

CONFIDENTIALITY

Sessions with Laura Dowler and the information discussed in them are confidential. That is, the contents of a session, or even whether or not you attend, will not be revealed to outside sources unless you have given written permission to do so, or as required by law. Instances in which confidential information may be disclosed are as follows:

1. If you are in, or appear to be in imminent danger of doing serious harm to yourself or another person, or Laura Dowler, Laura is legally mandated to intervene
2. If Laura Dowler has a reasonable suspicion based on your report that you or anyone else may be or have been a victim of physical, sexual and/or emotional abused by anyone, the appropriate children's aid society will be informed.
3. If there is a court order or summons presented to Laura Dowler for her court attendance and/or for a production of your records.
4. If you reveal that you have been abused by another helping service professional (e.g., physician, psychologist, nurse, chiropractor, dentist, etc.), Laura Dowler is required to report the information to that professional's regulating body (e.g., College of Physicians and Surgeons, etc.)

As part of ongoing consultation, training and education Laura Dowler may discuss the particulars of your situation with other professionals while at all times leaving out any information that would allow the other person to know your identity.

CONSENT FOR THE COST OF SERVICES

The fee is \$95.00 - \$120.00 per hour. The services of a Registered Social Worker are GST exempt. Fee flexibility is available on an as needed basis. The therapy hour involves fifty minutes of direct contact, with the remaining ten minutes being used for consolidating notes and treatment planning at the end of session. There is usually no charge for: (i) treatment planning outside the session; (ii) brief telephone contacts (5 min. or less) with you, family members where appropriate, and other professionals; and (iii) other brief and incidental involvements of my time. However, where tasks and consultation require more time, fees may be charged. Administrative fees will be charged for requests for file notes (for time and duplication costs), reviewing files/ notes and writing reports. All billing outside the direct contact time will be discussed prior to it occurring.

Payment for therapy is normally expected at each session (by cash or cheque, debit or credit). In this way, the account remains manageable and therapy becomes a naturally budgeted expense. Receipts will be given when payment is received. Please retain these receipts for your insurance or income tax claims, if applicable. Clients will be charged a \$15.00 penalty fee for NSF checks. If payment becomes a concern, please discuss it with Laura Dowler, to avoid service charges for late payment or more active efforts to secure overdue statements.

Cancellation Policy. Payment is expected for any missed session, unless the appointment is cancelled at least 24 hours in advance. If you arrive late for an appointment, you will be charged the full session fee.

Signature: _____

Date _____

Laura M. Dowler | M.S.W., R.S.W.

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