



**Counseling, Consulting, & Inspiration Associates LLC**  
4144 N Central Expwy, Suite 380, Dallas TX 75204  
**Appointments & Information: 214-906-5138**  
[www.cciadallas.org](http://www.cciadallas.org)

**Professional Disclosure, Policies,  
Consent for Treatment, Notice of Privacy Practices**  
(rev.04.15)

CCIA provides Adult Individual and Group, Adolescent, Relationship, Premarital, Marriage & Family Counseling with specialized treatment of Addiction and Trauma Disorders.

Meet Your Therapist

**Erin L. Wysong-Warren, MS, LPC, LCDC, NCC, CSAT** is a Licensed Professional Counselor, a Licensed Chemical Dependency Counselor, a National Certified Counselor, and a Certified Sex Addiction Therapist, having completed all modules of training through the International Institute of Trauma and Addiction Professionals (IITAP). Erin Wysong-Warren, MS is a Post Induction Therapist, having personally trained with Pia Melody, and is an EMDR practitioner.

A Texas native, she holds a Bachelor of Business Administration degree in Finance from The University of Texas at Austin, as well as a Master of Science degree in counseling from The University of North Texas. She is affiliated with The National Board for Certified Counselors, the American Counseling Association, the American Association of Addiction Professionals, the International Institute for Trauma and Addiction Professionals, and North Texas Sexual Health Professionals.

Erin Wysong-Warren, MS primarily works with adult individuals and groups, couples, and adolescents, addressing issues of relationships, boundaries, depression, anxiety, substance abuse, sexual/pornography addiction, love addiction, codependency, trauma, life transitions, divorce recovery, complicated grief, and adolescent parenting. Her clinical approach uses the techniques of Attachment and Family Systems, Dynamic Psychotherapy, and Cognitive Behavioral Therapy (CBT).

Dynamic Psychotherapy

Dynamic psychotherapy, also known as insight-oriented therapy, focuses on unconscious processes as they are manifested in a person's present behavior. It is based on the insight that many of our difficulties are a result of developmental immaturity issues. At any stage of development, the way that we have reacted to events in our lives may have caused us to get stuck at a certain level of insight or problem solving. We can have a mature exterior and be functioning in more or less culturally accepted ways, while internally we may feel vulnerable, confused, depressed, angry, afraid, and alone. We may not feel able to bounce back from rejection, get past blocks, allow our feelings to surface, or stay in touch with our feelings and desires.

Dynamic psychotherapy is designed to help clients of all ages understand how their unconscious feelings and thoughts affect the ways they act, react, think, feel, and relate. Whether or not therapy works depends a great deal on the patient's willingness and ability to experience all relationships deeply, especially the therapeutic relationship. This type of psychotherapy aims to help people experience life more deeply, enjoy more satisfying relationships, resolve painful conflicts, and better integrate all the parts of their personalities. Perhaps its greatest potential gifts are the essential freedom to change and to continue to grow in relationships as well as identifying our truest nature and aligning our lives with it.

### Cognitive-Behavioral Psychotherapy (CBT)

CBT is based on the assumption that a person's behavior is the result of the way he or she thinks and feels. The CBT model assumes that the areas of behavior, thoughts, and feelings all affect one another, and if changes are made in one area, it affects both other areas. Therefore, CBT involves evaluating the way the client thinks and identifying "faulty" or "distorted" thinking patterns that were learned earlier in life. For example, if a person has a belief that (s)he must do everything perfectly in life, (s)he may think poorly about self when making normal human mistakes. CBT includes tasks and strategies designed to help the client re-evaluate beliefs and then decide whether or not these beliefs are accurate or desirable. Other components aimed at altering behavioral responses may include training in mindful meditation, practical problem solving, and stress management.

Appointment Times: Sessions are scheduled for 50 minutes. Scheduling is done at the end of each session or online through the website, unless you have a standing appointment time.

Termination: If at any time you wish to discontinue the counseling process, please plan to spend at least one termination session assessing your situation, emotional health, and any potential referrals that need to be made.

