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**Tyra Butler**

Registered MFT Intern  
MFTI, Awaiting BBS Number  
Phone: 949.292.2923

Supervised by Dr. Renee Miller  
MFC 43207  
714.296.8052

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**COACHING AND COUNSELING SERVICES CONTRACT**

This document contains important information about my professional services and business policies. Please read it carefully and note any questions you may have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

**SERVICES PROVIDED BY A REGISTERED MFT INTERN**

As a Marriage and Family Therapy Intern, I am under the supervision of a Licensed Mental Health Professional, whose name and phone number are noted above. I am provided with regular supervision, at which time I may discuss your case to ensure that your treatment plan is appropriate. At some point, my supervisor may require audio- or video-taping of a session. Prior to this occurring, we will discuss any questions or concerns you may have with this process. The recording created from this session will only be viewed during supervision and will be immediately destroyed thereafter. Please note that the recording will be securely stored until reviewed and destroyed by my supervisor.

Taping of sessions is helpful as it allows my supervisor to “look into” a session without sitting in on it so that he or she may provide further training as needed.

If you have any questions or concerns about your treatment with me, I encourage you to discuss them with me. If you feel that I have been unable to adequately address your questions or concerns, you may contact my supervisor directly to discuss them further.

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18023 Sky Park Circle, Ste. G, Irvine, Ca 92614

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Email: [tyrabutler@journeycs.com](mailto:tyrabutler@journeycs.com) web: [www.journeycs.com](http://www.journeycs.com)

Also, in the event of an emergency or unexpected absence, you may be contacted by my supervisor if the situation requires such communication.

Initial \_\_\_\_\_

### **COACHING AND COUNSELING SERVICES**

Coaching and Counseling are not easily described in general statements. They vary, depending on the personalities of the counselor and the client, and the particular problems you want to address in session. Your feelings about the coaching and counseling experience and your counselor are very important. I encourage you to discuss any questions, confusion, or frustrations you experience so that they do not become obstacles to your treatment. I believe you are the best authority on whether or not a treatment relationship will be helpful.

Our first few sessions will involve an evaluation of your needs and problems. By the end of the evaluation, I will be able to offer you some first impressions as to why you are experiencing the problems you have presented and what treatment I would recommend, if you decide to continue working with me as your coach and counselor. You should evaluate this information along with your own opinions of whether you feel comfortable working with me. If you have doubts about continuing, I will be happy to offer you a referral for another mental health professional.

Initial \_\_\_\_\_

### **BENEFITS and RISKS**

This section includes a discussion about the benefits and risks of coaching and counseling.

The ***benefits*** may include reduced stress and anxiety, a decrease in negative thoughts and self-defeating behaviors, improved relationships, increased comfort in social, school and/or family settings, increased self-confidence, and a more hopeful attitude towards life.

The ***risks*** may include recalling or recounting painful memories and experiences, discomfort in analyzing current distress and problems, and the possibility of experiencing strong feelings of sadness, anger, fear or other difficult emotions. As your coach and counselor, I may from time to time challenge your assumptions or perceptions and offer a different perspective.

Changes in your perspective, thoughts or feelings may have unintended outcomes, including changes in personal relationships. During the course of therapy, it is often the case that you will feel worse before you feel better; this is natural and expected in any healing process.

Personal growth is sometimes difficult and slow, and sometimes easy and swift. When we sign this agreement together, I commit to helping you through the entire process of counseling. This will mean helping you to achieve the goals you initially state, but other issues or problems may arise during the course of our work together that will require further exploration and analysis. If

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this happens, we will work together to revise the goals as appropriate and work towards a satisfactory solution of your problems.

There is no guarantee that counseling will yield any or all of the benefits listed above. Neither is there any certainty that the risks listed above will be encountered during the course of our work together. Counseling is an open and dynamic process, and its course is dependent upon our mutual willingness to collaboratively continue the process and, to a certain extent, upon life events that cannot be foreseen.

Initial \_\_\_\_\_

### **CONFIDENTIALITY**

In general, the privacy of all communication between a client and a counselor is protected by law and I can only release information about our work to others with your written permission. However, there are a few exceptions.

In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he/she determines that the issues demand it.

