



Getting Started Package

Welcome to New Start Counselling Services!

We are so glad that you have that you have chosen us.

Our commitment is to make this an experience in which you will feel heard and respected. This is a commitment that we take very seriously, and we strongly believe that you will have a successful outcome as we provide you with the necessary tools to live a fulfilling life.

Within the **Getting Started package**, you will find policies that will provide you with a working arrangement that is informative and helpful. If at any time while completing the form you have questions about New Start Counselling, please feel free to discuss these with Dr. Ottawa. Please also note that any information that is provided in this form will always be kept strictly confidential.

We look forward to working with you.

About Dr. Ottawa Easingwood, PhD

Dr. Ottawa is a Registered Professional Counsellor and Psychotherapist and is a Relationship Therapist with over 23 years of experience. She holds two Doctorate Degrees in Counselling with a PhD. She has been a sessional instructor at Grant MacEwan University. She is a mother of three adult children and resides in Edmonton with her husband of 33 years.

Dr. Ottawa's years of counselling and therapy experience encompasses helping couples, families, and individuals. Her passion is to provide counselling services that truly make a difference for all individuals.

"Great strides can be attained if we are willing to believe in ourselves and give ourselves a chance. Your family, your relationships and your marriage are important to me. I would like to encourage you to give your relationship a chance."

- Dr. Ottawa Easingwood, PhD



The Counselling Process

1. ***First Session*** - In the initial evaluation, Dr. Ottawa will work with you to identify and gain an understanding of the kinds of problems that you want help with. This will require two individual sessions or one extended session to determine if I have the tools and skills to help you. Along with the first sessions we will also provide you with homework assignments specific to your situation. These assignments are structured to help us develop the goals of what we want to achieve in the continued counselling process.
2. ***Goals*** - Therapy has two goals: to feel better and to get better. ***Feeling better*** means that you have overcome your symptoms and are able to solve the problems that brought you to therapy. ***Getting better*** means that you have learnt the tools and skills to deal with any future relational and emotional problems.
3. ***Prior to the session***, it would be helpful to brainstorm some ideas about the things that you would like to address in counseling. These thoughts and ideas will be included in our sessions with you to make it a more meaningful experience. _____ please initial

Additional Information

Scheduling: Sessions are scheduled on a ***50 minutes for individuals*** and ***75 minutes for couples***. These sessions can be extended and they are billed according to minutes used.

_____ please initial

Canceling a Session: If you need to cancel a session, please give 48 hours notice. Failure to do so will result in a cancellation fee of the full cost of the session. Continued sessions can be booked in person, over the phone, or by email.

_____ please initial

Billing: Fees are based on a flat fee of \$159 per 50 minute sessions plus GST. Payment is required at the end of each session. A receipt will be provided to you once the amount has been paid in full. _____ please initial

*Note: Intensive treatment (several extended sessions with in a short period of time) is proven to have a faster rate of recovery and positive long lasting effects.



Confidentiality

The Client is free at any time to terminate a counselling relationship without prejudice. Not following the counsellor's guidance may reduce the progress and effectiveness of counselling. If requested, other counselling options may be provided.

Clients have the right to ask questions and have them answered in understandable terms. Processes with the counselling relationship will be explained if requested in order to clarify the purpose and nature of any counselling activity.

Everything disclosed to the counsellor is kept strictly confidential, with the exceptions of:

1. When required to be divulged as a result of any court order.
*****If you are involved in litigation of any kind and inform the Court of the Service that you have received counselling from us, you may be waiving your right to keep your records confidential. You may wish to consult your attorney regarding such matters before you disclose that you have received counselling.**
2. If we have reason to believe that there is any type of child abuse, we are obligated by law to report this to the appropriate government agency. The law is designed to protect children from harm and the obligations to report suspected abuse or neglect is clear in this regard.
3. If you have threatened to harm either yourself or someone else and we believe your threat to be serious, we are obligated under the law to take whatever actions deemed necessary to protect any individuals involved.



Liability Limitations

In the course of the counselling relationship, the counsellor will provide counsel, advice, and/or guidance. The client assumes sole responsibility for any actions and decisions taken.

In the event of an emergency, clients are advised to seek the proper care and attention from other resources such as: 911, hospital, Edmonton Police Service, the Distress Centre, etc.

The counsellor is not a medical doctor, and cannot offer medical advice. Although the counsellor may enquire about a client's medical condition, the client agrees that their medical doctor or psychiatrist must address all medical issues.

Client Agreement

I/We agree that this form and the intake form have been reviewed and that all questions concerning these forms, the counsellor's credentials, and counselling procedures have been answered to my/our satisfaction. _____ please initial

I/We accept full responsibility for reimbursement of services through workplace benefits or insurance for services rendered. I/We understand that the counsellor cannot guarantee reimbursement as such depends upon the workplace benefits or insurance policies. _____ please initial

I/We understand that New Start Counselling Services will not share any personal information completed within this form or discussed during the session with the exception of matters outlined under the "Confidentiality" section of this document. I/We have read and understood the information in this form and agree to the conditions set out herein. _____ please initial

Client Signature _____

Print Name _____

Date _____

New Start Counseling

Life's Easier When You Talk About It.



New Start Counselling Services
Dr Ottawa Easingwood, Ph.D
Registered Professional Counsellor & Psychotherapist
213, 12907 97 Street
Edmonton, AB T5E 4C2
Phone 780 991 5117

General Information

Last Name

First Name

Address

City

Postal Code

Home Phone

Cell Phone

Work Phone

Email

Occupation

Description

Relationship Status: (Please Select One)

Married, Common law, Separated, Divorced, Single, Widow, Widower, Dating

Children: (Please Select One)

0 1 2 3 4 5

Health History (Please Print)

Family Doctor

Phone Number

Name of medication and drugs

1.

2.

Reasons for medication

Dates taken

- 1.
- 2.

Are you presently under a doctor's care? If yes, please give details.

Accidents or injuries? (Especially blows to the head and unconsciousness)

When was your last physical exam?

How many hours of sleep do you average each night?

Do you use drugs? _____ How often? _____ Do you use alcohol? _____ How often? _____

Have you ever participated in counselling, psychotherapy, or psychological/psychiatric assessments in the past? (circle one) Yes No

If yes, please describe such history in detail (print only)

How did you hear about us? (circle one)

Google	Referral	Street Sign	Print Ad
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