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Welcome! Most who come to therapy for the first time are a little uncertain about what they will be doing and what are the Rights and Responsibilities for both the client and practitioner. Below are some answers to the most commonly asked questions.

INDEPENDENT PRACTICE: My practice in this office is totally unrelated to that of other mental health professionals sharing this space. These other professionals do not play any role in your therapy; nor do they endorse or supervise my therapy with you. I am the **ONLY** person who has access to your file.

MESSAGES AND EMERGENCIES: You will notice that I do not take calls during sessions with clients. This allows me to fully focus on the work I am doing with each individual during that reserved time. I make an effort to return calls in a timely manner; usually within 24hrs. I do not carry a paging device and am therefore not available for immediate response. If you have a psychiatric emergency, it will be your responsibility to speak with someone right away; you may contact the crisis line at 211, or for medical emergencies contact 911. If this presents a problem, please let me know.

APPOINTMENTS: Therapy sessions are for 50 minutes, known as the 'Clinical Hour', the rest of the hour is taken up in preparing for your sessions and making notes afterwards. Due to your appointment being reserved for you, YOU ARE RESPONSIBLE FOR PAYMENT OF APPOINTMENTS WHICH ARE NOT CANCELLED 24HRS IN ADVANCE, unless they are caused by situation which both you and I would define as an emergency. Even if you arrive late for an appointment, your session will still have to end on time so that I can make notes and prepare for my next client.

CONFIDENTIALITY: Information shared with me will not be disclosed to anyone without your written authorization. On occasion, I may discuss certain aspects of your treatment with other professionals in order to take advantage of special trainings or experience they can offer; however, your identifiable information will not be utilized for these situations. The confidentiality of these consultations, like the confidentiality of your disclosures to me, are protected by professional ethics and the law. The only exceptions to confidentiality are 1) where there is danger of harm to yourself or to someone else; 2) in cases of child abuse or elder abuse, and 3) in legal cases your clinical records, or I, may be ordered by the judicially ordered by the court.

I have read and understand all of the above information and agree to its conditions.

Client Signature

Date