

Author: **No More Drama, A Practical Guide to Healthy Relationships**

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Life isn't easy. It's not fair. And parents aren't perfect. None of us get out of childhood without some poor decisions that affect us in profound ways.

By downloading this packet you're taking a powerful step towards changing those decisions. Congratulations.

Working as a psychotherapist, I see the results of this every day in my clients. Anxiety disorders, phobias, panic, depression, eating disorders, relationship issues, failing relationships, poor career choices, low self esteem, and family problems are just a few of the concerns I see walk through the door. And each client makes changes starting with what you've just done, downloading this information.

The following pages are designed to get you started. They include a contract, an intake questionnaire, a therapeutic goal setting structure, and a brief description of how I conduct psychotherapy so you know what to expect. I include my privacy policy, which is different from my confidentiality contract with you; and required by law that I show you. Lastly is a map to my office.

After you've looked these pages over,

- a) read and sign the contract
- b) read and sign, or not sign, the release
- c) complete the intake questionnaire
- d) complete the Goal Setting document
- e) call my office with the phone numbers below and we'll set up a first appointment.

Thanks for choosing me as your therapist, and I look forward to working with you on personal change.



**Psychotherapy Contract:** Print Name: \_\_\_\_\_

- 1) Escape Hatches (a) I agree not to kill myself, put myself into a mortally dangerous situation where I might be killed, or create a situation where others will kill me. I agree that I am responsible for my thoughts, feelings and behaviors.
- (b) I agree not to go crazy. I agree not to allow myself to be exposed to materials that will inhibit my ability to function as a responsible adult. I agree that I am responsible for my thoughts, feelings and behaviors.
- (c) I agree not to kill anyone. I agree that I am responsible for my thoughts, feelings and behaviors.
- 2) Sex I agree not to be sexual with Greg, and he agrees not to be sexual with you. This includes any form of sexual contact or flirtatious activity.
- 3) Appointments I agree to pay for appointments unless I cancel before 24 hours in advance. I acknowledge that a cancellation 23 hours and 59 minutes or less advance notice means I pay for the appointment. I understand that at Gregory's discretion, the fee may be waived if less than 24 hrs notice is given. Sessions are 50 minutes. The cost is \$ 120. I understand that Gregory is A Registered Psychotherapist #1903 with the College of Registered Psychotherapists of Ontario and is not a clinical psychologist.
- 4) Confidentiality I, Gregory Boyce, agree not to divulge any information about you, including whether or not you have had an appointment with me, unless I receive your consent – with two exceptions. The first exception to this is if you disclose to me information about criminal activity and I'm subpoenaed to testify in court, I will reveal everything you said. The second exception is if you are referred by your doctor (M.D. or N.D.) in which case I return a Psychotherapy Note to the doctor after the first appointment.

Client Sign Here \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

## **Permission For Restricted Release of Information**

I \_\_\_\_\_ (print client name) understand that Gregory Boyce participates in advanced clinical training with the Southeast Institute for Group and Family Therapy. Gregory has agreed to have occasional therapy sessions critiqued by supervisors for the purpose of enhancing his skills in the practice of Psychotherapy.

I therefore give permission for the above purpose by:

- 1) allowing my sessions to be video taped and/or
- 2) verbally discussed

in individual and/or class supervision sessions. My name will not be revealed.

I expect that any information used for this purpose sessions will be held in the strictest confidence.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

## Intake Questions

Please print legibly.

Name:	Age:	D.of B:	Date:
Address:	Job:	Tel-1:	Tel-2:
Employer:	Email:		

How you found out about me (referral, web) ?

	Years/Age	Status of Relationship – Excellent, Good, So So, Bad, Terrible
Marital Status:		
Spouse:		
Ex-Spouse:		
Children:		
Father:		
Mother:		
Other Caregivers:		
Siblings:		

Any Current Medical Issues:

Current Medications & Why:

Substance Use: How much of the following do you use. Indicate per day or per week.

Tobacco      Cannabis      Alcohol      Coffee      Extacy      Cocaine

Name any other drugs of choice, and your usage:

History of Mental/Emotional Challenges:

History of Psychotherapeutic Meds:

Family Members History With Mental/Emotional Challenges:

History of Interactions With Police:

Escape Hatch Closure

CD                      CM                      BS                      PR                      RW                      EO

Tapes?



### Therapeutic Goal Setting

General Statement of what you want to change about yourself:

Using the above statement as a guide, fill in the specifics in the following chart.

