

Monica Adair, M.A. Psych

Registered Psychotherapist

Canadian Certified Counsellor

Somatic Experiencing Practitioner

CONSENT TO PSYCHOTHERAPY

WHAT IS PSYCHOTHERAPY?

Psychotherapy has been found to help people improve their mental, emotional, and physical health while encouraging positive relationships with self, others, and the larger community.

Psychotherapy is a collaborative effort between you and your therapist. The building of a trusting and comfortable relationship between client and psychotherapist is important as psychotherapy may cover topics of distress. Therefore, questions or comments on the psychotherapy process are invited at any time.

BENEFITS AND RISKS OF PSYCHOTHERAPY:

Psychotherapy can help a person gain a new understanding about her/his/their problems and to acquire new ways of coping with and solving those problems. Psychotherapy can help a person to develop new skills and to change behaviour patterns. Psychotherapy can contribute to an increased understanding of self and others. Success in therapy is usually consistent with one's commitment, effort, abilities, and circumstances.

While there are benefits to psychotherapy, there can be no promise of success and there are potential risks. Therapy may stimulate memories, evoke strong feelings, and changes in awareness may alter one's self-perceptions and ways of relating to others. Sometimes clients will feel worse before they feel better. This is especially a concern for clients who have experienced trauma.

Therapy is a process, and you can continually discuss any concerns you are having with Monica.

NATURE OF OUR THERAPEUTIC RELATIONSHIP:

I can only be our therapist. I cannot have any other role in your life. I cannot, now or ever, be a close friend or socialize with any of my clients. I cannot be a therapist to someone who is already a friend. I can never have a sexual or romantic relationship with any client during, or after, the course of the therapy. I cannot have a business relationship with any of my clients other than the therapy relationship.

COMPLAINTS OR QUESTIONS:

If you have a complaint or question, please feel welcome to talk to Monica first. If you would like to talk to someone else, you can contact the Canadian Counselling and Psychotherapy Association at 1-(877)-765-5565.

FEES:

The fee is \$185 (includes tax) per session due, in full, at the beginning of each session. Each session is 55 minutes in length. Longer or shorter sessions are also available, charged at the above rate, when they are required. Payment is requested by cash, email transfer, or credit card.

Clients will be charged a \$20 fee per unpaid session for each full or partial month that they have not paid and sessions will be discontinued until payment is made. Clients have 30 days before this fee will begin to accumulate.

Psychotherapist fees are currently a fee-for-service resource in Ontario, not covered by OHIP, but may be completely or partially covered by your extended medical plan or possibly deductible as a medical expense on income taxes.

Psychotherapy services may be covered under your company or workplace's extended health benefits. If you will be using insurance or third party coverage, you will be required to cover the full fee, regardless of the amount reimbursed to you. You will also be responsible for payment of services should your insurance coverage or third party provider stop funding.

Please be sure to check that psychotherapy by a Registered Psychotherapist is covered by your benefits prior to booking if you plan to use extended health care benefits. I do not bill insurance plans, however I can provide receipts for you to submit for reimbursement, if covered.

If extra services are required that take longer than 15 minutes to complete (i.e. receipt records for lost receipts, some letters and external communications, phone call consultations), a fee for equivalent time will be applied.

Cancelled and/or missed appointment policy:

Continuity of care is an important aspect of providing therapy. Frequent cancellations and/or failing to notify Monica of a late cancellation may cause long periods between therapy sessions and impacts the effectiveness of your treatment.

If you are unable to keep your appointment and wish to cancel, PLEASE contact my office. 24 hours notice must be given for the cancellation of appointments otherwise, the full session fee will be charged. As there is a high demand for services, your time is reserved exclusively for you and therefore is not available to others. Please call even if it is a few hours before your scheduled session as this allows for people on the waitlist to be contacted.

