Concord University Counseling Center

Client Rights and Informed Consent for Treatment

Welcome to Concord University Counseling Center. We are committed to providing counseling services to you in a professional and courteous manner and in a way that safeguards your privacy. We encourage you to ask questions at any time, as we want to make certain that you are informed in regard to your rights and what to expect throughout the counseling process. Therefore, we would request that you read over the following information about the Counseling Center and services, and then, as appropriate give signed permission for services to be provided to you.

1. Services at the Counseling Center are free of charge at the present time. You would receive notification immediately if the policy were to change.
2. Services will be provided by individuals who are appropriately trained and credentialed to provide counseling services. You are welcome to ask questions regarding treatment or therapist and their credentials.
3. You have a right to confidentiality of records. Generally, information cannot be released without your written permission. There are some situations in which we are required by law to reveal some information even without your permission. Here are some of these situations:
   1. Life threatening situations where harm to self or others may occur
   2. Situations of abuse or neglect involving children or incapacitated adults
   3. Court orders involving testimony and/or records
4. You have a right to ask questions, at any time, about the counseling process, and you have a right to be told the benefits and risks of procedures, techniques, etc. used by the counselors. The counselor and you will work together to identify goals for counseling.
5. If it is determined that other services would be helpful to you, we will be glad to provide referral assistance.
6. You may end counseling at any time. We ask that you inform us of your decision if at all possible, or if you are interested in referral to another counselor or to another service.
7. If your counselor cannot keep a regularly scheduled appointment with you the Counseling Center staff will make every effort to notify you and reschedule the appointment. Please be sure that the contact information that you have provided to us is correct. The Counseling Center staff request that you also notify the office if you need to cancel and/or reschedule an appointment. You may notify the center by [email-Counselingconcord@gmail.com](mailto:email-Counselingconcord@gmail.com) or by phone at 304-384-5209. If you miss a scheduled appointment and have not notified us, the Counseling Center staff will make every effort

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to contact you regarding your desire to continue counseling. If you miss two scheduled sessions and we do not hear from you, your regularly scheduled appointment slot may be made available to other students who need this service. You are welcome to resume counseling at any time and will be scheduled based on availability.

1. There is no guarantee that particular results and/or changes will occur or be achieved through the counseling process. Counseling is a process that can involve very difficult emotions and that may be mentally and emotionally challenging.

I have read the information above and authorize the Concord University Counseling Center to provide counseling services to me and agree to cooperate as fully as possible with the counseling staff.

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Client Signature

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Date

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Guardian Signature (As appropriate)

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