



SASKATCHEWAN OFFICES

www.thecounsellingcorner.ca | 306-270-4178

CLIENT INFORMATION to be completed by all **new** and any **former** clients who have not been seen for 12 months or more.

Date : _____ (Month/Day/Year)

Primary Client(s) Full Name _____

If client is 15 years old or younger please fill in Mother & Father name:

Mother: _____

Father: _____

Address

Street: _____ **City:** _____ **Postal:** _____

Home Phone : () _____ Messages OK ? **Yes**___ **No**___

Work Phone : () _____ Messages OK ? **Yes**___ **No**___

Other Phone : () _____ Messages OK ? **Yes**___ **No**___

Age : ___ Date of Birth: _____ Gender: Male___ Female___

Occupation : _____ Years of Service : _____

Attending School : **Yes**___ **No**___ Name of School _____

Present Relationship Status :

Single___ Committed Relationship___ Common Law___ Married___ Separated___ Divorced___
Widowed___

Emergency contact name : _____ **Phone :** () _____



Family Information: (Who you are residing with at this time. Ex. Mother, Father, Spouse, or Children).

Relationship	Name	Age
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Mother		
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Father		
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Spouse		
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Children		
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Significant others if He/She required mention.
(e.g. brothers, sisters, grandparents, step-relatives, half-relatives, please specify relationship.)



Please answer only the questions that apply, or that you are comfortable answering. The facts of this form will be held in the strictest confidence. If you are filling this form out on behalf of someone else, answers should be from the client's perspective.

Personal History

Briefly describe what brought you here today. Some examples might be: anger management, anxiety, depression, eating disorder, fear/phobias, loss or grief, self-esteem, suicide, self-injury, bullying, abuse, addictions, separation/divorce, parenting

Approximately, how long have you had this concern ?

A Week__ **A Month**__ **Months**__ **Years**__

What are your goals for counselling?

What strengths and qualities do you admire about yourself?

Are there special, unusual, or traumatic circumstances that have affected your life?



Has there been history of child abuse? **Yes**___ **No**___

If Yes, which type(s)? **Sexual**___ **Physical**___ **Verbal**___

Medical/Physical Health

List any current health concerns:

Family history of medical problems:

Medication(s) and Reason for Medication(s)?

Physician's Name:

Chemical Use History

Are you currently using any alcohol or drugs?

Yes___ **No**___

If yes, what are you using and how long have you been using?



Describe when and where you typically use substances:

Describe any changes in your use patterns:

Describe how your use has affected your family or friends (include their perceptions of your use):

Reason (s) for use : circle any that you feel apply

Addicted Build Confidence Escape Self-medication
Socialization Taste Other (specify):

How do you believe your substance use affects your life?

Who or what has helped you in stopping or limiting your use?

Does/Has someone in your family present/past have/had a problem with drugs or alcohol?

Yes ___ No ___

If yes, specify _____

Have drugs or alcohol created a problem for your job/personal life ? **Yes ___ No ___**

If yes, specify _____

Counselling/Prior Treatment History

Are you seeing another counsellor at this time? **Yes ___ No ___**

Prior Counselling?

Yes ___ No ___

If Yes, specify _____

Current or Prior Psychiatric treatment?

Yes ___ No ___

If Yes, specify _____

Suicidal thoughts/attempts?

Yes ___ No ___

If Yes, specify _____



Do you feel suicidal at this time?

Yes__ **No**__

If Yes, explain_____

Drug/alcohol treatment?

Yes__ **No**__

If Yes, specify _____

Hospitalizations?

Yes__ **No**__

If Yes, specify _____

Involvements with self-help groups ? (e.g. AA, Al-Anon, NA, etc)

Yes__ **No**__

If Yes, specify_____

Any additional information that would assist in understanding your concerns or problems?

Who referred you to The Counselling Corner?

Relative- Friend -Website - Facebook -Kijiji - Phone Book - Other



Counselling Costs will be paid personally by the client or by a parent at the time of each session and submitted by the client or parent to their own Insurance Provider or Employee Assistance Program.

Client's/Parent's Signature _____ **Date** _____

FOR THOSE REQUESTING FEE REIMBURSEMENT FROM AN INSURANCE PROVIDER

While I understand that **some** Counsellors', Social Workers', or Psychologist' fees are reimbursable by **some** insurance programs, I also understand that:

- I am responsible for paying the Therapist's fee at the time of each session and submitting my claim personally,
- Neither the Therapist nor The Counselling Corner is responsible for denied claims,
- It is my responsibility to ensure that the Therapist I am seeing meets the criteria for my particular insurance policy,
- Obtaining such reimbursement is my personal responsibility, and is not the responsibility of my Therapist or The Counselling Corner,

Client's/Parent's Signature _____ **Date** _____

FOR THOSE WHOSE PARENT(S) WILL BE PAYING FOR YOUR SESSIONS

For the purpose of account payment, authorization is given to release length and date of session only. The therapist is not authorized to release any other information, except in accordance with law.

Parent's Signature _____ **Date** _____



CLIENT/THERAPIST AGREEMENT FOR PROVISION OF COUNSELLING SERVICES BETWEEN:

_____ (the “Client”) and _____ (the “Therapist”)

The Client agrees:

1. To provide prior notice of 24 hours if canceling an appointment. (Voicemail can be left anytime) **Failure to provide proper notice may result in a personal charge for the late cancellation.** Your prompt cancellation will permit someone else to the time and thus reduce the waiting periods for others;
2. To pay the Therapist's fees at end of each session. **If you are using an Employee Assistance Plan or Insurance Policy, you are responsible for paying the full fee and submitting your claim personally.** **It is the Client's responsibility to ensure your Therapist meets the criteria for your specific Employee Assistance Plan or Insurance Policy.** Neither the therapist nor The Counselling Corner is responsible for denied claims.
3. If you subpoena your therapist or anyone from The Counselling Corner, costs for court preparation, client rescheduling and court appearance(s) will be **paid by the client** at a rate of \$180 per hour.

The Therapist agrees:

1. To provide counselling assistance based upon the Client's goals.
2. To maintain the confidentiality of the Client, unless:
 - a) You may be a danger to yourself or others, or there is a reasonable suspicion of child abuse or neglect. You recognize in such circumstances that I have a legal and ethical responsibility to my professional association to notify the proper authorities.
 - b) It is appropriate to consult with a professional colleague to improve the quality of my service to you; the information shared with this professional colleague will be kept anonymous and is restricted to the information necessary to aide in meeting your desired goals and to assist me in providing adequate service. This colleague will also be held to the rules of confidentiality.
 - c) You initiate a legal action whereupon I may use information from my records to defend myself.



By signing this Letter Agreement, I confirm that I have read and understand the terms set out above and that I agree to these terms. I also agree that this contract for the Provision of Counselling Services is between the Therapist listed below and myself. I also understand that my file will be destroyed within seven (7) years of my last visit.

Client's Full Name : (Print) _____

Address _____ Phone _____

Parent/Client's Signature : _____ **Date:** _____

Therapist : (Print)

Therapist's Signature:

_____ **Date :** _____

Custody Arrangement papers required if parents are separated and client is 15 years old or under. If separated or divorced both parents' signatures are required.

Custody arrangements:

Joint___ Sole___ None___

Parent/Guardian's Signature: if Client is 15 years of age and younger

_____ Date: _____

Parent/Guardian's Signature: if Client is 15 years of age and younger

_____ Date: _____