

**Emergency Situations:** If you find yourself in an emotional crisis outside of session and your Counselor is not able to be reached, please do at least one of the following:

- 1) go to the nearest hospital emergency room, or
- 2) call the Oklahoma County Crises Center at 522-8100, or
- 3) dial 911

**How did you hear about us?**

- Church (which church and pastor?) \_\_\_\_\_
- Personal friend
- Website
- Advertisement (where did you see the ad?) \_\_\_\_\_
- Doctor (what is the doctor's name?) \_\_\_\_\_
- Phone book
- Brochure
- Other (please specify) \_\_\_\_\_

**Agreement:** As the Client, I voluntarily agree to participate in the assessment and counseling offered by TCCC and its Counselors. I am aware that treatment often involves family therapy or education which may be recommended to me. I acknowledge that no guarantees have been made to me regarding the outcome of my therapy. I consent to the use of my personal health information for routine practices for treatment, payment and health care operations according to state and federal law. I have read and agree to the terms and conditions stated in this Understanding Form, including my rights and responsibilities, and I have indicated my agreement by signing below.

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

Signature of Parent/Guardian if Client is 17 or under: \_\_\_\_\_

Client Name: \_\_\_\_\_ Age: \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Telephone (primary contact number): \_\_\_\_\_

Client Email Address: \_\_\_\_\_

Accepted by Counselor (signature): \_\_\_\_\_

Accepted by TCCC: \_\_\_\_\_

**TCCC Contact Information:**  
**Julane Swyden, Director**  
**Transformation Christian Counseling Center**  
**1100 E I-35 Frontage Rd, Edmond, Oklahoma 73034**  
**Phone: (405) 513-7458**  
**Email: [jswyden@hhbc.com](mailto:jswyden@hhbc.com)**



**TCCC Client Understanding Form A**

**Who Are We:** The mission statement of Transformation Christian Counseling Center (TCCC) is: "To help people improve their relationship with God and others by facilitating Christ's emotional healing in their lives". TCCC provides professional level Christian-based counseling to individuals, including clients of Ministries of Jesus (MOJ), members of the Henderson Hills church body, and the community at large.

**What Services Do We Provide:** Within a caring and confidential setting, TCCC provides professional level Christian-based counseling to individuals (Clients). TCCC's Counselors have completed professional level coursework, are licensed by the State of Oklahoma or under licensure supervision, are believers in Christ, and are committed to bringing Christian principles and worldview into the therapeutic experience whenever the Client is receptive. Although TCCC's counseling is primarily for Christians, people of other faiths are welcome to receive counseling through TCCC. We focus on emotional healing because people are 3-part beings, with emotions being part of the Soul. Our emotions are a significant part of ourselves and cannot simply be ignored or dismissed. Sometimes emotions resulting from past or present problems manifest themselves in our lives in unhealthy and painful ways, and keep us from the life God has in mind for us. TCCC is a resource for people experiencing emotional difficulty individually, in marriage, in family or in other relationships, to receive ministry from those knowledgeable about how to guide people to move forward in receiving and appropriating Christ's emotional healing in their lives.

**Confidentiality:** TCCC and its Counselors agree to maintain confidentiality of your status as a Client, and of all interaction that takes place during sessions together. This means that communications with your Counselor and any records pertaining to your identity, evaluation, or therapy will be held in confidence. The only exceptions to this commitment of confidentiality are the following situations:

- when necessary to report any suspicion of child abuse (under age 18)
- when necessary to report any suspicion of elder abuse (over age 65) or "vulnerable adult" abuse
- when necessary to report any suspicion of intent to harm self or others
- as mandated by law, such as court orders or subpoenas
- to defend a legal action against TCCC or the Counselor
- for the Counselor to consult with his/her supervisor but only to the extent required by licensing laws
- when, consistent with professional practice and treatment planning, consultation with other medical or counseling professionals is considered appropriate. Those professionals are also bound by laws of professional confidentiality.

**How We May Contact You:** Complete confidentiality cannot be assured when using cell phones, fax, or e-mail. However, you as Client agree that TCCC and its Counselors may communicate with you via email - but *only* about appointment dates and times (i.e. "Reminding you of your appointment with [Counselor name] on Tuesday, March 17 at 2 pm. Please call (405) 715-4851 to confirm, cancel or reschedule.").

**Counselor Qualifications:** Your individual Counselor meets the qualification requirements of TCCC. Please feel free to request a biography sheet on your Counselor, and ask him/her any questions regarding your Counselor's background, credentials, college education, licensure status, and professional experience.

**Explanation of the Therapeutic Process:** Sometimes confusion exists regarding what mental health therapy is, and how it helps people. The following is a basic explanation of how TCCC and its Counselor will work with you as a Client to meet your goals for change.

- Participating in the therapy process implies that there are areas in your life in which you wish to make changes. These areas are primarily in the way that you *feel, think, and/or behave*. This might deal with your relationships, your work, your spirituality, or just in general how you are experiencing life. The overall goal of the therapeutic process is for change that helps you to have improved relationship with God and others.
- Therapy through TCCC will always be based on a Christian world-view. This includes the belief that Jesus Christ is central to true emotional health and wholeness of life. It is not a requirement, however, that you already have a personal relationship with Jesus Christ to receive emotional help. Prayer can be a regular part of sessions if you wish.
- Scriptural principles are incorporated into the therapeutic process. The Biblical concept of the importance of how a person thinks and believes will constitute a framework for emotional exploration and healing. Because thoughts often drive feelings and behaviors, the most frequent approaches in therapy sessions will be three-fold: (1) discovering thought processes and belief systems; (2) understanding the reasons for thought patterns and responses; and (3) evaluating the truthfulness and rationality of thoughts and beliefs. Efforts will then be made to challenge and correct dysfunctional and/or untrue thinking, and underlying deeper beliefs. This is called cognitive therapy.
- Please be prepared to formulate some goals for your therapeutic process by the 3<sup>rd</sup> or 4<sup>th</sup> session, if possible. As the Client, you are a full partner in the therapeutic process, and your honesty and effort are essential for positive change to occur. As we work together, if you have suggestions or concerns about your counseling, please share those with your Counselor so that we can make the necessary adjustments.

