



INFORMATION FOR CLIENTS

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YOUR RIGHTS

We believe that as someone who is receiving services from our program, you should know your rights. You have the right to know how much our services cost. You have the right to participate in the development of your treatment plan. You have the right to refuse treatment and be told what will happen if you do. You have the right to have information about you kept confidential. Confidentiality will be broken if you give us written permission to release information, if you are a danger to yourself or others, or if there is information suggesting child abuse or neglect. You also have the right to know a counseling relationship can be terminated if you do not participate in your treatment, pay for your services, or endanger the treatment process or treatment provider in any way.

OUR SERVICES

Christian Family Services is committed to providing professional services at reasonable fees. We provide a sliding fee scale which varies according to family income. The fee is based on a 55 minute session and payment for services is expected at the time services are provided. The fee for the first session (intake appointment) is set at \$60. **Please review the fee schedule on the other side.**

During the intake session, the therapist will determine if Christian Family Services is able to offer you the type of treatment that may be of help to you. If we are unable to provide the type of services that we believe you need, you will be referred to the appropriate clinic or agency for services. A commitment to provide services does not occur until the intake process has been completed.

COUNSELING FEES

Counseling fees are based on gross family income. This is the total income reported on line 22 of the 1040 tax form for each wage earner (income prior to deductions).

Income	Fee
Up to \$34,999	\$60
\$35,000 to \$44,999	\$70
\$45,000 to \$54,000	\$80
\$55,000 to \$75,000	\$90
\$75,000 or more	\$100

Statements can be prepared that you can submit to your insurance company after you have paid for your services. We do not submit claims to insurance companies or accept payment from insurance companies. This policy insures that your mental health records at CFS will be kept confidential. Payment is expected at the end of each counseling session. If you are late for you session, you will be charged for the entire session. You will be billed for not canceling within 24 hours of you sessions.

OFFICE HOURS

Monday through Thursday, from 9 am—5 pm office staff is available to answer your calls. Messages recorded after 5 pm will be responded to during the next business day.

In the event you are in a crisis during non-business hours, you are encouraged to go a hospital emergency room or contact Common Ground 24 hours a day at 248-456-0909.