

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

We're looking forward to the opportunity to serve you.

As this is your first appointment there is some basic information about counseling sessions with TRCS 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.

Thirdly, as Tri-Lakes Relational Center serves as a training center 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.

Fees, Payment Arrangements, Session Lengths, and Appointment Scheduling

Sessions are **45 minutes** in duration and will begin promptly at the time your appointment is scheduled (i.e. 12-12:45p.m)

The standard fee for a **1st evaluation appointment is \$125** and the standard fee for **ongoing counseling is \$95 per session.**

Couples 1st evaluation appointment will be scheduled for 2 sessions (90 minutes; \$190; i.e. 12-1:30p.m).

If you would like to request a reduced fee you may do so by speaking with your counselor and completing the *Reduce Fee Request Form*.

Payment is due at the end of each appointment. **TRC accepts: credit / debit cards, cash, and checks.** Please make checks payable to: **TRC**. A fee will be assessed for all returned checks. If paying with cash, please tender exact change; your counselor is unable to make change.

You will be provided with a receipt suitable for submission to your insurance company for reimbursement, however, TRC can not file with your insurance or accept consignment for insurance.

If your counselor is delayed from starting on time, the missed minutes will be made up at the end of the session. If you are late for your appointment, the session still must end on time and **you remain financial responsible for the time reserved for you.**

At the end of each appointment your counselor will ask if you wish to setup your next appointment. **You are responsible to pay for all sessions you request scheduled unless you reschedule or cancel at least 24 hours in advance.**

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

Thank you.