



Tracy Webb, LPC, NCC, RPT
Counseling for Women & Teens
5211 Trenholm Road, Suite B, Columbia, SC
29206

Tracy Webb Counseling, LLC Office Policies

APPOINTMENTS: Call 803-318-1417 or email tracywebbcounseling@gmail.com to schedule appointments. My services include individual counseling for women of all ages, children, adolescents and their families.

TEXT MESSAGES/EMAIL: Text messages and emails are frequently used to remind you of appointments. If you prefer not to receive reminders this way, please let me know.

CANCELLING APPOINTMENTS: 24 hours notice is required if you need to cancel or reschedule your appointment. **There is a \$50.00 fee for late cancellations and missed appointments.**

FEES FOR SERVICES:

Initial Session	\$120.00 (intake, eval, treatment plan)
60 Minute Session	\$95.00 (individual or family)
90 Minute Session	\$140.00 (individual or family)
Missed Appointment Fee	\$50.00 (includes cancellations without a 24 hr notice)
Phone Consultations	\$15.00 per quarter hour
Preparation of Reports	\$75.00 per hour

(This includes any request from the client or other professional - doctor, employer, court, school - for treatment progress reports or other requested documentation. If I am subpoenaed to court my fee is \$150.00 per hour.)

PAYMENT: I accept cash, debit/credit cards, and checks payable to Tracy Webb Counseling, LLC. There is a \$15 fee on all returned checks and outstanding balances.

INSURANCE: I am no longer a participating provider with any insurance networks. Insurance is complex and too time consuming to manage as an individual practitioner. If you choose to file for reimbursement you may request a clinical receipt. Keep in mind that insurance companies require a diagnosis code and sometimes a treatment plan.

PHONE CALLS: Phone calls may be necessary for crisis management. If we decide it would be beneficial for me to consult with other professionals then I will ask you to sign a release. If your child/teen is in therapy, I need to meet with you periodically to discuss family dynamics and concerns. It is better for these conversations to take place in my office, but if phone calls are necessary then charges of \$15 per quarter hour will apply.

EMERGENCIES: I do not have 24-hour emergency coverage. I check voice messages during my office hours Monday – Friday, but there is no guarantee I will get your message in an emergency response time frame. **If you need immediate assistance call your doctor, 911, or go to the nearest emergency room.**

CONFIDENTIALITY: The information you share in counseling sessions is considered to be confidential. Both verbal and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian. If there is a need to share information in your record with someone else (a physician, attorney, or other professional) you must sign a Release of Information Form authorizing your therapist to share the information.

State laws dictate the only exceptions to this protection of your privacy. Confidential information may be released without your permission in the following situations:

- 1) If you threaten to harm yourself or someone else and your threat is believed to be serious, your therapist is ethically and legally obligated to take whatever action seems necessary to protect you or others from harm;
- 2) If there is suspected abuse or neglect of a child or vulnerable adult, therapists are obligated by law to report this to the appropriate state agency. This law also applies if you report that you have reason to believe another person is abusing or neglecting a child;
- 3) If you are in court-ordered therapy you can assume the court will require a treatment plan and/or progress report;
- 4) If you are involved in litigation of any kind and inform the court of the services you received here (making your mental health an issue before the court), you may be waiving your right to keep your records confidential;
- 5) If you file a formal complaint against me or make me a party to a legal action;
- 6) If you use insurance to reimburse for fees the insurance company requires a diagnosis code and the dates and type of service. Some companies may request a treatment plan, progress reports and case file summaries;
- 7) If you do not pay your bill and it is forwarded to a collection agent.

Tracy Webb is licensed by the State of South Carolina as a Licensed Professional Counselor (#3648). She is certified by the Association for Play Therapy as a Registered Play Therapist (#T459) and by the National Board of Certified Counselors as a National Certified Counselor (#48086). Tracy Webb Counseling, LLC Tax ID # 27-3009448.