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The purpose of this form is to ensure a common understanding about the consultation process.

Professional Disclosure

I earned a Masters degree in counseling psychology from Antioch University Seattle in 1986 and am a licensed mental health counselor and licensed marriage and family therapist in the state of Washington. I am also an approved supervisor in the state of Washington. I am a member of the Association for Humanistic Psychology, the Jungian Psychotherapist Association, and the Washington Mental Health Counselors Association. I have worked in agency and private practice since 1983 and I teach in Antioch University Seattle's Masters in Psychology program. My theoretical orientation for therapy and consultation combines humanistic, transpersonal, psychodynamic and developmental theories.

Consultation Process

My goal is for your consultation to be a rewarding and caring experience. It is an interactive process that improves the quality of client care, increases your clinical skills and nurtures your professional growth. You can expect to receive timely feedback about your interventions and to have a supportive environment in which to explore client-related concerns, inclusive of transference issues which invariably arise. I invite you to ask questions, explore alternatives, address ethical concerns and receive feedback and suggestions on your therapeutic interventions.

Consultation is not intended to provide you with personal counseling or therapy. If personal issues or concerns arise that may interfere with your professional life, I will encourage you to seek counseling. The content of our sessions are confidential with certain exceptions. Limits to confidentiality include but are not limited to, treatment of a client that violates the legal or ethical standards set forth by professional associations and government agencies.

Practical Issues

It is important to note that we are agreeing to consultation, which is distinct from supervision. As your consultant, I have no authority or liability regarding your work with clients. Our consultation work together does not apply to any requirements for supervision.

Fees will be determined prior to the initial session. Fees may vary based on my perception of current going rates and any agreement that I may come to with you.

If you need to speak to me between sessions or in case of a client emergency, you may call me at my office. I will get back to you as soon as possible. I check voicemail frequently during the weekdays and several times over the weekends. You may also email me for non emergency issues, as I do not check email as often as voicemail. If I am out of town we will arrange for you to have contact information of a licensed clinician who will be available to you in my absence.

Cancellations:

If you miss a scheduled session with less than **48 hours notice**, you will be charged for that session, regardless of circumstances, unless we can reschedule within that week, or time frame within your regularly scheduled appointment. (**For Monday appointments**, you will need to notify me by Friday, so it will be **72 hours** or three days.) If you need to change your appointment for work or leisure, the sooner you give me notice, the more able I am to accommodate you with another appointment time. If I need to cancel an appointment for an emergent issue, you will of course, not be charged.

As this time is reserved for you, and I do not offer it to anyone else, I lose the income when you are not able to make your appointment. Late cancellations are never easy on your finances, and if I can reschedule your time with someone else, you will not be charged for that missed session.

Several times a year I will likely be out of the office for retreats and vacations. I will give you as much time as I am able, so you can plan accordingly.

In the case of snow or illness, I offer either a Doxy.me, V-SEE or phone session as an alternative to coming in person. For those who wish to keep their appointment in person, that will always be an option.

Emails:

Emails are not secure and I cannot guarantee confidentiality. They are best used for scheduling purposes, if you need to change an existing appointment, or need to give me other salient information. I do check email, but not as often as the phone. Therefore, if you want to get hold of me, it is best to leave a phone message.

Texting:

If you decide to send a text, please indicate yourself by name, as often your phone number will show up, but not your name. My preference is a phone call, but under certain circumstances, you may find texting easier. This method is again, only meant for scheduling, not clinical issues.

Fee per session _____ (date) _____.

I, _____, have read and understand the above policy & disclosure statement.

signature

today's date

Work # _____ Cell# _____ Home

Email _____

Address _____

City _____ ZIP _____

Emergency Name _____ PHONE: _____

REFERRED BY: _____ PHONE: _____