**D. Meghan French, LCSW**

2617 K Street, Suite 250 \* Sacramento, 95816

916.750.0785

**Policies and Procedures for New Clients**

**\*\*Client Copy\*\***

**Please retain for reference**

The following is a statement of my policies. Please feel free to discuss them with me at any time.

**Fees**

Fees for service are established prior to your first session. The fee for service is $110 per 50-minute session. Sessions exceeding 50-minutes or services provided beyond scheduled appointments (phone/text consultations, reports, etc) are billed at the established rate or a portion thereof. A sliding schedule may be provided in certain circumstances to established clients. Payment is due at the time of your session in the form of cash or check. Checks may be made payable to Meghan French.

The fee for services is $110 per session.

**Cancelled or missed appointments**

Your appointment is specifically reserved for you. If you need to cancel your appointment, please provide at least a 24-hour notice through voicemail or text. Appointments not cancelled at least 24-hours in advance will be charged for the session.

**Confidentiality**

All information discussed in your appointment is strictly confidential and will not be disclosed to anyone without expressed written permission. However, there exist certain exceptions to confidentiality as mandated by California law, including the following:

If I believe that you are in imminent danger of harming yourself, I must act to protect you.

If I believe that you are in imminent danger of harming someone else or property, I am required to warn the potential victims and notify legal authority.

If I have knowledge of, or reason to suspect any manner of past or present child abuse or potential for child abuse, I must report this to the proper authorities. This includes physical, sexual, emotional abuse, neglect and abandonment.

If I have knowledge of, or reason to suspect elder or dependent adult abuse I must report it to the appropriate authorities.

If required to release information by a court of law, I am compelled to comply.

If we meet by chance outside the office, I will not initiate an interaction in order to preserve your right to confidentiality. However, if you initiate an interaction I will happily acknowledge you.

**Communication**

I maintain a confidential voicemail line as well as confidential text messaging. I will do my best to respond to all voicemails and texts in a timely manner, Monday through Thursday. In the event that you feel unsafe and require immediate assistance, please call 911 or go to your closest emergency room. The telephone number for Sacramento County Crisis Line is 888.881.4881.

**Termination of Therapy**

Therapy may be terminated at my discretion in some circumstances including a failure to pay, conflict of interest, needs outside my scope of practice, failure to comply with recommendations, or a failure to progress. If this should arise, I will do my best to recommend another therapist who might better suit your needs. You are welcome to terminate at any time, however, please plan to have a least one closing session in order to reflect on the work and determine the best next steps.

**In case of crisis, the following numbers are available to assist you:**

Mental Health Crisis Respite Services 916.737.7483

Mental Health Crisis Center 916.732.3637

 Suicide Prevention Crisis Line 916.368.3111

**Call 911**

**for emergency response**