

Assured Psychology Inc.
#206, 6108 Bowness Road NW, Calgary, AB, T3B 0E1
assuredpsychology@gmail.com

Intake / Informed Consent Form - Complete and email back to assuredpsychology@gmail.com before 1st aptnt

Date:

Intake Information

Name	
Email	
Phone	Home: Mobile:
Address	
Sex	
Gender	
Birth Date	
Personal Health Number	
Guardian	
Emergency Contact	
Occupation	
Employer	
Family Doctor	
Referring Professional	
Referral Source	
Referred To	
Marketing Emails Y/N	

Informed Consent: Please review

Therapist's Education/training

Daniel McMillan, M.Ed., R.Psych., is a Registered Psychologist in private practice. He obtained his Masters Degree (M.Ed.) from University of Regina and undergraduate Degree in psychology (B.A.) from the University of Alberta. He is a Member of College of Alberta Psychologists and the Psychologists Association of Alberta, both in good standing. Virginia Sherban is a Masters-level clinical social worker holding bot BSW and MSW degrees from the University of

Calgary. She has many years experience working with individuals, couples and families with training in Emotionally Focused therapy and in the area of Mental Health.

Services Offered: Benefits and Risks

Individual, couple, or family counselling aimed at supporting the client(s) emotional, psychological and/or relational wellbeing. Services are voluntary and can be withdrawn from at any time without prejudice. Withdrawal from services will rescind this consent for that period of time.

There are benefits and risks in seeking individual, couples or family therapy. Some of the potential benefits of therapy include developing your ability to handle or cope with your emotions and relationships and providing you with greater insight into your issues. In working to achieve these benefits, however, you may address issues or make changes that you may experience as distressing for a time. Please feel free to discuss this with your therapist if you have concerns. This Informed Consent form contains information about other potential risks as well (e.g., leaving therapy, confidentiality, etc.)

Progress / Effectiveness

To achieve the greatest progress in therapy, your therapist will work to provide the best and most appropriate therapy for you or your relationship. The primary modality used to do so is Emotionally Focused Therapy. You can facilitate this process by regular attendance, complying with recommendations and policies, self care following appointments and communicating openly and honestly. The length and frequency of sessions as well as the duration of the treatment varies, and can be discussed at the beginning and throughout the course of therapy. However typically regular attendance is linked to client progress.

Because success or satisfaction with treatment cannot be guaranteed, you are requested to inform your therapist if you do not feel satisfied with the service. You and your therapist may then be able to work through the issues or modify treatment. In some instances, this may mean making and appropriate referral or terminating therapy. You may choose to leave therapy at any time; however, leaving therapy is best accomplished in consultation with your therapist.

Self-Care

It is recommended that client's schedule time for self-care the same day of the appointment, ideally following the appointment. This is helpful to help consolidate the changes made during the process of therapy.

Additional Treatment

You are free at any time to pursue alternative options for treatment such as self-help groups, body-orientation practices such as yoga or massage, psychotropic medications, emergency services, and other mental health professionals who may offer different training, techniques, specialties, personalities, and theoretical approaches. It is suggested you inform your therapist of additional therapies as interactions may occur and can enhance or deter treatment. It is not wise to see two therapists at the same time for the same issue as this can be counter productive.

Confidentiality

All information will be kept confidential and secure by all employees of Assured Psychology following the College of Alberta Psychologists' Standards of Practice. Limitations to confidentiality are below. In the below cases Assured Psychology staff would have to share information with the appropriate parties.

- 1) It is believed that you are at imminent risk to your own safety or the safety of someone else
- 2) A protected person in your care, such as a minor, is being put at reasonable risk of harm
- 3) A legal subpoena is issued requiring the information

Please note if you are a couple, your information is not kept confidential from each other.

Contacting Your Therapist

Therapy with Assured Psychology is not a crisis service but focused on ongoing therapy for change. As your therapist is often in sessions during the weekdays and not in the office on weekends, he may be difficult to reach directly. To contact him, it is best to email directly. Your therapist will do his best to return your email or call within one business day; however, in the event that he is unable to contact you or to see you as soon as you need, you may choose to contact an alternate source of support, including the following 24-hour Crisis Lines:

Calgary Distress Centre - (403) 266-1605
Canadian Mental Health Association, Suicide Services - (403) 297-1744
Eastside and Westside Family Centres, Crisis - (403) 29909699 or 1-800-563-6106
Take yourself to the nearest emergency room or call 9-1-1 in an emergency

Session Fees

The fee for individual or marital/relationship therapy services is \$200.00 per 60 minute session, \$250.00 for 75 minute session, and \$290.00 for a 90 minute session. Therapy concludes 10 minutes prior to the end of the session for scheduling, payment collection and/or paperwork. Payment is payable to Assured Psychology via credit care by online booking, etransfer, or cash. All payment including Etransfers are due the same day of the appointment. Therapeutic services delivered over the phone are subject to the same hourly rate as regular sessions and will be billed on a pro-rated as will any forms or paperwork requested by client. If these fee's pose a hardship on you and you have a significant mental health or trauma concern, there are links on the www.assuredpsychology.com webpage to the various low-to-no cost services in the area. Fees are re-evaluated and subject to change on a yearly basis.

Payment Policy

Payment in full is expected at the time of services, unless alternate arrangements are mutually agreed upon. Payment is accepted in the form of cash, or credit card - including Visa, MasterCard and etransfer. A valid credit card is needed on file regardless of how you plan to pay. Your consent below represents pre-authorization to use your credit card to charge for fees and services. Etransfers can be sent to assuredpsychology@gmail.com. No security question should be needed but if one is please make the questions: "What area is your office in?" and the answer "Bowness". Etransfers are to be sent prior to the conclusion of the appointment. Credit card is the primary form of payment. If you prefer a differ form (etrasfer) please inform your therapist of this. If you do not inform them they will assume you wish your on-file credit card is to be charged.

