

## Bernadine Wallis Counselling Policies

Therapist: Bernadine Wallis RN BN MEd

Mailing address:

Box 20 Group 12 RR1

Oakbank, MB

R0E 1J1

Office address:

202-1345 Pembina Hwy

Winnipeg, MB

R3T 2B6

Phone: 204-299-7741

**Website:** [www.berni.ca](http://www.berni.ca)

***Thank you for considering Bernadine Wallis Counselling. My goal is to provide the highest quality of services. Please feel free to ask any questions you have when you are arranging to see me.***

***Please tell me how you heard about my services:***

---

### **GENERAL POLICIES**

#### **Payment for Services:**

Private counselling or therapy services are not covered by Provincial Health. You are responsible for payment for all services, including services for the first visit.

Private services may be covered by private health insurance and may be tax deductible. Please keep receipts that will be issued to you. A \$10.00 fee will be charged for reissuing a receipt. You are responsible for checking your insurance coverage.

#### **Confidentiality:**

Information discussed in treatment sessions is strictly confidential. We are legally required to share confidential information in cases of significant risk of harm to you and/or others and abuse of a minor. Confidential information may be shared with other individuals with your written consent. I will share information for the purpose of clinical supervision as necessary. (Please see consent form for further details.)

In case of emergency, you authorize us to contact the following person:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## **POLICIES FOR INDIVIDUAL, COUPLE and FAMILY SESSIONS**

1. Therapy fees are set on a 50 minute basis. The fee set at \$100.00 per treatment session.
2. Travel time and telephone calls (except for scheduling or canceling appointments) are based on 15 minute units of the full session fee. For example, a 10 minute phone consultation is \$25.00
3. Payment is due at the time services are rendered unless special arrangements are made in advance of your first visit (e.g., invoicing directly to MPI). Overdue accounts are charged 1.5 % per month. Cash, cheque, paypal are payment options. An additional \$50.00 will be charged for each NSF cheque.
4. There will be no charge for cancellation of appointments received at least 24 hours in advance. You may leave a message for Bernadine Wallis @1-204-299-7741.
- 5. Except for emergency, there will be a full charge assessed if appointments are cancelled on the day of the appointment.**
6. We provide services to children, adolescents and families. Prior to meeting with children and adolescents under age 18, we require the written consent of parents or guardian. When parents are separated or divorced and have joint custody of a child, I require the written consent of both parents.

**I HAVE READ THE ABOVE POLICIES, UNDERSTAND  
AND AGREE TO THEM**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Therapist's Signature

\_\_\_\_\_  
Date