

Kitsap Counseling Services
Diane Sabo, LMCH

Active Client Policy

While breaks in counseling are normal and expected, you are welcome to return at any time, with a few exceptions. It's important to note that you are only considered an active client if you have been seen within the last four months. After four months of no therapeutic contact, you are not considered an active client. If you choose to return, please be aware that you may need to fill out new paperwork and rates and availability may have changed.

_____ (initial).

Records Keeping Policy

Your clinical records are kept for 5 years after the last therapeutic contact, or request for records. In the event of my untimely death, all of my records will be managed by my professional colleague Courtney Peck, LCSW (unless you choose differently below). In the event of your untimely death, would you prefer to have your records:

- Destroyed _____ (initial) or
- Maintained by Courtney Peck _____ (initial)

In the event of Diane's death, I would like my records:

- Destroyed _____ (initial) or
- Maintained by Courtney Peck _____ (initial)

*Please note that whoever controls your estate can legally request your clinical records.

I confirm that I have read, understand and agree to the above policies,

Sign: _____ Date: _____