



THERAPY AGREEMENT

Thank you so much for choosing me to work with you. This document contains information about my professional services and business policies. It also contains information about my policies to protect the privacy of your health information. Please read it carefully and discuss any questions you may have with me. By signing this document, you are agreeing that you have read it and agree to the terms.

Your Rights as a Client

Confidentiality: In general, the law protects the privacy of all communication between a client and a therapist. I can only release information about your treatment to others if you sign a written authorization form. You can revoke any such authorizations at any time in writing. However, in the following situations your authorization is not required for me to release information:

- 1) Therapist's duty to warn another in the case of potential suicide, homicide or threat of imminent, serious harm to another individual.
- 2) Therapist's duty to release records if subpoenaed by the courts.
- 3) Therapist's right to reveal information about a client's therapy if defending a malpractice suit.

To best serve you, I may at times share details of your case with my clinical consultants or supervisors. They are bound by the same rules of confidentiality as I am. I will not use your full name, and records of any consultation are kept in your file.

Professional Records: The standards of my profession require that I keep treatment records. Access to your protected health information is restricted to CoupleWorks and business associates (technology and administrative support).

Contacting Me

I am often not immediately available by phone. Calls go to my voicemail when I am unavailable, which I check regularly. I will make every effort to return your call as soon as possible within business hours (usually within a few hours and almost always within one business day). If you are difficult to reach, please leave times you will be available. If you want me to use discretion when calling you or leaving a message for you, please let me know in advance. If email is a preferred form of communicating, please note that email is not a secure medium, and I cannot guarantee the confidentiality of information shared in this way. Email is best for scheduling – type concerns, or to set up a phone call for us to discuss matters with more confidentiality. Generally, it is best to wait to our session time to discuss important matters, but of course sometimes life happens on its own schedule.

I do reserve the right to bill for phone calls of more than 15 mins, at a rate of \$30 per 15-min increments.

If you are in an emergency situation: call 000 or go to the nearest hospital emergency room.

Litigation Limitation

Effective therapy/counselling is contingent on you being able to speak freely. To enable this, it is agreed that, should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you nor your attorney(s), nor anyone else acting on your behalf will call on me to testify in court or at any other proceeding, nor will a disclosure of the therapy records be requested unless otherwise agreed upon.

No Secrets Policy

If we have identified the 'therapeutic unit' as the couple – then I am not able to keep secret any information that conflicts with our shared goal. If one partner shares information of this nature with me in an individual setting, I will support them in disclosing this information to the other, OR we will need to suspend our work together until we can align our goals.

Additionally, it is my policy to copy both partners on any scheduling or 'housekeeping' emails to keep the lines of communication open.

Should either partner wish to send emails of a more detailed nature I'll always CC the other partner in the response. Please note that email is not recommended for the sharing of more detailed or personal issues, as it can not be guaranteed secure and confidential.

Scheduling and Missed Appointments

I schedule 60-minute sessions with clients usually once per week at a time we agree on. If you arrive late for a session, we will only be able to meet for the remainder of our scheduled time. Sometimes we will meet more or less than once per week if that is consistent with a treatment plan we both agree to.

In agreeing to see you, I am reserving a block of time for your scheduled appointments. Therefore, it becomes time I cannot make available for any other person without sufficient notice. However, I do understand that emergencies can arise. I will try to balance your needs and mine in the following way: I reserve the right to charge you for any missed, cancelled or re-scheduled appointment with less than 48 hours' notice .

****** Please note that while I will always try to work with you if difficulties arise, I may suspend the scheduling of further appointments if your account is not current ******

I am delighted to be working with you and look forward to our therapy journey!

Client 1 - Print Name

Signature

Date

Client 2 - Print Name

Signature

Date