



Group Paper Work

Personal Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP code*

Home Phone: _____ Alternative Phone: _____

Email: _____

Preferred Contact Method: _____

Social Security: _____

Gender: _____ Sexual Orientation: _____

Religion: _____ Ethnicity: _____

Marital Status: _____

Birthdate: _____

Emergency Contact Information

Full Name: _____
Last Name First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Home Phone _____ Alternative: _____

Age: _____ Gender: _____ Length of Relationship: _____

Sano Center for Recovery Professional Disclosure Statement and Informed Consent

The Process of Group Therapy

Choosing to participate in the group process is a big step in the treatment process. During group you will be confronted with many intense feelings. No doubt upon starting the group you will find yourself struggling with feelings of anxiety. Everyone who has come to the group struggles in the beginning with these feelings. Over time you will find that the group setting allows you to progress in your treatment in ways you never thought possible. We encourage you to be honest with your fellow group members and remember we are all in this together.

Treatment Team and Consultation/Clinical Supervision

Once entering into treatment with us here at The Sano Center for Recovery, it is important to know we work as a team. To provide the highest level of care possible, specifics regarding your treatment may be reviewed amongst the clinical supervisor and the intern therapist you may be working with. All consultation and clinical supervision will be done only in accordance with the laws of confidentiality.

Confidentiality

The issue of confidentiality is one of the single most important issues involved in the therapeutic process. It is important for you to know all of what you discuss in therapy is completely confidential. However, there are three limitations to this rule: if you are a danger to yourself, to another, or if you inform your therapist of suspected child and/or elderly abuse. A child is defined as any person eighteen years of age or under. An elder is defined as any person age sixty five years or older. If any child or elder is being physically or sexually abused or neglected, the law states that your therapist must report it to the appropriate authorities or agency. Also, there is an exception to confidentiality when you have given written consent to your therapist to disclose certain information to other parties.

In the group setting the other group members are not legally bound by the same laws of confidentiality as employees of Sano Center for recovery. However, by signing this group paperwork you are agreeing to maintain confidentiality of fellow group members to the best of your ability. It is important to remember that often group members may socialize outside the group session and will discuss issues they are struggling with. When doing this please refrain from using names of fellow group members. You never know who may over hear your conversation. It is paramount to all of us and to the group process that confidentiality be maintained at all times in all settings by fellow group members.

Email, Cellular Phones, Computers, and Faxes

The use of technology is something we often take for granted. We often do not realize we are creating unintended records through technology. It is of great importance you understand that when you use a computer for things such as email, or send texts through cellular phones, access to this communication may be gained by unauthorized people. This can compromise the privacy and confidentiality of such communications. Email is especially vulnerable to such unauthorized access, due to the fact that email communications run through several servers which have unlimited third parties that may have access to these servers. Additionally, Sano Center for Recovery does not encrypt its emails and any fax transmissions can be sent to a recipient in error. All computers at Sano Center for Recovery are password protected and are also equipped with firewalls and virus protection. Please, notify Sano Center for Recovery if you do choose to limit or avoid, in any manner, the use of any or all communication via email, cellular phone or facsimile. If you choose to communicate with any of the treatment staff at Sano Recovery Centers using email, cellular phone, or facsimile, we will assume you have made an informed decision, and will view it as your agreement to take the risk that such communication may be intercepted, and will honor your desire to communicate on those matters via email, cellular phone, or facsimile. Please be mindful that email is to never be used for emergency

communication. Often time email is only checked once a day and if you are in an emergency situation, it is possible your therapist will not see the email you have sent in a timely manner, or it is possible the email may be lost due to faulty servers etc.

Insurance

Insurance is not billed for group sessions. If you would like a billing invoice provided to you so you may submit it to your insurance please let Darrin Ford, LMFT, CSAT know, and he will ensure this gets done.

Fees for Services

As part of our mission, Sano Center for Recovery is dedicated to providing mental health treatment that is of the highest quality while maintaining accessibility to that treatment to as many people as possible. There may be rare instances when a client may be in severe financial distress. In such cases, we may be able to provide some services at a reduced rate. If there is such an instance, the client will need to submit proof of income along with current outstanding financial commitments. If it is deemed the person is truly unable to commit to the full fee, then a reduced fee may be negotiated. All other circumstances require the client to pay the full published fees which are as follow:

Sex Addiction Process Group: \$200 per month. This is paid in full on the 1st of every month. It is charged to the credit card you provide below. This holds your place in the group. If you have to miss a group you will still be charged for that group session. This is to ensure you still have a place in the group.

Discontinuance of Attendance

There may be times when a client needs to discontinue attending group. This is most often related to the client moving or changing his treatment program. Of course you are free to do so at any time. However, by signing below you are agreeing that you will give a minimum of **30-days notice**. This is for multiple reasons. The most important of which is that you will have developed strong relationships with fellow group members, and they will have also developed strong relations with you. In order to properly process the emotions related to the ending of those relationships it is necessary to have sessions which allow the group to properly process the emotions related to your departure. Another reason is that as addicts we tend at times to react in an impulsive nature. Impulsiveness is not recovery. Due to this we must take time to ensure that your choice to leave the group is not one based on any impulse, but instead is something you have chosen to do only after mindful thought and consultation with your primary therapist and fellow group members.

Romantic Relationships with Fellow Group Members

Romantic interaction with other group members is not acceptable. Any type of sexual or romantic type of relationship between group members can be very disruptive to the group process. Further, due to the addictive behaviors we are confronting in the group it will be viewed as a relapse. If you ever feel you may be struggling with being triggered by a fellow group member it is important to discuss this in your individual therapy. If it is found that group members have been romantic or sexual with one another, this can be grounds for dismissal from the group.

Cultural Diversity and Tolerance

During group you will encounter many people from different religious backgrounds, cultural backgrounds as well as different sexual orientations. Each of us is valuable, each of our cultural values are important. It is therefore paramount that we each respect and have tolerance for the view of others. Group can at times become a milieu for the exploration of our own and other's cultural norms. This is encouraged to happen. It is not acceptable however to be offensive or intolerant of other's cultures. Thus remember to have the utmost sensitivity when in group. Oftentimes it is not what we say, but how we say things that makes the

difference.

How Conflict is Managed in Group

At times group can become charged with intense expressions of emotion. Some of those emotional expressions can involve shame, guilt, pain, and anger. In fact, exploration of these emotions is a cornerstone of the group process, and it is encouraged. However, under no circumstances is it acceptable for any group member to be physically violent with another group member. It is not acceptable to create an environment of intimidation. There may be times when voices may become raised, and in these situations, the facilitator may choose to discontinue the conversation. It is important to remember this process is not about right or wrong, good or bad. We are all here to find a healthier way to cope with our emotions. We are all in this together. Together is the only way through this difficult process.

Emergency Policy and Procedures

There are times when situations may be of an urgent nature and require immediate attention. Your provider is available to return your phone call between the hours of 9 a.m. and 5 p.m. Most often your provider will return your call within 72 hours of receiving it. All voicemails are checked multiple times during the day, but not always on weekends or during evening hours. If you are in a true medical emergency then dial 911 immediately. If you are in severe crisis that is not a medical emergency then **you can call the 24-hour crisis line at (800) 479-3339.**

Thank you so very much for trusting us with your treatment. We are committed to providing you with the highest level of care in the most compassionate and professional manner possible. You deserve nothing less. If you have any questions or concerns do not hesitate to phone Darrin Ford, LMFT at 562-284-7977.

By signing below you acknowledge that you have read and understand all of the information above and have received a copy for your records and have had all your questions answered.

Print Name

Signature

Date