Outdated Aspects of Me	The New Aspects of Me
Behaviors I am doing that I want to change:	New behaviors I'll be doing instead of those outdated ones:
Thoughts I am having that I want to change:	New thoughts I'll be having instead of those outdated ones:
Feelings I'm having that I want to change:	Different feelings I'll be feeling instead of those outdated ones:

## **How I Conduct Therapy.**

One estimate is that there are more than 200 forms of psychotherapy in North America today. If you could ask any or all of the therapists practicing these forms "What is therapy?" you'd probably get a huge variety of answers revolving around the ideas of personal empowerment and personal growth.

Psychotherapy is a treatment of emotional distress with techniques that rely on verbal and emotional communication. But psychotherapy is not like giving or getting advice. Most importantly it is conducted by a psychotherapist who is trained to **not** give advice but rather assist the client in solving the underlying issue. This can be done because most forms of psychotherapy are guided by a theory or a model and the methods needed to solve problems within that model. Because communication is the vehicle of healing in most forms of psychotherapy, the relationship between the therapist and client is important. The models I use for psychotherapy are primarily Transactional Analysis and Cognitive Behavior, with elements of Jungian, Advanced Integrative Therapy, Emotional Freedom Technique, and Motivational Interviewing.

The first step is for you to define what you want to change about yourself – your therapeutic goal. You cannot change another person. Nor can you change your life in significant ways until you change yourself. Your therapeutic goal is defined with thoughts, feelings, and behaviors.

So here's what a session might be like: You and I sit in chairs facing each other. I ask what you want to change about yourself today, and we set an agenda for the session. You describe a situation that is troubling for you. Ideally you include your feelings, and even better you experience them and share them in the moment. I respond in the manner appropriate to the form of therapy I'm using and your contract for change or therapeutic goals; but the response would probably be one of: asking a question, empathy, confronting, or no expression. You'd respond in turn, and the process would continue. The basic idea in the forms of psychotherapy I use is that at some point in the process you'd gain an insight into how and why you got yourself into the place you are. We call that moment of epiphany an "ah ha". And it's not just the chronology of how you got there, but the underlying patterns that determined it. For example: "Ah ha I'm attracted to this type of person in order to prove I'm OK to the father in my head."

Therapists are trained in ways to assist you in relieving emotional distress, so a session or series of sessions might be devoted to this. Learning your unique patterns of how you get yourself into emotional distress might be worthy of several sessions. For example, observing your thoughts and behaviors over the course of several weeks will reveal how you create your world. Then the two of us will develop strategies for preventing similar future patterns. The point of it all is to get you in charge of your thoughts, feelings, and behaviors in whatever area you've contracted for, or set as goals.

For most people, weekly sessions for the first 4 or five are most beneficial, efficient, and cost effective. Like getting an airplane off the ground, full throttle is necessary at first, then it's possible to settle into a cruise mode; so after the first 5 sessions we review and assess if we're moving in the direction you've established as your therapeutic goal. If so, we proceed; if not we problem solve.

Therapy is terminated when you've reached your goal.

Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) stipulates that I must have a privacy policy, a privacy brochure, a confidentiality agreement, and a privacy officer. As such, I am my own privacy officer, this document is the policy and brochure, and the attached document contains the confidentiality agreement.

## **PRIVACY POLICY**

Privacy of personal information is an important principle to me. I am committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the services I provide. I am also open and transparent as to how I handle personal information. This document describes my privacy policies.

### **WHAT IS PERSONAL INFORMATION?**

Personal information is information about an identifiable individual, in this case my client. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, and family status), their health (i.e., health history, health conditions, health services received by them) or their activities, views, opinions, beliefs, thoughts, dreams, fantasies or other cognitions (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). This information may be contained on my intake form and subsequently on progress notes. My policy is to send a consult note back to referring medical doctors, which would therefore include some of this information.

Personal information is to be contrasted with business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation. Regardless of this legal distinction, I hold confidential all information about my clients.

### **WHO I AM & WHO ELSE WORKS WITH ME**

I am the sole person with access to your personal information. I do not use consultants in my office. I do not have computer people coming into the office (I do my own computer work – I have 20 years experience from my first career), and my accountant simply does my year end without auditing the bookkeeping that I do myself. The only person who could have access to my files and thus your information is my wife who has signed a Privacy of Practice agreement with me declaring she will (a) not intrude into my files, and (b) if she inadvertently gains confidential client information/knowledge, she will honor it with the same confidentiality she gives her own clients.

