

Hello and welcome to *Tri-Lakes Relational Center Springfield!*

We are looking forward to the opportunity to serve you.

As this is your first appointment there is some basic information about counseling sessions with TRC that we need to share with you. Please read the following and have **each person who will be seen initial at the bottom of the page** to indicate the information has been read and is understood. **If you have any questions, your counselor will be happy to answer them for you.**

Confidentiality and its limits

First you need to know that the information you share with us, including your appointments, are strictly confidential and will not be shared with others outside the counseling center unless you give us permission. That also means that if one of our staff happens to see you in a context outside of our office they will act as though they do not know you unless you first engage them (which you are welcome to do).

Secondly you need to know that there are some limits to the confidentiality spoken about above.

- a) Based on our clinical judgment if we believe you may be a threat of serious bodily harm to yourself or some one else we are required to take protective action.
- b) If we believe that a child, elderly, or disabled person is being abused, we are required to file a report with the appropriate state agencies.
- c) If a judge gets involved in your life he or she may order your counselors testimony or records, at which time we must comply.

These situations have rarely occurred in this practice, but it is important that you understand their possibility.

Quality Assurance and Training

Tri-Lakes Relational Center serves as a training center, thus, there maybe times counselors in training may set in on your sessions as part of their education. Counselors in training are held to the same standards of confidentiality as your counselor. If you are uncomfortable with a student observer please inform your counselor.

Tri-Lakes Relational Center is committed to providing the best possible care to our clients. In the interest of excellent client care we have found it helpful to record via audio or video client sessions for quality assurance and training purposes. A few things you should know regarding the recording of sessions are:

- You are not required to be recorded.
- You can withdraw permission to record at any time and your counseling will not be affected by our decision.
- Recording is for the purpose of insuring excellent client care and the training of therapist.
- All information presented in a recorded session will remain confidential.
- Any concerns you may have regarding the recording process can be addressed at any time with your counselor or you may contact TRC at 417.496.1867 regarding this matter.

If you **do not** wish to have your sessions recorded simply write "Please Do Not Record" on the following line:

* _____ *

Please have each person who will be seen at TRC initial below to indicate they have read and understand the above information.

Thank you.

Tri-Lakes Relational Center Springfield

2131 S. Eastgate Avenue, Springfield, Missouri 65809 • P: 417.496.1867 • F: 417.763.3331 • www.GetRelationshipHelp.com

Please help us by indicating how you learned of our services. Please check the boxes next to all places you have seen our name and circle where you found our number to setup your appointment.

Google (check where you saw our ad on the Google results page)

The screenshot shows a Google search for "Counseling Springfield Mo". The search bar is at the top with "Counseling Springfield Mo" entered. Below the search bar, there are several search results. A red box highlights the top result: "Tri-Lakes Relational Center Springfield MO Counseling Tri-Lakes Relational Center". Another red box highlights a result in the "Local business results for Marriage Counseling near Springfield, MO" section: "E. Tri-Lakes Relational Center Springfield - www.getrelationshiphelp.com - (417) 496-1867". A third red box highlights a result in the "Sponsored Links" section: "Tri-Lakes Relational Affordable Marriage Help Christian Relationship Counseling www.GetRelationshipHelp.com 2131 S Eastgate Ave, SPRINGFIELD". There are also several checkboxes next to these results, indicating where the user saw the service. A map on the left shows the location of Springfield, MO, with a red circle around the Tri-Lakes Relational Center location.

Internet Search Engine other than Google: _____

What did you search for? _____

Billboard (Location: _____)

Received a Mailer (Date: _____)

Heard on Radio (Station: _____)

Yard Sign (Where: _____)

Referred by Person: _____

AT&T Phonebook

Names & Numbers Phonebook

Other _____