

Clinton B. Clark, MA, LPC

Counselor/Group Leader
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Important Information and Policies as You Begin Counseling

Thank you for choosing me as your counselor. I am a licensed professional counselor (LPC) #4746 with the State of Colorado Department of Regulatory Agencies. I consider it a privilege to serve you and help you accomplish your goals. I work with a wide array of clients and issues. Some areas of special concentration are: sexual addiction, sexual compulsion, gender identity issues, issues of trauma, abuse or abandonment (spiritual, emotional, physical, sexual), marriage issues, adolescent issues, masculinity/femininity, and spirituality.

It is my commitment to you to provide the highest level of ethical, professional counseling and spiritual care. Please take a moment and review the following information. If you have any questions, please don't hesitate to bring them to my attention.

Office Hours and Availability

Office hours and counseling sessions are by appointment. My regular hours are 8 a.m. to 5 p.m., Monday through Friday. Based on the nature of my practice, I am unable to provide counseling services to clients who require 24-hour care. I do not carry a pager, however, I check my voice mail several times a day and strive to return phone calls within twenty-four hours Monday through Friday; calls after 5 pm on Friday will be returned early Monday. If you have a counseling emergency and cannot reach me your options include contacting: 1) Presbyterian Saint Lukes Hospital 24-Hour Crisis Line at 303.869.1999, 2) Comitis Crisis Center at 303.343.9890, 3) dialing 911, 4) proceed immediately to your nearest hospital emergency room.

Fee Schedule and Payment Policy

Currently my standard rate for counseling services is \$105.00 per 50-minute session. Cash, personal checks and money orders are accepted. All fees are due at the time of service, at the beginning of each session, in order to maximize the use of time during your scheduled appointment. If special arrangements are made with you for payment and you fail to follow through, it is my ethical prerogative to terminate counseling until payments are up-to-date. If you request additional counseling time beyond the regular session (i.e., phone sessions, extra meetings, extended or intensive sessions, consultation) this time will be charged to you on a prorated basis.

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Cancellation and Missed Appointments

I understand that at times it may be necessary to cancel an appointment. To help me be both efficient and responsible in the use of my time, I ask that any changes or cancellations be made at least 24 hours in advance. Except in the event of emergencies and other extenuating circumstances, the full fee will be charged for missed sessions when 24-hour notice is not given. In the same way, because your time is as valuable as mine, should I ever miss a scheduled appointment with you without giving you adequate notice, I will provide the subsequent session at no charge.

Signed: _____ *Date:* _____

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