### **PRIMARY PURPOSES I COLLECT PERSONAL INFORMATION**

Like all psychotherapists, I collect, use and, when required, disclose personal information in order to serve my clients. For my clients, the primary purpose for collecting personal information is to provide treatment, counseling, coaching, and support. For example, I collect information about a client's health history, including their family history, physical condition and function and social situation in order to help assess what their psychotherapeutic needs are, to advise them of their options and then to provide the health care they choose to have. A second primary purpose is to obtain a baseline of health and social information so that in providing ongoing health services I can identify changes that are occurring over time. It would be rare for me to collect such information without the client's participation and willingness, but this might occur in an emergency (e.g., the client is unconscious) or where I believe the client would consent if asked and is impractical to obtain consent (e.g., a family member passing a message on from a client and I have no reason to believe that the message is not genuine).

### **RELATED AND SECONDARY PURPOSES I COLLECT PERSONAL INFORMATION**

Like most organizations, I also collect, use and disclose information for purposes related to or secondary to my primary purposes. The most common examples of my related and secondary purposes are as follows:

- To invoice clients for services that were not paid for at the time, or to collect unpaid accounts.
- To advise clients and others of special events or opportunities (e.g., a seminar, development of a new service, arrival of a new product) that I have available.
- Psychotherapists are regulated by the College of Psychotherapists and Mental Health Counsellors of Ontario who may inspect our records and interview our staff as a part of their regulatory activities in the public interest. In addition, as professionals, we will report serious misconduct, incompetence or incapacity of other practitioners, whether they belong to other organizations or our own. Also, our organization believes that it should report information suggesting serious illegal behavior to

the authorities. External regulators have their own strict privacy obligations. Sometimes these reports include personal information about our clients, or other individuals, to support the concern (e.g., improper services). Also, like all organizations, various government agencies (e.g., Canada Customs and Revenue Agency, Information and Privacy Commissioner, Human Rights Commission, etc.) have the authority to review our files and interview staff as a part of their mandates. In these circumstances, we may consult with professionals (e.g., lawyers, accountants) who will investigate the matter and report back to us.

- The cost of some services I provide to clients is paid for by third parties (e.g., OHIP, WSIB, private insurance, Assistive Devices Program). These third-party payers often have your consent or legislative authority to direct me to collect and disclose to them certain information in order to demonstrate client entitlement to this funding.
- Clients or other individuals I deal with may have questions about my services after they have been received. I also provide ongoing service for many of my clients over a period of months or years for which previous records are helpful. I retain my client information for a minimum of ten years after the last contact to enable me to respond to those questions and provide these services (my regulatory College also requires me to retain my client records).
- Some forms of health care practices can be sold as viable business entities. In such cases, privacy policies must be in place to cover that eventuality. My practice is me; its assets are my skills and experience. Therefore I will not be selling my practice and need not have a policy for that.

### **PROTECTING PERSONAL INFORMATION**

I understand the importance of protecting personal information. For that reason, I have taken the following steps:

- Paper information is under supervision and secured in a locked file cabinet.
- Electronic files only contains address information, are under supervision, and password protected.
- Paper information is transmitted through sealed, addressed envelopes or boxes by reputable companies.

### **RETENTION AND DESTRUCTION OF PERSONAL INFORMATION**

I need to retain personal information for 10 years to ensure that I can answer any questions you might have about the services provided and for my own accountability to external regulatory bodies. However, I do not want to keep personal information any longer in order to protect your privacy.

I destroy paper files containing personal information by shredding. I destroy electronic information by permanently deleting it.

### **YOU CAN LOOK AT YOUR INFORMATION**

With only one exception – the client address computer file, you have the right to see what personal information I have about you. All you have to do is ask. I can help you identify what records I might have about you. I will also help you understand any information you do not understand (e.g., short forms, technical language, etc.). I will need to confirm your identity, if I do not remember or know you, before providing you with this access. I reserve the right to charge a nominal fee for such requests.

I may demand that you put your request in writing. If I cannot give you access, I will tell you within 30 days if at all possible and tell you the reason, as best I can, as to why I cannot give you access.

If you believe there is a mistake in the information, you have the right to ask for it to be corrected. This applies to factual information and not to any professional opinions I may have formed. I may ask you to provide documentation that my files are wrong. Where I agree that I made a mistake, I will make the correction and notify anyone to whom I sent this information. If I do not agree that I have made a mistake, I will still agree to include in my file a brief statement from you on the point and I will forward that statement to anyone else who received the earlier information.

### **CLOSING STATEMENT**

This policy is made under the Personal Information Protection and Electronic Documents Act. That is a complex Act and provides some additional exceptions to the privacy principles that are too detailed to set out here. There are some rare exceptions to the commitments set out above.

