

Agreement to Provide Services, Office Policies and General Information

Telephone procedures/ Cancellation: If you need to contact Sharon Boris/Sharon Boris, LCSW LLC please call (630)734-0147. Your call will be returned as soon as possible. Since scheduling of an appointment involves the reservation of time specifically for you, a minimum of 24 hours notice is required for re-scheduling or cancellation of an appointment. Unless we reach a different agreement, fifty dollars will be charged for sessions missed without such notification. If you have an emergency please dial 911 or go to your nearest emergency room.

Emergencies: If there is an emergency where Sharon Boris/Sharon Boris LCSW LLC becomes concerned about your personal safety, the possibility of your injuring someone else, or about your receiving proper psychiatric care, she will do whatever she can within the limits of the law to prevent you from injuring yourself or others and to ensure that you receive the proper care. If you have an emergency, please dial 911 or go to your nearest emergency room.

Termination: After the first several meetings, Sharon Boris/Sharon Boris LCSW LLC will assess if she can be of benefit to you. Sharon Boris/Sharon Boris LCSW LLC does not accept clients who, in her professional opinion she cannot help. If at any point during psychotherapy Sharon Boris/ Sharon Boris LCSW LLC assesses that she is not effective in helping you reach the therapeutic goals, she is obligated to discuss this with you and, if appropriate to terminate treatment. If you request it and authorize it in writing, Sharon Boris/ Sharon Boris LCSW LLC will talk to the psychotherapist of your choice in order to help with the transition. You have the right to terminate treatment at any time. In all of these potential termination scenarios Sharon Boris/ Sharon Boris LCSW LLC will offer to provide you with referrals to other qualified professionals.

Litigation Limitation: Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to any matters which may be of a confidential nature, it is agreed that should there be legal proceedings, neither you nor your attorneys, nor anyone else acting on your behalf will call on Sharon Boris to testify in court or at any other proceeding(s) nor will a disclosure of the psychotherapy records be requested. All disputes arising out of or in relation to this agreement to provide psychotherapy services shall first be referred to mediation, before and as a precondition of, the initiation of arbitration with the mediator being a neutral third party agreed upon by all parties, and the cost being split equally.

Your right to review Records: As a client, you have the right to review or receive a summary of your records at any time except in limited legal or emergency circumstances or when Sharon Boris/ Sharon Boris LCSW LLC assesses that releasing such information might be harmful in any way.

Confidentiality and When disclosure is required by law or When disclosure May be Required: All information disclosed in sessions and written records pertaining to those sessions are confidential & may not be revealed to anyone without your written permission. Some of the circumstances where disclosure is required by the law are where there is a reasonable suspicion of child, dependent or elder abuse or neglect; where a client presents a danger to self, to others, to property or is gravely disabled. Disclosure may be required pursuant to a legal proceeding. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony of Sharon Boris/Sharon Boris LCSW LLC.

Name printed

Signature

Date