



*Success Strategies For Life*

## Documentation/Signature Page

Whenever possible, appointments are confirmed a business day in advance. If you **DO NOT** want your appointment confirmed, please check below.

\_\_\_\_\_ **No, do not** confirm my appointments.

### Please Initial

\_\_\_\_\_ I understand all information given to Dene Culton and the staff of **Solutions Counseling & EAP** is confidential. Information given is used to help determine the type of service needed. I understand that if at any time I am uncomfortable providing specific information, I can ask and the necessity of the information will be explained to me.

\_\_\_\_\_ I have reviewed the points in the Participant Orientation and Client Rights documents of Dene Culton. Any questions I have raised have been answered.

\_\_\_\_\_ I understand if I fail an appointment (do not cancel within 24 hours) I will be charged a fee of \$50.00 for full sessions or \$30.00 for half sessions and that the fee will not be reimbursed by insurance. I will be financially responsible for the fee.

\_\_\_\_\_ I understand I will be held responsible for additional services such as reports, court appearances, depositions and school consultations. I also acknowledge receipt of the Solutions EAP Fee Form and consent to the terms and conditions outlined therein.

\_\_\_\_\_ I have received a copy of the Client Grievance Procedure.

\_\_\_\_\_ I acknowledge that I have received a copy of the Notice of Privacy Practices from **Solutions Counseling & EAP**.

\_\_\_\_\_ I verify I am eligible for Solutions Counseling & EAP contracted services and I am (or my immediate family member is) a direct employee of the company I listed on the Client Questionnaire (only applicable to EAP clients).

\_\_\_\_\_  
Client #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client #2 Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Therapist's Signature

\_\_\_\_\_  
Date