Late Appointments: Should we ever arrive late, we will still work with you for the full period of time originally scheduled. If you arrive late for an appointment, the session will still conclude by the normally scheduled time and you will be charged the full regular fee.

Cancellation Policy: I understand that my therapy appointment time is a reservation just for me. I understand that should I need to cancel an appointment, I must notify Erin Wysong-Warren, MS via telephone at 214-906-5138 at least 48 hours in advance. **Should I fail to give 48-hour notice, I agree to pay the full fee for the missed appointment according to the time that was scheduled, and that this fee will be assessed to the credit card account provided by me.** I acknowledge that payment of fees is an important aspect of my therapeutic relationship with Erin Wysong, MS and failure to do so could result in termination of the relationship.

Payment: In order to fully focus on you and to allow you to focus on your issues and concerns, payment from individuals is made prior to the start of the session. **The fee for a 50-minute session for counseling or EMDR is \$170 if using credit card and \$165 for cash or check.** When it is necessary to hold a counseling session by phone, an hourly fee of \$165 will be assessed for such calls and pro-rated by the quarter hour with a minimum charge of \$45. **The duration for initial assessments is 75 minutes and the fee is \$250 (\$260 for credit card).** **Group therapy sessions are \$75/week, paid monthly in advance. No refund is given for missing a group session.**

Although insurance is not accepted or filed, CCIA can provide you statements for the filing of insurance claims that you can use for Major Medical, Mental Health or Medical Reimbursement Plans. Contact your insurance company and inquire what benefits your health plan offers for an out-of-network mental health provider. Though some health insurance plans do not cover psychotherapy, it is an eligible mental health expense for most Flexible Spending Accounts/Health Savings Accounts or if you itemize medical deductions on your federal income tax return.

Cash, Checks, Debit Cards, HSA or FSA Cards, Visa, MasterCard and Discover Card are accepted. Speak directly with Erin Wysong-Warren, MS before your session begins if finances are a roadblock to therapy. *Never cancel an appointment for financial reasons without discussing this first.*

Deposits and Returned Check Policy: Returned checks are subject to a \$25 fee in addition to any bank fees. Any outstanding balance due to insufficient funds will need to be collected before honoring any future appointments.

When You Don't Feel Like Coming: Some of the most productive work occurs when you feel that there are no issues to address and that anxiety, depression, or other concerns have diminished. Stay on course, "keep the ball rolling," and be consistent to keep your sessions. You are worth it! Treat this as a valued appointment, as you would make time for whomever or whatever is vitally important to you.

Risks of Therapy: Therapy is the Greek word for *change*. You may learn things about yourself that you don't like. Often growth cannot occur until you experience and confront issues that induce feelings of sadness, sorrow, anxiety, or pain. The success of our work together depends on the quality of efforts on both our parts and the realization that you are responsible for lifestyle choices/changes that may result from therapy.

Emergency/Medical Contact: If there is an emergency during your work with Erin Wysong-Warren, MS, or should Erin Wysong-Warren, MS become concerned about your personal safety, she is required by law and by the ethical guidelines of her profession to contact someone close to you. Your chosen contact person in the event of an emergency is as follows:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Emergency Sessions/Calls: Although Erin Wysong-Warren, MS is not available 24 hours a day, calls are monitored closely and returned as promptly as possible. If you need to reach your therapist between sessions, call 214-906-5138. *Counseling* by telephone or E-mail is discouraged, as it is not the most effective means of communication, especially when there is a crisis. In the event of a crisis between scheduled appointments, go to the nearest ER, or seek help by calling Contact Counseling & Crisis 24-Hour Line at (972) 233-2233 (adult) or (972) 233-8336 (teens), the Suicide Crisis Center 24-Hour Line at (214) 828-1000 (all ages), or 9-1-1 if life threatening.

See Your Physician: Erin Wysong-Warren, MS is not a medical doctor and regular medical exams are essential to determine if there is a medical illness at the root of your issues of concern. If you are taking medications prescribed by a psychiatrist, you will need to continue monitoring at whatever interval is advised by your psychiatrist. If your therapist

determines that a psychiatric evaluation is necessary, you will need to follow this recommendation. Refusal may result in discontinuation of the therapeutic relationship.

