



Informed Consent Form

*Welcome! Please read the following regarding our policies. Your understanding of this part of our professional relationship is important. Ask any questions you have at the beginning of the session. Sign this only when you feel you understand it and have all your questions answered.
It is our desire that the overall therapy experience is helpful to you.*

Confidentiality

Our relationship is both professional and confidential. Therapists will keep written notes and records of sessions. They will remain confidential unless you request the release of information to another professional. We have release forms for this purpose. There are a few exceptions to confidentiality.

Limits of Confidentiality:

1. If your therapist has reason to believe that you are a danger to yourself, it is his/her duty and desire to intervene. This may mean contacting a family member, friend, or even calling the police. The purpose of this would be to provide safety for you until the crisis passes and you are able to more clearly see options for yourself
2. If your therapist has reason to believe that you are a physical danger to someone else, he/she also has a duty to intervene. This may require warning the person who is at risk and calling the police.
3. Your therapist is mandated by law to report known or suspected child abuse, elder abuse, or dependent adult abuse. If a report needs to be made because of something you share with your therapist, he/she will let you know and will discuss the report with you.
4. If Community Counseling Services receives a subpoena to appear in court or to provide records of treatment to the court, your right to confidentiality is voided.

Initials _____

Scheduling and Payment Policies

The fee for a 50-minute counseling session is \$50. Sessions generally start promptly. Sessions are scheduled for 50 minutes in order to complete session notes and transition from one appointment to the next. It is our desire to work together to maintain the time limits and to use your time wisely.

Your appointments will be scheduled according to availability while making careful effort to accommodate your schedule. Please note that you are reserving time in your name.

If you cannot make your appointment, please notify your therapist as soon as possible so that the time may be offered to others waiting to be scheduled.

Every attempt will be made to begin each session promptly at the appointed time. If a session begins late, the session will be extended to provide you with the full 50 minute session. The session will end at the scheduled time if you arrive late. Neither you, nor your therapist will be expected to wait longer than 15 minutes past the scheduled time for the start of the session unless there has been previous notice.



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Fees and copayments are due and payable at the beginning of each session unless other arrangements have been agreed upon in advance. In order to maximize the use of the therapy hour, please consider the following about your choice of payment:

- if paying by cash, bring in the correct amount of cash for your session;
- if paying by check, make it out to Christ Community Church prior to your appointment;

If you need to cancel or reschedule an appointment, our policy is that you will be charged the full counseling fee for an appointment cancelled less than 24 hours in advance. Exceptions include sudden illness of you or a dependent, and emergencies. Work schedule changes are not an exception. Missed sessions are not covered by insurance.

If you need telephone time with your therapist between sessions, please leave a message on your therapist's voice mail. He/she will return your call at the earliest convenience. If you need more than 5 minutes, please let your therapist know as you will most likely need to schedule a time. Regular fees apply to telephone appointments.

Since your therapist has voice mail and does not carry a beeper, he/she is not available for emergencies of an immediate nature. In choosing to work with Community Counseling Services, it is important that you fully understand this. If you do not have a friend or family member available in an emergency, you can:

- Call 911;
- Call the Sutter Center for Psychiatry Call Center at 386-3077;
- Call the Suicide Prevention Hotline at 368-3111.

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Community Counseling Services Information

Therapists practicing at Community Counseling Services are Marriage and Family Therapist Interns or Trainees. Interns and trainees practice under the supervision of Linda Carlos, licensed Marriage and Family Therapist. As a result, cases are routinely discussed in group supervision meetings. This is done in order to ensure that you receive the highest level of professionalism from your therapist. All Community Counseling Services therapists are bound by State law and professional ethics to maintain your confidentiality as stated above.

Initials _____

I have thoroughly read the above contract and understand each policy statement, signified by my signature below.

Signature _____ Date _____

Signature _____ Date _____

04/11 _____ Copy given to client(s)