

INFORMATION FOR NEW CLIENTS

Psychological assessment and treatment will be billed at the rate of \$240 per hour. Psychotherapy and consultation sessions are 50 minutes in length and will be billed at the hourly rate. Time spent in other client requested activities such as writing letters or consulting over the telephone will normally be billed at these rates. There is a \$40 charge for missed sessions that are not canceled 24 hours in advance.

Fees are normally paid at the end of each session. Clients with third party coverage may then submit the receipt to the carrier for reimbursement. (For such purposes, you may need to quote my College of Psychologists of Ontario registration number, which is 2561.) An account that has had no payment made against it for 30 days will be charged interest at the rate of 2% per month, compounded monthly. If an account has had no payment made against it for three months and arrangements to pay it have not been made then it may be put into collection. This action is an absolute last resort and is an extremely serious step not lightly taken.

Information provided to a Psychologist cannot be disclosed to others without the client's consent. However, under the following circumstances, information may be released:

- 1) A child may be at risk of abuse,
- 2) There is a possibility of suicide or harm to others,
- 3) Previous or present sexual abuse by a regulated health professional, and
- 4) Legal proceeding.

Further information about my privacy policy can be found at www.drstevens.ca/privacy.html

I understand that communication by email is not guaranteed to be secure.

____ Dr. Stevens may verify billing details if my insurance company requests (initial if agreed)

I have read and/or been informed of the points detailed on this *Information for New Clients* sheet and my questions have been adequately answered. By signing this form, I understand and agree to the conditions stipulated.

Date _____

Print Name _____

Print Name _____

Signature _____

Signature _____