

## Our Agreement

Deb Herrewynen, your registered psychologist, will provide psychological services including counselling, coaching, consultation and assessment for you. Confidentiality cannot be assured if you invite another person to session with you.

You have the right to:

- stop counselling at any time for any reason
- ask Deb to explain any technique or approach she may be using
- seek a referral or another professional opinion and Deb will provide you

with three referrals. Your questions and curiosity is welcome. Your commitment to this process will determine your benefit and rewards.

### Children

If you are bringing your children for counselling, Deb welcomes the opportunity to help your child. Even though the child is the person in counselling, you the parents are considered the legal clients, which means you have the right to know what happens during your child's counselling. Deb will keep you the parents informed and involved in your child's progress. However, your child needs a measure of privacy as well. Deb asks you to partially waive your right to full disclosure of your child's counselling in favour of measured confidentiality for your child. Deb will give you general emotional guidelines regarding the progress of counselling and will fully discuss any topics which she discusses with your child, so that you can continue the teaching in your home. Any indication of serious emotional or behavioural issue will be discussed with you. Your child will be asked to give "**ASSENT**" to participating in counselling.

please initial if you agree \_\_\_\_\_

### Confidentiality

Your information will be kept in a locked filing system. Only you and Deb will have access to it unless, you request Deb to release specific information to a third party. The only **limit** to confidentiality is if Deb believes you intend to **harm yourself or others or if it is court ordered**. If you have knowledge of a minor child being at risk of harm, this would also need to be reported. Safety of those involved would need to be ensured.

### Cancelling Appointments

Please allow for **two business days to cancel** appointments. If you are unable to attend due to an emergency please contact Deb at 780- 945-9066 as soon as you are able. There is a **\$ 200 no show fee** for missed appointments payable upon your next appointment. Please call or text to cancel an appointment; do not send an email to cancel an appointment.

### Fees

The hourly fee is **\$200 hour**, and Deb will cooperate with your Extended Health Benefits to enable you to be reimbursed for your full entitlement according to your health plan.

I \_\_\_\_\_ have read the above agreement and agree to enter into this agreement freely and without someone else pressuring me on this day

\_\_\_\_\_, 2018

\_\_\_\_\_  
Signature of client

## **Clinician - Client Email Communication Consent**

Deborah Herrewynen offers the use of email communication to her clients. If you do not wish to communicate through email, you may fax, call or text message Deborah directly. The use of an employer email address can increase the risk to your privacy. Deborah recommends that you **use a personal email address** to correspond with her. Please allow **5 business days to respond to your email**. If you need to cancel an appointment, please use phone or text message to do so or if emailing give notice of cancelling your appointment 7 business days in advance.

### **Risks of Email:**

1. Employers have a right to inspect and keep emails that pass through their service.
2. Please note that the privacy and security of email cannot be guaranteed.
3. Email is easier to falsify than handwritten hard copies.
4. It is impossible to verify the identity of the sender and ensure that only the intended recipient reads the email.
5. Email can be forwarded, intercepted, circulated, stored or changed without the knowledge or permission of the clinician or client.
6. Email is indelible. Even after the sender and recipient have deleted their copies of the email, back up copies exist in the computer and in cyberspace.
7. Email can be used as evidence in court.
8. Email can be intercepted by third parties.
9. **Deborah Herrewynen does not use encryption software as a security mechanism for email communication.**

If you wish to correspond with Deborah using email please initial here

---

(initial to agree to use email understanding that email correspondence involves risks to privacy and confidentiality)

### **Direct Billing:**

If you wish Deb to bill your insurance company directly, your name and the date of service will be shared with your insurance company. Please sign below if you wish Deb to direct bill, knowing that your name and date of treatment will be shared with your insurance company.