



3443 Pelham Road, Suite 300, Greenville, South Carolina 29615
Phone 864·297·5377

THE PROFESSIONAL DISCLOSURE STATEMENT AND CONSENT FOR TREATMENT OF KEYSTONE COUNSELING & CONSULTING, LLC.

WELCOME TO KEYSTONE. Keystone is a consortium of independent practitioners that share office space and administrative services. Each clinician is independently licensed in South Carolina, operates as an independent contractor under a separate LLC, and is committed to providing the highest quality of care to you and your family. Full resumes are available upon request. Please take a few minutes to read about practice policies. If you have any questions about this document, please feel free to discuss them with your therapist.

SERVICES:

Psychotherapy: Adults, children, couples and families enter therapy for a variety of reasons, such as stressful life situations, emotional or behavioral problems, employment or school concerns, relationship difficulties or for personal growth and development. Therapy is a process through which problems are identified and treatment goals are developed to lessen the problem. While most clients experience some type of relief from therapy, treatment isn't always successful and may open up emotionally sensitive areas. The length of therapy varies from individual to individual. Ongoing dialogue between you and your therapist will determine the effectiveness of therapy and whether adjustments are needed to achieve treatment goals. Treatment occurs in a variety of therapies: individual, family, couples and group.

OFFICE POLICIES:

Office Hours: Keystone is open Monday through Friday based on specific therapist schedule located on page two of this form. Occasionally, early evening hours are available. Group times will vary. Speak to individual provider about specific office hours available.

Fees and Insurance: In most cases, sessions last 45 minutes for a charge of \$100.00. All fees are due in full upon receipt of service. Failure to make payment on an outstanding bill may result in suspended services until payment is made. To cancel an appointment, please notify the office **at least 24 hours prior** to your appointment. Failure to do so will result in a \$50.00 charge for the first appointment and a \$100.00 charge thereafter. Keystone's independent therapist do not contact insurance companies or file insurance claims on your behalf. All fees are due upon receipt of service.

Emergencies: Keystone's independent therapist maintain a 24-hour voicemail system to be used after hours. After normal office hours, a voicemail can be left for your therapist to return during normal office hours. After hours calls and messages will only be returned in case of an emergency. After hours calls will be billed to patient. You can also call the CRISIS line (864-271-8888) or dial 911 for immediate assistance.

CONFIDENTIALITY:

The majority of this document is mandated by state and federal law and is provided for **your** protection and understanding. The information that you provide in your clinical sessions or during psychological testing is generally considered confidential by law. However, under certain conditions, confidentiality can be breached. The information you share can be subpoenaed through a court order (signed only by a judge), but is, considered privileged in the federal court system. Our therapists at Keystone are mandated by law, through “duties to warn,” to breach confidentiality if they discover: 1) you are threatening self-harm or suicide; 2) you are threatening to harm another or commit homicide; 3) a child has been or is being abused; 4) a vulnerable adult has been or is being abused. Outside of these unusual events, your confidentiality is honored at all times. If you would like your therapist to contact your physician or any other provider for records or communication you will be asked to sign a Release of Information form.

ETHICS:

Keystone’s independent therapists, adhere to the following codes of ethics:

- South Carolina Board for Counselors, Therapists and Psycho-Educational Specialists
- American Association of Marriage and Family Therapy
- American Psychological Association
- National Association of Social Workers

In compliance with South Carolina law you are advised that psychotherapy never includes sexual contact between a therapist and client or any client’s family member. Other dual relationships are prohibited.

INDIVIDUAL THERAPISTS OFFICE HOURS:

Dana R. Saunders, LPC
dba Keystone Health & Wellness, LLC

Monday	8:30am	to	2:30pm
Tuesday	8:30am	to	2:30pm
Wednesday	8:30am	to	2:30pm
Thursday	8:30am	to	2:30pm
Friday	closed		

Jim Moran, LISW-CP
dba Middle Path Therapy Center, LLC

Monday	8:00am	to	4:00pm
Tuesday	10:00am	to	6:00pm
Wednesday	8:00am	to	4:00pm
Thursday	10:00am	to	6:00pm
Friday	8:00am	to	12:00pm