

Dr. Scott Lownsdale, Ed. D., LCPC

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

Congratulations on your decision to seek Christian counseling! Here's a brief checklist for you to check off before you arrive for your first appointment:

- Make sure all four (4) **PDF forms** at the homepage of my website(*ScottLownsdale.org*) are fully completed before you arrive:
 1. The Client Data Form
 2. The Family Data Form
 3. The Insurance Information Form
 4. The Client Rights and Responsibilities Form.

- Please have your full payment or insurance copayment ready. If payment is by check, please have the check already made out to Dr. Scott Lownsdale. My fee is **\$225** per session, unless you have insurance or we negotiated a different amount in advance. Credit card and cash also accepted. Late payments are subject to a \$25 administrative fee.

- My office is at 5589 Guilford Road, Rockford, Il. Park about midway up the driveway on the left or right side, but not too close to the garage or to the road. Then proceed to the walkway on the right side of the garage, which will lead you down steps to my waiting room at the ground level.

- Please watch your step on the steps and walkway, especially at night and in freezing weather.

- To reduce distractions for sessions in progress, please do NOT enter the waiting room more than 5 minutes early.

- After you arrive, just relax in the waiting room until your appointment time. Please turn your cell phone off unless you are on call for emergencies.

- I try to start every appointment on time. Sessions are typically 75 minutes in length

- Toward the end of the session, please keep your appointment card and keep it as our documentation of the appointment time, so as to avoid future any discrepancy.

- After your session, be careful as you enter the traffic on Guilford Road. If you wish, you may use my lawn on the right side of the driveway (as you face the garage) so as to maneuver your vehicle around to enter Guilford Road head first, but please do NOT drive onto my neighbor's lawn.

I look forward to meeting you!

Dr. Scott Lownsdale

"Dr. Scott"