

PREGNANCY & MATERNITY LEAVE (PT 1)

Short Sweet Maternity Email:

Hello,

This is Allison Ramsey, LMHC writing to let you know that Allison Puryear, LICSW will not be returning to her practice until after her maternity leave. She will get in touch with you to schedule appointments in the weeks before she returns.

Please get in touch with the referrals she provided you with in the interim.

Take care,
Allison

Returning from Maternity Leave Email:

Happy July! I hope you have had a productive, happy, healthy summer so far. I wanted to let you know that I am returning from maternity leave August 12th. Our daughter, Adair, joined us May 16th & she is kind enough to sleep through the night most of the time so you'll have a well-rested therapist.

As I mentioned before I left, I will be using an online scheduling system exclusively. That way you can schedule, cancel, or reschedule at anytime, from anywhere you have access to the internet. You'll need to create a free account with the site. You'll also be required to enter a credit card to secure your appointment. This card will not be charged unless you "no show" or cancel with less than 24 hours notice. As always, if you cancel last minute & I can get someone into your slot, you won't be charged. Same policies as before, just a secure system to manage it rather than playing phone tag or sending credit card info through a non-secure medium like email. If you're ever charged incorrectly, let me know. It's quick & easy to get your money back.

The link to schedule an appointment is blahblahblah. It will also be on my website very soon, but I wanted to give you first dibs on appointments.

If you've been working with a therapist since I left & you feel you're making progress, are in the middle of something big, or feel like s/he is a better fit, please know that I won't take it personally if you choose to stay with the new therapist. I'd love to see everyone again, but more importantly, I want you to reach your goals & live a life you're excited to live.

I look forward to seeing you!
Allison

I'm in Labor Email:

Hi there,

It appears my daughter is coming a little earlier than expected. I am currently in labor. All sessions from this hour on will be cancelled. I will get in touch with you in late July/early August to schedule our next session together.

Take good care of yourself & please feel free to use the referral(s) provided to schedule appointments should you need support while I'm on maternity leave.

Thanks,
Allison

PREGNANCY & MATERNITY LEAVE (PT 2)

Authorization to Release Information:

I, _____, hereby authorize Allison Puryear, LICSW to release contact information to Allison Ramsey, LMHC for the purpose of informing me when Ms. Puryear will no longer be able to provide services due to labor, childbirth, medically necessary bed rest, or any other reason. I understand that because of the unpredictable nature of labor, I may be informed on the way to my scheduled appointment. I have been informed that all measures will be taken to prevent this kind of inconvenience. I have been informed that Ms. Puryear's due date is May 11, 2013, however she may give birth months before or weeks after this date. I understand that Ms. Puryear intends to stop working on May 9, 2013 and return on August 12, 2013, though these dates may change. Before leaving for maternity leave, Ms. Puryear will give me referrals to other providers whom she believes will be a good fit for me. During maternity leave, Ms. Puryear will not be engaged in any business, including returning emails or phone calls, until it is time to start scheduling appointments for August.

I also understand that Ms. Ramsey will not be given information about my care, diagnosis, or referral information during Ms. Puryear's maternity leave. Ms. Ramsey will be given my name, contact information, and scheduled appointment dates and times only.

I agree to indemnify and hold harmless Allison Puryear, LICSW from all liability that may arise from the release of the information herein requested. Any information released in response to this authorization should not be re-released to any person(s) unless I so specifically authorize.

I understand that I may revoke this consent in writing at any time, except to the extent that action has been taken in reliance on it, and that in any event this authorization is valid for a period of 180 days from the date of my signature, by which time Ms. Puryear certainly hopes to have given birth.

Client Name (Print)

Preferred Contact Information (email, phone number, or both)

Client Signature

Date

Allison Puryear, LICSW

Date