

Contracted Therapist

Contracted therapists are compensated for mental health services provided to MCS therapy participants (adult and/or children).

Mental Health Services that MCS offers to its clients include:

- Assessment:
- Individual therapy: Child/ Adult
- Family/ Couple/ Group Therapy

Roles & Responsibilities

Although therapists work on a contractual basis, MCS expects therapists to uphold the responsibilities, professionalism and integrity that are required of all licensed professionals in Georgia. MCS has standard organizational policies (sexual harassment, discrimination, etc.) to protect individuals and maintain an overall professional environment.

All therapists are required to abide by such policies. MCS expects that therapists will perform their duties with the utmost level of integrity and professionalism. Therapists must abide by the ethical standards outlined by the State of Georgia and the professions in which they are licensed and the professional organizations they participate in (ACA, APA, NBCC, NASW, etc...).

Contracted Therapists:

- Will provide agreed upon mental health services on-site at MCS unless otherwise agreed upon.
- Will follow U.S & Georgia law regarding confidentiality.
- Will follow the State of Georgia procedures for reporting abuse and/or neglect.
- Will report within 24-hours to MCS Director regarding incidents in which there is an immediate threat to the well-being of a client or child of client.
- Will maintain current professional licensing and associated required continuing education hours.
- Will maintain professional liability insurance and provide MCS with a current copy of the face sheet annually and when modifications occur.
- Will notify the MCS immediately of any adverse finding regarding the therapist's licensing, disbarment, any claims of malpractice, and/or liability settlements/payouts.
- Will maintain current Releases of Information to allow the therapist to share information regarding a clients' attendance (for compensation to occur) and recommendations to assist in providing therapy services.
- Will submit a monthly attendance activity log (name, appointment date, attendance information, type of service) to MCS on the first Monday of each month for the previous month.
- Will submit a monthly invoice for billable services by 10am the first Monday of each month for the previous month
- Will sign and submit a W-9 form.
- Will maintain and keep secure all client therapy records, case notes and confidential information.

- Will not solicit clients outside of this agreement. After a client has exited MCS services. After fulfilling service agreement and follow-up services, that individual may choose to continue therapy services with her/his therapist. At which time, MCS would not be the payer for services and would not be a party to the relationship.
- Will avoid dual relationships with clients and maintain professional boundaries.

Duration of Contract, Rates & Payment

Either MCS or the contractual therapist have the right to or terminate this agreement at any time by giving two-week notice one to the other. Therapists will close all of their clinical cases in a manner that serves the client(s) best and return all property belonging to MCS (Resources, folders, etc.) Amendments must be agreed upon by both MCS and the contracted therapist in writing. Coburn Place will terminate this contract immediately in cases of alleged misconduct by the therapist.

Rates:

Individual/Family Counseling

A therapist will be paid a standard rate of 60% per billable amount therapeutic sessions, per month, for individual/family therapy. If a client/family is in need of more services, the assigned therapist should notify MCS for the need for additional time. The standard rate will be paid for clients that “no show/no call” and late cancellations (less than 24 hours). In such case, this rate will only be paid twice. If a client continues to “no show/no call” and/or “late cancel”, it is at the assigned therapist discretion to continue therapy with such client. If the therapist continues to see such client the therapist should understand that they will not be reimbursed for any “no show/no calls” and/or “late cancellations” that exceed two occurrences. Therapists should make a notation on their attendance activity log and invoice for any “no show/no call” and/or late cancellations.

Invoicing:

Therapist must submit an invoice and an activity log by 10am the first Monday of each month for the previous month’s work to MCS, to receive payment for services.

- Monthly attendance activity log should include: name, appointment date, attendance information, type of service.
- Monthly invoice for billable services should utilize non-identifying client codes as assigned by the Adult Services Director and include the type of service and units/hours of service.

1. Please provide a summary of your areas of expertise and skill set by submitting a resume or vitae:

2. Please provide your preferred availability for appointments/sessions

3. Please indicate which Mental Health Services you agree to provide (Therapist will be given assignments and referrals based upon the needs of the client):

- Individual Adult Therapy
- Individual Child Therapy
- Family Therapy
- Couples Therapy