

# CLINTON COUNSELING CENTER

## Welcome Letter

Welcome to Clinton Counseling Center. We are pleased that you chose our clinic. During your intake today, we would like to give you information that will be helpful during your care. There are several “handouts” that you will receive today including information about confidentiality, your rights and treatment as a client here, and communicable diseases. As treatment providers, we feel that this information is important for you to have and understand. If you have questions, or need clarification on anything, please do not hesitate to ask.

Clinton Counseling Center is a non-profit, outpatient clinic offering substance abuse and mental health treatment. We provide a wide variety of professional services which are individualized to meet your needs. Our goal is to make services accessible and relevant.

- Our Office hours are: M-T 8:00am – 9:00pm, Fri 8:00am - 4:00pm, and Sat 9:00am – 1:00pm.
- If you have a crisis after work hours, we will direct you to call the Macomb County Community Mental Health 24 hour Crisis Line at 855-927-4747.

Your clinician will discuss with you payment expectations, confidentiality, rights, treatment options and goals. You will also fill out a questionnaire that will help us to develop treatment goals with you. You may also sign any Release of Information forms that might be needed for us to coordinate care with others who may be involved in your treatment. The clinician will assist with coordination of care with others, and with assisting you with discharge planning or transition to another level of care when appropriate. If there is a risk to your health or others, we will assist you with developing a safety plan. If there is a risk of harm to self or others, or child abuse, our staff are mandated to report the risk to the proper authorities. This will be discussed with you thoroughly.

- The safety and health of our clients, visitors, and staff are of utmost importance to us, as well. Please note emergency exits near you and fire safety equipment. If you have questions, your therapist will be happy to answer them for you.
- Today, you will be given a brief overview of our safety procedures, including the evacuation of the building if it becomes necessary. If you are ill, please inform staff or reschedule your appointment. We will try to accommodate your health needs. If you notice any health or safety concerns, please notify staff immediately so we can attend to the issue. We also have first aid kits available, as needed.
- Please note that tobacco, drugs, and weapons are prohibited on the premises.
- If you would like to have a family member or support person participate in your care, please advise your therapist so we can include them as appropriate to your treatment goals.
- If you have any concerns or complaints related to your rights or treatment as a client of Clinton Counseling Center, staff will assist you in resolving your concern or in filing a complaint.

We look forward to partnering with you in treatment and in providing quality care for you and all of our clients.

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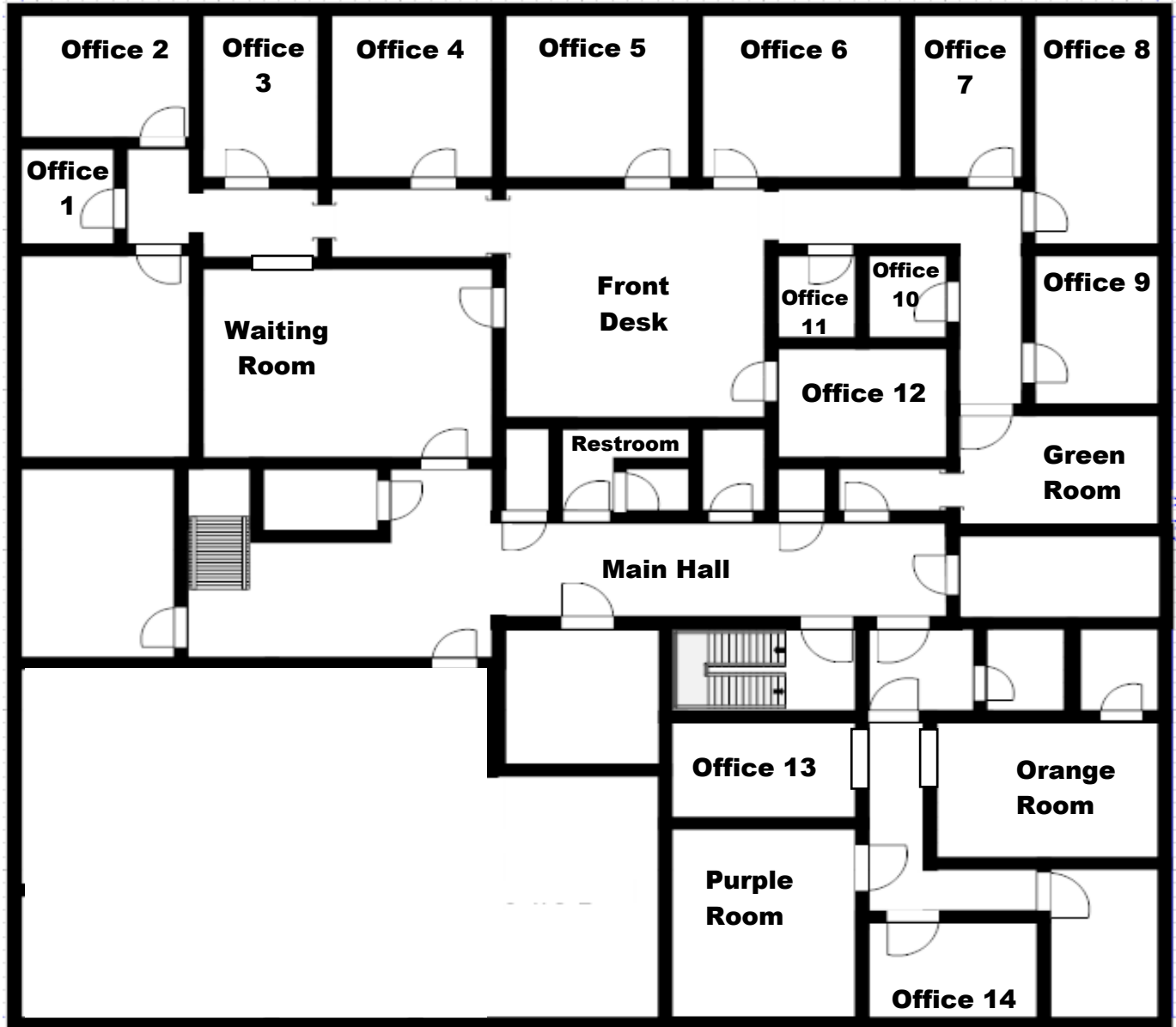
Signature


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Date

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## EVACUATION MAP



 = You are here

\_\_\_\_\_  
Therapist  
Initials

\_\_\_\_\_  
Client  
Initials

Please initial after escape route is drawn onto the map.