Confidentiality, Duty to Warn, Consultation and Supervision: Your confidentiality is of vital importance to CCIA and information shared in the context of a counseling session is held strictly confidential. There are legal exceptions to this:

1. **The client authorizes a release of information with a signature.**
2. **The client's mental condition or relationship with CCIA or Erin Wysong-Warren, MS becomes an issue in a complaint, legal dispute, fee dispute, law enforcement investigation, or negligence suit.**
3. **The client presents as a danger to self or others.**
4. **Child, mentally handicapped or elder abuse and/or neglect is suspected.**
5. **Known or suspected sexual exploitation of a client by a past therapist.**
6. **In the case of minors, the parent or legal guardian has a right to receive information about the psychotherapy treatment their minor child is receiving, and non-custodial parents or others may have rights to information in accordance with court orders.**
7. **Communication with any third-party payers necessary for payment of fees or as may be necessary to collect an outstanding balance on client's account.**

State and federal law requires reporting harm to self or others as well as child/elder/handicapped abuse or neglect. In the event that the counselor believes that you (client and/or parent/guardian of minor client) are in danger, physically or emotionally, to yourself or others, by signing this document you are specifically consenting for the counselor to warn the person in danger and to contact any person who may be in a position to prevent harm to yourself or others including but not limited to your emergency contact, medical or law enforcement authorities.

In accordance with professional ethical practice for consultation and supervision, Erin Wysong-Warren, MS may, from time-to-time, consult with a licensed supervisor or other therapeutic professional as necessary. By signing this document, you are granting your therapist consent to consult about your case.

**Recording Prohibited: All audio or visual recording of any kind is prohibited. Initial: \_\_\_\_\_**

Disposition of Records: All client records are handled in accordance with current practices regulated by the Texas State Board of Examiners of Professional Counselors.

Therapist Discontinuation of Treatment: If your therapist must discontinue treatment because of illness, disability, or other presently unforeseen circumstances, client agrees that records will be transferred to another licensed professional who will assure the records confidentiality, preservation, appropriate access, and disposition.

Complaints and Grievances: Erin Wysong-Warren, MS is a Licensed Professional Counselor in accordance with the licensing laws for counselors in the State of Texas. Unresolved complaints regarding a violation of ethics or professional conduct should be filed with the Texas State Board of Examiners of Professional Counselors, PO Box 149347, Austin, TX 78714-9347.

CONSENT TO TREATMENT

I, \_\_\_\_\_, voluntarily, grant Counseling, Consulting, & Inspiration Associates, LLC (CCIA, LLC) and Erin Wysong-Warren, MS, LPC, LCDC, CSAT, consent to provide mental health assessment, care, treatment, or services and authorize them to provide such care, treatment, or services as are considered necessary and advisable by them.

I understand and agree that I may stop such care, treatment, or services at any time.

By signing this I acknowledge that I have received, read and understood all of the terms and information contained in this General Information, Professional Disclosure, Policies, Consent to Treatment, and Notice of Privacy Practices for CCIA, LLC and Erin Wysong-Warren, MS, LPC, LCDC, CSAT. I have been given ample opportunity to ask questions and seek clarification of anything unclear to me.

This Consent supersedes all prior consents or other authorization forms signed by me pertaining to the issues discussed herein. I acknowledge that signing this Consent is a condition of treatment by Erin Wysong-Warren, MS, and alteration of and/or refusal to sign this form will result in denial of treatment. I understand that I may revoke this Consent at any time, except to the extent that Erin Wysong, MS or CCIA, LLC has initiated actions based on this Form. Any revocation of this Consent may result in termination of client care in accordance with the laws of the State of Texas.

If signing as the legal representative, I represent to Erin Wysong-Warren, MS and CCIA, LLC that I am the legal representative of the client. Should my legal authority terminate, I agree to provide written notification to Erin Wysong-Warren, MS and CCIA, LLC.

Signature of Client: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ DOB: \_\_\_\_\_