

Frame of Mind Counseling
Catherine Vicknair, MS, LPC, NCC (she/her/hers)
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Baton Rouge, LA, 70816
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225-663-5495

DECLARATION OF PRACTICE AND PROCEDURES

Qualifications

I earned a Master of Science degree in Counseling from Southeastern Louisiana University in 2017. I am a Licensed Professional Counselor #LPC7360 and hold a license with the Louisiana LPC Board of Examiners at 11410 Lake Sherwood Avenue North, Ste A, Baton Rouge, LA, 70816 (225-765-2515). In addition to being licensed as a LPC in Louisiana, I hold a national certification as a National Certified Counselor (NCC#996379).

Counseling Relationship

I see our relationship as one in which you, the client and I, the Licensed Professional Counselor, have to come to understand and trust one another, work as a team to explore and define present problem situations, develop future goals for an improved life and work in a systematic fashion towards realizing those goals. Our relationship is restricted to treatment; therefore, our relationship will not continue in an unprofessional, nonclinical setting and there will be no opportunities for socializing outside of your counseling sessions including the exchange of gifts or any other nonprofessional conduct.

Areas of Focus

I have a focus on working with members of the LGBTQ+ community, but also work with clients of all backgrounds. Client issues that I work with include anxiety, depression, grief, relationship issues, anger, coping skills, life transitions, self-esteem, stress, emotional control, etc. I also provide telehealth services.

Fees and Office Procedures

The fee for an initial intake session is \$120.00 and each service following is \$100.00 per session and paid directly to Catherine Vicknair. A credit card to place on file as well as signatures on all required paperwork must be completed before the initial intake appointment can be scheduled. Payment for services is due at the close of each session. Clients are seen by appointment only. Clients that cancel within 24 hours of their appointment time, will be charged for their scheduled session. If a client must cancel or reschedule their appointment, it is their responsibility to call the Health and Counseling Center, LLC or email Catherine Vicknair, MS, LPC, NCC to make this request. If a client is late, they are not allotted more time than their

scheduled time. Fifteen minutes late with no notification will be considered a missed appointment. Payment is only accepted by cash, check, credit/debit card, or Paypal. Insurance is not accepted.

I will not attend or testify in court proceedings for any reason unless subpoenaed by a government agency. If required to appear in court or any legal proceedings, the client is expected to pay a fee of \$300 each hour I am involved or in attendance in such legal proceedings pertaining to the client.

Refusal to pay for fees or services will result in immediate termination of the counseling relationship between the Licensed Professional Counselor, Catherine Vicknair, and the client.

Appointments are typically set at the close of each session with Mrs. Vicknair. Clients may also request appointments through the Health and Counseling Center website or by email. Availability for appointments vary. Appointments may be scheduled, rescheduled or cancelled by email only.

Services Offered and Clients Served

I approach counseling most often from a cognitive-behavioral perspective as well as a reality therapy approach. However, I may adjust modalities accordingly to best suit client needs. Thoughts and actions are explored in order to understand a client's problems and develop solutions. I work with clients in a variety of formats, including individuals, couples, and families. I also conduct group therapy. I see adult clients, 18 years or older of all backgrounds but may see children or adolescents in some cases with the exception of children under 6 years of age.

Code of Conduct

As a Licensed Professional Counselor, I am required by law to adhere to the Code of Conduct for practice as a LPC that has been adopted by my licensing board, the Louisiana LPC Board of Examiners. As a member of the American Counseling Association and the National Board of Certified Counselors, I also adhere to the Code of Conduct for these organizations in addition to the Louisiana LPC Board of Examiners. Should you wish to file a disciplinary complaint regarding my practice as an LPC, you may contact the Louisiana LPC Board of Examiners. A copy of these Codes of Conduct is available to you upon request.

Privileged Communication and Limits of Confidentiality

Material revealed in counseling will remain strictly confidential except under the following circumstances, in accordance with State Law:

1. The client signs a written release of information indicating informed consent of such release.

2. The client expresses intent harm to him/her/themselves or someone else.
3. There is reasonable suspicion of abuse/neglect against a minor child, elderly person (60 or older), or a dependent adult.
4. A court order is received directing the disclosure of information.

It is my policy to assert privileged communication on behalf of the client and the right to consult with the client if at all possible, except during an emergency, before mandated disclosure. I will endeavor to apprise clients of all mandated disclosures as soon as possible. In the event of couples or family counseling, material obtained from an adult client individually may be shared with other participating members with the client's written permission. Any material obtained from a minor client may be shared with the client's parents or guardians if necessary.

Emergency

When the receptionist is unavailable to answer calls after normal office hours, you may leave a message, or you may email Mrs. Vicknair at vicknair@healthandcounselingcenter.com. In the event of an emergency, clients are advised to dial 911 and/or go to the nearest hospital emergency room.

Client Responsibilities

Given the mutual relationship of the counselor and the client, the success of treatment is a joint effort. You are expected to participate fully, honestly and engage in sessions. As we continue to work together, if you have suggestions or concerns about your counseling, I expect you to share these with me so that we can make the necessary adjustments. If it develops that you would be better served by another mental health provider, I will help you with the referral process. If you begin or are currently working with another mental health professional, I expect you to inform me of this so that continued treatment will allow for collaboration or termination.

Physical Health

Physical health can be an important factor in your emotional well-being. If you have not had a physical examination in the past year, it is recommended that you do so. Also, please provide me with a list of any current or past medications you are or have taken.

Potential Counseling Risks

The client should be aware that in the process of treatment, more issues that the client may not have been previously aware of, may surface. If this occurs, you are encouraged to share these concerns with me.

I, the client, have read the Declaration of Practices and Procedures of Catherine Vicknair, M.S., LPC, NCC, and my signature below indicates my full informed consent to services provided by Catherine Vicknair, M.S., LPC, NCC. I am also aware that my sessions with Catherine Vicknair, M.S., PLPC, NCC may be audio or videotaped for the purpose of supervision.

Client Signature

Date

Catherine Vicknair, M.S., LPC, NCC

Date

Parent/Guardian Consent for Treatment of a Minor

I, _____ give my permission for Catherine
Name of Parent/Guardian

Vicknair, M.S., LPC, NCC to conduct therapy with, _____
Name of Minor

Relationship

Signature of Parent/Guardian

Date