



A.I.M. Counseling Service Contract

Informed Consent with Therapist Sandra Young Kolbuc, M.Sc.

Welcome to **Accendo Incedo Magnus (A.I.M.) International Inc.** hereinafter referred to as **AIM**. This document contains important information about our professional services and business practices. Once you sign this consent form, it will constitute an agreement between you, **AIM** and your **AIM** therapist. The following information is necessary in order for us to provide all clients with outstanding service. If you have any concerns regarding this information, please discuss such with your therapist.

Qualifications

AIM Therapists are well-qualified professionals. Sandra Young Kolbuc possesses a Master's Degree in Marriage and Family Therapy and is registered with the Canadian, American and Albertan Registry of Marriage and Family Therapists. (AAMFT #62064). Sandra is also a Canadian Certified Counselors (#4851) with the Canadian Counseling and Psychotherapy Association and continues to engage in sound professional development to keep current on the latest developments in therapeutic counseling and neuroscience research (how the brain works). Her primary way of working is using Self Regulation Therapy (cftre.com) She is also trained in EMDR, EFT, TAT and other Energy Psychology Practices

Fee-Related Issues

Individual Sessions are generally 50 minutes; couple & family sessions 75 minutes. If you are a Fee for Service client, please pay with cash or a cheque made payable to **AIM**. Please be advised as a FFS client you can book appointments with Sandra at www.aimcounselling.ca. An official receipt will be issued for services rendered following your appointment. If you are accessing counseling through an Employee Assistance Program such will be directly billed to your EAP Company.

Please Note: Sandra Young Kolbuc's clients consist of Fee for Service clients and those clients referred through Employee Assistance Programs (EAPS) which are a part of the benefit program for many companies. Employees contact their EAP requesting counseling services. If you as a client wish to utilize the services of Sandra Young Kolbuc indicate such when you call your EAP. By contacting your insurance provider, you can determine if you can be financially reimbursed for your counseling sessions. Please note the designation of the counselor specified by your insurance provider to help you determine a suitable counselor. **AIM** does not directly bill insurance companies and it is your responsibility to ensure your counselor is covered by your insurance. However, we do have a number of contracts with various Employee Assistance programs where direct billing is available. Please check your benefit packing or inquire with your HR Department to see whether this is relevant in your case. Online Scheduling is available for all clients. However EAP clients cannot schedule their first appointment online until they receive a message from AIM indicating they have been referred to AIM for services by their EAP. Confused? Call 780-778-2211 and leave a message.



Contact Information for Sandra Young Kolbuc

The AIM office phone number for Sandra Young Kolbuc or general counseling inquiries is: 780-778-2211 (ext. 1) There is a confidential answering machine on which you may leave messages. If the call is urgent please indicate such. As well please indicate the best time to call you. Please access our website at www.aimcounselling.ca to obtain further information or to contact us.

Confidentiality: Confidentiality is a critical tenant of **AIM** and clients are asked to respect the privacy of others accessing therapy in our office setting. All information concerning you and your therapy will be held in confidence by your therapist and can only be released with your written permission EXCEPTING when your therapist is bound by law to release such as is the case when (1) a client is a danger to self / others, (2) a child, an animal or an elderly person is being abused or neglected or (3) when a court orders a release of information . An exception also occurs when an insurance company or employee assistance company requests a diagnosis and/or relevant clinical information in order to provide or continue coverage.

Cancellation Policy : If you need to cancel or postpone your appointment, **at least 24 hours notice** is required or you will be charged for a **late cancel** or **no show** at the current **AIM** counseling rate. You will be required to pay this amount before another session can be scheduled. We appreciate your respect of this policy.

Immediate Crisis Situation: Please note AIM does not operate a 24 hr Crisis line. If you are in immediate emotional, psychological or physical distress and can not reach an AIM therapist, please report to the local Emergency Room of your nearest hospital, dial 9-1-1 or call the Mental Health Crisis Line (1-877-303-2642) . Please leave a message on the A.I.M. number: 780-778-2211 ext. 1 letting your therapist know of your intentions. If at all possible have the attending physician or crisis worker call your **AIM** therapist as soon as possible so that we can work together in your best interests.

A.I.M. International Inc. and its counselors are released from any claims and liability, known or unknown, arising from the services that I select to receive from my AIM therapist.

Signatures Verifying Agreement

Your signature below indicates that you have read the information in this document, understand it, and you agree to abide by its terms as a client of A.I.M. International Inc.

Client Signature _____ Date _____

A.I.M. Therapist Signature _____ Date _____

**THANK YOU! It is our A.I.M. to exceed your expectations with outstanding service.
Your co-operation helps make this happen.**