There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a client's treatment. In such cases, I am required to file a report with the appropriate state agency. The following information will clarify those cases in which I am mandated or allowed to break confidentiality:

**Harm to Self or Others:** When a client discloses intentions or a plan for suicide, I have a duty to warn and protect the client by notifying legal authorities and to make reasonable attempts to notify the family of the client. When a client discloses intentions or a plan to harm another person, I have a duty to warn the intended victim and report this information to legal authorities.

**Abuse of Children and Vulnerable Adults:** If a client states or suggests that he or she is abusing a child (or vulnerable adult) or has recently abused a child (or vulnerable adult), or a child (or vulnerable adult) is in danger of abuse, I am required to report this information to the appropriate social service agency and/or legal authorities.

**Prenatal Exposure to Controlled Substances:** I am required to report admitted prenatal exposure to controlled substances that are potentially harmful to the unborn child to the appropriate social service agency.

**Minors/Guardianship:** Parents or legal guardians of non-emancipated minor clients have the right to access the minor client's records.

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These situations have occurred from time to time in my practice. If a similar situation occurs, I will make every effort to discuss it with you before taking any action.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have at our next meeting. Included in this New Client Packet is a copy of my HIPAA Privacy Practice for your information, which includes a more comprehensive explanation of how and when your private information may be used.

Initial \_\_\_\_\_

### **APPOINTMENTS AND CANCELLATIONS**

Coaching/Counseling sessions last 50 minutes and are typically scheduled on a weekly basis. Appointments must be made in advance.

Once an appointment hour is set, this time is set aside for you, and thus, you will be expected to pay the full session fee unless you provide at least 24 hours advance notice of cancellation.

Initial \_\_\_\_\_

### **PROFESSIONAL FEES**

My standard fee is \$\_\_\_\_\_ per 50-minute session.

In addition to appointments, I charge \$\_\_\_\_\_ per hour for other professional services you may need, although I will prorate the hourly fee if I work for periods less than one hour. Payment for these services will be due at the time of service.

Other services include report writing, telephone consultations lasting longer than 10 minutes, attendance at meetings with other professionals you have authorized, preparation of records or treatment summaries, and the time spent performing any other service you may request of me. If you become involved in legal proceedings that require my participation, you will be billed for the time I participate on your behalf.

Initial \_\_\_\_\_

### **BILLING AND PAYMENTS**

Payment is expected at the time of each session, unless we agree otherwise. In certain circumstances of unusual financial hardship, I may be willing to offer a payment plan option. You will be responsible for all fees connected with my professional services due at the time of services or at termination, until all fees are paid. Unpaid fees may be subject to legal action or referral to a collection agency.

I utilize an online billing system that allows me to accept checks, cash, and Visa/Mastercard/AMEX/Discover Cards. A Payment Processing Information and Authorization

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form is included with this New Client packet along with an explanation of how your payments will be handled. Please complete this form today and include it with this contract. If you would like a Monthly Statement of Charges and Payments, please also include your email address and one will be sent on the 5<sup>th</sup> of each month from Therapy Partner, our payment processing system.

Initial \_\_\_\_\_

### **INSURANCE REIMBURSEMENT**

My wish is to dedicate my time and efforts in meeting your coaching and counseling goals. For this reason and due to the complexities of managed care, with excessive paperwork and third party decision-makers, I prefer not to subscribe to any HMO or PPO insurance panels or in any government or state run programs. Also, many mental health insurance plans do not typically cover services provided by interns.

If you have PPO health insurance that covers mental health services provided by **Out-of-Network Providers**, and you would like to seek reimbursement from them, I can print an insurance ready statement for you to submit directly to your insurance company for possible reimbursement of fees. Please understand that they may not cover my services until I become licensed.

Also, please be aware that mental health plans are often limited to short-term treatment approaches and may require updates from me in order to continue approving a few sessions at a time. These often have a calendar year maximum, usually around 20 visits.

Should your insurance cover services provided by me, you should also be aware that most insurance companies will only approve mental health services for individuals with a severe mental disorder diagnosis. I may have to provide additional clinical information such as treatment plans or summaries of the work we are doing in session. This information will become part of the insurance company's file, your medical history file, and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, I have no control over what they do with this information once it is in their hands. I will provide you with a copy of any report I submit, if you request it.

