



The Esposito Institute, Inc.

Welcome Package for Counseling Clients

Welcome to The Esposito Institute where my goal is to help you create the most fulfilling life possible. Please sign your initials and signature where indicated. Please scan your completed form and email it at least one day before your first appointment. If that is not possible, please bring a hard copy with you to your first session.

Introduction

I am a Licensed Professional Counselor (license #000300) with a master's degree in Clinical Psychology earned in 1976. I have two private practice locations.

1. 410 Haralson Place, Suite 3, Blairsville, Georgia 30512
2. Atlanta Behavioral Care, 3188 Atlanta Road, SE, Smyrna, GA 30080

Specialties

- Anxiety, panic attacks
- Depression
- Grief and loss
- Trauma (PTSD)
- Historical Sexual, Physical, Emotional Abuse
- Bipolar
- Pain elimination without drugs
- Healing the emotional roots of disease
- Stress and stress-related diseases
- Marriage / couples counseling
- Pre-marital counseling
- Separation and divorce adjustment
- The Highly Sensitive Person
- Success Skills

I counsel adults in private sessions, therapy groups and intensive retreats.

From the very first session, I do my best to develop a relationship where you feel safe. Safe to open up, safe to express your truth, safe to look deep within and heal the root cause of the disturbance. Feeling supported by our nurturing relationship, you can process emotions, practice new skills, build self-confidence, and experience greater personal empowerment and self-esteem. You'll develop healthier personal and professional relationships.

Holistic Body-Mind-Emotion Approach

Our minds, bodies, emotions and spirits are intertwined, and I work with them simultaneously. Sometimes talk therapy is appropriate and we do that, but talk therapy is limited. When clients become aware of unresolved emotions stored in the body, they make faster progress. Intuition combined with evidence-based practices help me tune into your exact needs to help you transform suffering. Therapeutic modalities are tailored to the needs of each person and their learning style. My eclectic approach includes body-based psychotherapy, cognitive behavioral therapy, rational emotive behavioral therapy, stress reduction techniques (including diet and exercise), relaxation processes, self-hypnosis, breathing techniques, body-awareness, guided imagery processes, positive psychology, transactional analysis, gestalt, bio-feedback and faith-based counseling.

Hours: Monday - Friday 10 a.m. – 6:00 p.m. Evenings and Saturday by appointment.

Cancellations and re-scheduling: Please give a minimum of 24 hours if you cancel or re-schedule your appointment to avoid being charged the full fee. If you reschedule within the same week, you will not be charged. If you fail to keep an appointment more than once, you will be asked to call the day you want an appointment, and you will receive an appointment if time allows that day. If you are sick, please consider keeping your appointment unless you have a fever or are severely ill. Our session may be a catalyst for your healing.

- If you email me to change your appointment, please telephone me as well, especially if the time is short.
- Please call 770.998.6642 and leave a message.

____ Please initial

Please arrive 10-15 minutes early for your appointments so you can relax and focus on your goals. If you are delayed in traffic, please call from your cell phone to notify me.

Fees: If you use insurance, your fees will correspond with your insurance plan. Please contact your company to review your deductible and copay. If you are a self-paying client, please contact me to discuss fees. A sliding scale is available should you need it. Payments are made at the beginning of the session by cash or check. Please make checks payable to: "The Esposito Institute." If you choose to use a debit or credit card, please let me know at least one day ahead of time so we can process it on Paypal.com. I'll email you an invoice.

Professional time spent outside of counseling sessions includes, but is not limited to: contact time with you between sessions longer than 5 minutes, reviewing notes of sessions, report writing, consulting with other professionals, reading or reviewing documents. This time will be billed on a prorated basis rounded up to the nearest tenth of an hour. If I am required to attend meetings outside the office, you will be expected to pay for the time spent in traveling to the location of such meetings and the time spent during the meetings. You will be notified in advance if you will be charged for any of these items. Please note: I do not make court appearances for custody cases or divorce cases. If subpoenaed, you will be required to pay for my services @ \$200 per hour prep time, time in the courtroom, plus travel time.

