



## Informed Consent for Adult Therapy Services

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Welcome to True Living Counselling & Coaching Inc. This document contains important information about our professional services and business policies. Please read it carefully and make note of any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

### **CONFIDENTIALITY**

With the exception of certain specific exceptions described below, you have the absolute right to the confidentiality of your therapy. I cannot, and will not tell anyone else what you have told me, or even that you are in therapy with me, without your written consent. The law insures the confidentiality of all electronic transmission of information about you. Whenever I transmit information electronically (for example, sending bills, or faxing information), it will be done with special safeguards to ensure confidentiality. If you elect to communicate with me by email, please be aware that email is not completely confidential.

The following are exceptions to your right to confidentiality:

- A. When there is a risk of imminent danger to you or to another person, psychologists are released from confidentiality to take necessary protective measures.
- B. If there is suspicion or there is risk that a child or vulnerable adult is being sexually or physically abused, or neglected by you, or if you give me information about someone else doing this, I must inform proper authorities.
- C. If records are subpoenaed by court order, I am required to release the information requested. However, if a lawyer simply requests the release of case notes, I will discuss the specific circumstances and my recommendations with you and the lawyer.
- D. When the client requests a release of information, I am required to release the information requested.
- E. When a third party has referred you, the third party may request diagnosed and/or relevant clinical information as a condition of services.
- F. When the client is below the age of 18, or not considered to be a mature minor, legal guardians have a right to therapeutic information.

I will do all I can within the law to protect your confidentiality, and if I am required to disclose information, I will inform you that this is happening.

### **Services**

Counselling has both benefits and risks. Possible risks include the experience of uncomfortable feelings (sadness, guilt, anxiety, anger, frustration, loneliness, or helplessness) or the recall of unpleasant events. Potential benefits include significant reduction of feelings of distress, better relationships; better problem-solving and coping skills, and resolution of specific problems. I will work to the extent of my skills and expertise to assist you to deal with your concern, but no guarantees can be made regarding outcomes. Counselling requires your partnership and collaboration. You have the right to ask questions and to refuse any intervention or treatment strategy.

I may ask you to complete questionnaires on client satisfaction and progress. These may be used to assess the effectiveness of services. If I believe your presenting concerns are outside of my competence, I reserve the right to refer you to someone with an expertise in that area. Please let me know if you have concerns about our work together.

### **Record Keeping**

I am required by the College of Alberta Social Workers Standards of Practice to maintain client records. These records include the following: appropriate identifying information, the presenting problem(s), the fee arrangement, the date and substance of each professional service, any test results, and notations of formal consults with other service providers. You have a right to a copy of your file and a right to request that I correct any errors. You also have the right to request a copy of your records be made available to other health professionals. This will be made readily available at your written request.

### **Ethical Standards**

I am a member of the College of Alberta Social Workers. I am obligated to comply with the basic rules governing the profession outlined in the Canadian Code of Ethics for Social Workers, Alberta College of Social Workers Standards of Practice and any guidelines adopted by the College. To view these ethics and standards or for contact information visit the College of Social Workers website at [www.acsw.ab.ca](http://www.acsw.ab.ca)

### **Fees, Payment and Cancellation**

Fees are \$200 per 50-minute hour, based on the recommendations of the Psychologists' Association of Alberta. Clients will be charged an appropriate fee for any preparation time that is required to comply with informal or formal requests, case conferences, paperwork, and extended phone calls or e-mail responses. Clients are solely responsible to seek reimbursement from their insurer unless a third party has taken responsibility for payment. Clients needing to cancel or change an appointment are required to provide twenty-four hours notice. The client will be charged a \$100.00 cancellation fee if 24 hours notice was not provided.

I \_\_\_\_\_ have read the Consent for Treatment and I understand its terms.

I consent to counselling under the terms described in the Consent for Treatment.

I am over 18 years of age.

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Client Name

Client Signature

Date