



THE CENTER

For Counseling and Wellness

www.thecenter4counseling.com

Welcome to The Center for Counseling & Wellness

Disclosure Statement with Informed Consent to Participate in Clinical Counseling, HIPAA, and Notices of Privacy Practices

This is our Disclosure Statement for clients who are utilizing our professional counseling services. The Center for Counseling & Wellness (hereafter referred to as The Center) offers various types of services. Each wellness service provider has their own policies and procedures for treatment and fees that are in accordance with their individual professional licensing requirements. Some of our *non-counseling* services (eg. Pastoral care, educational and support groups) are provided by non-licensed staff and/or are free of charge.

Our Purpose

The Center serves as a coordinating location for the local community that offers professional counseling, pastoral care, linkage to community resources, consultation, educational and support groups, and various wellness services on a sliding fee scale with the intent to provide services regardless of the ability to pay for services. We accept most major insurances, MasterCard, Visa, and Discover for your convenience.

Our Staff and Service Providers

Bruce Lynch - Executive Director
Illyana Annunziato - Clinical Director
Elizabeth Sierra - Practice Manager
Roberta Bogle - Outreach Coordinator

Our Locations

North Myrtle Beach-Main office:	110 Ye Olde Kings Hwy, North Myrtle Beach, SC 29582
Loris office:	3505 Main Street, Loris, SC 29569
Myrtle Beach office:	4466 Holmestown Road, Myrtle Beach, SC 29588
Conway Office:	602 Main Street, Conway, SC 29526

Office Policies and Procedures

Our administrative office is open for your convenience according to the following schedule:

Monday -Thursday	8:30AM - 6PM
Friday	8:30AM - 3PM

We are closed on major holidays in accordance with most public school and governmental closings. Other appointments and groups may be scheduled with your service provider at times other than those listed above. Please coordinate alternative times with your individual service provider.

Location: 110 Ye Olde Kings Hwy., North Myrtle Beach, SC 29582
Office Phone numbers: 843-663-0770; 843-663-0771
Fax number: 843-663-0772

E-mail address: admin@thecenter4counseling.com Website: www.thecenter4counseling.com

Please call our office at 843-663-0770 to coordinate an appointment time with a service provider. You can leave a message on our confidential voicemail and we will call you back. We ask that you do not try to schedule via e-mail or other electronic means of communication. We cannot guarantee we will retrieve your request in a timely manner and these are often not confidential forms of communication.

The main office in North Myrtle Beach has a standard procedure for intake, scheduling, payment of fees, and provision of services. The main office will be a coordinating location to help you connect with the services you are requesting. Once you have attended your first session with your individual service provider, you can then establish the best means for scheduling future appointments.

Please understand that the counselors have full schedules and find it difficult to return phone calls between sessions. Counselors will not be interrupted for phone calls. Unless it is an emergency, it will be best to hold your questions until your next session or schedule an appointment to see your counselor. The receptionist may be able to answer some of your questions. Please let our office staff know the nature of your problem so she/he can best determine an appropriate course of action.

We will notify you one day in advance of your scheduled appointment. If you are unable to keep your appointment, we ask that you give us 24 hour's notice. ***If we do not receive 24 hour's notice, you could be charged \$50 for the missed appointment.*** Please be prepared to pay for all services and late fees at the time of receiving services. If service fees are not paid at the time of service, we ask that you defer scheduling further appointments until your account is current again. Your service provider will discuss fees and payment options with you so we can continue to work together.

We do not offer babysitting services during the time of your appointment. It is very important that you do not leave unattended children in the waiting area. It is also important that the waiting area and hallways remain quiet.

If The Center closes due to bad weather, natural disaster, crisis situation, or for any other unforeseen reason, we will call to advise you as soon as possible and you may call our main office number for a recorded message regarding office closures. During inclement weather we will follow the Horry County school closing advisories as well as state evacuation orders.

Our Fees and Payments

It is our intention to offer quality services to persons in all financial situations. The information that follows is intended to help you understand how we operate financially. We ask that payment be made at each session at the time of service. We take cash, checks (make payable to "The Center"), Master Card, Discover, American Express, and Visa. ***Please Note: As of January 1, 2023, a 3.5% convenience fee will be added to all credit card***