Returned Checks. There is a \$35 service charge for all returned checks.

Email and Telephone Sessions. I do not do counseling via email. Brief email messages are not charged. They are used to confirm appointments, schedule new appointments, announce groups or workshops, and to communicate other minor bits of information. Please address all conflicts within a counseling session, not in an email. Email is not a secure form of communication and confidentiality cannot be guaranteed. Telephone consultations are available in the state of Georgia, and they are billed in 15-minute increments at the regular rate. If you are sick, you may have a phone session.

How to contact me: Phone 770.998.6642. While I am usually in the office 10am-6pm Monday-Friday, I cannot take calls when I am with a client. When unavailable, my telephone is answered by voice mail which I monitor frequently. Please leave a message with the best time and phone number to return your call each time you call. I will make every effort to return your call the same day or within 24 hours, with the exception of weekends and holidays.

Our Relationship is a Practice Ground. In addition to creating your desired results, you will learn effective communication and conflict resolution skills. If we have conflicts, please do not see it as bad. We will use those situations to apply effective conflict management skills so you can strengthen your skills to use with others. Your relationship with me is a practice ground for all healthy relationships.

Please schedule a final appointment. Please let me know your intentions to terminate counseling 2 - 3 sessions in advance so we can review your goals and celebrate your progress. We need to say good-bye in a healthy way and to complete any unfinished business. Healthy closure is part of experiencing an effective relationship, and when you do that with me, you will be better able to apply those skills to all your relationships. Learning how to end relationships well is as important as beginning them.

Emergencies. If you need emergency assistance, please call the nearest hospital emergency room, a psychiatrist, your physician or your county mental health emergency phone number. I do not return calls on weekends or holidays.

___ Please initial

"Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover." ~ Mark Twain

Request for Services

I want to engage in counseling services, psycho-educational groups, retreats and / or workshops with Benita A. Esposito, M.A., L.P.C.

Client Signature (s)

Date

(For couples, the second signature goes here)

Date

Personal Guarantee of Payment

In case of failure to make payment at the time of the session, I, the client, give my personal guarantee that I will make a payment plan that is agreeable to The Esposito Institute. I promise to follow through as I have stated in the agreement. I understand that failure to keep financial agreements will result in the termination of counseling sessions, and that I will be responsible for paying any unpaid balance, plus interest at 20%. If there is a need for legal litigation, it will take place in Georgia.

Please print your name(s)

Date

Signature(s)

Date

(For couples, the second signature goes here)

Date

Confidentiality & Client's Rights The Esposito Institute, Inc.

The confidentiality of consumer information is protected by both state and federal laws and regulations. The Esposito Institute, Inc. has an obligation to protect your right to privacy and is committed to holding confidential any information that you provide. The Esposito Institute, Inc. cannot acknowledge our professional relationship with you to any person, including your family and friends without your written authorization. Benita Esposito may discuss your situation with other professionals in peer supervision to ensure that you are given the best possible care. However, Benita Esposito will do so only within the guidelines of HIPAA, C.F.R. 42 and Georgia General Statutes. I will not disclose information regarding a client unless authorized to do so by the client in writing.

LIMITS TO CONFIDENTIALITY AND MANDATED REPORTING

While most information shared with a counselor is private and confidential, I (Benita Esposito) will disclose information to other parties under certain circumstances:

1. I am required by law to report any suspected instances of child abuse or neglect to the department of social services in your county. Making a report does not necessarily mean that the counselor believes abuse or neglect occurred, only that a reasonable person might suspect it did.
2. Similarly, the law requires that I contact authorities in the event that elder abuse is discovered. This means that an adult age 60 or over who cannot make a call themselves is suspected of being abused or neglected.
3. If I believe that you are at risk of attempting suicide, the courts have mandated that I notify any parties necessary to ensure your safety, for example, police, emergency services, and family members.

