



Elizabeth B. McKinney, Ph.D.

Agency Affiliated Counselor #CG60163688

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### **Counseling Services Disclosure**

The Faculty Counselors at Green River Counseling Services are committed to providing a caring, relaxed, and professional counseling service. As an individual, you have a right to know what the service is and to choose a counselor who best suits your needs and purposes.

Please read this disclosure statement. If you have any questions, discuss them with your Counselor.  
Thank you.

#### Types of Counseling

I offer short-term individual and couples counseling, as well as crisis assistance to GRC students who are experiencing personal concerns that interfere with their success at GRC. Short-term counseling is defined as up to seven, fifty-minute sessions. Referrals for continuing counseling off campus are available when appropriate.

I also offer personal growth and support groups as well as educational workshops on a variety of mental health related topics (examples: stress management, test taking anxiety, etc.).

#### Techniques Used

Ultimately I want you to have the best, most productive counseling experience possible. This is a collaborative process. So we'll start by identifying goals you want to work on in counseling. We'll problem-solve how you can overcome any barriers that might get in the way of you achieving those goals. Our work together will be based on the principles of Cognitive Behavioral Counseling, or CBC, which assume that problematic emotions/behaviors can result from how we process information. We'll explore evidence-based CBC skills and strategies that will help you to achieve your goals. Much of the work will be done through your practice of CBC skills in your day-to-day life. We'll periodically evaluate your progress in counseling to see what is working well and what adjustments may need to be made so that you can get the most out of your counseling experience.

#### Education, Training, and Experience

I hold a Ph.D. in Counseling Psychology from the University of Florida. I also hold a Bachelor's degree in Psychology from Stanford University. My training includes working at university counseling centers and a community mental health center. My work experience includes

settings such as child protective service agencies and a juvenile prison. I have experience working with college students on a variety of issues such as depression, anxiety, adjustment to college, family problems, abortion, substance abuse, conflict with roommates, body image, self-esteem, transitions, conflict with parents, domestic violence, relationships, communication, sexual identity, eating disorder, career planning, obsessive compulsive disorder, and panic disorder. Counselors at GRC (and Counselors with AAC credentials) do not provide mental health diagnoses.

### Appointments and Cancellations

Intake appointments are up to 75 minutes. Returning appointments are up to 50 minutes.

We ask that you make every effort to keep your scheduled appointment. Your appointment is specifically reserved for you so that you and your counselor can work toward the goals that you have identified. However, when you do not call to cancel an appointment, you may be preventing another student from getting much needed support. Conversely, the situation may arise where another student fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

**CANCELLATIONS:** We understand that there are circumstances in which it is not possible to keep your scheduled appointment. We ask that you notify us of your cancellation by 1 pm the day before your appointment. This way we will have ample time to offer your cancelled appointment to another student who is in need of an appointment and we can reschedule your appointment to a more convenient time.

**LATE ARRIVALS:** If you arrive more than 20 minutes after the start of your appointment, your appointment may need to be rescheduled.

#### **NO-SHOWS:**

**No-Show for intake appointment:** If you do not show up (defined as not cancelling your appointment prior to the start of the appointment) for your scheduled intake appointment, rather than being offered a second intake appointment, you will be asked to use a drop-in hour at your earliest convenience. The drop-in hour is offered on a first-come, first-serve basis. If there is some reason that you are not able to come to a drop-in hour, you will be offered a 30-minute consultation appointment. A second intake may be scheduled after either a drop-in hour or consultation has occurred.

**No-Show for returning appointment (defined as any appointment scheduled after the intake appointment is completed):** If you do not show up for two appointments you will be asked to use a drop-in hour as opposed to making another appointment.

We understand that there are true emergencies and circumstances that make it impossible to cancel an appointment in advance. Counseling Services will work with students to assess each situation.

### Fees

Individual and couples counseling sessions are free of charge. Most on-going groups are free as well, although some groups may ask for a small fee for materials or books.

### State Law

Counselors at GRC must hold credentials with the Washington State Department of Health. Certification of an individual with the department does not include the recognition of any practice standards, nor necessarily imply the effectiveness of any treatment. The purpose of the Counselor Credentialing Act regulating Counselors is: A) to provide protection for public health and safety; B) to empower the citizens of the state of Washington by providing a complaint process against those counselors who would commit acts of unprofessional conduct.

