



RIGHTS AND RESPONSIBILITIES

Client Rights

No information about your counseling is released to anyone without your permission except for the following reasons:

- You seriously threaten to hurt yourself or someone else.
- I am subpoenaed to do so by the courts.
- I receive information that a disabled person, a child or an elderly person has been abused or neglected.
- I receive information that a previous therapist has been sexually exploitative. In this case, client anonymity can be preserved.

You also have the right to inquire about my professional credentials and experience as a therapist, to refuse a particular recommendation, to discuss concerns and dissatisfactions about our work together, or to end counseling at any time. I do request that you make a commitment to attend a final session after you decide to terminate.

Client Responsibilities

Please arrive on time for appointments. Please notify me 24 hours ahead of time if you can not keep your appointment. If you require special accommodations due to a disability, please let me know as soon as possible so that I may better serve you.

Therapy is often difficult and challenging work. One of the most important joint responsibilities is communication. Taking an active role in counseling involves being as open and honest as possible, making appropriate efforts outside of sessions, and providing feedback to me about how you think our counseling is going.

Counselor Rights

During the course of our therapy relationship, I may consult with professional peers about your case. I will not release identifying information about you without your permission.

When I feel that my services are not or will not be appropriate for you, or that our work is complete, I will discuss my concerns with you. I reserve the right to conclude our counseling work, or to refer you to a more appropriate provider, at any time. I will do so only after all necessary communication with you.

Financial Arrangements

The fee for single counseling sessions is \$110 per session. You may pay by cash, check or credit.

Weekly sessions will last for approximately 50 - 60 minutes and fees are due at the end of each session. Missed appointments without sufficient prior notification (24 hours) will require full payment.

Reduced Fee

The client has the option of paying monthly a discounted rate of \$400 per month for four weekly sessions.

If the client opts to pay monthly at a reduced fee, the following rules apply: This amount will be due on the first session of every set of sessions. Under this reduced-fee arrangement, if the client can not come to the scheduled appointments because of illness, travel, unforeseen circumstances, holidays, natural disasters, other commitments, or personal choice *the fee will not be waived or prorated.*

If the client gives the counselor sufficient notice (24+ hrs.), the counselor will offer a minimum of two alternate times for scheduling during that week. If the client cannot make either of those times, their session is forfeited for that week. If the counselor herself is unable to be present for any of the scheduled sessions, the monthly fee will be pro-rated accordingly. Upon termination, any unused portion of the monthly payment will be reimbursed to the client according to a full-fee calculation.

Please make fees payable to Ellen Lindsey. I reserve the right to reassess my fee structure on an annual basis and will notify you ninety days in advance of any proposed increases or changes.

I have read and I agree to the above rights and responsibilities and financial arrangements:

Client Name

Client's Signature

Date

Ellen Lindsey, LCSW, LPC

Date

If you'd like a copy of this form, just ask, I am happy to provide it.

Revised 9/10