**When Someone Else is paying for your Therapy:**

It is sometimes the case that an employer, church or family member offers to pay for counselling for their employee/loved one. In these situations, we need to have a few ground rules about how we work:

* The sponsor will agree ahead of time to a maximum amount that the therapy can cost. This will let me plan for how many sessions/hours of service we can have together. I will always try to finish the work in the fewest number of sessions. This commitment must be in writing (email with company letterhead is enough to meet this requirement).
  + Your sponsor has agreed to a maximum of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours of service.
* The sponsor will be billed at the end of each month (if the service takes place over a longer period of time) or will be billed at the completion of the work (if the work is being done in a condensed fashion where I see you for longer sessions or more often than once a week).
  + In this case I expect to submit the invoice by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The sponsor will NOT be expected to pay for late cancellations or no shows. If you no show for an appointment it is your responsibility to pay the **full session fee** and this payment must occur BEFORE our next session is held.
* The sponsor does NOT have any right to the information you share with me in counselling. The sponsor will only receive an invoice that has your name on it, the dates of service, and how many hours of therapy you received.
* The sponsor must pay within 2 weeks of receiving the invoice. Payment can be made by check made out to my name (Kirsten Ferguson) or by e-transfer to: [kirsten@joyrising.co](mailto:kirsten@joyrising.co)
* If in working with you, I believe that you are at risk of harm to self or others (i.e. suicide or homicide) I will seek medical help on your behalf.
* You will be asked to read and sign my standard “Consent for Services” form.
* Some sponsors choose to remain anonymous – if you are OK with accepting counseling as a gift from an unnamed source, we will proceed with this.
* I have been hired by companies to treat employees affected by workplace accident. At the end of our work I have been contacted by supervisors/managers to ask “is my employee good/safe to be back at work?”. Please know that a social worker is NOT qualified to determine fitness for work. This decision **must** be made by a doctor – if a doctor gave you a medical note to be off work for medical reasons the doctor must reassess you to determine fitness for work. But… if you sign a consent form I can speak with your doctor should s/he want to discuss my observations about your response to treatment. Ultimately it is the doctor’s decision as to whether or not you can go back to work.

Signatures indicate that I have read and agreed to this plan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Client Signature.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sponsor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Kirsten L. Ferguson MSW, RCSW.

Registered Clinical Social Worker.