- Appointments cancelled less than 24 hours prior to your scheduled appointment time will be billed at the full hourly rate.
- Cancellation fees will only be waived in the event of a medical emergency requiring urgent professional treatment, death in the family, or in the event of a natural disaster.
- Clients who do not show up for a scheduled appointment ("no show") are billed at the full cost of their scheduled session. If you miss a scheduled appointment for any reason including, but not limited to, bad traffic, simply forgetting, not receiving a reminder, car trouble, minor illnesses (i.e. common cold), or personal schedule change, the missed appointment policy applies.
- Out of fairness to you, if I cancel your appointment with less than 24 hours notice, your next appointment is 50% off. In the unlikely event that I do not show up for your scheduled appointment, your next appointment is free.
- If you miss your appointment, I will not be contacting you to reschedule. My assumption is that if you would like to pursue further support through Monica Adair Psychotherapy, you will connect with me and I will do my best to accommodate you at that time.

COLLECTION AND STORAGE OF PERSONAL INFORMATION:

Storage and collection of client information is in accordance with the personal health information protection act (PHIPA) and in accordance with the CCC guidelines. A file will be created that includes your personal information and your therapy notes. This file will be locked and will only be accessed by Monica Adair. Your file will be kept confidentially for 10 years in compliance with health record maintenance requirements, or for 10 years after your 18th birthday, whichever is applicable. Any personal information you chose to share with Monica via any other electronic format are subject to the confidentiality and privacy regulations of that individual platform (Gmail, text, voicemail, etc) and the limitations of device security measures (cell phones, laptops, etc).

No information will be shared or transferred without your explicit written consent, subject to the limitations below.

LIMITS OF CONFIDENTIALITY AND MEMORANDUM OF UNDERSTANDING:

I understand that, as long as I am over the age of 18, all records and communications relating to the provision of psychotherapy services offered to me are confidential and may not be disclosed without my written consent. I understand that the law places certain limits on the confidential nature of these services and that these limits to confidentiality typically arise, but are not limited to, situations such as the following:

- If I present an imminent danger to self or others
- If there is suspicion of child abuse or a child in need of protection
- If a vulnerable adult is abused or neglected
- To protect the public from abuse or harm from other professionals
- If a judge sends a signed, valid court order requesting information regarding my treatment
- To ensure the quality of your care in clinical supervision

Every reasonable effort will be made to discuss these circumstances with you prior to the involvement of other professionals.

An additional exception may be made if your psychotherapy treatment is being paid for by a third party (such as an EAP) and they require updates or confirmation of services.

I understand that communication with Monica sent through electronics are often stored in clouds, and that electronic material is thus never “deleted” in the same way as information in my file. Thus, this information is not subject to the same file maintenance procedures as my written file.

I understand that electronic devices can be stolen, hacked, or broken into. Given that information, I understand that it is not advised to send personal information via electronic sources, but that should I choose to do so, I am informed of the possible risks of electronic information breaches, hacking, leaks, etc. that may be outside the control of Monica Adair.

I understand that I may run into Monica outside of the office, in town, etc. I understand that Monica will not say hello to me or acknowledge our relationship to preserve my right to confidentiality. Given this, however, I know I am always welcome to come up and say hello to Monica should I choose to but that this engagement is always at my discretion.

PHONE CALLS, ONLINE VIDEO & COMMUNICATIONS:

If our sessions are via phone, I will call you at the number you provide me with. To leave any messages for me, please email me at monica@monicaadair.com, or call 705 309 0503.

For all online video and phone sessions, please ensure you have a good connection/good reception. For your privacy, and to receive the most benefit from our work together, I request you have a quiet, private space where you feel comfortable and will not be interrupted or overheard during your session.

CLIENT RIGHTS:

- Clients have the right to withdraw this consent at any time. Please provide this in writing whenever possible.
- Clients have the right to refuse particular psychotherapy interventions.
- Clients have a right to receive a referral to another therapist or mental health professional.
- Clients have the right to have access to their clinical records or request to obtain copies of their file, subject to legal requirements. Please note that if a request is made, the file is first scanned for information pertaining to legal requirements, therefore records may not be released immediately upon request but within two weeks of the request. Your right to access your information continues after the end of the counselling relationship.
- It is your right to terminate counselling at any time by so advising your therapist.

ACKNOWLEDGEMENT AND CONSENT

I _____ acknowledge that I have had the opportunity to carefully read this document, to ask and have answered any questions or concerns I have about this document or arising from this document. I further acknowledge that I have read and understood all the information contained in this document and hereby give my consent to participate in therapy.

_____ Date: _____
Client (1)

_____ Date: _____
Client (2)

_____ Date: _____
Monica Adair