

Declaration of Practices and Procedures

Heather Phares, MS, PLPC
Samaritan Counseling Center
1525 Stephens Street
Shreveport, LA 71101
318-221-6121

Qualifications: I earned a Master of Science degree in counseling from William Carey University in 2016. I am a Provisional Licensed Professional Counselor (PLPC) #PLC 7777 and hold a provisional license with the Louisiana LPC Board of Examiners located at 11410 Lake Sherwood Avenue North, Suite A, Baron Rouge, LA, 70816, phone 225-295-8444. The Louisiana LPC Board of Examiners has approved Wavely Cunningham, M.A., LPC-S, 1525 Stephens St. Shreveport, LA 71101 (318-221-6121) as my LPC Board-Approved Supervisor. Mrs. Cunningham is licensed with the Louisiana LPC Board as a Licensed Professional Counselor (LPC) and is approved to supervise PLPC's obtaining supervised experience hours needed to be fully licensed as a LPC in the state of Louisiana.

Counseling Relationship:

I see counseling as a process in which you the client, and I, the PLPC having come to understand and trust one another, work as a team to explore and define present problem situations, develop future goals for an improved life and work in a systematic fashion toward realizing those goals.

Areas of Focus:

I focus children and adolescent clients, life difficulties relating to childhood, marriage and family, and parent coaching. In addition to being provisionally licensed as a PLPC in Louisiana, I am testing to obtain a national certification as a National Certified Counselor in the near future.

Fees and Office Procedures:

The fee for services is based on a sliding scale and paid directly to Samaritan Counseling Center. Payment for services is due at the close of each session. Payment is not accepted from insurance companies. As a PLPC, I may not accept payment for services directly.

Appointments are typically set at the close of each session. I have morning, afternoon, and evening appointments available Monday through Friday. Appointments may be scheduled, rescheduled or cancelled with the receptionist from 8:00 am to 4:00 pm Monday through Friday. Failure to give notice for any appointment not cancelled 24 hours in advance may result in a charge for the time reserved for you.

Services Offered and Clients Served:

I approach counseling from a cognitive-behavioral perspective in that patterns of thoughts and actions are explored in order to better understand the client's problems and to develop solutions. I work with clients in a variety of formats, including individually, as couples and as families. I see children and adolescent client's between the ages of 10-17 years old.

Code of Conduct:

As a PLPC, I am required by law to adhere to the Code of Conduct for practice as a PLPC that has been adopted by my licensing board, the Louisiana LPC Board of Examiners. A copy of the Code of Conduct is available to you upon request. Should you wish to file a disciplinary complaint regarding my practice as a PLPC, you may contact the Louisiana LPC Board of Examiners.

Confidentiality:

Material revealed in counseling will remain strictly confidential except for material shared with my Board-Approved Supervisor and under the following circumstances, in accordance with state law:

- The client signs a written release of information indicating informed consent of such release.
- The client expresses intent to harm him/himself or someone else.
- There is reasonable suspicion of abuse/neglect against a minor child, elderly person (60 or older), or dependent adult.
- Certain types of litigation (such as child custody suits) may lead to the court-ordered release of information without your consent.

In the event of marriage and family counseling, material obtained from an adult client individually may be shared with the client's spouse or other family members with the client's written permission. Any material obtained from a minor may be shared with the client's parent or guardian.

Privileged Communication:

It is my policy to assert privileged communication on behalf of the client and the right to consult with the client if at all possible, except during an emergency, before mandated disclosure. I will endeavor to appraise client's of all mandated disclosures as conceivable.

Emergency Situations:

When the receptionist is unavailable to answer calls after normal office hours, you may leave a message on the answering machine, and I will return your call as soon as possible. In an emergency situation when an immediate response is necessary, you may call one of the following hospitals or 911:

Brentwood Hospital 318-678-7500

LSU Medical Emergency Room 318-675-6893

Christus Schumpert Emergency Room 318-681-4223

Willis-Knighton Behavioral Medicine 318-212-5200

Client Responsibilities:

You, the client, are a full partner in counseling. Your honesty and effort are essential to success. As we work together, if you have suggestions or concerns about your counseling, I expect you to share these with me so that we can make the necessary adjustments. If I determine that you would be better served by another mental health provider, I will help you with the referral

