PHONE USE

The Clinic telephone is for business use only. The phone in the Professional Preparation room is to be used for calls to clients. **This phone can be used to call clients long distance.** In an emergency situation, permission may be granted to students to make personal local or long distance calls. The Director, Administrative Associates, or Billing Specialist will make these decisions on an individual case basis.

**Cell phones are not permitted in sessions in the Clinic.** Students should turn cell phones off when seeing clients.