



1407 Hillsborough St  
Suite 201  
Raleigh, NC 27605  
(919) 413-0367  
www.elizabethtatum.org

Liz Tatum MA, NCC, LPC  
Psychotherapist

liz.tatum@hotmail.com

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Welcome to my practice! This form contains important information pertaining to my professional services and business policies. Please read carefully and feel free to ask any questions. Once signed, it constitutes a binding agreement between us.

B.A. Psychology 2001 University of Iowa  
M.A. Counseling 2006 University of Phoenix  
Licensed Professional Counselor: License NC 7741  
I hold 11 years of counseling experience following graduation with my Master's Degree.

**Confidentiality:** All written and verbal information pertaining to your visits will be strictly confidential and cannot be released to anyone without your consent. **Exceptions are made only if you are in imminent danger of harming yourself or someone else is being harmed.** Counselors are required by law to report child or elderly abuse and to release records ordered by a court judge. *Your confidentiality will be respected, publicly, at all times.*

**Theoretical Approach:**

My theoretical approach is integrative. I believe cognition influences behavior and therefore I endorse the Cognitive Behavioral Approach. Helping change a client's thinking, in turn, prompts behavior change.

I am a person-centered therapist and believe clients deserve a comfortable, non-judgmental environment to discuss their experiences.

I also view Insight Oriented & Relational Therapy as helpful therapeutic approaches. I believe fostering healthy relationships in our lives is a means to happiness. Exploring the history of relationships is part of my approach.

**Services Available:** The foundation of my work is grounded in the belief of personal responsibility and the human ability to learn and to choose. I offer a variety of specialty areas including, but not limited to: stress management, coping skill utilization, counseling for depression & anxiety, grief & loss, self esteem, stress management, major life changes, marital discord and divorce support.

**Initial Session:** Your initial evaluation will be utilized for exploring your concerns and discussing what services will be useful. A treatment plan will be discussed, goals will be developed & paperwork will be reviewed and completed. When appropriate, a diagnosis will be communicated during the initial session. If a diagnosis is assigned to you at any time during our sessions, this will become a permanent part of your personal record. This diagnosis will be discussed and explained with you upon notation in your file.

**Fees and Payment:** The fee for the individual **initial assessment is \$150.** The hourly fee for **follow-up appointments are \$130 per 50 minute individual session. Couples sessions are \$180/intake (includes extensive online relationship inventory) \$150 per 50 minute session.** Phone/Skype sessions are offered at \$130 per 50 minute session. Simple document preparation is offered at \$130/hour. Document Preparation or court, courtroom appearances and travel time are billed at \$250/hour. Payment is requested at the time services are rendered and may be paid by check, cash, or credit card. I am recognized as an out of network provider for all insurance companies. I will provide a detailed receipt of service, to be submitted to insurance company for reimbursement plan dependent.



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**Cancellations:** Please schedule carefully. Your appointment is reserved for you, therefore, **cancellations less than 24 hours will be charged a full fee.** I will collect credit card information during your intake appointment. Signing this disclosure statement consents to charging your account upon missed appointment.

**Contact:** During my work schedule, I am often not immediately available by telephone or email. I monitor my voicemail frequently and will make every effort to return your call within 24 hours, except on weekends or holidays. In an emergency, please contact Holly Hill Hospital Admissions (919-250-7000) or the Holly Hill Crisis Line (1-800-422-1840). In the event of a physical emergency, please visit your local emergency room.

**Registering a complaint:** In the event a client feels it is appropriate to register a complaint against his/her clinician. The North Carolina Board of Licensed Professional Counselors should be notified. The following is the procedure for doing so: Place the complaint in writing and send it to the NCBLPC. According to the American Counseling Association's Ethical Guidelines, you should attempt to resolve your complaint with the counselor directly. If this is not successful, you may place your concerns in writing, citing the ACA ethical codes you believe to have been broken, and submit along with a completed NCBLPC Complaint Form to the board. The board will assign your complaint a number so no names will be known to anyone but the board attorney, administrator and ethics chair. Once the complaint has been received, notification is sent to the counselor against which the complaint was filed allowing him or her to respond to the alleged charges. If necessary, the board will investigate the complaint and issue a ruling after gathering all necessary information. Investigations will not be made unless complaints are in writing and signed by the complainant.

North Carolina Board of Licensed Professional Counselors  
PO Box 77819  
Greensboro, NC 27417  
Phone: 336-217-6007



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**Informed Consent:** “I have read the Disclosure Statement, understand it, and agree to the conditions. I have read all office policies and understand my responsibilities. Furthermore by way of my signature, I provide Elizabeth A. Tatum with my authorization and consent to use and disclose my protected health care information for the purposes of treatment, payment and health care operations as described in the Privacy Notice”

\_\_\_\_\_  
Patient's Signature, or Guardian/Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinician's Signature

\_\_\_\_\_  
Date