



in God –  
led to your healing

## **EPHESIANS LIFE MINISTRIES**

*Christ-Centered Counseling and Support Groups*  
**301-439-7191**

**Main Office**  
1620 Elton Road, Suite 204  
Silver Spring, MD 20903

**Counseling Offices**  
Bethesda, Clarksburg, Clinton, Gaithersburg, Oxon Hill, Rockville, MD  
Vienna, VA & Washington, DC

### **Statement of Policies**

Welcome to Ephesians Life Ministries. The goal of Ephesians is to help you in developing healthy, balanced, intimate relationships with God, self, and others. As a Christian counseling ministry, we accept Jesus Christ as our Lord and Savior and as the Divine Healer. We strive to create a partnership with you and Christ in your journey to becoming the whole, unique person whom God created so that you can live life abundantly and be an effective witness. Although Ephesians is a Christian organization, we respect the spiritual journey and religious preference of each person.

#### **THE COUNSELING PROCESS**

In the counseling process, we strive to help you understand the origins of your difficulties. We join with you as you examine your belief systems so that you can consciously develop a healthy set of beliefs. We will encourage you to understand the options and consequences of your choices to increase the potential of making choices that may improve the quality of your life. We also teach you new skills to build effective interpersonal relationships. In order to accomplish these goals, the Ephesians program is multifaceted with education, testing, support groups, and both individual and group counseling. The therapeutic process is sometimes slow and uncomfortable. You may experience a variety of emotions including fear, anger, sadness, joy, and frustration. Growth and change may precipitate additional changes in interpersonal relationships. We offer support and guidance as you pass through this journey of recovery, which usually results in an enriched quality of life. We highly recommend that you participate fully in the counseling sessions and continue the therapeutic process during the interim by praying, attending support groups, journaling, and trying new behaviors that you and your therapist decide are appropriate for your growth.

#### **QUALIFICATIONS FOR COUNSELORS**

All Ephesians professional counselors have a master's degree in a mental health field. Many have taken additional specialty training. All Ephesians therapists are licensed or license eligible in Maryland, Virginia, and/or Washington, DC. All therapists follow the laws of the state and federal government and the ethical code of the mental health profession. We participate in training interns who are completing their masters' degree. All counselors receive supervision.

#### **FINANCIAL POLICIES AND RESPONSIBILITIES**

##### **Charged Fees for Therapy Services**

- **Fee for Initial Intake Evaluation Session is \$150.00**
- **Fee per 45-50 minute Therapy Session after the initial intake evaluation session is \$100.00**
- **Fee for Group Therapy varies from \$30- \$40 per session depending on the level of therapy.**
- **Fees for Psychological and Educational Testing**, for the interpretation of test results, and for the preparation of written reports are determined by the amount of time and expense involved in each case. This should be discussed with the therapist before testing begins.
- **Telephone conversations over 10 minutes** will be charged at **\$1** per minute.
- **Charge for Missed Appointments:** A fee of **\$75 will be charged** for appointments missed when cancellation is not made by twenty-four hours in advance. This charge is waived in an emergency.
- **Fees for educational seminars** are stated in the announcements of the program.
- **Fee for a returned check is \$30.**

### **Payment Due at Time of Therapy Appointment**

All client payments are due at the time of the therapy session. This includes all insurance co-payments, insurance deductibles, and all adjusted costs. When 2 sessions are held without client payment, future sessions will be postponed until payment is made against the outstanding balance.

Group therapy and educational seminars are paid according to the schedule stated in the newsletter and/or flyer announcing the program.

### **Adjustments to Out-of-Pocket Costs**

We do not make adjustments in the fee. We do, however, adjust the client's out-of-pocket expenses for counseling services for clients in financial need based on gross family income. Please talk to your therapist if you believe you may qualify for an adjustment. You will need to complete a form to qualify and furnish documentation of income.

### **Insurance Coverage**

Most health insurance companies cover "out-patient mental health therapy." Many insurance policies require authorization by a mental health management company, or have other restrictions. **Please check with your insurance company** to learn the terms of your coverage and if pre-authorization is needed before beginning therapy. We are willing to submit claims for the expected insurance portion of payment. Please remember that your insurance coverage is never certain until the payment is actually received. **The client is responsible for the balance if denial of payment is made by the insurance company and for the annual deductible of his/her policy.**

### **Checks Returned for Insufficient Funds**

In the event that your check is returned unpaid for insufficient or uncollected funds, we may electronically re-present your check for the check amount and a \$30 returned check charge without further notice as permitted by law.

## **TERMINATION PROCEDURES**

Termination of counseling services is at the discretion of either the client or the counselor. It is recommended that the client and the therapist mutually evaluate and conclude the therapeutic process.

- If the client decides to go elsewhere, Ephesians will provide names of other professional therapists.
- The client has a right to end therapy without moral, legal, or financial obligations other than those already accrued.
- If the client does not keep appointments, or does not fulfill financial responsibilities, or violates other specified counseling policies, the therapist may terminate services with a written notice of termination.
- The therapist will maintain the client's records in a locked file for six years for adult clients and for six years past the age of majority for minor clients.

**Please feel free to ask questions about our policies and procedures.**