

Frances M. Bledsoe, LCSW

CLIENT RESPONSIBILITY REGARDING CONTACT

I try to check messages from late morning through early evening Mon-Thursday, and at least once a day Friday through Sunday. Whenever you call, please *always* leave your phone numbers because I may not have access to them should I retrieve your message while away from the office. Should you have a serious, clinical emergency, my voice mail has not been set up to page me. You are welcome, however, to call or text my cell, 615-944-8640. If however, I am unable to respond promptly, you may call the Crisis Call center at 615-726-0125, go to your nearest hospital emergency room, or call the number for behavioral health emergencies on your health insurance card. Because on busy days—I have only a few minutes between sessions-- **I may not be able to access my Email consistently**. If you need a quick response, please always call or text also.

Should you need briefer contact between sessions, time allowing, I am willing to speak with you via phone or video conference. Any call that goes beyond ten minutes will be billed in increments of the regular rate, i.e., \$31.25 for 15 minutes, \$62.50 for 30 minutes, etc.

In case of severe weather (ice, etc.), please call the office an hour prior to your appointment. If I am unable to make it in, I will have changed the outgoing voice mail message to alert you to the problem.

Should you arrive at the office anytime and find that I am not here, the building locked, etc. please wait for at least **ten** minutes.

**IMPORTANT:** If you are an active client at this office and your address or any phone number changes, please remember to let me know ASAP.

I have read, understand, and agree to abide by the conditions regarding contact.

—

\_\_\_\_\_  
client signature

\_\_\_\_\_  
date