

# Carney Counseling and Family Services LLC

## General Office Policies

1. At least twenty-four hours' notice is required to cancel an appointment. Clients who fail to cancel their appointment at least twenty-four hours prior to the scheduled time will be subject to the following fees:

First No-Show/Non-Cancellation: \$75.00

Second No-Show/Non-Cancellation: \$135.00

2. Carney Counseling and Family Services LLC requires that each client have two names on file of family members and/or friends that can be contacted upon a missing an appointment. If a client skips an appointment without contacting the office, Carney Counseling and Family Services LLC will try to contact the client at their listed telephone numbers. If the client is not reachable, the listed personal contacts for the client will be called by telephone to determine the whereabouts of the client.

3. No use of cellular telephones, cameras, or video equipment is allowed inside the office. Cellular telephones must be turned off once inside the reception area.

4. Please do not bring children and/or infants to your appointment. Children under the age of ten are not allowed inside our reception area.

5. At Carney Counseling and Family Services LLC, your medical records are kept strictly confidential. No information concerning you as a client is released without your written consent. Disclosure of information to other physicians, attorneys, and/or family members must be requested via written authorization by the client.

6. Work excuses, disability forms, calls to employers, and return to work letters will be provided on a fee basis. The fee must be paid prior to Carney Counseling and Family Services LLC completing the required task. The fee will be based on the time required to complete the client's request.

I acknowledge that I have read and understand the policies regarding the office.

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Signature

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Date

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Printed Name