

# New Horizons Counseling Center, LLC

614 Esplanade Street  
Lake Charles, LA 70607  
(337) 478-1411  
(337) 562-1489 Fax

**MARTHA FONTENOT, LAC, CCDP-D**

## **GUIDELINES FOR THE PROFESSIONAL RELATIONSHIP**

### **Counselor Credentials**

I am a Licensed Addiction Counselor and a Certified Co-Occurring Disorders Professional. I acquired my substance abuse education from the University Of Houston Center for Addictive Studies. I have experience working in Residential Treatment programs, Intensive Outpatient programs, as well as experience working with at-risk adolescents in school based programs.

### **Client/Counselor Relationship**

Chemical Dependency is a chronic, progressive disease that affects the emotional, physical and spiritual well-being of the individual, as well as the family. A major symptom of this disease is denial, which makes a person unaware of the truth. Therefore, there are no guarantees with counseling, as progress depends on the honesty, openness, and willingness of the individual. I believe that each person has the inner capacity to find their own way, and has a right to be treated with dignity and respect. My role is to provide education regarding the progression of chemical dependency and the process of recovery and relapse prevention. I will assist you in learning the behaviors necessary to create a change in lifestyle. Your role is to be willing to do any suggested assignments to the best of your ability, and apply what you learn to your situation. Ultimately, you are responsible for your progress. I encourage you to make recovery the number one priority in your life and to 'go to any lengths' to be successful in this effort.

### **Confidentiality**

The confidentiality of client records is protected by Federal law and information about you may not be revealed without your written consent. **Exceptions** – (1) If I determine that you are a danger to yourself or to someone else; (2) If there is reason to suspect abuse or neglect of a minor child, an elderly person, or a dependent adult; (3) If I am ordered by the court to disclose information; or (4) If you sign a consent form for me to release information.

## **Fees and Length of Treatment**

I work by appointments, which can be scheduled according to individual needs. Each session typically lasts one hour, but longer sessions can be arranged if necessary. The agreed upon fee of \$\_\_\_\_\_ is due before each session. If you have insurance coverage for substance abuse counseling and you wish to file for reimbursement, the office staff will assist you in filing with your insurance provider.

**Please call 24 hours in advance to cancel, and reschedule, when you are not able to keep your appointment (337-478-1411). You will be charged a session fee if you fail to do so.**

## **Client Responsibilities**

As a client you have the responsibility to:

- (1) Schedule and keep appointments.
- (2) Be on time for appointments and make prompt payments.
- (3) Participate equally in the counseling relationship; including completing assigned tasks, or other self-help activities as recommended.
- (4) Provide honest communication concerning how you are doing.
- (5) Make a sincere effort to abstain from all mood-altering chemicals.
- (6) Provide a random Urine Drug Screen when requested, at a recommended facility.  
(You are responsible for paying for drug screens.)
- (7) Let me know if you decide to stop treatment or choose to see another counselor.

## **Complaints**

If you have any ethical concerns regarding my services, please let me know. If I am unable to resolve your concerns, you may contact the Office of Addictive Disorders Regulatory Authority (OADRA), 8738 Quarters Lake Rd., Baton Rouge, LA 70809 or call (225) 922-7700.

If you have any questions, please feel free to ask. Please sign and date this form to show that you have read and understand the above policies and that you have been offered the opportunity to discuss and clarify any questions that you may have related to these policies and/or the counseling relationship.

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Client Signature

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Date

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Martha Fontenot, L.A.C., CCDP-D

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Date