

## *Life Balance Counseling*

### Client/Patient Rights and Responsibilities

As a client/patient of Life Balance Counseling, you have the right to be fully informed of all your rights and responsibilities in your relationship with this agency. This includes your rights to respect, confidentiality, voluntary participation and termination of services, prompt service, inclusion in treatment planning, and knowledge of the cost and expected duration of services. Your responsibilities include attendance and punctuality.

#### Respect:

You have the right to be treated with respect and courtesy, regardless of age, gender, race or ethnicity, sexual orientation or religion. We will make every effort to keep your appointments and contact you if there is a necessary change. You have the right to clinically appropriate care, and to feel safe in the presence of your therapist.

#### Confidentiality:

Counseling is, by its nature, a process that includes the disclosure of personal and private information. Life Balance Counseling is dedicated to maintaining your confidentiality as required by professional ethics and law. Contacts between you and your therapist are considered privileged and confidential to the extent the law allows.

#### Voluntary Participation and Termination of Services:

You have the right to participate voluntarily in treatment and the right to terminate treatment/services unless under Court Order.

#### Cost of Services:

You will be fully apprised of the cost of services and the manner in which payment can be made.

#### Treatment Planning:

You have the right and responsibility to participate in developing your treatment plan. You have the right to the provision of appropriate care and the understanding of the therapeutic process.

#### Punctuality:

Counseling sessions are generally 45-50 minutes in duration. It is important to be prompt for appointments, in order to make the most of your session time. In the event you are delayed, please call the office as soon as possible to notify the counselor.

#### Attendance:

It is your responsibility to keep your scheduled appointments. Missed appointments with no notice will require full payment. Appointments canceled more than 24 hours in

advance will be rescheduled with no fee for missed appointment. Emergency late cancellations (severe weather, medical emergencies) will be considered on a case-by-case basis. If you miss a regularly scheduled appointment you will need to call to reschedule within two working days as we may be unable to guarantee your regular appointment time.

**Counseling:**

Most people benefit from counseling and are able to make positive changes in their lives. However, on rare occasions some clients may not feel the experience has been beneficial. As the counseling process often addresses emotionally difficult issues, you may feel uncomfortable and should discuss these feelings with your therapist. You should understand that as you change, relationships with others may change as well.

As in all areas, you are encouraged to discuss any issues and concerns with your therapist.

_____	_____	_____
Client name (print)	Client signature	date
_____	_____	
Counselor signature	date	