



Disclosure Statement Dr. Don Bartley, LMFT

Thank you for the opportunity to serve you as your counselor. This information is designed to let you know about my educational and professional background, and to ensure that you understand our professional relationship. It also serves to communicate to you some important office policies so I recommend that you read this document carefully. I am committed to providing you quality, professional counseling, and your questions or comments are encouraged.

Education and Credentials

I earned a Doctor of Ministry degree in Marriage and Family Therapy in 1998 from Denver Seminary in Denver Colorado. I completed a Master of Arts degree in Counseling in 1989 from the Assemblies of God Theological Seminary in Springfield Missouri, and received a BA degree from Southeastern College in Lakeland Florida in 1983, focusing on Pastoral Ministries and Counseling. I have been serving as a therapist since 1983 and have directed two different counseling centers. I served as Director of a regional counseling center in Lubbock, Texas for over twelve years and have taught Marriage and the Family on the University level as well as serving as pastor for churches. I am the author of: Say I Love You: 101 Ways How; Dr Don's common Recipes for Relationships, available on www.amazon.com

I hold the following professional licensures and certifications:

- Licensed Marriage & Family Therapist (North Carolina) # 1038
- Clinical member of American Association for Marriage & Family Therapy (AAMFT)
- Interpersonal Communications Instructor
- Critical Incident Stress Management

I provide faith-based counseling to individuals, couples, families and groups. I serve people experiencing a variety of problems and disorders. My services include but are not limited to counseling individuals who are experiencing depression and grief related to an assortment of circumstances. I work with people who are in the midst of crisis as well as those who struggle with chronic concerns. Persons challenged by spiritual issues can find guidance. I help couples who are dissatisfied or conflicted with their relationship. I also work with families who are seeking to make their home life more healthy and nurturing. I serve individuals and families who are dealing with substance abuse issues. I am equipped and interested in integrating your spiritual values and beliefs into the counseling process to the extent you would like them to be.

My primary approach to counseling is relational and focused on solving problems and restoring health. I will seek to understand your concerns and to help you find effective responses to your challenges. My theoretical orientation includes a systems orientation, integrating cognitive, behavioral, and communications theories.

I will employ the particular approach/approaches that I believe will be most effective in attaining the goals you and I have established for our work. ***It is important to realize that your active involvement in the counseling process will be the most influential contribution to success.*** Your input is essential in establishing treatment goals, focal issues, risks and benefits of change, the time commitment involved, costs, and other pertinent aspects of your situation. Periodically, we will evaluate your progress and, if necessary, redesign our treatment plan, goals, and/or methods.

As with any successful intervention, there are both benefits and risks associated with counseling. Risks might include experiencing uncomfortable levels of feelings like sadness, guilt, anxiety, anger or frustration, or having difficulties with other people. Some changes may seem to lead to worsening circumstances in the short run, but over time, with consistent responses, improvement should be experienced. Counseling is not guaranteed to resolve all problems or to always achieve what you desire. Premature termination can increase the risk of disappointment and can hinder the probability of working through the issues. Premature termination is not recommended. You will be making decisions that direct your life and guide your future.

Confidentiality

I regard the information you share with me with the greatest of respect, so I want to be as clear as possible about how it will be handled. Generally, I will tell no one what you tell me. The privacy and confidentiality of our conversations, and my records, are your privilege and are protected by state law and my profession's ethical principles, in all but a few circumstances. If for some reason there is a need to share information in your record, you will first be consulted and asked to sign a release of information form authorizing a transfer of information. The form will specify the information, which you give me permission to release to the other party, and will limit the time period during which the information may be released. You can revoke your permission at any time by simply giving me written notice. There are several important circumstances in which I cannot provide confidentiality, legally and /or ethically such as: (1) when I believe you intend to harm yourself or another person; and, (2) when I believe a child or elderly person has been or is in danger of being abused or neglected. Also, in the course of treatment, HIPAA regulations allow the sharing of information between medical providers to promote a full range of care, so there may be information shared between other health care professionals. In some circumstances, professional counselors can be ordered by a judge to release information. Otherwise, I will not tell anyone anything about your treatment, diagnosis, history, or even that you are a client without your full knowledge and consent.

