

Caroline Sears – Therapy Services

Policies and Agreement for Therapy Services

All information disclosed in our sessions and the written records of those sessions are confidential and may not be revealed to anyone without your informed consent, except where the law requires disclosure. Disclosure is required by law when there is a reasonable suspicion of child, dependent or elder abuse or neglect and when a client presents a danger to self, to others, to property or is gravely disabled. In addition, disclosure may be required in a legal proceeding. These policies are in keeping with the Personal Information Protection Electronic Documents Act 2004 (PIPEDA) and the Personal Health Information Protection Act 2004 (PHIPA).

In relationship therapy, or when different family members are seen individually, confidentiality and privilege do not apply between the couple or among family members.

Consultation: I consult regularly with other professionals in order to provide you with the best possible service. Names or other identifying information are never mentioned; client identity remains completely anonymous and confidential.

Consent: Consent is granted by the client to provide an updated counselling report to a child welfare agency, if required.

Fees:

Payment methods: E-Transfer, cash or cheque only. Payments must be made the same day as services. There is a fee of \$35.00 for NSF cheques.

Therapy: \$100 for 60 minutes. The 60-minute session includes a 15-minute allowance to address any administrative tasks related to the services you receive. A mileage fee may be required based on location.

Telephone calls, report writing or other services in excess of 15 minutes will be billed at the usual hourly rate and will be discussed in advance with you.

Late Fee: Full payment is expected at the time of service. A receipt will be issued after every session or if you prefer, they can be issued monthly.

Lateness and Cancellations: You will be charged for appointments cancelled with less than 24 hours notice, unless another time that same week is arranged.

Insurance: Many counselling and therapy services with a Registered Social Worker (RSW) may be partially or fully covered by your health insurance or employee benefit plan. Please check your insurance carefully, counselling services are not covered by OHIP. Clinical services by Social Workers can be claimed on your income tax through Medical Expenses Tax Credit (METC).

For small administrative matters, such as checking appointment times or changing them, you can email me at info@carolinesears.com. I generally receive and return emails within 24 hours with the exception on week-ends.

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I/We have read the above and agree with the statements made above.

Name & Address:	Signature & Date:
Date of Birth:	
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