

**Counseling Center
East Georgia College**

Rights and Responsibilities

(For persons using the Counseling Services of the Counseling Center)

****Client Rights**

Confidentiality and Privacy

You have the same right to confidentiality that you enjoy with a medical doctor (doctor patient confidentiality). Our knowledge of you is held in strict confidence. We will disclose information about you **only with your written permission or under extreme circumstances**. Those exceptions to confidentiality include your own intent to harm yourself or harm another, professional consultation (professional counselors and supervisors discussing cases in order to better help the client in counseling), and court ordered documents in legal cases. You have the right in counseling to self-disclose what you choose and terminate counseling sessions as you choose.

Respect

Your counselor will convey respect by treating you as an individual and by giving you undivided attention during your sessions. They may decide to refer you to an appropriate referral source if the help you need does not fall in their scope of practice.

Records

Your records will be kept on file for 7 years. You can access your counseling records by requesting them in writing from the counseling office. You should give the counseling office a reasonable amount of time (up to 30 days) to obtain, copy, and forward your records.

Termination

The counselor has the right to terminate counseling sessions with you if you do not act responsible as a client.

****Client Responsibilities**

Keeping appointments will enable you and your counselor to make full use of your time. If you need to reschedule, please call the counselor 24 hours in advance.

Termination of your counseling is an important part of the process. If you cannot attend counseling sessions anymore with your counselor, you should contact your counselor and discuss your reasons for termination.

Respect should be given to the counselor as you attend counseling sessions. Cursing at, threatening the counselor, or any act of harm toward the counselor is grounds for termination of counseling services.

Signature _____ Date _____