



PAUL WEISEMANN PROFESSIONAL CHRISTIAN COUNSELING

STATEMENT OF POLICIES AND PROCEDURES

COUNSELING SESSIONS

Counseling sessions are 60 minutes long. Please arrive on time so that you can benefit from a full-length session. If you are a first time client, please bring completed paperwork. Forms available at pwcounseling.com.

OFFICE HOURS

Office hours are by appointment. Should you need to contact your counselor outside of your regularly scheduled appointment, please contact them by phone. Calls longer than 10 minutes will be treated as a therapy session and you will be expected to pay a fee for an phone session. To schedule an appointment visit us at pwcounseling.com or call 813.643.2600.

SERVICE FEES

Professional service fees vary by length and type of session. Payment is due at the time of service. You may pay by cash or by a check made payable to Paul Weisemann Professional Christian Counseling (PWPC). MasterCard and Visa are also accepted. Returned checks will be charged a \$20 service fee.

RESCHEDULING APPOINTMENTS

It is our policy to schedule you for a "standing appointment." If you occasionally need to come at a different time, inform your counselor and visit pwcounseling.com to schedule an appointment.

CONTACTING YOUR COUNSELOR

You may leave a confidential voice mail message by calling 813.643.2600. All calls are confidential.

CANCELLATIONS

If you must cancel your appointment, please contact your counselor at least 24 hours in advance of your scheduled time. You may call any time of day or night (813.643.2600) and leave a voice mail message or cancel online at pwcounseling.com. Failure to do so will result in you being charged a professional service fee of \$25. If you have provided us with a credit card for billing purposes, that card may be used for payment.

PSYCHOLOGICAL ASSESSMENT

If you and your counselor decide that a psychological assessment is needed, you will be responsible any additional testing fees .

COURT APPEARANCES

If you or your children are receiving counseling or psychotherapy, the counselor is prevented by Florida law from serving as an expert witness in legal matters dealing with child custody, fitness of parenting, or divorce.

TERMINATING COUNSELING

If you feel that you would like to terminate counseling before your counselor suggests, we ask that you do so in person with one full session available to process your reasons for discontinuing, progress you have made, and suggested next steps.

Signature

Date

Paul Weisemann, M.A., LMHC #4131