

Dr. Scott Lownsdale, Ed.D., LCPC

Licensed Clinical Professional Counselor • 5589 Guilford Road • Rockford, IL 61107 • 815/229-8750 • ScottLownsdale.com

Congratulations on your decision to seek counseling! That decision, I trust, took wisdom, courage, and humility. Therefore, I consider myself honored to serve as your counselor during this important season of your life. The success of your counseling experience will depend upon you and your counselor having the right fit, so please review my counseling approach at **ScottLownsdale.org** before our first meeting. If you have any unanswered questions, the best time to reach me is between 10AM and noon Monday-Friday.

Appointment times are at as follows: 3:15, 4:30, 6:15, and 7:30PM Mon-Thurs. Each of my sessions usually run 75-minutes, because briefer sessions often fail to get to the deeper issues and require more visits over the long run. For your first session, I'll need completed **Medical Data, Family Data, Insurance Information, and Rights and Responsibilities** forms which you can easily download and print from **ScottLownsdale.org**. Each form must be fully completed before the first session can begin.

Please have a check made out to **Dr. Scott Lownsdale** for **\$225** (unless we agreed upon a different amount in advance). Cash accepted; check preferred. Receipts issued by request only. Late payments subject to a **\$25 administrative fee**. If you have insurance covering my services, I'll gladly submit health insurance claims myself provided that you present 1) the **Health Insurance Information Form** fully completed and signed, 2) your full **copayment** and 3) your **health insurance card** for me to copy.

Office Location

- My office is in the lower level of my home at **5589 Guilford Road** in Rockford. This is very easy to find: I'm just **1 mile EAST** of the **Alpine/Guilford intersection** and just **3/10ths of a mile WEST** of the **Mulford/Guilford intersection**.
- Just look for the tan-bricked house with the white mailbox with my name and logo on the **south** side of Guilford Road, just across from the white-fenced horse farm.

When you arrive . . .

- Park about midway up the driveway on the left or right side but not too close to the garage or to the road. Then walk to the back of the house on the walkway on the right side of the garage, which will lead you down the steps to the doorway of my waiting room. **Please watch your step!**
- I try to start every appointment on time, so please arrive promptly.
- In order to minimize distractions from the waiting room during sessions, please do NOT arrive more than 10 minutes early. After you arrive, just relax in the waiting room until your appointment time.
- My waiting room does NOT have a restroom so please try to meet bathroom needs before you arrive.
- I request that you leave your cell phone in car or turned off before sessions (emergencies excluded).

After your session . . .

- Please **keep your appointment card**, and do NOT discard it until the next session. This card documents that we've made an appointment in case of a discrepancy comes up in the future.
- As you pull out of the driveway into the traffic on Guilford Road, please **BE CAREFUL!** If you must, you may use my lawn on the right side of the driveway (as you face my house) to maneuver your vehicle, but please try not to drive on my neighbor's lawn.

Again, congratulations on your decision. I look forward to a mutually rewarding experience!

Warmly,

Dr. Scott Lownsdale ("Dr. Scott")

* If my fee presents a problem due to financial hardship, you may request a sliding scale.