

INFORMED CONSENT TO COUNSELLING

Before your first counselling session, it is important that you have a general idea of some of the practices of this office. Please sign this form, and it will be placed in your file.

Confidentiality

The personal material you discuss with me and any notes from our sessions will be held in the strictest confidence. No information will be released without your written authorization. There are, however, situations in which confidentiality cannot be maintained. I am bound by law to disregard confidentiality and contact authorities if:

1. You disclose that a minor is in danger (for example a child who is being abused physically and/or sexually);
2. You indicate that you have clear and specific plans to harm yourself or another person;
3. You indicate that you are endangering others with a communicable disease (e.g., practicing unsafe sex while carrying HIV);
4. You are impaired by drugs, alcohol or due to a medical condition and you choose to drive a motor vehicle.

In addition, in BC, a counsellor and a counsellor's notes may be subpoenaed by the court.

On occasion, I may consult with my colleagues, who are also bound by confidentiality.

Appointments and Cancellation

Because I am with clients during office hours, you will reach my voice mail when you call. Unless my message indicates I am out of town, I will return phone calls between Tuesday and Saturday, usually within 24 hours of receiving your message. I do check my voice mail on weekends, and, unless urgent, will return the messages on the following Tuesday. You can also contact me by e-mail.

I require 24 hours notice for cancellation of appointments (except for illness or emergency). The session fee will be charged in full when 24 hours notice of cancellation has not been provided.

A typical session is 60 minutes long.

Fees

Fees for counselling are \$120.00 for 60 minutes, unless otherwise negotiated. Payment is accepted by cheque, cash, email money transfer or online purchase. A receipt, which can be submitted to your insurance provider (check with your plan administrator if you have coverage for my services) or retained for income tax purposes, is issued at the time of payment. In order to maximize your session time, I recommend you prepare your payment before you arrive.

Your Rights

You can request access to your records at any time · You have the right to withdraw your consent to counselling and terminate therapy at any time · You can bring up any concerns you may have in regards to counselling with me personally or with my governing body, the Canadian Professional Counsellors Association.

Signature: _____ Date : _____