

## **Creating Solutions Inc. Consent for Services Form**

### **PSYCHOLOGICAL SERVICES**

Therapy is a relationship between people that works, in part, because of clearly defined rights and responsibilities held by each person. These rights and responsibilities are described in the following sections.

#### **Benefits and Risks:**

Psychotherapy has both benefits and risks. Therapy often leads to a significant reduction in feelings of distress, increased satisfaction in relationships, greater personal awareness and insight, increased skills for managing stress, and resolutions to specific problems. Risks may include experiencing uncomfortable feelings as difficult life events are often discussed. Psychotherapy requires involvement on your part and in order to be most successful, you will have to work on things discussed outside of sessions.

#### **Confidentiality/Limitations:**

In accordance with the College of Alberta Psychologists' Standards of Practice, all client information is considered confidential to the extent allowed by law and relevant health acts. This means that prior written consent will be obtained to discuss confidential information with a third party. The limitations to this rule is if the Registered Psychologist has reason to believe anyone is in danger of hurting himself or herself, causing harm to another person, or if there is a reasonable suspicion of child abuse/child in need of protection. During these situations the Registered Psychologist will have a responsibility to contact the appropriate authorities. A court judge also has the right to subpoena the records of a Registered Psychologist.

Additional limitations include: any information shared in communication with the Psychologist cannot be used in affidavits, sessions cannot be recorded in any form without the consent of the Psychologist and all parties involved. Clients are prohibited from making any comments regarding the Psychologist on social media as these are against the College of Alberta Psychologists' Standards of Practice.

#### **Professional Records:**

Appropriate records will be securely stored regarding the services provided. These records will include: appointment scheduling, client demographics, reasons for seeking services, therapy goals and progress, any electronic communications, any documentation to and from third parties, and billing information. Except in unusual circumstances that involve danger to yourself or a third party, you have the right to a copy of your file. You also have the right to request a copy of your file be made available to another health care provider, providing written consent.

#### **General Rights:**

All clients have the right to services with dignity, respect, and free from discrimination. If you feel your services have not met this standard you are encouraged to address your concerns with the Registered Psychologist directly, or if the concern cannot be addressed directly with the Psychologist, you have the right to address ethical concerns to the College of Alberta Psychologists. Psychotherapy at Creating Solutions is voluntary, as such, you have the right to withdraw from services at any point.

**Psychological Services with Minors:**

In order to provide psychological services to any person under the age of 18, we require prior written consent from all parties that hold legal guardianship of that person.

**Fee Schedule:**

All sessions are based on a clinical hour, which is 50 minutes in length. This is standard practice to allow proper file administration between clients. Any session that is extended beyond the standard session time by more than 15 minutes will be billed on the half hour.

Creating Solutions offers a sliding fee scale for services that is based on total household income and complexity of the client file. Some services at Creating Solutions are considered specialised and will have a particular fee quoted upon intake. Should the nature of the client file, or household income, change at any time during the course of services, the fee will be re-evaluated and may change. Any changes made to a client’s fee will be thoroughly explained prior to the new fee taking effect.

The full fee is due at the end of each therapy appointment and a receipt will be issued that can be submitted to health benefits plans for reimbursement. Any portion of the fee that is not reimbursed can also be submitted as part of a client’s medical expenses on annual Revenue Canada taxation filing. Services provided by a Registered or Provisional Registered Psychologist are GST at zero.

The agency does not accept payment by personal cheque. Interest, calculated at current banking interest rates, may be applied to any outstanding client file charges.

**Cancellations:**

24-hour notice must be provided to the office to cancel any scheduled appointment. Non-cancellation of appointments or failure to attend appointments will result in the full fee being charged to the client. Creating Solutions may also contact you directly through phone call and/or written materials should there be an outstanding charge on your file.

**Documentation:**

Clinical reports and letters will be charged at the client’s clinical rate, prorated to the time to complete. A fee of \$50.00 will be applied for file copying and a fee of \$25.00 will be applied for an attendance statements.

**Insurance:**

It is common for insurance companies to periodically request specific information for their own auditing purposes. Do you consent to the release of: the date of the appointment, fee, and therapist name should your benefit company contact Creating Solutions for this reason? Initials

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Psychologist Signature

\_\_\_\_\_  
Date

Questions or Comments:  
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