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Welcome. Most people who come to therapy have some questions about the process & what to expect. I have provided this form to help answer some of the most commonly asked questions & to help clarify your rights & responsibilities as well as mine.

INDEPENDENT PRACTICE: My practice in this office is unrelated to that of the other mental health professionals sharing this space. These other professionals do not play any role in your therapy & do not have access to your file.

MESSAGES & EMERGENCIES: If you need to contact me, please leave a voice mail or send an email, & I will make every effort to answer you in a timely manner. I do not carry a paging device, so I may not be able to respond immediately to your call especially if it's an after-hours emergency. If you have an emergency & need to speak with someone immediately, it is your responsibility to call 911. Another resource is the Crisis Center of Tampa Bay, which offers crisis counseling. They can be reached by calling 2-1-1.

APPOINTMENTS: Therapy sessions last 50 minutes in length, which is known as the "clinical hour". The rest of the hour is taken up in preparing for your session & making notes afterward in your file. Because your appointment is reserved for you, you are responsible for payment for sessions that are not cancelled 24 hours in advance, unless they are caused by a situation that both you & I would define as an emergency. If you arrive late for an appointment, your session will still have to end on time. Accepted forms of payment are cash, check or credit cards.

CONFIDENTIALITY: Information shared with me will not be disclosed to anyone without your written permission. The exceptions to confidentiality are: 1) where there is danger of harm to yourself or someone else; 2) in cases of child abuse or neglect, elder abuse or neglect or abuse or neglect of a vulnerable adult, and 3) in legal cases where your clinical records or I may be subpoenaed by the Court. On occasion, I may discuss certain aspects of your treatment with other professionals in order to get another provider's point of view or to take advantage of special knowledge that they may have to offer. Professional ethics & the law protect the confidentiality of these consultations. Insurance companies & other third-party payers are given information that they request regarding services to their clients. Information that may be requested includes type of services rendered, dates/times of services, diagnosis, treatment plan, & description of impairment, progress of therapy, case notes & summaries.

I have read and understood all of the above information and agree to these conditions.

Patient Signature

Date