Insurance Reimbursement

If you have medical or employer insurance that provides coverage for psychological counselling services, you will be responsible for arranging and collecting benefits. Assured Psychology will provide you an electronic or paper receipt following your appointment that can be submitted for reimbursement of benefits if you have them.

Couples Therapy

Assured Psychology use an Emotionally-Focused Approach to Couples therapy. This is show to be a very effective approach empirically. The process with Assured Psychology for couples typically involves one initial 75 minute appointment, then by a (2x) 75 minute individual appointment for each person to gain an attachment history, then meeting ongoing with the couple typically for 60 minute sessions. Sometimes 75 or 90 minute sessions are needed depending on the client. See "Session Fee" section for the fees for each length of session.

Video Therapy

Therapy using an online video conferencing platform can be available if pre-arranged with the therapist. I am aware that while every effort is made to protect your confidentiality, this median could possibly be less secure and private than traditional face-to-face meetings.

Outdoor Therapy

Outdoor Therapy at a pre-arranged location and date is occasionally offered. I am aware that while every effort is made to protect your confidentiality, this median could possibly be less secure and private than traditional in-office meetings.

Additionally by agreeing to meet in these locations you are aware and agree to light traversing/hiking on mild to moderate terrain with various weather conditions for said meetings. No washrooms will be onsite and you are responsible for dressing appropriately for the weather. If you are not able to physically and safely due so it is your responsibility to decline outdoor meetings, indoor meetings will be made available to you with no prejudice.

Video/audio recording

The therapist may on occasional request the use of video/audio recording of the session. This recording is done for clinical purposes of supervision or reflection of the therapist. The material will be stored following all guidelines of

privacy and confidentiality. While video recording can be helpful to clients and is important for the therapists own growth, you have the right to decline this service without prejudice. No recording will occur without your full awareness and consent at the time of recording.

Other Fees: Groups and Retreats

Your therapist may charge different fees for other services such as groups and retreats. These fees and information about these services will be made available at that time.

Cancellation Policy

The time for which your appointments are scheduled has been reserved for you. You are required to give notice of cancellation at least 48 hours prior to a scheduled appointment. If you do not give 48 hour notice or fail to show for a scheduled appointment without prior notification, you will be charged 50% of the session fee. This policy is enforced though exceptions can be made in the rare event of an emergency however, you are asked to call as soon as possible to inform your therapist of the circumstances. If you know you are not able to make an appointment in advance, please provide as much notice as possible out.

Consent for Treatment/Acceptance of Policies

If you have further questions or concerns, your therapist will do his best to answer them or find answers for you.

Your signature represents a statement that you have read and understood the information above and as outlined by your therapist, have received a copy of this informed Consent form, have been made aware of your rights and the privacy practices of this office, agree to comply with fees and policies, agree to read the brochure provided, and consent to the therapy process as described above. You have the right to withdraw your consent for treatment at anytime.

Credit Card Authorization

I authorize Assured Psychology Inc. to charge my credit card above for agreed upon services/purchases, including no-show/late cancelation (under 48 hr) fees. I understand that my information will be saved to file for future transactions on my account. Even if you plan to use other payment, such as etransfer, please include your credit card information below. Unless you state otherwise the credit card on file will be charged following completion of therapy sessions.

Cancellation Policy

Your appointment time is reserved just for you. As such, we require 48 hours notice for any cancellations or changes to your appointment. Patients who provide less than 48 hours notice, or miss their appointment, will be charged 50% of the session fee.

I am aware of the Cancellation Policy.

Confidentiality Policy

All information will be kept confidential and secure by all employees of Assured Psychology following the College of Alberta Psychologists' Standards of Practice. Limitations to confidentiality are below. In the below cases Assured Psychology staff would have to share information with the appropriate parties. 1) It is believed that you are at imminent risk to your own safety or the safety of someone else 2) A protected person in your care, such as a minor, is being put at reasonable risk of harm 3) A legal subpoena is issued requiring the information

I have read, am aware, and consent to the confidentiality policy for myself or my child.

Couples Therapy: Partner's Consent

If you are booking for couple's therapy your partner, as well as yourself, needs to read and consent to the intake form as well as all above consents. This can be achieved in two ways: 1) having your partner read these consents and forms prior to signing and then sign on both your behalf or 2) emailing assuredpsychology@gmail.com your partners email address, noting you have booked your initial appointment and I can add them manually to the same time slot and have the forms then automatically sent to them as well.

All attending persons of the appointment have read and agree to this information. If you booking for are a couple's therapy appointment, you acknowledge that both you and your partner have read to and agree the intake/informed consent form and all of the above consents. If you are an individual appointment booking then you consent that you are aware of and agree to this information.

Payment

I understand that all payment is due at the conclusion of the appointment. I consent to Assured Psychology Inc. using my credit card information unless different form of payment (etransfer or cash) is being used. I am aware that I am responsible for timely payment regardless of payment method and if this payment is not received in the same day of the appointment, Assured Psychology Inc will charge my credit card instead for the owing fees.

Consent for Treatment/Acceptance of Policies

I have read and accept the above terms and policies Including the credit card authorization, confidentiality, and cancelations.

Name (as signed):

Email this completed form to assuredpsychology@gmail.com prior to your first appointment.

Assured Psychology Inc. — assuredpsychology@gmail.com
Book your next appointment at: <https://assuredpsychology.janeapp.com/>