



**Shawna Puntenev M.S, LPC, NCC
Peace of Mind Counseling LLC
301 Thelma Dr. #222
Casper, Wy 82609
307-262-5810
Disclosure Statement/
Informed Consent**

Client Rights

Welcome to counseling with Shawna Puntenev, Peace of Mind Counseling LLC. As a client of this agency, you have the following rights:

Impartial access to treatment, regardless of race, religion, gender, age, sexual preference handicap or ethnic background.

Recognition and respect of your personal dignity and privacy in the provision of all care and treatment.

The maintenance of confidentiality of all written or verbal communications between client and therapist. As of March 1, 1999 Wyoming has implemented a privileged communication statute. This law states that, when involved in legal proceedings (civil, criminal or juvenile) clients retain the right to privacy, unless these specific circumstances exist: a) abuse or harmful neglect of children, the elderly or disabled or incompetent individuals is known or reasonably suspected b) the validity of a will of a former client is contested c) information related to counseling is necessary to defend against a malpractice action brought by a client d) an immediate threat of physical violence against a readily identifiable victim is disclosed to the counselor e) in the context of civil commitment proceedings, where an immediate threat of self-inflicted harm is disclosed to the counselor f) the client alleges mental or emotional damages in civil litigation or his/her mental or emotional state becomes an issue in any court proceeding concerning child custody or visitation g) the patient or client is examined pursuant to a court order h) in the context of investigations and hearings brought by the client and conducted by the board, where violations of this act are at issue. Information that is deemed to be of a sensitive nature will be inspected by the board and the board shall determine whether or not the information will become part of the record and subject to public disclosure.

At this time, Peace of Mind Counseling LLC cannot guarantee the confidentiality of any information shared over a cell phone or an email account without encryption.

Information obtained in sessions with a minor may be shared with a legal guardian(s) of said minor in the best interests of the child.

Treatment appropriate to your needs, including an individualized written treatment plan renewed and updated as frequently as clinically indicated.

Access to your records, except as it is indicated that this may cause harm to you.

Reporting of diagnosis as well as information regarding treatment processes, goals and progress may be necessary for third-party (insurance companies) payment. In order to maintain complete privacy from your insurance company, you may choose to not utilize third-party reimbursements as part of your payment plan.

Sexual contact between a counselor and client is never appropriate and is always unethical and illegal in the State of Wyoming

HIPPA

Treatment records are protected under federal privacy regulations within the Health Insurance Portability and Accountability Act (HIPPA), 45 C.F.R, section 160 & 164. HIPPA protections may not apply to re-disclosure of information by the recipients of the information disclosed, pursuant to this authorization

Purposes and Processes of Counseling

The purpose of counseling is to help people process their feelings, needs, wants, and hopes for themselves and/or their families in honest, realistic and appropriate ways. These qualities imply that no specific results can be guaranteed by counseling, for example, counseling cannot guarantee that two people will agree on any particular issue or one will do what another person wants.

Shawwna uses a Solution Focused approach in counseling; this is based in cognitive-behavioral ideology. This means that I will share any idea, theory, model, philosophy or life experience that will support the client's growth and development in counseling. Shawwna mixes counseling and education to help clients understand what may be going on in their lives, and let them decide what they want to do about it.

In working with minors, Shawwna uses discussion (as described above), athletics (as appropriate) and role modeling to help youth decide for themselves their values, needs, wants and hopes. Shawwna is aware that families vary greatly in these areas and she will keep in mind and respect parental preferences when working with youth. If the qualities in a family's life that Shawwna believes make for functional living are very different from parental views, she will be direct and up-front about these differences to allow parents to decide how to proceed in counseling, if they choose to.

If a client is referred to this office by a social service agency, an employer involved in payment for services or the legal system, reports to the referring party will be made on a consistent basis. Reports will be unbiased. The client may see any reports generated by this office upon request and have them explained to their satisfaction. Dates of contact, issues raised in counseling sessions, progress made in counseling, recommendations regarding counseling or other services, and expected length of treatment are all customary parts of client reports. Any issues identified in reports that have arisen in counseling will be handled with both privacy and the client's best interests in mind.

Emergencies are situations where a client feels their emotional life is in jeopardy. Emergencies occur very rarely. In cases of an emergency, contact this office. If you cannot reach Shawwna personally, contact your local hospital emergency room. They have trained personnel to assist you.

Client Responsibilities

Shawwna Puntenev is a counselor to help people help themselves. Your responsibilities as a client in this office are:

to treat others with respect and consideration.

to maintain confidentiality of others in group counseling sessions.

to understand Shawwna's credentials and training to your satisfaction.

to understand the counseling process to your own satisfaction. If you do not understand any part of the process, please discuss this concern with Shawwna.

to be honest and direct about your counseling experience. Tell Shawwna how you feel about the things you are experiencing.

to report any grievance, you may have without undue delay.

to keep appointments made. If you cannot keep an appointment, please notify Shawwna at least 24 hours in advance so that another client may be seen.

Credentials

Shawwna Puntenev, Therapist	M.S Counseling University of Wyoming,
301 Thelma Dr.#222	Licensed Professional Counselor (Wyo. Lic. # 829)
Casper, Wy 82609	National Certified Counselor (# 80017)
307-262-5810	

As a professional counselor, Shawwna Puntenev adheres to the Code of Ethics of the American Counseling Association. The preceding information is required by the Wyoming Mental Health Professions Licensing Act and the Wyoming Mental Health Professions Licensing Board, 2001 Capital Ave, Suite 127, Cheyenne WY 82002. Phone: (307) 777-7788

** I hope this information is useful to you in making the best use of my services. If you have any questions or concerns, please feel free to talk with Shawwna. Signing this form states that you understand and agree to all the terms of your rights and responsibilities as a client of this office.

I have read and understand the information in this document.

Client(s)Name: _____
(print please)

Signature(s): _____

Parent/Guardian Signature: _____

Date: _____

Thank you.

Shawna Puntney M.S, LPC, NCC