

Table of Contents

Introduction and Purpose	3
Purpose of Agreement	3
Therapeutic Relationship	3
Confidentiality and Privacy	3
Exceptions to Confidentiality	3
Client Privacy Rights	4
Fees, Payment, and Cancellation Policy	4
Session Fees	4
Payment Methods	4
Payment Schedule Example	4
Cancellation Policy	5
Late or Missed Appointments	5
Refund Policy	5
Informed Consent and Client Responsibilities	5
Informed Consent	5
Client Responsibilities and Expectations	6
Scope of Services	6
Counseling Approaches	6
Service Limitations	6
Emergency Procedures and Contact Information	6
Emergency Procedures	7
Alternative Resources	7
Termination of Services	7
Conditions for Termination	7
Post-Termination Obligations	7
Rights and Limitations	8
Client Rights	8
Limitations	8
Professional Code of Ethics	8
Ethical Considerations	8
Adherence to Professional Ethical Standards	9
Record Keeping and Data Protection	9
Client Access to Records	9



Data Protection	9
Dispute Resolution	10
Informal Resolution	10
Consultation	10
Mediation	10
Signatures and Agreement Acceptance	10
Client Agreement	10
Counselor Agreement	11



Introduction and Purpose

This Mental Health Counseling Agreement ("Agreement") is made and entered into as of August 9, 2025, by and between Docupal Demo, LLC, located at 23 Main St, Anytown, CA 90210 ("Provider"), and Acme, Inc, located at 3751 Illinois Avenue, Wilsonville, Oregon - 97070, USA ("Client").

Purpose of Agreement

This Agreement outlines the terms and conditions under which Provider will offer mental health counseling services to Client. The intent is to establish a clear understanding between both parties regarding these services. It covers various aspects of the counseling relationship, including but not limited to confidentiality, payment, cancellation policies, and client rights.

Therapeutic Relationship

The foundation of this Agreement rests upon a collaborative therapeutic relationship. This partnership is focused on Client's well-being, personal growth, and the achievement of mutually agreed-upon therapeutic goals. The services provided aim to support Client in addressing mental health concerns, developing coping strategies, and enhancing overall psychological health.

Confidentiality and Privacy

Docupal Demo, LLC is committed to protecting the privacy of Acme, Inc. All information shared during counseling sessions is strictly confidential. We will not disclose any information to third parties without ACME-1's explicit written consent.

Exceptions to Confidentiality

There are some exceptions to this strict confidentiality. These exceptions are mandated by law. We are required to report:

- Suspected child abuse or neglect
- Elder abuse
- Threats of harm to oneself



- Threats of harm to others

Confidentiality may also be breached if we receive a valid court order.

Client Privacy Rights

Acme, Inc. has the right to review records maintained by Docupal Demo, LLC, subject to certain legal limitations. We maintain records securely and in accordance with professional standards.

Fees, Payment, and Cancellation Policy

Session Fees

The standard fee for each counseling session will be discussed during the initial consultation. Fees may vary depending on the type and length of the session. Any adjustments to the standard fee will be discussed and agreed upon in advance.

Payment Methods

We accept payments made via cash, check, credit card, and electronic transfer. Payment is due at the time of service unless alternative arrangements have been made. A receipt will be provided for each payment.

Payment Schedule Example

Service	Fee (USD)
Initial Consultation	150
Individual Session (50 min)	120
Group Session (90 min)	90

Cancellation Policy

We require 24 hours' notice for any appointment cancellations. If you cancel with less than 24 hours' notice, or fail to attend a scheduled appointment, you will be responsible for the full session fee. Exceptions may be made in cases of emergency or unavoidable circumstances, which will be considered on a case-by-case basis.



Late or Missed Appointments

Arriving late for a session may result in a shortened session, with the full fee still applicable. If you miss an appointment without prior notification, it will be considered a "no-show," and you will be charged the full session fee.

Refund Policy

In the event of early termination of counseling services, any unused portion of prepaid fees may be subject to a refund, which will be determined based on the circumstances and in accordance with professional ethical guidelines.

Informed Consent and Client Responsibilities

Informed Consent

Before starting counseling services with Docupal Demo, LLC, ACME-1 must understand the nature of counseling. This includes the potential benefits and possible risks involved. It also covers the counselor's qualifications to provide these services. ACME-1 is entitled to information about our confidentiality policies. This ensures that ACME-1 understands how personal information is protected. Details about fees and cancellation policies are also important. By proceeding with counseling, ACME-1 acknowledges that it has been informed of these aspects and consents to participate.

Client Responsibilities and Expectations

ACME-1 is expected to attend scheduled counseling sessions. Being honest and open during these sessions is also a key responsibility. Active participation in the therapeutic process is crucial for progress. ACME-1 must communicate any concerns or issues to Docupal Demo, LLC promptly. This helps ensure that the counseling remains effective and relevant to ACME-1's needs. ACME-1 is responsible for adhering to the agreed-upon payment schedule. Notifying Docupal Demo, LLC in advance for any session cancellations is also required, as per the cancellation policy.



Scope of Services

Docupal Demo, LLC will provide mental health counseling services to ACME-1. Our counseling aims to support the mental and emotional well-being of ACME-1 employees. We will achieve this through various therapeutic approaches.

Counseling Approaches

We offer Cognitive Behavioral Therapy (CBT). CBT focuses on identifying and changing negative thought patterns and behaviors. We also use Person-Centered Therapy. This approach emphasizes empathy and the client's inherent capacity for growth. Additionally, we provide Mindfulness-Based Therapy. This therapy integrates mindfulness practices to reduce stress and improve mental clarity.

