

***Sara Taff Counseling, LLC***  
***Office Information/Informed Consent***  
***Sara Taff MA, LPC***

**Contacting Me:** My office hours are by appointment only. I can be reached at (484) 274-6895 or sarataffcounseling@gmail.com. In the event I am unavailable, you may leave a message on my voicemail and I will do my best or return your call in 24 hours. Any time I will not be in the office will be communicated prior to all appointments.

**Cancellation Policy:** I will notify you at least 24 hours in advance if I have to cancel or reschedule a session for non-emergency reasons. In any other situation, I will make every effort to contact you for any emergency that would require rescheduling. If you cannot keep a scheduled appointment, please give me 24 hours notice in order for me to schedule accordingly.

**No Show/Cancellation fees:** Appointment times are very important to people, therefore, if you do not give 24 hours notice that would allow me to fill the time adequately, the policy is as follows:

**First no show or cancellation without 24 hours notice-** You will be responsible for a \$75.00 missed appointment fee before being rescheduled.

**Second no show or cancellation without notice-** You will be responsible for a \$75.00 missed appointment fee and will discuss future appointments and potential termination and referral to another provider.

\*Note next page cancellation signature page

**Appointments and Fees Counseling-** sessions are approximately 45-50 minutes. I am in network with most insurance companies and also have a sliding scale for cash paying clients. Full payment is expected at the time of service, though most insurances will cover a portion of your care. Ultimately, it is the client's responsibility to be aware of their insurance plans and coverage.

**What are your responsibilities as a client?** Counseling is most beneficial when a client and counselor work diligently on addressing the primary concern that brought you to counseling. Building a positive professional relationship, willingness to challenge yourself to think in different ways, to be honest, and follow through with healthy changes discussed in session.

***In the event of a crisis or emergency, call 911 or go to your local emergency room. Additional resources include:***

Northampton County Crisis Intervention 610-252-9060

Lehigh County Crisis Intervention 610-782-3127

St. Luke's Hospital, 801 Ostrum Street, Bethlehem 610-954-4500

St. Luke's Hospital, 1736 West Hamilton Street, Allentown 610-628-8383

Lehigh Valley Hospital, Muhlenberg 2545 Schoenersville Road, Bethlehem 484-884-2200

Lehigh Valley Hospital, Cedar Crest and 1-78 Allentown 610-402-8111

Easton Hospital, 250 South 21st Street, Easton 610-250-4002

By signing this document I understand the above informed consent and agree to the terms of the office information, informed consent, and cancellation policy

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_