

**LOTUS COUNSELING**  
Relationship Therapy & Holistic Mental Wellness  
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Laura Foulds, M.S., LMFT, RYT  
1616 Mistletoe Blvd, Suite 100  
Fort Worth, Texas  
(817) 360-4462

**INFORMATION, AUTHORIZATION, & CONSENT TO TELEMENTAL HEALTH**

PATIENT FULL NAME: [REDACTED] DATE OF BIRTH: [REDACTED]

This document is designed to inform you about what you can expect from me regarding confidentiality, emergencies, and several other details regarding your treatment as it pertains to TeleMental Health. TeleMental Health is defined as follows:

"Telehealth service" means a health service, other than a telemedicine medical service, delivered by a health professional licensed, certified, or otherwise entitled to practice in this state and acting within the scope of the health professional's license, certification, or entitlement to a patient at a different physical location than the health professional using telecommunications or information technology." (Texas Code 111.001(3)).

TeleMental Health is a relatively new concept despite the fact that many therapists have been using technology- assisted media for years. Breaches of confidentiality over the past decade have made it evident that Personal Health Information (PHI) as it relates to technology needs an extra level of protection. Additionally, there are several other factors that need to be considered regarding the delivery of TeleMental Health services in order to provide you with the highest level of care. Therefore, I have completed specialized training in TeleMental Health. I have also developed several policies and protective measures to assure your PHI remains confidential. These are discussed below:

**The Different Forms of Technology-Assisted Media Explained**

**Telephone via Landline** It is important for you to know that even landline telephones may not be completely secure and confidential. There is a possibility that someone could overhear or even intercept your conversations with special technology. Individuals who have access to your telephone or your telephone bill may be able to determine whom you have talked to, which initiated that call, and how long the conversation lasted. If you have a landline and you provide me with that phone number, I may contact you on this line from my own landline in my office or from my cell phone, typically only regarding setting up an appointment if needed. If this is not an acceptable way to contact you please let me know. Telephone conversations (other than just setting up appointments) are billed at my hourly rate. **Cell Phones** In addition to landlines, cell phones may not be completely secure or confidential. There is a possibility that someone could overhear or even intercept your conversations with special technology. Individuals who have access to your telephone or your telephone bill may be able to determine whom you have talked to, which initiated that call, and how long the conversation lasted. If you have a landline and you provide me with that phone number, I may contact you on this line from my own landline in my office or from my cell phone, typically only regarding setting up an appointment if needed. If this is not an acceptable way to contact you please let me know. Telephone conversations (other than just setting up appointments) are billed at my hourly rate. Additionally, I keep your phone number in my cell phone, but it is listed by your initials only and my phone is password protected. If this is a problem, please let me know, and we will discuss our options. **Text Messaging** Text Messaging is not a secure means of communication and may compromise your confidentiality. Furthermore, a text message is left up to interpretation and can thus be mis-interpreted in its meaning. Therefore, I do not utilize text messaging in my therapy practice, and I will not respond to a text message for your protection. If you sent me a text message by accident, please advise that I am required to keep a copy or summary of all texts as part of your clinical record that address anything related to therapy. **Email** Email is not a secure means of communication and may compromise your confidentiality. However I realize that many people prefer to email because it is a quick way to convey information. Nonetheless, please advise that it is my policy to utilize this means of communication strictly for appointment confirmations. Please do not bring up any therapeutic content via email to prevent compromising your confidentiality. Please advise that I am required to keep a copy or summary of all emails as part of your clinical record that address anything related to therapy. I also strongly suggest that you only communicate through a device that you know is safe and technologically secure (e.g., has a firewall, anti-virus software installed, is password protected, not accessing the internet through a public wireless network, etc.) If you are in a crisis, please do not communicate this to me via email because I may not see it in a timely matter. Instead, please see below under "Emergency Procedures."

**Social Media – Facebook, Twitter, LinkedIn, Instagram, Pinterest, Etc.** It is my policy not to accept "friend" or "connection" requests from any current or former client on my personal social networking sites such as Facebook, Twitter, Instagram, Pinterest, etc. because it may compromise your confidentiality and blur the boundaries of our relationship. However, Lotus Counseling has a professional Instagram page. You are welcome to "follow" me on this professional page where I post counseling information. However, please do so only if you are comfortable with the general public

