

# MONTGOMERY COUNSELING CENTER

## APPLICATION FOR SERVICES

### Informed Consent: Privacy Exceptions

The adopted Montgomery Counseling Center Code of Ethics, as well as, State Laws require personal information discussed with any Montgomery Counseling Center (MCC) employee or contractor, or provided via Claim Questionnaires, be kept confidential. This means information about you may be shared among the MCC personnel only for professional purposes; it is not revealed to other persons, providers, agencies, or entities without your clear and specific permission. Protecting your privacy and confidence is of highest importance to us at MCC.

MCC understands Informed Consent is an ongoing part of the therapeutic relationship and counseling process; therefore, MCC personnel may revisit and document discussions related to informed consent during the therapeutic relationship and counseling process, as well.

#### **PRIVACY EXCEPTIONS - MCC personnel are legally required to report the following situations:**

1. Medical emergencies that require information only for handling the emergency.
2. Potential harm, danger, or threat of death to one's self or another person which require the police and/or intended victims to be notified.
3. Disclosure of abuse or neglect of a child, an aged person, or other vulnerable persons.
4. Records subpoenaed by the court.

By signing below, you are indicating the above information related to privacy exceptions and notices was reviewed with you by MCC personnel; that you have received the information in written terms, as well as, verbally; and, that you adequately understand and comprehend the information provided; and, agree to consent.

\_\_\_\_\_  
Participant Signature  
Parent, Legal Guardian or Foster Parent

\_\_\_\_\_  
Date (Month-Date-Year)

\_\_\_\_\_  
Montgomery Counseling Center Representative

\_\_\_\_\_  
Date (Month-Date-Year)

## Montgomery Counseling Center Attendance Policy

Consistent attendance is crucial for you or your child to meet goals, and for us to develop a therapeutic relationship to help promote growth and change. We will make reminder calls the day before the appointment, if your appointment is on Monday reminder calls will be made that previous Friday (excluding holidays), however, the responsibility is ultimately yours.

Please give us 24 hours notice if you will not be able to attend counseling. If we have 2 cancellations or you fail to show for your appointment in a two months period we need to look at alternatives or discontinue counseling.

If appointment is not canceled with a 24 hours notice you may be charged a **LATE CANCELLATION FEE** of **\$70.00**. If you fail to show for a counseling session without calling you may be charged a **NO SHOW FEE** of **\$70.00**.

I have read Montgomery Counseling Center attendance policy and understand the contents of the policy. I agree to abide by Montgomery Counseling Center attendance policy.

\_\_\_\_\_  
Participant Signature  
Parent, Legal Guardian or Foster Parent

\_\_\_\_\_  
Date (Month-Date-Year)

\_\_\_\_\_  
Montgomery Counseling Center Representative

\_\_\_\_\_  
Date (Month-Date-Year)