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CLIENT – THERAPIST AGREEMENT

The process of psychotherapy is an active one that involves both the client and the therapist. The following policies are identified so that you can make the best use of your psychotherapy time.

SCHEDULING:

Unless otherwise specified, each therapy session is 50 minutes in length. If you need to reschedule or cancel a session, please do so with a minimum notice of 24 hours prior to the appointment. If you do not, you will be charged the regular fee for missed sessions. You are personally responsible for missed session fees.

PAYMENT POLICY:

Payment is due at the time of service.

COMMUNICATION:

I will not conduct therapeutic services via voice messaging or text. Voice messaging and text may be used for logistics, such as scheduling appointments, but never for therapy.

I will return telephone calls as promptly as possible, usually within 24 hours. If you experience an emergency that requires immediate mental health attention, please call 911 or check in at any local hospital emergency room. If you have attempted to contact me through text message or email, and I do not respond within 24 hours, please check my voicemail to determine my availability as I may be out of the office.

I have read the above policies and agree to adhere to them.

_____	_____
Client	Date
_____	_____
Client	Date
_____	_____
Parent/Guardian (if client is under 18)	Date