

Rae Assessment, Counselling & Consultation

www.raecounselling.com

247 NORTH SERVICE RD. W., SUITE 205, OAKVILLE, ON L6M 3E6

(905) 301-7785

Practice Information and Informed Consent For Individuals, Couples & Sex Therapy

WELCOME...

The purpose of this form is to outline the important aspects of your therapy agreement with me including policies, confidentiality and other information that provides you with informed consent. It is a good idea to ask any questions that you may have about this form and about your therapy in general before starting therapy. This will best ensure that starting therapy with me is right for you and provides you with a safe and effective therapy environment. You may have many questions about this therapy so I will attempt to address some of these questions right up front. If you have further questions please don't hesitate to ask. Please read over the information and bring the second page with you to your first session.

Length of Sessions

Couples Therapy sessions -

Initial Consultation Session:	170mins. (3 hours)
Subsequent Couples Sessions:	110mins. (2 hours)

Individual psychotherapy sessions -

Initial Consultation Session:	80 mins. (1.5 hours)
Subsequent Individual Session:	50min. (unless a longer session is arranged)

Fees and Payments:

\$175/hour (Therapy services provided by a Social Worker (MSW) are HST exempt.

In the event a session goes longer when agreed upon by both parties the fee will be pro-rated. If there was a situation that required a telephone consultation the usual fees would apply.

You may pay by cash, cheque, or money order. Payment is required directly at the time of each visit. Should any cheques that are submitted to me for payment of services be returned NSF (non-sufficient funds), you will be responsible for the service fee the bank imposes on processing all NSF cheques, as well as you will be required to provide me with a certified cheque or cash for payment of the session immediately.

Insurance Coverage:

Insurance coverage may be possible for you, should you have coverage for Registered Social Workers (RSW) – my professional designation. You are responsible for the fees for services rendered, regardless of your insurance company's ability to pay. We can discuss the details of how this works at your first appointment.

Communication

You can either call and leave a message on the voice mail messaging service at (905) 301-7785 or you may email when it is regarding your appointment or lateness. If you are running late for your appointment, please send a text or e-mail (when possible and safe) to do so. Partners should always copy each other on all e-mail correspondence, regardless of the communication. Please don't email personal thoughts, feelings or things of this nature for me to read outside of session. It is best that it be brought into the session and that all parties (with couples) have access to the information.

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Informed Consent & Confidentiality

CONFIDENTIALITY. My profession and my professional ethics require me to keep everything you discuss here in the strictest of confidence. Your information is kept securely. Information is only released with your informed, written and voluntary consent. **Exceptions to confidentiality:** the following are exceptions to confidentiality that apply to mental health professionals that relate to harm: **A)** if I assess you are at risk of harming yourself or others; or **B)** if I suspect child abuse or neglect; or **C)** by court order and/or subpoena

When the therapy is with a couple, both partners must sign a release form, before I will release any information from your records.

Case Consultation:

I participate in rigorous and ongoing professional training and skill development. I may discuss your case with an approved supervisor/supervision group. Your identity is kept confidential.

Cancellation Policy:

Two business days (2) is required for cancellation of your appointment regardless of the reason for cancellation. It is understandable that illness and unexpected things will come up but, without adequate notice, it is unlikely that the time will be filled. If you cannot give the notice required, the regular fee will apply. If the appointment is filled you will not be charged. If a couples' session is booked and only one can make it, the session will have to be cancelled until we can reconvene all together.

I have read, agree to and understand the above policies and am aware that there will be no exceptions to these policies.

Date _____ Client's Signature _____

Date _____ Client's Signature _____

Therapist Signature _____

Please read over the information and bring the second page with you to your first appointment.