Fees and Office Procedures: My services are provided at an hourly rate. The fee for counseling services is \$125 per session. Scheduling appointments will be done at my office, through email, or by phone. Missed appointments or failure to provide 24 hours notice of cancellation will result in a charge of \$50, to be paid before the next scheduled session.

Services Offered and Clients Served: I approach counseling from a cognitive-behavioral perspective in that patterns of thoughts and actions are explored in order to better understand the clients' problems and to develop solutions. I work with clients in a variety of formats, including individually and in groups. I see clients ages four and up in a private office setting.

Code of Conduct: As a Licensed Professional Counselor, I am required by law to adhere to the Code of Conduct for practice as a Licensed Professional Counselor that has been adopted by my licensing board, the Louisiana LPC Board of Examiners. A copy of the Code of Conduct is available to you upon request. Should you wish to file a disciplinary complaint regarding my practice as a LPC, you may contact the Louisiana LPC Board of Examiners.

Confidentiality: Material revealed in counseling will remain strictly confidential except for material under the following circumstances, in accordance with State law: The client signs a written release of information indicating informed consent of such release.

The client expresses intent to harm him/herself or someone else.

There is reasonable suspicion of abuse/neglect against a minor child, elderly person (60 or older), or dependent adult.

A court order is received directing the disclosure of information.

Privileged Communication: It is my policy to assert privileged communication on behalf of the client and the right to consult with the client if at all possible, except during an emergency, before mandated disclosure. I will endeavor to apprise clients of all mandated disclosures as far as possible.

Emergency Situations: When I am unavailable to answer calls after normal office hours, you may leave a message on my voicemail and I will return your call as soon as possible. In an emergency situation when an immediate response is necessary, you may seek help through hospital emergency facilities or by calling 911. You may also call the St. Tammany Outreach for the Prevention of Suicide (S.T.O.P.S.) at 211 or the National Suicide Prevention Lifeline at 1-800-273-8255.

Client Responsibilities: You, the client are a full partner in counseling. Your honesty and effort are essential to success. As we work together, if you have suggestions or concerns about your counseling, I expect you to share these with me so that we can make the necessary adjustments. If I determine that you would be better served by another mental health provider, I will help you with the referral process. If you are currently receiving services from

another mental health professional, I expect you to inform me of this and grant me permission to share information with this professional so that we may coordinate our services to you.

Physical Health: Physical health can be an important factor in the emotional well-being of an individual. If you have not had a physical examination in the last year, it is recommended that you do so. Also, please provide me with a list of any medications that you are currently taking.

Potential Counseling Risk: The client should be aware that counseling poses potential risks. In the course of working together, additional problems may surface of which you were not initially aware. If this occurs, you should feel free to share these concerns with me.

Digital Communication and Technology Agreement: As per the certification requirement of the LPC Board, I have taken the continuing education necessary to utilize telemental health services in my practice. At the beginning of each session, we will assess for safety, security, and comfort in your environment. Online sessions will be conducted through Google Meet, or Zoom; each of these platforms are HIPAA compliant and I have signed the required Business Associate Agreement (BAA) with each company.

Email and Text Messaging: The client should be aware that they have the right to refuse digital communications with the therapist. In my practice, I utilized Message+ secure text messaging through Verizon and G Suite services (BAA signed by provider with Google/Alphabet Company). There is confidentiality risk involved for both parties in utilizing digital technology communication. I attest to my clients that I use password authentication on my computer and laptop.

Social Media Policy: I welcome my clients to follow my professional presence on social media if they feel comfortable doing so. I respectfully ask that clients do not post personal information on my social media, as this is a breach of your personal privacy toward our therapeutic relationship. I do not friend clients on social media and will not accept friend or follow requests on any social media platform.