



Prescriber's name \_\_\_\_\_ Phone # \_\_\_\_\_

Therapist's name \_\_\_\_\_ Phone # \_\_\_\_\_

### **Treatment Guidelines**

We realize that individuals often enter into treatment in times of great distress or discomfort. Center for Family Guidance (CFG) strives to provide the most effective treatment possible to every patient. The following guidelines are being provided to you in order to help you understand our clinical practices and know what you should expect from your clinician.

Prior to your initial session with a CFG clinician you will be asked to complete a New Patient Background Questionnaire. The information you provide to your clinician on that form will give your clinician a good overview of your treatment needs as well as an understanding of other important pieces of information that will help your clinician make the most appropriate treatment choices for you.

#### **Initial Evaluation**

This service will be an opportunity for a clinician to obtain important information about you and your treatment needs in order to determine what type of treatment will be most helpful for you. Often times this type of service will feel more like an interview than therapy or medication management service. However, this is an important aspect of your treatment, as this can form the basis of your clinician's ability to understand, diagnose and treat the concerns that led you to seek treatment.

#### **Medication Management Sessions**

These sessions are provided in order for your clinician to assess how effectively the medications being prescribed are working. It is important that these sessions cover topics such as current functioning, effectiveness of medications, side effects and other services that may be ordered, such as lab work, therapy or other support services.

These sessions typically last about 20 minutes so it is important that you come to a medication management session prepared to discuss issues related to your medication. Other matters, which may be very important to you, may be more completely addressed in a therapy session with a therapist. Parents of child patients may be asked to provide information from schools or other sources so that the clinician is aware of the child's history and functioning.

## **Therapy Sessions**

**These sessions are provided to address a wide variety of problems. During these sessions complex issues or matters not directly related to medications can be discussed more completely than they can during medication management sessions. Therapy may be held with only the patient or entire families, depending on the nature of the problem being addressed. These sessions generally last 45 to 50 minutes. If you are receiving medication through a clinician at CFG communication between your therapist and prescriber is often an important component of your treatment.**

## **Scheduling of Sessions**

**Your clinician(s) will advise you on how frequently you should be scheduled for therapy and medication management sessions. It is important to maintain the frequency of sessions recommended by your clinician in order to get the most benefit from treatment possible. In order to maintain appropriate medical monitoring of your medication you must be seen at intervals recommended by your prescribing clinician. If you are not seen regularly your clinician will not be able to safely and appropriately monitor your medication.**

**Typically after an initial session with a prescribing clinician a follow up appointment will be scheduled within 2 weeks. The maximum time between medication management sessions will usually be 12 weeks, and a 12 week time between medication management sessions is typically suggested once a patient has been determined to have adjusted well to medications prescribed and has demonstrated mental health stability.**

## **Telephone Calls      \*\*\*\* After hours answering service (856) 552-4327 \*\*\*\***

**On occasion it may be necessary for you to speak with your clinician by telephone between sessions. Telephone calls are not meant to be substitutes for actual sessions. Telephone calls are generally used to address a crisis or address medical concerns about medications that cannot wait until your next scheduled session. If you need to reach your clinician when the office is not open you may contact him or her through our answering service. The phone number for our answering service is (856) 552-4327. If the situation is either too dangerous or emergent to be resolved through a telephone call your clinician will advise you to either seek emergency medical services, proceed to a crisis screening center or make an appointment with your clinician to fully resolve the problem. Most telephone contacts with your clinician should be at most about 5 to 10 minutes in duration.**

## **Renewals of Prescriptions**

**Renewals of prescriptions should generally occur during medication management sessions. However, there may be times where you may need to request a renewal of your prescription by telephone. In those cases you can request a renewal by calling the CFG Outpatient Prescription Phone Extension at (856) 552-4350. Please be aware that due to the need for your prescribing clinician to review your chart it may take up to five business days for your prescription renewal to be completed. If you have not been seen by your prescribing clinician recently he or she may decide that it is medically appropriate to renew the prescription only after you have been seen for a medication management session.**