Service Limitations

Our services do not include medical diagnoses. We cannot prescribe medication. We also do not provide legal advice. If these services are needed, we will provide appropriate referrals. Our counseling is designed to be a supportive resource. It complements, but does not replace, medical or legal care.

Emergency Procedures and Contact Information

Emergency Procedures

In the event of a mental health crisis or emergency, ACME-1 employees should immediately contact 911 or proceed to the nearest hospital emergency room for immediate assistance. These services offer round-the-clock support and can provide critical intervention during a crisis.

Alternative Resources

In addition to emergency services, the following resources are available:

- **National Suicide Prevention Lifeline:** Provides 24/7, free and confidential support for people in distress.



- **Crisis Text Line:** Text HOME to 741741 from anywhere in the United States, anytime, about any type of crisis.
- Local mental health services can offer additional support and resources specific to your area.

These resources can offer guidance and support during difficult times.

Termination of Services

Conditions for Termination

This agreement may be terminated by either Docupal Demo, LLC or ACME-1. Termination is possible if the therapeutic relationship is no longer beneficial or appropriate for ACME-1. To terminate services, the terminating party must provide written notice to the other party.

Post-Termination Obligations

Upon termination, Docupal Demo, LLC will provide ACME-1 with referrals to other qualified mental health professionals, if needed. Docupal Demo, LLC will retain ACME-1's records in accordance with all applicable legal and ethical guidelines. ACME-1 understands that these records will be maintained confidentially and securely.

Rights and Limitations

Client Rights

As a client of Docupal Demo, LLC, ACME-1 has specific rights. These include the right to confidentiality, meaning information shared during counseling sessions will be kept private, with certain legal exceptions. ACME-1 also has the right to access their counseling records, adhering to the procedures outlined in this agreement and relevant state and federal laws. Furthermore, ACME-1 has the right to terminate counseling services at any time. Finally, ACME-1 has the right to file a complaint with the relevant state licensing board if they believe their rights have been violated or if they are dissatisfied with the services provided.



Limitations

It is important to understand the limitations of mental health counseling. Counseling is not a substitute for legal or medical advice. Docupal Demo, LLC professionals are not qualified to provide legal counsel or medical diagnoses. While we are committed to providing the best possible service, we cannot guarantee specific outcomes from counseling. The effectiveness of counseling depends on various factors, including ACME-1's active participation and commitment to the process.

Professional Code of Ethics

Docupal Demo, LLC adheres to the highest ethical standards in providing mental health counseling services. Our practice is governed by the American Counseling Association (ACA) Code of Ethics. This commitment ensures that ACME-1 receives services that are both ethical and professional.

Ethical Considerations

We are dedicated to resolving ethical dilemmas with careful consideration. When facing ethical concerns, we consult with qualified supervisors and colleagues. This process ensures that all actions align with professional standards. We prioritize the well-being and rights of ACME-1 in all our professional interactions.

Adherence to Professional Ethical Standards

Our commitment to ethical practice is unwavering. We diligently uphold the principles outlined in the ACA Code of Ethics. This includes maintaining confidentiality, respecting autonomy, and promoting the welfare of ACME-1. We avoid conflicts of interest and ensure transparency in our professional relationships. Regular training and continuous education keep us informed of the latest ethical guidelines and best practices. We actively seek guidance when faced with complex ethical dilemmas, ensuring that our decisions are well-reasoned and ethically sound. Our goal is to provide a safe and supportive therapeutic environment, where ACME-1 can feel confident in the integrity of our services. We believe that ethical practice is the foundation of effective counseling, and we are fully committed to upholding these standards.



Record Keeping and Data Protection

Docupal Demo, LLC maintains records of the counseling services provided to Acme, Inc. These records are stored electronically using secure methods. Access to these records is restricted to authorized Docupal Demo, LLC personnel.

Client Access to Records

Acme, Inc. has the right to review its counseling records. This right is subject to certain limitations. These limitations are in place to protect confidentiality and privacy. To review records, Acme, Inc. must submit a written request to Docupal Demo, LLC. Docupal Demo, LLC will respond to the request in a timely manner, in accordance with professional standards and legal requirements.

Data Protection

Docupal Demo, LLC is committed to protecting the privacy and confidentiality of Acme, Inc.'s information. We adhere to all applicable data protection laws and regulations. This includes implementing appropriate technical and organizational measures to safeguard data against unauthorized access, use, or disclosure. We use secure methods for storing and transmitting data. Our data protection practices are regularly reviewed and updated to ensure compliance with current standards and best practices.

Dispute Resolution

We at Docupal Demo, LLC value open communication. If a disagreement arises, our first step is to discuss it directly with your counselor.

Informal Resolution

We encourage you to openly share your concerns with your counselor. Often, a direct conversation can lead to a satisfactory resolution.



Consultation

If the issue remains unresolved, the counselor may consult with a clinical supervisor. This consultation ensures a comprehensive review of the situation. The supervisor can offer guidance and alternative perspectives.

Mediation

As a final step, both parties may agree to mediation. Mediation involves a neutral third party who helps facilitate communication and find a mutually agreeable solution. The mediator does not make decisions but assists in the negotiation process.

Signatures and Agreement Acceptance

This Mental Health Counseling Agreement is effective as of the date of the last signature below. By signing this agreement, ACME-1 acknowledges that it has read, understood, and agrees to the terms and conditions outlined within this document.

Client Agreement

ACME-1 representative signature below indicates agreement to participate in mental health counseling under the conditions described in this agreement.

Client (ACME-1) Signature: _____

Date: _____

Counselor Agreement

DocuPal Demo, LLC representative signature below confirms agreement to provide mental health counseling services to ACME-1 according to the terms of this agreement.

Counselor (DocuPal Demo, LLC) Signature: _____

Date: _____