For more general inquiries, the Information and Privacy Commissioner of Canada oversees the administration of the privacy legislation in the private sector. The Commissioner also acts as a kind of ombudsman for privacy disputes. The Information and Privacy Commissioner can be reached at: 112 KENT STREET, OTTAWA, ONTARIO K1A 1H3  
PHONE: (613) 995-8210 TOLL-FREE: 1800-282-1376 FAX: (613) 947-6850 TTY: (613) 992-9190  
[www.privcom.gc.ca](http://www.privcom.gc.ca)

Map is not to scale!



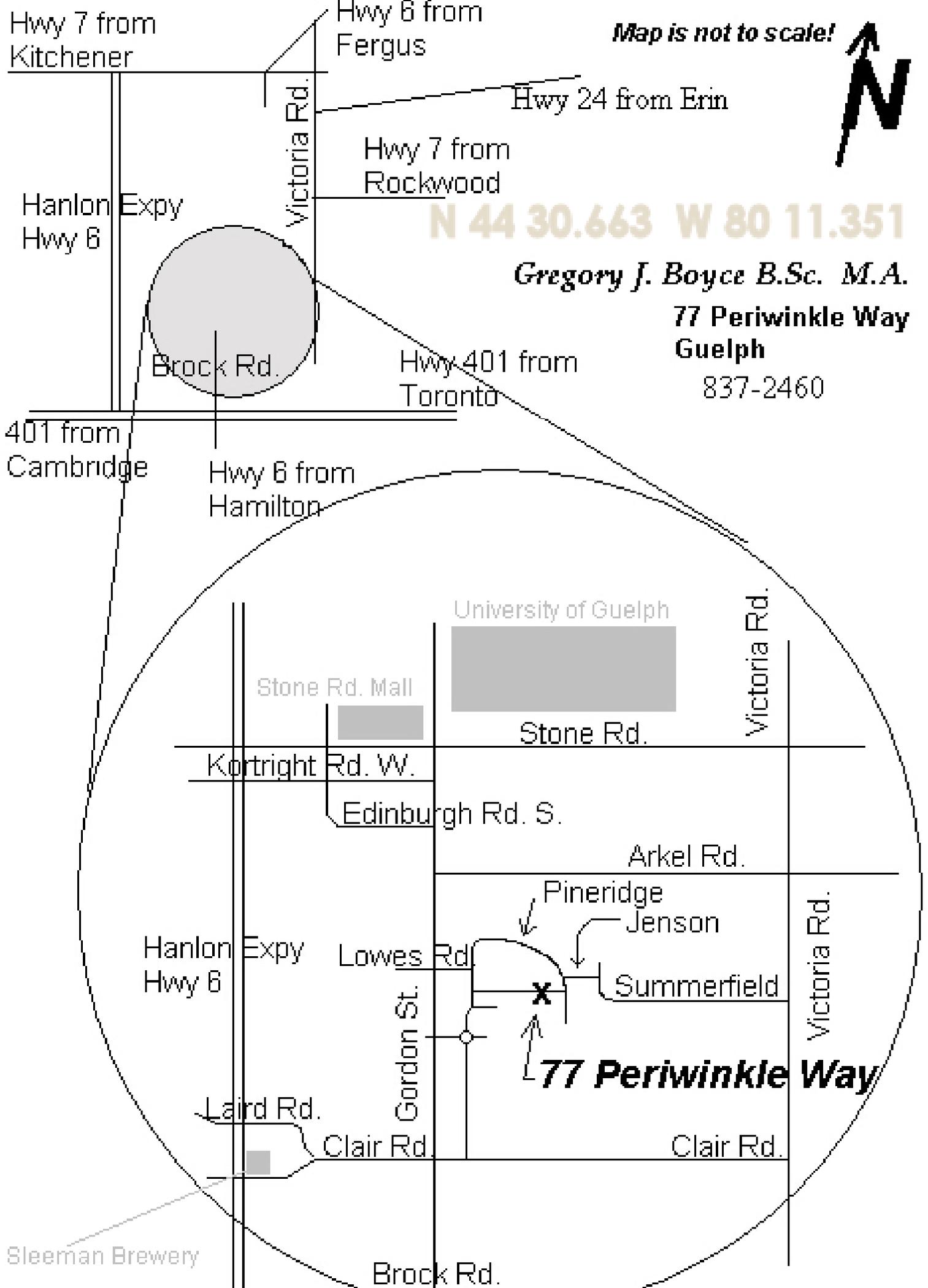
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