

Client Policy Form

Thank you for choosing Alyson Jones & Associates; we are committed to providing you with professional Counselling services. Please read and keep a copy of this policy for your future reference.

Office Visits Payment Policy

It is our policy to collect payment the day of your session. In order to expedite financial payments it is a requirement and policy of Alyson Jones & Associates that all clients submit a current Visa, MasterCard, or American Express number to keep on file in our office. If you prefer, you may make payment in another form (Debit, Cheque) but in the event of a missed appointment, missed payment, phone consultation, or document preparation your credit card will be used to cover this cost.

Income Tax Deductible

All fees paid to a registered counsellor/registered psychologist is income tax deductible and it is your responsibility to keep records of your visits.

Cancellation Policy/Missed Appointments

Our policy is to charge for missed appointments that are not canceled within one full business day. These charges will be your responsibility and billed directly to you. Please help us to serve you better by keeping your regularly scheduled appointment.

Telephone Sessions

Any conversation of a brief nature over the phone between the counsellor/psychologist and client is included in the routine charges for office visits. If prolonged or repeated phone conversations are required a fee appropriate to the time involved may be charged.

Insurance Companies/Extended Health Benefits

Clients are responsible for paying us directly and are independently responsible for claiming repayment from their insurance plan; we will provide the information needed for filing a claim.

Confidentiality

Communication between a therapist and client is confidential. No information will be disclosed without the written consent of the client. However, if your therapist judges that disclosure is necessary to protect against a clear and substantiated risk of imminent serious harm being inflicted by the client on the client or another person, this information will be disclosed. In such a case, registrants shall limit disclosure of the otherwise confidential information to only those persons and only the content which would be consistent with the standards of the profession of counselling/psychology. It is also the obligation of the therapist to release any confidential information in accordance with a court order.

I have read and understand the payment policy and agree to abide by its guidelines:

Signature of Client

Date