

Welcome to the Women's Center! We are glad that you have chosen The Women's Center to provide therapy services for you. Please read the following information about our policies and procedures and sign below to indicate your understanding and consent.

Attendance: Because of the demand for therapy services at the Women's Center, it is necessary to uphold a policy about non-attendance of appointments with therapists.

- A 24-hour advance notice is required if a client needs to cancel or reschedule an appointment. When less than a 24-hour notice is given by the client, she/he may be held financially responsible for the session whether physically present or not. Emergency exceptions must be approved by your therapist.
- When a client does not show up for a scheduled appointment, the therapist MAY choose to discontinue services and refer the client elsewhere for services. A last-minute cancellation MAY be considered the equivalent of a "no-show."

Confidentiality

- It is the policy of the Women's Center to ensure privacy for every client. We will not CONFIRM OR DENY any client's use of our services without written approval. If you receive counseling services by the VOCA Therapist, a Student or Registered Intern Counselor your file is the property of the Women's Center and if you are later transferred to another VOCA Therapist, or a Student or Registered Intern Counselor, your signature below allows the new counselor access to your existing confidential file. Please review our Notice of Privacy Practices for further details and limitations of confidentiality.

General Information about Counseling Services:

- Individual appointments are scheduled for the usual 50-minute therapeutic hour. Since each appointment must end on time, it is important to be on time for the beginning of each appointment.
- Payment for counseling sessions is expected in advance of each session. If your fee is based on a sliding scale, it is subject to modification due to changes in income.
- Those clients who are NOT required to provide a fee for counseling services may be limited to ten consecutive sessions.
- Because we are not a medical facility, nor do we have medical personnel on site, it is the Women's Center Policy to call 911 in the event a client appears to be having a medical episode or emergency.
- Graduate student therapists are students in a psychology doctoral program or a master's level clinical/counseling program who are under the supervision of a Licensed Therapist.
- Registered Interns are also under supervision of Jennifer Guarino, LMHC

I have voluntarily requested counseling services at the Women's Center and I understand that I may discontinue treatment at any time. I understand that my first visit will consist of an initial interview, the purpose of which is to discuss myself and what brings me to counseling, so that the therapist and I can determine treatment goals and options.

Thank you for your cooperation with these policies. Please sign below to indicate that you have read and understand these policies and consent to engage in counseling services. Your signature on this form is necessary in order to admit you for counseling services, so if you have any questions please feel free to ask your therapist.

Client Signature (AGES 13 AND UP)

Date

Parent / Guardian Signature

Date