**Janet Borden, LCSW PLLC**

**CONTACT CONSENT FORM**

**REMINDER PREFERENCES**

Many clients appreciate a reminder for their upcoming appointments. Janet Borden, LCSW PLLC offers both email and phone reminders. Please indicate your preference of contact for reminders. You may also choose both. This consent form also includes your consent for written, general communication.

* **YES**, I would like **EMAIL REMINDERS** for my appointments

Please print preferred email(s) clearly

* **YES**, I would like **PHONE CALL REMINDERS** for my appointments.

(This may include automated reminder calls or in-person reminder calls)

Please list preferred number clearly

* **YES**, I would like **TEXT MESSAGE REMINDERS** for my appointments.

 Please list preferred CELL number clearly

* **NO**, I would like to opt out of **EMAIL REMINDERS** for my appointments
* **NO**, I would like to opt out of **PHONE REMINDERS** for my appointments
* **NO**, I would like to opt out of **TEXT MESSAGE REMINDERS** for my appointments

***The reminder service is a courtesy, and it is still the client’s responsibility to keep track of their upcoming appointment.*** Although we anticipate reminders will go out, there may be various reasons reminder calls may not be made, including technical difficulties with the reminder service and/or making a last minute appointment changes.

* **If a reminder call is unable to be made for any reason, the missed appointment charge will still apply unless the appointment is cancelled 24 hours in advance.**
* **If appointment is not cancelled 24 hours in advance, you will be charged the $20.00 missed appointment fee**
* Reminder notifications are typically sent at least one day in advance
* Please note that email reminders are sent by noreply@psychselect.com. It may be helpful to add this to your address book so it does not go into your spam folder. Note that you cannot cancel or change an appointment through client welcome as it is just a reminder service
* No clinical information, other than appointment date and time, will be included in any reminder. While reminder calls will only contain information regarding an upcoming appointment, limitations of confidentiality on using a shared phone number, answering machine, and/or email address has been discussed and understood.

I acknowledge that I have reviewed the following policies and terms as listed and selected:

Signature of Parent, Guardian, or Client Date

Printed Name Relationship to Client (ie parent/self/guardian)