

GENERAL INFORMATION

Welcome! I count it a privilege that you have chosen to share a part of your life with me in confidence. I am committed to serving you to the best of my ability. I am happy to include faith based counseling if you wish.

CLIENT: Please **read** and **initial** indicating your understanding of our policies.

INTAKE SESSION

Nothing happens in a vacuum so I will be asking about your life's history. This is a gathering of personal history and other information in order to better understand your needs.

LENGTH OF SESSIONS

The sessions are 45-50 minutes. Legal regulations require counselors to maintain adequate files which accounts for 10-15 minutes of each hour.

CANCELLATION POLICY

24 hour notice or possibly charged for the missed appointment. Final decision is made by Claudia Bouslough, LMFT.

FINANCIAL POLICY

The fee is \$120, arrangements are made prior to setting the first appointment.

PAYMENT SHALL BE MADE AT THE TIME OF SERVICES RENDERED

Credit cards, cash and checks are all accepted as well as Venmo and Zelle.

RETURNED CHECKS = FULL BANK CHARGED FEES.

INSURANCE

Occasionally the initial co-pay fee or deductible indicated by insurance is incorrect. As the beneficiary of the insurance the client is responsible for paying the correct fee in even in arrears once it has been determined via the benefits paid by the insurance.

CHILDREN IN THE WAITING ROOM

If necessary, children may wait for parents as long as they are instructed to wait quietly because it is inappropriate for children to come into session with their caregiver. Children under eight require supervision. Please bring something to occupy your child for an hour. It is best to provide other arrangements for your children if possible.