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being aware of the fact that your name is attached to Lotus Counseling. Please refrain from making contact with me using social media messaging systems such as Direct Messaging. These methods have insufficient security, and I do not watch them closely, and I would not want to miss an important message from you. Google, Bing, etc.: It is my policy not to search for my clients on Google, Bing, or any other internet search engine. I respect your privacy and make it a policy to allow you to share information about yourself with me, as you feel appropriate. If there is content on the Internet that you would like to share with me for therapeutic reasons, please print the material out and bring it to your session. Blogs: I may post counseling information on my professional blog. If you have an interest in following my blog, please feel free to do so. However, please be mindful that the general public may see that you're following Lotus Counseling's Blog, and maintaining your confidentiality is a priority. Video Conferencing (VC): Video Conferencing is an option for us to conduct remote sessions over the internet where we not only can speak to one another, but we may also see each other on a screen. I utilize Doxy.Me. This VC platform is encrypted to the federal standard, HIPAA compatible, and has signed a HIPAA compliance and has signed a HIPAA Business Associate Agreement (BAA). The BAA means that Doxy.Me is willing to attest to HIPAA compliance and assumes responsibility for keeping our VC interaction secure and confidential. If we choose to utilize this technology, I will give you detailed directions regarding how to login securely. I also ask that you please sign on to the platform at least five minutes prior to our session time to ensure that we get started promptly. Additionally, you are responsible for initiating the connection with me at the time of your appointment. I strongly suggest that you only communicate through a computer or device that you know is safe (e.g., has a firewall, anti-virus software installed, is password protected, not accessing the internet through a public wireless network, etc.) Faxing Medical Records: If you authorize me (in writing) via a "Release of Information" form to send your medical records or any form of PHI to another entity for any reason, I may need to fax that information to the authorized entity. It is my responsibility to let you know that fax machines may not be a secure form of transmitting information. However, my fax machine is kept behind two locks in my office. And, when my fax machine needs to be replaced, I will destroy the hard drive in a manner that makes future access to information on that device inaccessible. Recommendations to Websites or Applications (Apps): During the course of our treatment, I may recommend that you visit certain websites for pertinent information or self-help. I may also recommend certain apps that could be of assistance to you and enhance your treatment. Please be aware that websites and apps may have tracking devices that allow automated software or other entity to know that you've visited these sites or applications. They may even utilize your information to attempt to sell you other products. Additionally, anyone who has access to the device you used to visit these sites/apps may be able to see that you have been to these sites by viewing the history on your device. Therefore, it is your responsibility to decide if you would like this information as adjunct to your treatment or if you prefer that I do not make these recommendations. Please let me know by checking (or not checking) the appropriate box at the end of this document. Electronic Transfer of PHI for Certain Credit Card Transactions: I utilize Square Up as the company that processes your credit card information. This company may send the credit card holder a text or an email receipt indicating that you used that credit card for my services, the date you used it, and the amount that was charged. This notification is usually set up two different ways – either upon your request at the time the card is run or automatically. Please know that it is your responsibility to know if you or the credit cardholder has the automatic receipt notification set up in order to maintain your confidentiality if you do not want a receipt sent via text or email. Additionally, please advise that the transaction will also appear on your credit card statement. Your Responsibilities for Confidentiality & TeleMental Health Please communicate only through devices that you know are secure as described above. It is also your responsibility to choose a secure location to interact with technology-assisted media and to be aware that family, friends, coworkers, strangers, and hackers could either overhear your communications or have access to the technology that you are interacting with. Additionally, you agree not to record any TeleMental Health sessions.

**Communication Response Time**

I'm required to make sure that you're aware that Lotus Counseling is located in Texas and abide by Central Standard Time (CST). Lotus Counseling is considered to be an outpatient facility, and I am set up to accommodate individuals who are reasonably safe and resourceful. I do not carry a pager nor am I available at all times. If at any time this does not feel like sufficient support, please inform me, and we can discuss additional resources or transfer your case to a therapist or clinic with 24-hour availability. I will return phone calls within 48-hours. However, I do not return calls or emails on weekends or holidays. If you are having a mental health emergency and need immediate assistance, please follow the instructions below.

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**In Case of Emergency**

If you have a mental health emergency, I encourage you not to wait for communication back from me, but do one or more of the following:

**Call 9-1-1 or go to your nearest Emergency Room for assistance**

**\* Call 1-800-SUICIDE or 1-800-784-2433**

**\* Text 741-741**

**\* Call 1-800-273-TALK or 1-800-273-8255**

**For an Emergency related to Substance Abuse, see the following options:**

**\* Call 9-1-1 or go to your nearest Emergency Room for assistance**

**\* Call 1-800-662-HELP or 1-800-662-4367**

**Emergency Procedure Specific to TeleMental Health Services**

There are additional procedures that we need to have in place specific to TeleMental Health Services. These are for your safety in case of an emergency and are as follows: You understand that if you are having suicidal or homicidal thoughts, experiencing psychotic symptoms or in a crisis that we cannot solve remotely, I may determine that you need a higher level of care and TeleMental Health services are not appropriate or sufficient. I require an Emergency Contact Person (ECP) who I may contact on your behalf in a life-threatening emergency only. Please write this person's name and contact information below. Either you or I will verify that your ECP are willing and able to go to your location in the event of an emergency. Additionally, if either of you, your ECP, or I determine necessary, the ECP agrees to take you to a hospital. Your signature at the end of this document indicates that you understand that I will only contact this individual in the extreme circumstances stated above. You agree to inform me of the nearest mental health hospital to your primary location that you prefer to go to in the event of a mental health emergency usually located where you will typically be during a TeleMental Health session. Your therapist will ask you the zip code or address of your location at the start of every TeleMental Health session for these such purposes.

