



Intake Paperwork Summary

for

ANDREA MORGANSTEIN^{LPC} LLC

APPOINTMENTS

Typical Session: 45 mins.

Longer Session: 53-60 mins, can increase cost.

Crisis Session: 60-90 mins, can increase cost.

Cancellations: 24-Hr Notice Required

(See my exceptions and fees in "Financial Policy")

CONFIDENTIALITY

My office is a safe space where you can trust that I won't share your private information with anyone unless I have your permission...with a few, very specific exceptions such as for:

- Billing purposes.
- Anonymous consultation with other professionals as needed to enhance quality of services to the client.
- Immediate risk of harm to self or others.
- Any information regarding suspected child abuse of any minor, in the past or currently.
- Suspected elder abuse or abuse of an adult with limited mental or physical capacity.
- Certain adolescent sexual relationships that are considered illegal.
- Court order.
- Other governmental reporting (rare) that the law may require.

(See details in "Client Information and Consent to Treatment/Evaluation" and "HIPAA Privacy Notice")

AVAILABLE CONTACT METHODS

100 % Confidential

Phone 610-314-0799

Fax 610-601-5999

Client Portal (must have an account)

I will try my best to respond within
24- hours, on business days.

RUNNING INTO EACH OTHER OUT IN THE WORLD

Basically, I follow your lead. Depending on the situation I will either pretend that I don't see you or offer a casual, "stranger level" smile unless you acknowledge or approach me.

(See details in the "Communications Policy")

** EMERGENCIES **

Medical/Immediate Safety Emergencies:

Call 911

Need to Talk Right Away:

See hotline numbers on Crisis Resources sheet.

If You Can Wait up to 24+ Hours:

Try using my contact information above or call office staff and ask for assistance in reaching me.

(See details in "Crisis Resources")

PAYMENT & FEES

Expected on date of service.

Cash, check, or credit.

24-Hour Cancellation Policy

(See details in the "Financial Policy")