

# Ann Burns Holistic Counselling & Psychotherapy

## Services Agreement

As part of beginning a counselling and psychotherapy service provided by me, Ann Burns, it is important that you read, understand and sign the following agreement. The agreement includes information about the objects of counselling, the therapy process, and some results you may experience.

My qualifications include Post Graduate Training in Holistic Counselling and Psychotherapy, and the Counselling and Communication Skills Certificate with the Metavision Institute. I am an Intern member of PACFA and have agreed to abide by the code of ethics of this organisation. Further information on the organisation and the code of ethics can be viewed at the website: [www.pacfa.org.au](http://www.pacfa.org.au)

My approach is respectful and aims to empower you to make the decisions that are right for you, using a process oriented, person centred, holistic approach. I ask and encourage you to ask any questions and discuss any concerns that you may have at any time; and to let me know what your expectations and hopes are for this therapy relationship.

Counselling and psychotherapy aims to assist you to identify issues, feelings and circumstances in your life which may be causing or contributing to concern or unhappiness. It aims to provide you with options or tools to help you come to terms with and, where possible, resolve those issues and concerns. It can often lead to better coping skills.

Many people experience positive and constructive outcomes from the counselling process. It is a two-way process which relies on the client being open and genuine in responses, as well as on the particular issues and on our therapeutic relationship. We all have different perceptions and expectations of what it is we are looking for. This means that I cannot promise any particular outcome, benefit or result from the therapy process.

It is also important that you understand the risks associated with going through the counselling process. It is the very nature of counselling and psychotherapy that it may deal with issues and areas of people's lives that can be the catalyst for exposing the client to a wide range of feelings, reactions and moods both pleasant and unpleasant. Because of this, if you have an important event (for example, exams, job interviews, important business or financial transactions) or some other reason to avoid disturbing emotional material during any session, please raise this with me prior to the session.

It is also very important that you share with me if you have, or have had, any feelings or a desire for self-harm or harm to others. Should they ever arise during our counselling relationship, it is very important that you share them with me.

## Ann Burns Holistic Counselling & Psychotherapy – Service Agreement

To get the best out of the therapy process, it can be useful to follow some of the following guidelines:

- Aim to attend all scheduled sessions
- Be prepared to share your issues, thoughts and feelings openly
- Ask for clarification about any counselling or psychotherapy activities being undertaken
- Discuss any doubts or concerns you have with me
- If you need to cancel or postpone an appointment, please try to give at least **24 Hrs notice** or as much notice as possible.
- If you decide to discontinue our sessions, please tell me about it so that I understand your reasons. I will never coerce you into continuing against your wishes as the therapy process belongs to you, and is best working at your own pace. It is in your best interests that we complete a therapy relationship well.

### Privacy & Confidentiality:

- It will be necessary for your personal information to be collected and recorded by me; however, your Privacy and Confidentiality are guaranteed, unless in exceptional circumstances (see below).
- All personal information gathered during the therapeutic service will remain secure and confidential except when:
  - Failure to disclose your information would place you or another person at risk
  - Your information is subpoenaed by a court
  - Your prior approval has been obtained for me
    - To provide a written report to another professional or agency for your benefit, or
    - To discuss your material with another professional so as to provide the best outcome for you
  - De-identified information may be discussed with my clinical supervisor

### Costs & Fees: applicable 2018

Initial Consultation – 1 to 1.5 hours	\$ 90
Standard Consultation – 60 minutes	\$ 80
Extra time may be charged at	\$ 20 per 15 min.
Student / Concession – 60 minutes	\$ 60

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### 2018 special:

After the initial consultation you may like to book and pay for 4 sessions in advance and receive 5<sup>th</sup> session free: \$320

Eftpos, Mastercard & Visa payments accepted

**Cancellations / Postponements:** I understand it is sometimes necessary to cancel or postpone appointments; and I need 24 hours to re-allocate the appointment time if at all possible. Please contact me to discuss if 24 hours' notice is not possible. You will be charged a consultation fee if you do not attend and do not let me know in advance.

I, \_\_\_\_\_ have read and understood this agreement and accept its terms and conditions. If I have any concerns that might arise for me during the therapeutic process I agree to raise them and discuss them with you (**Ann Burns**). I also agree that while I am your client I will disclose any information about my ongoing safety.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ann Burns: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Services: Psychotherapy, Counselling, Dream work, Process work (working with body symptoms, dreams, and other processes you may be experiencing)