

## Agreements and Understandings for New Patients

1. Karen Wiens, LCSW is a Licensed Clinical Social Worker in the State of Colorado.
2. You are entitled to receive information about the method of therapy, techniques used, anticipated duration of treatment, and fees to be charged at any time you so request.
3. You have the right to confidential treatment. Confidentiality is maintained ***unless*** you become an imminent danger to yourself or to another person; and then only minimal information is shared to facilitate yours or to someone else's safety. Confidentiality also will be waived automatically in cases involving child abuse, child sexual abuse, grave emotional disability or criminal behavior. As before, every effort will be made to minimize the data shared with other professionals or authorities.
4. You have the right to terminate treatment at any time; and you also may request a second opinion at any time.
5. If an appointment is made, please give 24 hours cancellation notice. Otherwise, you will be billed for the time reserved. Exception made for illness or snow storms.
6. Karen Wiens will provide a monthly statement, including information necessary for insurance reimbursement such as license and EIN numbers. Payment is expected at each visit. Past due [1 month] personal accounts will be charged a \$5.00 re-billing fee.
7. For after hours emergency, or to change your next day appointment, call **719 641-9858**.
8. Office hours are typically **9:00 am - 5:00 pm, Monday - Thursday**.

*I have read all of the above Agreements and Understandings for New Patients.*

*I understand and agree.*

\_\_\_\_\_  
signature

\_\_\_\_\_  
date