**How Much Does It Cost:** Your counseling sessions at TCCC are partially funded by you as the Client at a manageable cost. A sliding scale will be utilized for payments based on your current annual gross income level. This ensures that people from all socioeconomic levels can have access to Christian-based professional counseling should they encounter a time in life when they are in need of such ministry. Below is a chart showing the number of free sessions made available to a Client, and the cost for each of the fee-for-service sessions, based on the current annual gross income level of you the Client. **Please mark one of the boxes immediately below:**

<u>Current Annual Gross Income Level</u>	<u>Maximum Number of Free Sessions</u>	<u>Sliding Scale For Sessions After Free Sessions</u>	<u>Maximum Number of All Sessions</u>
<input type="checkbox"/> <25,000/yr	2	\$25/session	12
<input type="checkbox"/> 25,000-39,999/yr	0	\$35/session	12
<input type="checkbox"/> 40,000-54,999/yr	0	\$45/session	12
<input type="checkbox"/> 55,000-69,999/yr	0	\$60/session	12
<input type="checkbox"/> 70,000-84,999/yr	0	\$75/session	12
<input type="checkbox"/> 85,000-99,999/yr	0	\$85/session	12
<input type="checkbox"/> >100,000/yr	0	\$95/session	12

Payment is expected at the time of service, made payable to "Transformation Christian Counseling Center". We currently do **not** accept insurance and do **not** file insurance claims on behalf of a Client. A fee of \$6.00 will be added to any returned check.

**Maximum Number of Sessions:** Although TCCC is fortunate to be able to provide professional counseling at generally reduced fees, a limit must be placed on the number of sessions any one Client may receive. The maximum number of sessions a client may expect to receive through TCCC is 12. If a client wishes to continue in counseling past the 12 TCCC sessions, there are 2 options:

- 1) You as the Client may be referred to the private practice of the Counselor you have been working with at TCCC. This is dependent on the Counselor having an opening in their private practice at the time. Any scheduling matters and fees for such private, non-TCCC services, shall be subject to a private agreement between you the Client, and the Counselor.
- 2) TCCC can make a referral for you to another counselor/counseling agency. TCCC can make no guarantee regarding the cost of counseling with that counselor/counseling agency. However, other low-cost counseling services are available in the metro area.

Because the number of TCCC-counseling sessions is limited, a form of brief therapy will be utilized by your Counselor. It is the hope of this ministry of TCCC that you will be able to experience a significant degree of emotional healing, through Christ, as you spend time in counseling at TCCC.

**Appointment Policy:** If a client "No Shows" at any time during the 12-session counseling period, TCCC will consider that time slot open and available to be filled with another client the next day. If the client who no-showed calls after the scheduled appointment time, and wishes to continue in counseling, they will be placed on the waiting list and alerted of the next opening. (A "No-Show" is defined as missing a scheduled counseling appointment with no **prior** notification to TCCC or the counselor.)

During the course of the 12-session counseling period, a client will be allowed to cancel 1 session, with **prior** notification to TCCC or the counselor, free of charge. Any subsequent cancelled sessions will be charged to the client at the regular session price, providing the client has given notification to TCCC or the counselor **prior** to the missed session. If notification is not given, the client will be considered a "No Show", and the policy delineated above will be implemented. Fees for a missed session will be due the next session the client has at TCCC after the missed session.

**Potential Effects/Risks of Therapy:** It is important for you as the Client to know that participating in counseling has certain risks. For instance, other issues may surface that have not previously been in your awareness. Changes that you make as a result of counseling may impact other aspects of your life, such as relationships with family, friends, etc. A possible risk within marriage is that as one partner changes, additional strain may be placed on the marriage if the mate is not involved in the change process. TCCC and your Counselor are available to assist you with these issues in the therapeutic process and to help you locate appropriate resources. You as the Client may terminate your sessions and therapy at any time.

**Release of Liability, Indemnification and Damages:** To the maximum extent provided by law, Client agrees to protect, defend, indemnify and hold harmless TCCC, Transformation Counseling, L.L.C., Transformation Fitness Center, L.L.C., Transformation Holdings, Inc., Ministries of Jesus, Inc., and their respective officers, directors, managers, employees, agents, and Counselors (Indemnities) from and against any and all claims, losses, damages, liabilities, judgments and expenses (including reasonable attorneys fees, costs and expenses) which may be incurred or sustained by Indemnities, directly or indirectly, as a result of (1) any failure by Client to perform his/her obligations hereunder, or (2) the negligent and/or intentional tortuous acts or omissions of Client; and Client agrees that Indemnities shall not be liable for any consequential, indirect or punitive damages arising out of any breach, delay or default in performance of Services hereunder, and in any event the total amount of damages due from all Indemnities to Client shall not exceed the fees paid by Client hereunder.