

RESPECT AND SAFETY IN THE HOME OFFICE
Updated Version/Spring 2011
West Salem Office Policies

We are excited to share the West Salem office with our clients. There are some very important boundaries that come along with the office because it is connected to our residence. It is also important to note that we deeply care about your mental health and safety, so these rules are in place to protect us all and to preserve a therapeutic environment.

*Only use the side/office entrance, not the front door.

*The driveway is for any clients with disabled parking passes. Please park on the street unless you have a disabled parking pass hanging in your car.

*Do not come to the office or residence when you do not have an appointment. You will not be seen without an appointment. Call and ask for the next available opening and we will be happy to get you in as soon as possible.

*Respect the neighborhood in the way that most people would want the area surrounding their home to be treated. Don't create discomfort for the residents of the neighborhood.

*For your own safety and ours there are security alarms and some security cameras at the office (there will be no cameras in the therapy room). We hope that this adds to your sense of wellbeing in this environment.

*The therapy process here is focused on healing and preventing further damage to all who are in the office spaces. While we understand that anger is a healthy, normal emotion, the expression of anger can be easily damaging to others if it is not managed well. To maintain a safe office space for everyone, anger must be expressed in a non-violent way when communicating with us over the phone, in all parts of the office, and in the surrounding neighborhood. No yelling or screaming can occur as a means of communication with Lesley, her staff or other clients.

*Clients who make choices that could breach the safety of other clients, family members, our staff or our neighbors, or those clients who do not respect the boundaries noted here, will not be provided further services at this office. We are committed to keeping this office a safe place for all.

*According to the laws of Oregon for nurse practitioners I am unable to become a personal friend to clients. I cannot exchange goods or services with clients and I cannot have any other relationship with clients other than prescriber/therapist.

This statement is to familiarize you with my office policies. Your signature signifies that you have read, understood and agreed to abide by these policies. You may request a copy of these policies at any time for your own records.

Signature

Date