

Prior to entering into counseling with Central College Christian Counseling, it is important to take note of some important information regarding procedures and responsibilities.

OFFICE HOURS

Appointments are available at the discretion of each individual counselor. All appointments must be made directly with your therapist. All calls are either handled directly during business hours or by an automated voicemail system. Our Intake Coordinator/Receptionist, or one of our therapists will handle all messages.

EMERGENCIES

Because we are not a 24-hour emergency facility, please contact these Emergency Centers should the need arise:

OSU/Harding Medical Center	614-293-9600
Riverside Hospital	614-566-5056
North Central Mental Health	614-299-6600
Suicide Prevention	614-221-5445

CANCELLATION POLICY

Occasionally you may need to cancel or change your regularly scheduled appointment time because of illness or scheduling conflicts. However, due to the nature of the practice we reserve our clinical time exclusively for you and urge you to do your best to maintain consistent attendance. Because of a waiting list of individuals who need appointments, we request that you make every effort to cancel appointments with at least 24 hours notice to allow opportunity to make those appointment times available to other clients from the waiting list. **Clients will be charged at 50% (1/2) of the normal session rate for cancellations that are less than 24 hours notice and for all “no show” or missed appointments.**

CHILD/ADOLESCENT COUNSELING

If your child or adolescent is the client, your therapist may ask the caretaker(s) to come alone to the Initial Consultation and to bring any relevant prior records, assessments and/or report cards. Subsequent sessions may involve just the child, or the child and family, depending on your particular situation and the therapist’s clinical preference.

Please understand that any children or adolescents who come into Central College Christian Counseling as clients or as the dependents of adults receiving services are ultimately the responsibility of the parent/guardian. Children under 10 years of age are not to be left without parental/guardian supervision in the waiting room.

COMMITMENT AND PERSONAL PROMISE

Every staff member of Central College Christian Counseling holds to traditional Christian values and purposes to hold to Biblical precepts while providing the best clinical service. Each of us at Central College Christian Counseling considers it a privilege to serve you and to work with you and your family. We promise to do our best to treat you with respect and care for your needs and move toward health and healing.

COMING TO YOUR FIRST SESSION

1. Print out the new client paperwork (found at www.ccchristiancounseling.com).
2. If you have insurance, know your insurance benefits and bring your insurance card with you.
3. If applicable be prepared to pay for the session in full or a co-pay or deductible.
4. Make a list of issues that are bringing you into counseling and questions you may have.
5. Remind yourself that asking questions during the session is valuable.

I, (print name) _____ have read, accept and understand all portions of this form. I had the opportunity to ask questions regarding any and all matters addressed in the CCCC Welcome Sheet.

Name of Client/Responsible Party

Date

Signature of Client/Responsible Party