Policies

1. Office hours are by appointment only.
2. The client will be charged the full fee for same day cancellations and no-show appointments.
3. To avoid being charged please cancel within twenty-four hours of your appointment by calling: Miryam Mejia at 831-240-8728.
4. If you have a phone that does not have voicemail set up please create your voicemail immediately, so that I may leave a message to remind you of your appointment or contact you for reasons related to your treatment.
5. It is my legal responsibility to keep information related to your treatment private from others. I am not at liberty to disclose information regarding our relationship without your written permission. Therefore it is your responsibility to disclose to others who may answer the phone that you are receiving counseling. I can not confirm nor deny that you are my client to anyone under any circumstances without your signed consent.
6. If you believe you are going to hurt yourself or someone else, the law requires me to take the steps required to protect you and the other party. This usually means telling others about the threat, I cannot promise to never tell others about threats you make. If you feel that you are suicidal call 911, a close friend, or go call the Natividad Crisis Line or Suicide Hotline immediately.
7. As a mandated reporter it is my legal responsibility to reveal information regarding abuse of children, dependent adults and the elderly. I will encourage you to participate with me when I am making the report to APS or CPS.
8. If you believe you are in an unsafe situation with your domestic partner or spouse I will support you in creating a plan for safety.
9. I am not available twenty four hours a day and do not answer the phone while in session. If you need to speak to me between sessions; then you may call me and leave a message although it may take up to 24 hours for me to return your call.
10. For cell phone users I do not text under any circumstances because this form of communication is not secure.
11. If you see me out in the community, I will acknowledge you; but we can not socialize like friends.
12. Payment is expected at the time of service unless other arrangements are made.
13. Please make arrangements for childcare as my office does not have a waiting area.
14. Parking is free in the lot that is on the corner of Lighthouse Ave and Irving Street.

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Client’s Printed Name Client’s Signature or client’s representative

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Date