



**Please take a few moments to provide the following contact information for my records.
Your personal details will remain confidential and not be shared.**

How did you hear about my services?

- ☐ Psychology Today ☐ Dalton's
☐ Theravive ☐ Google/Online

Did someone refer you to me? Their Name: _____

- ☐ Doctor ☐ Relative (specify): _____ ☐ Friend

Your Information:

Name _____

Home Phone # _____ Cell # _____

Street Address _____ Apt. # _____

City _____ Province _____ Post Code _____

E-Mail _____ Work # _____

Date of Birth d _____ / m _____ / y _____ Marital Status _____ # of children _____

Preferred method of contact for personal messages _____

Your Emergency Contacts:

Emergency Contact _____ Relationship to you _____

Contact's Home Phone # _____ Contact's Cell Phone # _____

Your Employer _____ Work Location _____

Your Doctor _____ Doctor's Phone # _____

Doctor's Clinic Name / Address _____ Suite # _____

City _____ Province _____ Post Code _____

Psychiatrist / Psychologist _____ Phone # _____

If required, are you ok with me consulting with your Doctor/Psychiatrist/Psychologist: **Y / N**

Please indicate your understanding and acceptance of the late cancellation policy:

Signature: _____ **Date:** d _____ / m _____ / y _____



I would like to welcome you to therapy. Please take a moment to understand the following elements of our otherwise unique, therapeutic relationship.

Therapy has very few rules. I ask only that you respect the following requirements.

- **Your therapy session is 50 minutes in length and begins promptly on the hour**, unless I am delayed for a moment, or you have given adequate notice of your need to cancel.
- **Payments are required at the beginning of each session.** We should also try to get any scheduling discussions out of the way at the start, saving precious last minutes for you.
- **Credit and debit card payments are not available.** The fee for any NSF cheque is \$25.

Lateness is sometimes unavoidable. It happens.

- Please arrive on time each week and remain in the waiting area. **If you are arriving late, you are welcome to text message me a “here” to avoid waiting** there longer than necessary. If you are unable to text or call me, I will check the waiting room for you periodically for up to 20 minutes before considering the appointment to be missed.

Everyone has to cancel a therapy session once in a while. Stuff comes up.

- Please let me know as soon as you know if you need to cancel a session. **If you text or call me to cancel with more than 48 hours before your secured therapy hour, you will not be charged for missing your scheduled session.** All cancellations made with less than 48 hours notice are considered late cancellations, unless requested by me.

People sometimes forget appointments. Occasionally stuff comes up at the last minute.

- Late cancellations are ultimately your decision. Please be advised that **full payment is required from you for all missed sessions and all late cancellations.** The time I am holding for you can only be reallocated if I am given adequate notice. Sorry.

My room is a safe place for us to engage honestly and respectfully with one another.

- **You can discuss anything with me**, including anything in this agreement.

People generally find me through referrals of some kind, for this reason, you are always welcome to pass my card on to anyone that you may think of, E.g. Doctor, Friend, Family Member, Co-Worker or a Couple you know. Thank you.