

Paul S. Haggan, Ph.D., LPC

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Statement of Understanding

Welcome to my practice! I appreciate the opportunity to work with you. Therapy can be a large commitment of time, energy, and money. It requires your active involvement and effort to change your thoughts, feelings, and behaviors. It is a process of self-examination and growth. There can be risks to being in therapy as any kind of change always involves risk as well as gain. Therapy may be painful at first as you re-experience aspects of your history, however, most people benefit and find it personally rewarding. I am actively involved with my clients and encourage discussion of any issues of concern to you. If I believe you could benefit from adjunctive treatments, which I do not provide, I will assist you in obtaining those services.

Meetings and Fees

I schedule 50-minute sessions at bi-weekly intervals but sometimes I meet with clients more frequently if needed. My standard session fee for a therapy hour is \$125.00 in office and \$200.00 out of office (typically for court preparation, travel, or appearances). For clients with managed care contracts or insurance company support I will provide receipts and any documentation necessary for you to receive reimbursement. Payment is due at the time service is rendered. Your session time is reserved for you. Please give me as much time as possible if you need to cancel or reschedule an appointment so that other clients might have an opportunity to have that time slot. Please note that you will be billed at full fee for any cancellation with 24-hours. No show appointments will be charged full fee and must be paid at the subsequent appointment. You are responsible for your therapy bills but I will help you bill third party payers in selected cases. You are responsible for verifying insurance coverage, deductibles, reimbursements rates, authorization for service and co-pay.

Contacting Me

Out of consideration to clients, I do not take calls when I am in session. You may leave messages for me on my voicemail at any time. Messages are picked up daily and calls are returned during normal business hours. I may also be reached at my e-mail account: drpaulhaggan@verizon.net. Please note that telephone calls that take longer than ten minutes will be billed at the usual therapy rate and paid at the subsequent session. When I am unavailable, a colleague will be on call and covering for me. This

information will be left on my voicemail. In dire emergency, if you cannot reach me, please call your physician, the Crisis Hotline at 972.233.2233 or go to the nearest hospital emergency room.

Confidentiality

I regard the information that you share with me with the utmost respect. The privacy of our conversations and my records is a privilege of yours and is legally protected in all but a few circumstances as follows: if I have reason to believe that you will harm yourself or another person; abuse or neglect a child or, in certain situations, am court ordered, I will contact appropriate parties. In general, your insurance or billing receipts will give the date of service, my charge and a diagnosis code. Managed care contracts require much more detailed information about your history, current situation, diagnosis and prognosis. Correspondence with any outside parties will require your written consent unless it falls within circumstances described above. With regard to my minor clients, I would ask that parents allow privacy and trust. A therapeutic relationship requires that I maintain no social relationships with my clients.

Professional Profile

I earned my doctorate from the University of North Texas in Counseling with a concentration in marriage and family therapy. I have several years of experience in outpatient counseling, psychotherapy and graduate faculty in the department of Counseling at both the University of North Texas and Texas A&M University Commerce. As a licensed professional counselor, my training and experience qualify me to help people with issues such as marital or relationship difficulties, parenting, adjustment to divorce, anxiety, depression, grief/loss & bereavement, abuse recovery, sports counseling, equine counseling, and other situations where a change in client's level of awareness and skills would result in more effective functioning. I work with adults and children over 12 years of age.

Complaint Procedure

If you are dissatisfied with any aspect of our work together please immediately discuss this with me. If you feel that you have been treated unethically by me and cannot resolve this with me, you may contact the Texas State Board of Examiners of Professional Counselors in Austin at 800.942.5540.

Agreement

I have read these policies and procedures, had my questions answered and consent to treatment as indicated by my signature.

Client or legal guardian of minor client

Date