

Robin McKenna, LISW-CP

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Office Policies And Information

Welcome to my office. Thank you for choosing me to assist you at this important time in your life. A therapy relationship involves mutual understanding and respect. Part of any respectful relationship is a clear statement of expectations. The following are some of the expectations I have of you and some of the things you can expect from me.

Appointments: Appointments are scheduled directly with me via phone, text or e-mail. Please be sure you receive a confirmation that I have penciled you in if you schedule via text or e-mail. Appointments generally last 50 minutes. Two and three hour appointments are available as well as needed. If you are late, I will be happy to see you for the time that remains for your appointment. If you are unable to keep your appointment, please give me a 24 hour notice so I can attempt to fill that hour with someone on the cancellation list. I must charge you for the session if you don't notify me within 24 hours and you are not sick or have car trouble, etc. A commitment to therapy requires time outside of the session. There will be many opportunities for growth suggested. Please consider these ideas as important science experiments that contribute to your treatment.

Confidentiality: Please review the HIPAA handout describing how your information may be used and disclosed. Information shared during your sessions will be held in the strictest of confidence. If you would like for me to confer with a physician, attorney, etc. you will be asked to sign a "Release of Information" form. You may revoke any release you sign at any time. If ever I feel it is necessary to use or disclose information, I will discuss it with you first if at all possible. I follow the code of ethics of the following boards of organizations:

- The South Carolina Board of Social Work Examiners (Licensed Independent Social Worker-Clinical Practice #5653).
- The South Carolina Society for Clinical Social Work.

Fees: The initial assessment fee for a 50 minute session is \$190.00, for 2 hours it is \$340.00 and for 3 hours it is \$490.00. Follow up sessions are \$150.00 a session. Telephone consultations lasting more than 10 minutes will be charged at the customary rate. If you have out of network benefits with your health insurance, I will be happy to file it for you. Please be prepared to pay at the end of each session. I accept cash, check or credit card. I must add 5 % onto any credit card charge. You may use your Health Care Savings Card with me.

Availability: My schedule varies and I am often not immediately available. I will, however, return your call as soon as possible. If you have an emergency, please contact your physician, psychiatrist, the emergency room, or call the crisis line at 277-8888.

Benefits And Consequences Of Psychotherapy: Counseling is about growth and change. Clients often modify their attitudes, emotions, beliefs, and behaviors. Clients may make significant changes in their relationships with themselves and/or others. As a consumer of services, you have the right to choose a therapist with whom you feel comfortable and able to ask questions about the services you are receiving. I encourage you to approach me with any questions, concerns or requests at any time. I will provide you with a referral should you ever feel you would be better served elsewhere.

I Look Forward To Working With You!