

HOLLINS COUNSELING SERVICES:

Client's responsibilities are to:

- Set and keep appointments with your counselor. Let the counselor know as soon as possible if you cannot keep an appointment. If you miss three appointments (due to scheduling conflicts or your oversight) in a series of 10 sessions, you will not be given another appointment. Your appointment time can oftentimes be used by others. So please, use your scheduled time or cancel at least one day before you are scheduled to avoid penalty payment and refusal to schedule you;
- Pay your fees in accordance with the schedule you pre-established with the counselor. You or your insurance company will pay the established fee as you arrive and/or as the insurance company is billed. If your insurance company is paying for all or any of your treatment, you must sign a payment authorization form. If your insurance company does not pay, then you must make payment;
- Help plan your goals. You are expected to participate in treatment planning;
- Follow through with agreed upon goals. Failure to follow through with goals, objectives and assignments will result in the counseling relationship being terminated. Goals, objectives and assignments will be realistic and achievable;
- Keep your counselor informed of your progress toward meeting your goals. You are expected to give a weekly progress report on the goals and objectives that you are working toward;
- Be clean each time you visit the office for counseling (shower or bathe at a maximum of 24 hours before your visit to insure that you don't have a foul body odor);
- Comb your hair and brush your teeth before you arrive for counseling (you are to be well groomed, sober, and free of foul body odor in order to participate in any session in accordance with the judgment of the clinician providing the treatment except in emergencies);
- Wear clothes which are clean and without holes and/or tears in them;
- Wear a top that covers the entire trunk of your upper body, including your shoulders (your clothing cannot be see through fabric);
- Wear clean shoes that are free of trackable mud, dirt, and/or grease;
- Remove your hat and overcoat when you enter the building where treatment is provided;
- Terminate your counseling relationship before entering into arrangement with another Counselor. It is hard for two different therapists to help with the same problem when they are in different offices, and not working on the same treatment plan, goals and objectives. So, don't create more work, grief, and expense for you to get to the same end.

I have read and understand my responsibilities as a client.

Signature _____ Date _____
(Parent, Guardian, or Legal Representative)

Witness
Signature _____ Date _____