



LIMITS OF CONFIDENTIALITY

Contents of all therapy sessions are considered to be confidential. Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian. Noted exceptions are as follows:

Duty to Warn and Protect

When a client discloses intentions or a plan to harm another person, the mental health professional is required to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

Abuse of Children and Vulnerable Adults

If a client states or suggests that he or she is abusing a child (or vulnerable adult) or has recently abused a child (or vulnerable adult), or a child (or vulnerable adult) is in danger of abuse, the mental health professional is required to report this information to the appropriate social service and/or legal authorities.

Prenatal Exposure to Controlled Substances

Mental Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

Minors/Guardianship

Parents or legal guardians of non-emancipated minor clients have the right to access the clients' records.

Insurance Providers (when applicable)

Insurance companies and other third-party payers are given information that they request regarding services to clients. Information that may be requested includes type of services, dates/times of services, diagnosis, treatment plan, and description of impairment, progress of therapy, case notes, and summaries.

I agree to the above limits of confidentiality and understand their meanings and ramifications.

Printed Name of Client

Date

Signature of Client/Parent or Guardian if under 18

Date

Name of Parent or Guardian if the patient is under 18 years old

Date



CANCELLATION POLICY

The undersigned agrees and authorizes Lotus Counseling Center to charge my credit card account for any and all unpaid balances remaining outstanding for more than thirty (30) days after insurance payments have been received; as well as for any scheduled appointments that have been cancelled, or broken, without 48 hours prior notice (weekends do not apply). So, for instance, if you have a regular Monday appointment time, you would need to cancel that appointment by that same time on Friday of the preceding week.

Please complete the attached Payment Authorization Form.

I have read, understand, and agree with the entire contents of this form:

Printed Name of Client Date

Signature of Client/Parent or Guardian if under 18 Date

Name of Parent or Guardian if the patient is under 18 years old Date