

CLIENT SERVICES CONTRACT

Welcome to my practice. This document contains important information about my professional services and business policies. Please read it carefully and jot down 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.

COUNSELING SERVICES

Counseling is not easily described in general statements. It varies depending on the personalities of the Counsellor and Client, and the problems you hope to address. There are many different methods I may use to deal with those problems. Counseling is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home.

Counseling can have benefits and risks. Because therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, Counseling has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees as to what you will experience.

Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include and a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions about whether you feel comfortable working with me. At the end of the evaluation, I will notify you if I believe that I am not the right therapist for you and, if so, I will give you referrals to other practitioners whom I believe are better suited to help you.

Therapy involves a large commitment of time, money, and energy, so you should be very careful about the therapist you select. If you have questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional for a second opinion.

MEETINGS

I normally conduct an evaluation that will last from 2 to 4 sessions. During this time, we can both decide if I am the best person to provide the services you need in order to meet your treatment goals. Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 24 hours advance notice of cancellation unless we both agree that you were unable to attend due to circumstances beyond your control. If it is possible, I will try to find another time to reschedule the appointment.



PROFESSIONAL FEES

Individuals the service fee is \$70 per hour. For couples the service fee is \$140 per hour. If you become involved in legal proceedings that require my participation, I will charge you \$180 per hour.

BILLING AND PAYMENTS

You will be expected to prepay for each session 48 hours before its scheduled time, or unless you have insurance coverage that requires another arrangement. If you have extras cover, you will be able to claim a rebate from your health fund provider. As the rebate varies depending on your level of cover you are expected to contact your private health fund provider for more information. Payment schedules for other professional services will be agreed to when such services are requested.

CONTACTING ME

I am often not immediately available by telephone. I will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach, please inform me of sometimes when you will be available. If you are unable to reach me and feel that you cannot wait for me to return your call, contact your family physician or the nearest emergency room and ask for the psychologist on call. If I will be unavailable for an extended time, I will provide you with the name of a colleague to contact, if necessary.

CONFIDENTIALITY

All interactions with Counselling Services, including scheduling of or attendance at appointments, content of your sessions, progress in Counselling, and your records are confidential. No record of Counselling is contained in any academic, educational, or job placement file. You may request in writing that the Counselling staff release specific information about your counselling to persons you designate.

More detailed information on Confidentiality can be found in our Client Charter document.

FAMILY & RELATIONSHIP COUNSELING

The same as above apply to these forms of counseling but the relationship or the family itself becomes the 'client'. This means the focus shifts from your individual internal experiences toward their impact on your relationship and family. Counseling becomes more multi – dimensional, as partners and family members influence, block or support each other.

ADDITIONAL AGREED TERMS

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Client Signature

Insight of Life

Name:

Date:

Name:

Date:

