

## INFORMED CONSENT FORM

Updated October 31, 2017

Sarah Schlote, MA, RP, CCC, SEP is a Registered Psychotherapist (#3402), Canadian Certified Counsellor (#0476) and Somatic Experiencing Practitioner in Guelph, Ontario. She earned her Master's degree in Counselling Psychology from the University of Victoria, BC, and is active in her ongoing personal and professional development. Before your first session, we would like to give you an idea of what to expect from working together.

### Description of Services

According to the Canadian Counselling and Psychotherapy Association (CCPA), counselling and psychotherapy involve the skilled and principled use of relationship to facilitate self-knowledge, emotional acceptance and growth and the optimal development of personal resources. The overall aim is to provide an opportunity for people to work towards living more satisfyingly and resourcefully. Therapeutic relationships will vary according to need but may be concerned with developmental or mental health issues, addressing and resolving specific problems, making decisions, coping with crisis, developing personal insights and knowledge, working through feelings of inner conflict or improving relationships with others.

For a detailed description of services provided, please visit [www.healingrefuge.com](http://www.healingrefuge.com)

### Risks and Benefits

Counselling and psychotherapy may involve the risk of remembering unpleasant events, feeling unfamiliar sensations, or arouse strong or unanticipated feelings or memories. You may face issues or aspects of yourself that are uncomfortable, and counselling may lead to unforeseen changes in your relationships or take you out outside of your comfort zone to explore and expand your growing edge. Benefits may include an increased ability to live more effectively by improving your ability to cope with a variety of stressors and life challenges. You may also gain a better understanding of yourself, your goals and your values, which will assist you in your personal and career growth. You may experience relief or resolution of trauma symptoms, and develop skills, increased resiliency and a healthier relationship with yourself and others. Additional benefits are described on The Refuge's website.

### Outcomes and Ethics

The outcome of counselling and psychotherapy is difficult to predict or guarantee, since it is dependent on a number of factors, such as the fit between you and your therapist, current adverse conditions that are actively contributing to your symptoms, and your readiness and willingness to work towards set goals. However, Sarah will do her best to help you to handle the risks safely and experience at least some of the benefits. If you have any questions or concerns, Sarah encourages you to discuss these with her at any point. You may also direct your questions to the College of Registered Psychotherapists of Ontario or the CCPA Ethics Committee.

For more information, click on [www.crpo.ca](http://www.crpo.ca) or <https://www.ccpa-accp.ca/ethics/>

## **Confidentiality**

Sarah respects the privacy of her clients, holds in strict confidence all information about clients and complies with applicable privacy and other legislation. No information will be released to a third party without your prior written authorization. At any time, you have the right to withhold or withdraw consent to, or place conditions on, the disclosure of your information. **Exceptions to confidentiality** include the legal and/or ethical obligations for your therapist to:

- Inform a potential victim of a client's intention to harm them;
- Inform an appropriate family member, health care professional, or police if necessary of a client's intention to end his or her life;
- Release a client's file if there is a court order to do so;
- Inform the Children's Aid Society if there is suspicion of a child at risk of harm or in need of protection due to neglect, or physical, sexual or emotional abuse;
- Report sexual abuse of a client by another regulated health professional;
- Report elder abuse of a resident in long-term care.

While these events are rare, they do exist. However, Sarah's overall goal is to make this a place where you feel comfortable to talk about personal concerns. Sarah will also consult with other professionals for guidance specific to the therapeutic modalities she uses, for the purposes of providing you with the highest quality care. Information provided in these other contexts will be anonymous. Finally, in a situation of the unexpected death or illness of the therapist, you may be contacted by a representative who is acting on behalf of the therapist. This representative will be obliged to ensure confidentiality as the therapist does and will provide you with an appropriate referral.

## **Privacy and Record Keeping**

Therapists in Ontario are required by law to keep a record of each contact and therapy session with a client. Records are kept for a minimum of 10 years after a client turns 19 years of age. All information is maintained in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA) of the Federal Government of Canada and the Personal Health Information and Protection Act (PHIPA) of the Province of Ontario. This means that all personal information obtained, used, and disclosed in therapy sessions is done so with your consent. Your personal information is protected by specific safeguards including locked cabinets and computer passwords. You may request a copy of your records for a reasonable fee. Please note that records cannot be released when they contain the name of another person, and that reports from other professionals cannot be released without the consent of that professional.

## **Extended Health Insurance**

Sarah's services are sometimes covered under extended health benefits. Please verify with your insurance plan if you have coverage for a Registered Psychotherapist (College of Registered Psychotherapists of Ontario), for a master's level therapist (MA in Counselling Psychology), a clinical counsellor, or if you have a health spending account. Sarah will collect your payment directly, and you will then be provided with a receipt to be submitted to your insurance company for reimbursement. It is your responsibility to contact your insurance company in advance of starting therapy to determine your annual coverage and whether you need a referral from a medical professional, as each insurance plan is different.

## **Payment Policy**

- **60 minute sessions:** \$150 + HST (\$169.50)
- **Initial sessions:** typically 75 minutes in length to allow for an intake assessment

- A sliding scale rate is possible depending on financial circumstances. Please contact Sarah to discuss.
- Work done outside of sessions (letters, reports, resume writing, check-in calls over 10 minutes, offsite services, etc.) is also charged by the hourly rate.
- Full payment is required at the time of each scheduled appointment in the form of cash, personal cheque made out to The Refuge, eTransfer or credit card (Square).
- Payment for sessions will be required prior to scheduling subsequent appointments. In the event that payment is not received for an appointment, clients will be given the opportunity to do so and if payment is still not made, Sarah reserves the right to employ the services of a collection agency to recover unpaid fees.
- A 5% annual interest rate will be charged for payments not received within 30 days of the session.
- A \$25 service charge will be added to the amount owing for NSF cheques.

### **Cancellations and Missed Sessions**

Please contact Sarah by phone or email or use the Schedulista online booking system to change your appointment with **at least 48 hours' notice** if you are unable to keep your scheduled time.

- Cancellations **within 48 hours from the session** will be billed at half the hourly rate.
- Missed sessions are billed at the full cost of the scheduled appointment.
- If you cancel or miss more than 3 consecutive appointments, or fail to respond to Sarah's attempts at contacting you, Sarah reserves the right to discontinue your treatment and you will be provided with information about other services that might be of assistance if this is of interest to you.
- Fees for missed or cancelled sessions are not typically covered by extended health benefits plans.

Cancellation or missed session fees will only be waived on compassionate grounds, such as in the event of a medical emergency requiring urgent professional treatment, death in the family, dangerous weather conditions or in the event of an accident or natural disaster.

### **In Case of Emergency**

Emergency services are not available by your therapist between sessions. In case of emergency, dial 911, go to the nearest emergency department of any hospital, or call your local crisis line.

### **Informed Consent**

Informed consent for psychotherapy and counselling is essential and out of respect for your right to choice and self-determination. Consent must be given voluntarily, knowingly and intelligently. You have the right to change your mind and withdraw informed consent at any time, terminate treatment, or refuse a particular treatment modality if you are not comfortable with it.

### **Statement of Informed Consent**

I have read and understand the information presented in this document. I hereby consent to psychotherapy and counselling services offered by Sarah Schlote, MA, RP, CCC, SEP.

Client name: \_\_\_\_\_

Client signature: \_\_\_\_\_

Date: \_\_\_\_\_