

**LOGAN MCILWAIN, LCSW**  
Baton Rouge Christian Counseling Center  
763 North Boulevard, Baton Rouge, Louisiana 70802  
Phone: (225) 387-2287 Fax: (225) 383-2722  
logan@brchristiancounseling.com

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Thank you for choosing me as your therapist! Below is an explanation of the things you'll need to know to be prepared for our first visit.

**Online Account:**

Upon receiving this packet you should have an account on our scheduling software. If not, see the scheduling appointment section below to register. Please fill out as much information as possible on your account. Should you forget your username or password please email me. I ask as a new client that you fill out the biographical information in addition to the demographic information. Unfortunately, the system requires each individual person seen to have an account; therefore if I am to see multiple children in the family, each must have their own account. If you are coming as a couple, please pick one person to have the account under.

**Paperwork (see attached):**

**\*If this session is for Divorce/Family Mediation or Parenting Coordination – email me for different paperwork**  
Please review, sign, and bring all the attached paperwork to our first visit together – Declaration of Practice and Procedures, and Notice of Privacy Practices Consent Form. If you don't print out the forms, you'll need to allow 10 minutes to fill them in when you arrive so you won't lose any of your therapy time.

**Scheduling Appointments:**

Upon receiving this packet you should have an account on our scheduling software. If not, utilize the directions below and register as a new client. Please access this portal to schedule/cancel appointments any future appointments. Here is the best way to get back to the portal should you need it - go to [www.brchristiancounseling.com](http://www.brchristiancounseling.com) and click on counselors, then my name. There is a link on my bio page that leads you back to the scheduling portal. This portal can be utilized at any time to schedule or cancel appointments.

**Confirmation of Appointments:**

When creating your online account in the scheduling portal you can elect to have your appointments confirmed through text, email, or automated phone call. However, whether an appointment is confirmed or not, you are still responsible for remembering your appointments and will be charged if you miss.

**Therapy Fees & Other Fees (Cancelations):**

**\*Fees differ for Divorce/Family Mediation or Parenting Coordination – email me for different fee schedule)**  
Please review the attached Declaration of Practices and Procedures for my fee schedule and cancelations policy.

**Getting Here:**

-See our website for a map and here are directions: My office is in the First Presbyterian Church campus at 763 North Boulevard in downtown Baton Rouge. The church takes up a whole city block and is bordered by North Boulevard (grass down the middle) & Convention and 7th & 8th Streets. We are in the red brick building closest to the Interstate. Either park at a meter on 8th Street and enter via the 8th Street door OR park in the big parking lot on Convention and enter via the Chapel door. Buzz the Counseling Center for someone to unlock the door. When the door is unlocked a light will go off. Go on up to the third floor via the stairs or elevator. **You may want to allow extra time to find for your first session, especially given Baton Rouge's traffic! Printing out the directions in this email and/or from our website can be helpful.**

If you have any questions, or want to give me some background information before the first session, please feel free to email me. Please know that I'm looking forward to meeting with you!

Take care,  
Logan

**Declaration of Practices and Procedures**

I am pleased that we will be working together and look forward to helping you reach your goals in counseling. This statement is designed to inform you of my background and to insure that you understand our professional relationship. After reading this document, **please sign and date the last page**. If you would like a copy of these practices and procedures let me know at any time.

**1. Counseling Relationship**

It is my desire to provide a warm and trusting atmosphere in which you feel free to examine patterns of behavior, thought, and/or mood that are causing you or your child's concern. I am diverse in my counseling approach which means I use a variety of theoretical approaches and strategies in an attempt to meet a client's needs, address specific issues, and promote goal obtainment.

After information gathering, answering any questions you might have and becoming acquainted, therapeutic goals are established through collaboration. I often use between-session assignments which are a vital part of the therapeutic progress. Completion of homework is necessary if you or your child is to benefit the most from the therapeutic process. The ultimate goal of therapy is the successful resolution of the problems that are considered most important.

**2. Qualifications**

- Bachelor of General Studies (Psychology, Sociology, History) from Louisiana State University, 2006
- Master of Social Work from Louisiana State University, 2009
- Licensed Clinical Social Worker, 2012, Louisiana Board of Examiners in Clinical Social Work (#10534)
- Qualified Parenting Coordinator (La. R.S. 9:358.3), 2015
- Qualified Child Custody and Visitation Mediator (La. R.S. 9:334), 2015

**3. Areas of Expertise**

I have a general counseling practice with experience in treating persons aged 5 and up. My areas of expertise include treatment of children, adolescents, adults (individual, couples, or families) who are dealing with behavior issues, anxiety, depression, divorce/co-parenting, anger management, grief, trauma recovery, substance abuse, and relational difficulties. **\*Additionally, as qualified mediator and parenting coordinator I can effectively assist adults experiencing difficulty in decision making and communication with issues pertaining to separation/divorce, child custody and visitation, co-parenting, or eldercare issues. Let me know should these specific services be suitable to you or your family. (\*Fees differ from below).**

**4. Payment Information:**

Payment can be made by cash, check, or debit/credit card and are due at the time of service. \*If paying with cash you must have exact fee or you will be issued a credit toward your next visit. We are not able to provide change.



Credit Card - My policy, and the policy of BRCCC, is to securely store your credit card number for both session and cancellation fees. **At your first visit, please have a debit/credit card present. Your card will be charged for either: the session fee in full, your co-pay if utilizing insurance or \$0.1 if no payment needed so we can securely store this card.** After the first visit, you are welcomed to pay utilizing any method you choose.



