



Consent to Treatment and Written Disclosure Form

Name(s): _____

You have the right to:

- **Confidentiality:**

- All information that is shared in counselling is confidential and no information will be released to any third party without explicit written consent from you.
- The following are exceptions to the confidentiality agreement:
 - When there is suspected or known abuse of a child (or other vulnerable person) it must be reported to child protection authorities.
 - If a client is in imminent danger to self or others.
 - When the law requires the release of confidential information through a court subpoena.
- If you have been referred by a third party, the third party may have, as a condition of receiving services from Achieve Cayman, Ltd. access to certain information about you. The information will not be shared without disclosure to you.
- Out of respect for your privacy and confidentiality, your counsellor will not approach you in a public forum. If you wish to approach your counsellor, you are very welcome to do so.
- It is the policy of Achieve Cayman Ltd., that a counsellor will not invite nor accept an invitation to a client's Facebook, LinkedIn, or any other social media platform.

Client initials _____

- **To be informed:**

- About your counsellor's qualifications, therapeutic orientation, areas of limitation and specialization and professional code of ethics. You can view the Canadian Code of Ethics for Psychologist and Standards of Practice through the following link: www.cap.ab.ca
- Know your counsellor is required to maintain records of your service. You have access to records about you, with specific exceptions (e.g., psychological test materials that must be interpreted by a psychologist or that are subject to copyright, information that may cause harm if it is released, or information that is subject to legislation.
- Letters regarding contact and/or treatment will only be released to clients themselves, under their own recognizance, or to a third party with written request from the third

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party stating the nature of information required as well as the purpose of said request. All letters will only be released after a signed consent to release information has been signed by the client, a copy of which has been received by this office.

- **To be treated with respect, dignity, and without discrimination.**
- **To refuse and/or end treatment, and/or to withdraw consent at any time:**
 - Counselling services can be discontinued at any time by either you or your counsellor.
 - Consent may be withdrawn at any time without prejudice either verbally or in writing.
- **To receive a copy of the Achieve Cayman, Ltd. Consent to Treatment and Written Disclosure Form:**
 - I have received a copy **Client initial** _____

You have a responsibility to:

- **Set goals with your counsellor and to review them as necessary:**
 - In order for therapy to be successful your active participation and cooperation is paramount. Your input and feedback are necessary.
- **To make payment for fees agreed to with your counsellor:**
 - Fees are \$ 180 per hour due at the time of the session. **Client initial** _____ You are solely responsible to seek reimbursement from your insurer. A one-hour appointment generally includes 50 minutes of client contact and 10 minutes of record keeping.
 - Twenty-four hours notice is required for cancellations. **Client initial** _____
 - If your counsellor believes that your concerns are outside of his/her area of competence, they reserve the right to refer you to someone who is better qualified to deal with your concerns.
 - Psychotherapy has both benefits and risks. Possible risks include the experience of uncomfortable feelings (such as sadness, guilt, anxiety, anger, frustration, loneliness, or helplessness) or the recall of unpleasant events in your life. Potential benefits include better relationships, better problem-solving and coping skills, significant reduction in feelings of distress, and resolutions of specific problems. Your counsellor will work to minimize the risks and help you to experience at least some of the benefits. However, psychotherapy remains an inexact science and no guarantees can be made regarding outcomes.

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- There may be risks of not receiving counselling for your concerns. These risks may include experiencing continued distress or watching the problem get worse. There are alternatives to counselling which may be beneficial including medical interventions (such as medication), massage, taking a holiday, or other personal options. Only you can determine if counselling is best for you.

I consent to counselling under the terms described above.

client name (please print)

client name (please print)

client signature

client signature

*date**

Teena Saunders, MC
CPAM Certified Psychologist
CPAM/PL/PSY-M/021

*This consent is valid for two years from today's date.

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