Please list your ECP here:

**Full Name:** [redacted] **Phone:** [redacted]

Please list this hospital and contact number here:

**Hospital:** [redacted] **Phone:** [redacted]

**In Case of Technology Failure**

During a TeleMental Health session, we could encounter a technological failure. The most reliable backup plan is to contact one another via telephone. Please make sure you have a phone with you, and I have that phone number. If we get disconnected from a video conferencing or chat session, end and restart the session. If we are unable to reconnect within ten minutes, please call me at (817) 360-4462. If we are on a phone session and get disconnected, please call me back or contact me to schedule another session. If the issue is due to my phone service, and we are not able to reconnect, I will not charge you for that session.

**Structure and Cost of TeleMental Health Session**

I may provide phone, and/or video conferencing if your treatment needs determine that TeleMental Health services are appropriate for you. If appropriate, you may engage in face-to-face sessions, TeleMental Health, or both. We will discuss what is best for you. The structure and cost of TeleMental Health sessions are exactly the same as face-to-face sessions described my general "Information, Authorization, and Consent to Treatment form." I agree to provide TeleMental Health therapy for the fee Agreed upon as outlined in my New Client Packet and consent paperwork prior to the start of treatment at Lotus Counseling I require a credit card ahead of time for TeleMental Health therapy for ease of billing. Credit Card information is the same as provided in the general "Information, Authorization, and Consent to Treatment Form." Your credit card will be charged at the conclusion of each TeleMental Health interaction. This includes any therapeutic interaction other than setting up appointments. I will provide a receipt you with a receipt of payment and the services that I provided. The receipt of payment & services completed may also be used as a

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statement for out-of-network insurance if applicable. Insurance companies may have rules and requirements specific to certain benefit plans. At the present time, many do not cover TeleMental Health services. Unless otherwise negotiated, it is your responsibility to find out the policy information of your insurance provider. As stated above, I will be glad to provide you with a statement for your insurance company and to assist you with any questions you may have in this area. You are also responsible for the cost of any technology you may use at your own location for TeleMental Health services. This includes your computer, cell phone, tablet, internet or phone charges, software, headset, etc.

**Cancellation Policy**

In the event that you are unable to keep either a face-to-face appointment or a TeleMental Health appointment, you must notify me at least 24-hours in advance. If such advance notice is not received, you will be financially responsible for the session you missed. Please note that insurance companies do not reimburse for missed sessions.

**Limitations of TeleMental Health Therapy Services**

TeleMental Health services should not be viewed as a complete substitute for therapy conducted in my office, unless there are extreme circumstances that prevent you from attending therapy in person. It is an alternative form of therapy or adjunct therapy, and it involves limitations. Primarily, there is a risk of misunderstanding one another when communication lacks visual or auditory cues. For example, if video quality is lacking for some reason, I might not see a tear in your eye. Or, if audio quality is lacking, I might not hear the crack in your voice that I could easily pick up if you were in my office. There may also be a disruption to the service (e.g., phone gets cut off or video drops.) This can be frustrating and interrupt the normal flow of personal interaction. Please know that I have the utmost respect and positive regard for you and your wellbeing. I would never do or say anything intentionally to hurt you in any way, and I strongly encourage you to let me know if something I've done or said has upset you. I invite you to keep your communication open at all times to reduce any possible harm.

**Face-to-Face Requirement**

If we agree that TeleMental Health services are the primary way we choose to conduct sessions, I require one face-to-face meeting at the onset of treatment. I prefer for this initial meeting to take place in my therapy office. If that is not possible, we can utilize video conferencing as described above. During this initial session, I will require you to show a valid picture ID and another form of identity verification such as a credit card in your name. At this time, you will also choose a password, phrase, or number, which you will use to identify yourself in all future sessions. This procedure prevents another person from posing as you.

**Consent to TeleMental Health Services**

Please check the TeleMental Health services you are authorizing me to utilize for your treatment or administrative purposes. Together, we will ultimately determine which modes of communication are best for you. However, you may withdraw your authorization to use any of these services at any time during the course of your treatment just by notifying me in writing. If you do not see an item discussed previously in this document listed for your authorization below, this is because it is built-in to my practice, and I will be utilizing that technology unless otherwise negotiated by you. Email/Video Conferencing/Recommendations to Websites or Apps. In summary, technology is constantly changing, and there are implications to all of the above that we may not realize at this time. Feel free to ask questions, and please know that I am open to discussing any feelings or thoughts you may have about these and other modalities of communication and treatment. Please print, date, and sign your name below indicating that you have read and understand the contents of this form, you agree to these policies, and you authorize me to utilize the TeleMental Health methods discuss.

PRINT CLIENT NAME: [REDACTED] DATE: [REDACTED]

CLIENT SIGNATURE: [REDACTED] DATE: [REDACTED]