

# *Penners, Bercaws & Loewen*

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## Welcome

Welcome to my office. This form is intended to inform you that I am governed by various laws and regulations and by the code of ethics of my profession. The ethics code requires that I make you aware of specific office policies and how these procedures may affect you.

## Limits of Confidentiality and Patient's Rights

Sessions between a psychologist or psychological assistant and patient are strictly confidential, except under certain legally defined situations involving threats of self-harm or harm to another, and situations of child abuse, elder abuse, or abuse of otherwise dependent individuals. In the case of danger to others, I am required by law to notify the police and to inform any intended victim(s). In the case of self-harm, I am ethically bound to inform the nearest relative, significant other, or to otherwise enlist methods to prevent self-harm or suicide. In instances of child abuse, elder abuse, or dependent abuse, I must notify the proper authorities. Our relationship is strictly voluntary and you may leave the psychotherapy relationship anytime you wish.

## Payment, Fees & Insurance

Sessions will last for 45-50 minutes. It is customary to pay for sessions at the time of each session, unless otherwise arranged. Fees will be increased once yearly. Fee for court attendance or writing a psychological report will be based on the hourly session fee. I will provide a detailed monthly billing statement for you to submit to your insurance provider for the purpose of your personal reimbursement.

## Phone Accessibility and Emergency Procedures

I will return calls as soon as possible should you need to speak with me between sessions. However, I cannot guarantee an immediate call return on weekends or holidays. If you have an immediate emergency, call 911 for help. In the event of a lengthy telephone session (more than five minutes), you will be charged at a prorated hourly session fee.

## Cancellation Policy

If you need to cancel or reschedule an appointment, please notify me as soon as possible. *If cancellation does not occur at least 24 hours in advance, you will be charged for that session.* My professional time commitment is set aside and held exclusively for you.

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*I have read, understood, and agree to the conditions stated above.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date