

Birchwood Counseling LLC

Client Right's and Responsibilities

Client's Rights: As a consumer of Birchwood Counseling therapy services, you have the right to:

1. Receive humane care and treatment, with respect and consideration;
2. Confidentiality of your health records;
3. Select a professional counselor who meets your needs;
4. Receive specific information about your counselor's qualifications, including education, experience, national counseling certifications, and state licensure;
5. Obtain a copy of the code of ethics your counselor must follow;
6. Receive a written explanation of services offered, time commitments, fee scales, and billing policies prior to receipt of services;
7. Understand your counselor's areas of expertise and scope of practice;
8. Ask questions about confidentiality and its limits as specified in state laws and ethical codes;
9. Establish goals and evaluate progress with your counselor;
10. Understand the implications of diagnosis and the intended use of psychological reports;
11. Terminate the counseling relationship at any time;
12. Privacy and confidentiality as defined by policy and law.

In general, law protects the confidentiality of all communication between a person and their provider, and Birchwood Counseling can only release information about our work to others with your written permission. However, there are some circumstances in which this policy becomes void and we are required by law to release information:

- a. If we become aware through our work that you may be danger to yourself or others;
- b. If we become aware of or suspect child abuse or neglect;
- c. If we become aware of or suspect abuse or neglect of a vulnerable adult;
- d. If we are court ordered to testify or to submit our records to the court.

In the situations mentioned above, we would be required to advise appropriate authorities of the required information. In most legal proceedings, you have the right to prevent your provider from testifying. However, in child custody proceedings, adoption proceedings and proceedings in which your emotional condition is an important element, a judge may require your provider's testimony. If you are involved in a legal matter, or are anticipating a lawsuit, your provider may have to reveal, as court order, part or all of your treatment or evaluation records. Your provider is also required to take protective action if, in their professional judgement, they believe that a client is threatening serious harm to themselves or another person. This may include warning the intended victim, seeking the client's hospitalization, and/or notifying the police.

Client's Responsibilities: As Birchwood Counseling provides services, it is expected:

- That clients will adhere to established schedules. If you must miss an appointment, contact your counselor as soon as possible and review cancellation policy;
- Pay your bill in accordance with the billing agreements;
- Follow agreed-upon goals and strategies established in sessions;
- Inform your counselor of your progress and challenges in meeting your goals;
- Participate fully in each session to help maximize a positive outcome;
- Inform your counselor if you are receiving mental health services from another professional;
- No mood altering chemicals can be used prior to any counseling session
- Treat the counselor and animals with respect in a non-abusive manner

Birchwood Counseling reserves the right to deny services based on the above criteria.

BY SIGNING BELOW, I AM AGREEING THAT I HAVE READ, HAVE HAD READ TO ME, UNDERSTAND, AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

Client Signature

Date

Parent/Legal Guardian Signature

Date