Explanation of Dual Relationships

Although our sessions may be very intimate psychologically and spiritually, it is important for you to be assured that we have a professional relationship rather than a social one. Our contact will be limited to sessions you will arrange with me. Because I desire to respect your privacy, I will not speak to you in public, unless you speak first. Because ours is a professional relationship I cannot accept gifts having monetary value.

Session Structure

I assure you that my services will be rendered in a professional manner consistent with accepted ethical standards. Sessions are about 50 minutes in duration. We will schedule our sessions by our mutual agreement. If you are unable to keep an appointment, please call my office (336-626-0208) to cancel or reschedule at least 24 hours in advance. If I do not receive such advanced notice, unless you have an emergency, you are responsible for paying for the session that you missed. Please note that insurance companies do not pay for missed sessions, therefore you will be responsible for the entire fee.

Fees/Method of Payment

In return for a fee of \$90.00-\$140.00 for each session, I agree to provide counseling services for you. Please pay at each session. Cash or personal checks are preferred and credit cards are acceptable for payment. Often during the course of treatment, I suggest testing and measurement instruments. Whenever I do suggest them, you have a choice whether you will complete them. I will advise you of the cost of the instruments, and payment is due at the time of administration of the test.

Billing/Insurance Reimbursement

If you wish to seek reimbursement for my services from your health insurance company, I will complete any reasonable forms related to your reimbursement provided by you or your insurance company. It is best to pay the fee for the first few sessions in order to determine what your insurance company will actually pay and then you will be reimbursed for overpayment or you may apply any overpayment to subsequent session co-pays. You will be expected to pay co-payments and/or deductibles at the time of your session. It is still your responsibility to cover the cost of sessions if your insurance company denies claims. It is your responsibility to determine whether or not your insurance company will reimburse you and to what extent you will be reimbursed. It is also your responsibility to obtain any and all pre-authorizations needed for filing purposes. It is important for you to know that by filing insurance claims, you will be giving me permission to share any information with your insurance company that they need in order for them to process your claim or to approve additional sessions.

Telephone Availability

Being available to you in the case of an emergency is important to me. Because of this importance I carry a cell phone nearly all of the time. My cell phone number is 336-963-0488. In the event I do not answer the phone, please leave a message and I will make every reasonable effort to return your call within 24 hours. If you or the situation will not allow waiting, crisis assistance can be obtained by calling 911. Please be aware that any conversations that are conducted by cell phone or by cordless phone are not exempt from hacking and therefore cannot be considered totally secure. By utilizing the cell phone or cordless phone, you acknowledge the possibility of insecure conversation.

Email, Internet, and other Media

While it is convenient to correspond via email and other electronic based media, be advised that these modes are not deemed secure and are subject to hacking and therefore cannot be guaranteed to be secure. By participating in these modes of communication you are acknowledging the risks of utilizing these resources. In addition, I do not conduct therapy via email, but welcome scheduling by email since it can be handier than telephone calls to get the sessions set. I do not check my emails moment by moment and during weekends, vacations and conferences. I do not necessarily check emails daily. I will however get back to you as soon as possible to get your sessions scheduled.

Out of the Office

I will, from time to time, be out of contact due to such things as continuing education seminars, vacations, family emergencies, etc. Counseling is a uniquely personal service and therefore therapy may be briefly interrupted. I will attempt to give you adequate advanced notice whenever possible. In the event that an emergency arises while I am unavailable you may obtain emergency assistance 24 hours a day by calling 911.

Complaint Procedures

If you are dissatisfied with any aspect of my work, please inform me immediately. This will make our work together more efficient and effective. If you think you have been treated unfairly or unethically, by me or any other counselor, and cannot resolve this problem with me, you may contact the North Carolina State Board of Marriage and Family Therapists, PO Box 37669, Raleigh, NC 27627, phone number (919-851-7880). There you may lodge a complaint or receive clarification of your rights.