Initial \_\_\_\_\_

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

\_\_\_\_\_  
Client Signature or Guardian if Client is a Minor

\_\_\_\_\_  
Date

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**Revisions to above agreement:**

*I agree to revise the above agreement as follows:*

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

*I agree to the revision(s) noted above.*

\_\_\_\_\_  
Client Signature or Guardian if Client is a Minor

\_\_\_\_\_  
Date

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***Release of Authorization to Exchange or Release Information***

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I authorize Journey Coaching and Counseling Services and its employees to exchange or release information with the following persons, providers, or agencies, for the purposes indicated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This authorization will be in effect until \_\_\_\_\_, unless revoked by me in writing.

\_\_\_\_\_  
Client Signature or Guardian if Client is a Minor

\_\_\_\_\_  
Date

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# Journey Coaching and Counseling Services

## PAYMENT PROCESSING INFORMATION

Please complete the following information and return this form to your provider. Session fees for all clinical treatment will be deducted from the account designated on this form and will be noted as a "**JOURNEY COACHING AND COUNSELING SERVICES or Therapy Partner**" transaction on your bank statement. Forms of payment accepted: Visa, MasterCard, Discover, American Express, checks, and cash.

This form will be securely stored in your clinical file and may be updated upon request at any time.

### CLIENT INFORMATION:

Client Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Responsible Billing Party Name (as shown on Credit Card/Account):  
\_\_\_\_\_

Billing Address (as registered with Credit Card Company/Bank):  
\_\_\_\_\_

Mobile Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### FORM OF PAYMENT:

Check One: Credit/Debit Card: \_\_\_ Cash \_\_\_ Check: \_\_\_ Session Fee: \_\_\_\_\_

ACCOUNT INFORMATION: Card Type (Visa, MasterCard, Discover, AMEX): \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Three Digit Card Code (Located on Back of Card, or four digit code on front of AMEX): \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Special Payment Instructions:  
\_\_\_\_\_

THERAPIST NAME:

## **Journey Coaching and Counseling Services HIPAA Privacy Practices**

We have been, and always will be, totally committed to maintaining your confidentiality. We will only release information about you in accordance with HIPAA policies, state and local laws.

**Treatment:** Your mental health information may be disclosed to other health care professionals for the purpose of providing treatment.

**Our duties as your counselor:** We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We are required to abide by the privacy policies and practices that are outlined in this notice.

**Payment:** Your health information may be used to seek payment from your health plan, from other sources of coverage, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated.

**Law Enforcement:** In the event of reported violence or life-threatening dangers, your health information may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government-mandated reporting.

**Other uses and disclosures that require your authorization:** Disclosure of your mental health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information, you must submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.

**Individual rights:** You have certain rights under the federal privacy standards.

These rights include, but are not limited to:

- The right to request restrictions on the use and disclosure of your protected health information.
- The right to receive confidential communications concerning your medical condition and treatment.
- The right to inspect and copy your protected health information.
- The right to amend or submit corrections to your protected health information.
- The right to receive an accounting of how and to whom your protected health information has been disclosed.
- The right to receive a printed copy of this notice.

**Request to inspect protected health information:** You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting us during normal business hours. Your request may or may not be granted, depending upon the reasoning for disclosure.

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**Contact person:** You may contact us for further information concerning our privacy practices.

**Complaints:** If you would like to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concerns to our office. If you believe that your privacy rights have been violated, you should send a letter describing the cause of your concern to our office. You will not be penalized or otherwise retaliated against for filing a complaint.

Dr. Miller will provide a copy of her HIPAA practices upon request.

If you have any questions or concerns regarding this policy, please discuss them with Dr. Miller.

***Please initial here, indicating you have read and understand this policy.***

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<i>FOR PROVIDER USE ONLY</i>	
	FAMILY OF ORIGIN STATUS:
	PRIMARY CAREGIVER AS A CHILD: <span style="float: right;">BIRTHORDER:</span>
	CHILDHOOD HX:
	ABUSE HX:
	OCCUPATION: <span style="float: right;">YRS AT CURRENT JOB:</span>
	WORK RELATED PROBS:
	DRUG, ETOH, TOBACCO USE/ABUSE HX:
	SURGERIES AND/OR MAJOR ILLNESSES:
	HX OF HEAD TRAUMA? DESCRIBE:
	RX:
	LEGAL ISSUES?
	FAMILY HX OF MENTAL HEALTH:
	PERSONAL HX OF MENTAL HEALTH:
	PRIOR PSYCHOTHERAPY EXPERIENCES:
	S/I:  H/I:
	HX OF PRESENTING ILLNESS:

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