### Confidentiality

All information disclosed by you is confidential and may not be revealed to anyone other than the Counselors at Green River without your written permission on a Release of Information form. This means that under ordinary circumstances, personal information about you, including the simple acknowledgement that you are a client at this office, will not be revealed to anyone without your permission. However, exceptions occur under the following circumstances and I may choose to, or be required to, disclose your information:

- 1) With your written consent (or in the case of your death or disability, your personal representative);
- 2) If you communicate the contemplation or commission of a crime or harmful act;
- 3) If you are a minor and provide information that indicates that you were the subject or victim of a crime; or if you disclose the abuse or neglect of any minor (including yourself) or vulnerable adult (including yourself);
- 4) You bring charges against me or make a formal complaint against me;
- 5) In response to a legally valid subpoena from a court of law or the Secretary of State;
- 6) In any other situation in which there is risk to yourself or others, I, and Counseling Services, reserve the right to communicate with the Assessment and Care Team (ACT). In such instances I will only release information that aids in obtaining ongoing care and ensuring safety.

### Electronic Communications Policy

Every time you come in, an electronic record is created. This can include, but is not limited to: contact information, demographics, dates of service and details of your visit. I urge you to take your own privacy as seriously as I take my commitment of confidentiality to you. Personal counseling is one of the most private endeavors in which anyone can engage. The success of this work depends in part on the privacy of what we discuss and awareness that our relationship is not part of our social lives, or our professional lives outside of our work together.

I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may blur the boundaries of our therapeutic relationship.

You may find this practice on business review sites such as Yelp, Healthgrades, etc. because many of these sites comb search engines for business listings and automatically add them. If you should find my listing on any of these sites, please know that my listing is NOT a request for a testimonial, rating, or endorsement from you as my client.

Counseling Services is not placed as a check-in location on any sites, however, if you have GPS tracking enabled on your device, it is possible that others may surmise that you are a therapy client due to regular check-ins at this office on a weekly basis.

I prefer using email or text only to arrange or modify appointments. Please do not email or text me content related to your therapy sessions, as email and texting is not completely secure or confidential. If you choose to communicate with me by email or text, be aware that all emails and texts are retained in the logs of your and my internet or phone service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator. You should also know that any emails or text that I receive from you and any responses that I send to you become a part of your legal record. The absence of or lack of explicit reference to a specific tool, site, or venue does not limit the extent of the application of this policy.

#### Your Counseling Records

This office keeps a record of the counseling services provided to you. Counseling records are kept in electronic format through the use of an Electronic Health Record. You may ask to see your counseling record and you have the right to request a copy of your record. You may also ask this office to correct that record, if you believe the information within it is in error. This office will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. You may see your record or get more information about it, at this office. Your counseling records are not part of your other GRC educational records.

#### Consultation

For your benefit and your counselor's continued professional development, your counselor may occasionally seek consultation from other professionals. Please notify me if you have any concerns about consultations.

#### Evaluation

Because Counseling Services is interested in your feedback about the services provided to you, you may be asked to complete an anonymous evaluation. Your comments are completely anonymous and cannot be traced to you.

#### Case Closure

Your case will be closed if you don't have a counseling appointment in 30 days. This is in keeping with best practices of records management. You will be able to re-open your case at any time by requesting to do so. There may be some cases deemed inappropriate, at the Counselor's discretion, for our services. In these cases, your Counselor will provide appropriate referrals.

When cases are closed due to completing services, an aftercare plan will be discussed and any appropriate referrals will be offered.

Dissatisfaction

If you have a complaint or concern regarding your counseling experience, you are encouraged to discuss it with your counselor. These discussions can be valuable. If this discussion is not to your satisfaction, or you feel you cannot discuss this with your counselor, please contact the Humanities Division Chair by contacting the college and requesting current contact information (253) 833 9111 ext. 6822.

If you believe your counselor has violated professional conduct you may make a formal complaint to the Washington State Department of Health, Health Systems Quality Assurance Complaint Intake: PO Box 47857 Olympia, WA 98504-7857, Phone (360) 236-4700.

Authorization for Counseling

I hereby grant my permission to receive counseling services employing such established methods as may be appropriate in my treatment. I understand that I may ask questions about my counseling and may end counseling at any time. I certify that I have read the GRC Counseling Services Disclosure form and that I understand its contents.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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Elizabeth McKinney, Ph.D.  
Green River College Counselor

\_\_\_\_\_  
Date