Utilizing Insurance - It is your responsibility to find out the following information prior to using health insurance: determine that I am on the "provider" list for your insurance, the number of sessions authorized, your co-payment, and the amount remaining on your deductible. **If your deductible is not met, I will bill your insurance accordingly however, you are responsible for payment in FULL per the contracted rate until your deductible is met.**



Balances - Any balance past due after **30 days** will automatically be charged to your credit/debit card on file

## 5. Session Fees :

	Charge
Initial Evaluation (1 <sup>st</sup> session) – <u>60 mins</u>	\$135
Individual, Family, Couples Session – <u>60 mins</u>	\$100
Individual, Family, Couples Session – <u>45 mins</u>	\$85

## 6. Cancellation Fees :



**The time you schedule for an appointment is reserved for you.** In the event you are unable to keep an appointment please provide a **24 hour advance notice** to allow for the scheduling of another person who may benefit from the time. **If not, the following will be charged to your credit card securely stored in our system:**

	Charge
1 <sup>st</sup> Missed Appointment or late cancellation	\$50
Additional missed appointment or late cancellations	\$100
NSF Charge (Returned Checks)	\$50



**The only exceptions to this charge are emergencies situations.** Forgotten or rescheduled extracurricular or work changes do not meet this definition.

If the office is not open and you need to cancel, you can leave a voice message in our voice mail at (225) 387-2287 and the time will be registered. You may also email either our secretaries or myself to cancel an appointment 24 hours in advance. **\*Remembering appointments is your responsibility. Our scheduling software can provide appointment reminders. Be sure you turn this setting on and your preferred method is chosen. If you need help please ask myself or the front desk.**

## 7. Explanation of the types of services and client population:

I provide individual, family, and couples counseling to persons aged 5 and up. Group counseling is available based on need and interest. Divorce mediation, family mediation, and parent coordination is also available upon request. Presentations are also available upon request at schools, churches, or workplaces.

## 8. Code of Ethics:

I am required by state law to adhere to the Louisiana Code of Conduct for Louisiana Licensed Clinical Social Workers. Copies of this code are available upon request.

**9. Privileged Communication/Confidentiality:**

I am required to abide by the professional practice standards and Louisiana law. I do not disclose client confidences and information to any third party without clients written consent or waiver except when mandated or permitted by law. Verbal authorization will not be sufficient except in emergency situations. State law mandates that I report to the appropriate authorities suspected cases of child abuse/neglect, elder abuse/neglect, or disabled abuse/neglect and instances of danger to self or others when reasonably necessary to protect the client or other parties from a clear and imminent threat of serious physical harm. Certain types of litigation may lead to the court-ordered release of information without your consent.

When working with couples, families, or groups I cannot disclose any information outside of the treatment context without a written authorization from all individuals competent to sign such authorization. When working with a family or couple, information shared by individuals in sessions, when other family members are not present, must be held in confidence (except for the mandated exceptions already noted) unless all individuals involved sign written waivers at the outset of therapy. Clients may refuse to sign such a waiver but should be advised that maintaining confidentiality for individual sessions during couple or family therapy could impede or even prevent a positive outcome to therapy.

**10. Potential Counseling Risks:**

Please be aware that counseling poses potential risks. In the course of working together additional issues may surface, may become more acute, or may affect your relationships in ways you had not fully anticipated. If this occurs, please feel free to share any new concerns with me.

**11. Emergency Situations:**

During business hours please call my office at (225) 387-2287 to speak with me. If I am inaccessible, for whatever reason or it is after hours call the Baton Rouge Crisis Intervention Center at (225) 924-3900 or 911, or if warranted, proceed to your nearest emergency room.

**12. Client Responsibilities:**

The client is expected to follow billing, scheduling and office procedures. It is expected that he or she will terminate any previous counseling relation or get permission from the prior therapist. It is suggested that the client have a complete physical examination if he/she has not had one within the past year. Also, the client agrees to list on the intake form any medication he/she is taking.

**I have read and understand the above information and have received a copy of it if desired. I hereby sign in agreement and understanding to all terms and charges listed above. I also authorize Logan McIlwain, LCSW to release any information necessary to obtain assignment of health care benefits or EAP program for the above services and to release information to my primary care physician, as needed**

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Logan McIlwain, LCSW \_\_\_\_\_ Date \_\_\_\_\_

If client is a minor, parental authorization is needed: I, \_\_\_\_\_, give permission for Logan McIlwain, LCSW to conduct therapy with my

\_\_\_\_\_, \_\_\_\_\_  
(Relationship) (Name of Minor)

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## **NOTICE OF PRIVACY PRACTICES CONSENT FORM**

Effective April 14, 2003 a federal regulation, commonly known as the “HIPAA Privacy Rule”, requires that we must provide all of our clients with a detailed notice, in writing, of our privacy practices. We have this lengthy “*Notice of Privacy Practices*” available in our waiting room and it is also on our web site: [www.brchristiancounseling.com](http://www.brchristiancounseling.com). A written copy of this policy is available upon request.

I understand that as a condition to my receiving treatment, Baton Rouge Christian Counseling Center may use or disclose my personally identified health information for treatment, to obtain payment for the treatment provided, and as necessary for the operations of this office. These uses and disclosures are more fully explained in the Privacy Notice that has been provided to me, and which I have had the opportunity to review.

I understand that the privacy practices described in the “*Notice of Privacy Practices*” may change over time, and that I have a right to obtain any revised Privacy Notices, if requested.

I also understand that I have the right to request BRCCC to restrict how my health information is used or disclosed. BRCCC does not have to agree to my request for the restriction, but if BRCCC does agree, BRCCC is bound to abide by the restriction as agreed.

Finally, I understand that I have the right to revoke/withdraw this consent in writing, at any time. My revocation/withdrawal will be effective except to the extent that BRCCC has taken action in reliance on my consent for use or disclosure of my health information. Provision of future treatment may be withdrawn if I withdraw my consent.

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Signature

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Date

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Signature

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