

## Disclosure and Late Fees

**I understand that I am responsible for any appointments that are not cancelled at least 24 hours prior to my appointment time, with the EXCEPTION OF AN EMERGENCY.**

**I understand that if I do not cancel my appointment 24 hours in advance I will be charged a \$50 Late Cancellation fee.**

**I understand that if I do not show up for an appointment, it will result in my being charged \$150 for the full missed session.**

I understand that if a check is returned, a processing fee of \$25 will be assessed to my account. Additionally, I will need to make a cash or money order payment for the returned check and the \$25.00 processing fee. After a returned check, payment may be required via cash or credit card for future appointments.

I understand that my records and all of our communications become part of the clinical record. Records are the property of Ahl Counseling Services, LLC. All client records are disposed of seven (7) years after the client has stopped services.

I understand that while most of our communication is confidential there are circumstances when disclosure can occur without my prior consent. The following are typical, but not exhaustive, examples of situations and circumstances under which information may be disclosed without prior consent:

- You are a danger to yourself or someone else.
- In situations of suspected child, spouse, or elder abuse, it is the duty of the mental health provider to notify medical, legal, or other authorities.
- You disclose sexual contact with another mental health professional.
- If you are involved in legal action/proceedings, your records may be subject to subpoena or lawful directive from a court.
- Your ACS therapist is ordered by a court to disclose information.
- You direct your ACS therapist in writing to release your records.
- Your therapist is otherwise required by law to disclose information.

## Pat Ahl, LPCC, NCC

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### **STATEMENT OF UNDERSTANDING**

I have read the above and understand the nature of service providers and the Limits of Confidentiality outlines and I solemnly swear that all of the above information is true to the best of my knowledge.

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Client Signature

Date