

Client Information Form

Full Name: _____

Today's Date: _____

Date of Birth: _____ Age: _____

Address: _____

Relationship Status: _____

Occupation: _____

Mobile phone: _____

How did you hear about me? _____

Please describe your race or cultural origin as:

Preferred Pronoun(s): _____

To (re)schedule appointments, where may I call?

May I leave a message on voice mail?

May I leave a message with someone at this number?

Please list any restrictions:

Whom may I contact in case of an emergency?

Name: _____

Relationship: _____

Phone: _____

Name of GP or Psychiatrist: _____

Phone: _____

Please indicate the current level of distress with the following items on a scale of 0-3, with **0** indicating "not at all" and **3** indicating "all of the time".

1. A recent loss or death.
2. Relationship with family/friends
3. Relationship with romantic partner(s)
4. Sexual concerns
5. Sexual/Gender concerns
6. Survivor of abuse
7. Low Self Esteem
8. Loneliness
9. Depression
10. Anxiety
11. Fears and worry
12. Sleep problems
13. Eating problems
14. Problems with drugs and/or alcohol
15. Losing contact with reality
16. Self-harming thoughts/behaviours
17. Suicidal feelings/behaviours
18. Feeling as if you want to harm others

Drug (prescription or otherwise) and Alcohol History

Name of Drug/Alcohol

How Much and How Often

Therapy Expectations

What is expected of you?

You will be expected to freely discuss everything that is of concern to you in your everyday experience. You need to be prepared to express your emotions, sensations, thoughts, memories, fantasies, expectations, fears and hopes without reserve, in order to get a clear picture of your mode of being in the world and find a way of understanding and organising your life. This process may consist of an engaged and constructive discussion of past and present events, in order to find a new and positive direction for the future. In addition, an open mindedness about doubts, mistakes, aspirations and apparent certainties is essential. Expect a variety of assigned homework assignments. These are crucial to the successful change you are about to undergo.

Time and Place

Sessions take place at our mutual convenience. The location and time of treatment is agreed upon in advance of each session. Each session lasts for 50 minutes. It is possible to book double sessions with advance notice. Generally speaking sessions will take place once a week. Arrangements are strictly by mutual agreement. It is possible to space sessions to once a fortnight or once a month, when the work is coming to an end or make other specific arrangements to suit you.

Please feel free to call me when you need my help. Phone conversations of less than 10 minutes can sometimes make the difference in getting through the week and I do not charge for such calls. However, phone calls longer than 10 minutes duration generally entail therapeutic interventions and techniques. Such calls will be billed at the standard half-hour/hourly rate.

Fees and Cancellations

For face-to-face clients, I currently charge £100 for each session (non-EMDR sessions) and £125 for a couples session. For telephone/online video clients, I charge £80 per hour for each session. These fees are non-negotiable, however I reserve the right to make considerations on a case-by-case situation. My fees are adjusted to inflation once a year, in April. Fees are payable at the end of each session unless a specific payment arrangement is mutually agreed upon in advance. If there is a third party billing arrangement (insurance policies or employers), I will be happy to provide you with an invoice and sign the necessary documentation for reimbursement. However, all payments for treatment are ultimately your responsibility. You may pay in cash or debit

card (face-to-face), as well as paying online when using services such as, iZettle or electronic bank transfer. I can provide you with an invoice or receipt on request.

Initial Sessions held online, must be paid for prior to the first session. If I have not received notification of payment, the appointment will be cancelled.

I do not charge for canceled sessions due to work obligations or emergencies, provided that you give me more than 48 hours notice in advance. However, I charge for canceled sessions due to reasons other than those mentioned above at a standard session rate.

Communication and Social Media:

Do not message me via Facebook, Twitter or LinkedIn. I do not monitor these accounts actively and these accounts are not secure. If you wish to contact me in between our sessions, either telephone, text or email me. Please do not invite me to join you on any social media. I am not permitted to do so under strict Codes of Ethics, and refusal can cause offence where none is intended.

I will not search for clients via Google or any other search engine. I will not also follow or comment on current or past client's blog posting. Either of these activities could jeopardise our therapeutic relationship. If there are things that are online that you wish to share with me then you need to please bring them to your counselling session so that we can talk about it.

My signature below indicates that I read this document, have had any questions answered, and understand the terms.

Signature:

Date:

Legal Guardian Signature (if necessary):

Online Counselling Agreement Addendum

Once we have agreed to work together via this medium and you have returned your agreement to me and made your payment. We will then agree on the format for our sessions. I currently use Skype, FaceTime and Zoom for my online sessions,

Counselling is a recognised and well-established practice in the UK and in many other countries. However, I can't be aware of its status in all territories. If you use an online counselling service it is your responsibility to be aware of any relevant laws in the country you're in that may affect your right or ability to legally use counselling. As I am based in the United Kingdom, I follow the guidelines established by the British Association of Counsellors and Psychotherapist.

Online counselling has the same issues as face to face counselling such as the timing of contact, confidentiality, codes of ethics, emergency contacts, holidays etc. It also has some additional ones like what happens in the case of technical difficulties, security on line, type of email exchanges, making payment etc. Having an agreement makes it clear before we start not only of each other's expectations and boundaries but provides you with the secure knowledge that, just like in a closed room, your communications are held securely and confidentially.

The initial session (generally 50 minutes) will help you and I decide whether online counselling is the best choice for you at this time. Please see below for further information.

Suitability for Online Counselling

There are some circumstances where counselling should be face to face because this would be the best way to help and support you. These circumstances include:

- If you are at risk of harming yourself and/or others
- If you have a history of severe mental illness
- If alcohol and/or drugs are a major concern
- If you have an eating disorder that is seriously affecting your health
- If you have major traumatic issues

This is not an extensive list of where online counselling is not suitable (even if this becomes apparent once online sessions have commenced); the Counselling Service reserves the right not to offer online counselling and to suggest face-to-face counselling or an appropriate alternative.

I follow the guidelines for Online Counselling provided by the British Association of Counsellors and Psychotherapists. For further information please go to the following webpage:

http://www.bacp.co.uk/ethical_framework/documents/GPiA047.pdf

Emergency Services:

I cannot provide an emergency service for clients. If you find yourself in a major crisis and were considering serious self-harm it would be vital to get immediate help. This could include contacting your GP, or going to your nearest accident and emergency department (A&E). You could also call the Samaritans on 08457 909090 or visit their website www.samaritans.org as well as Befrienders <https://www.befrienders.org> If you reside in a country other than the UK, please familiarise yourself with the support services in your country,

Emergency contact number, preferably mobile so that I can text you in the event of technology breakdown:

GP's name and phone number: (contact is only applicable for situations where clients agree that contact is relevant due to emergency situations arising):

Security:

Please ensure that you secure your computer and emails against unauthorised viewing by third parties. It is recommended that you only use a private computer and not a work or public computer.

All therapeutic work is confidential. Neither of us must communicate the content of emails to a third party, which includes not putting anything we do together on any social media or blog.

Communication and Social Media:

Do not message me via Facebook, twitter or LinkedIn. I do not monitor these accounts actively and these accounts are not secure. If you wish to contact me in between our sessions either telephone, text or email me. Please do not invite me to join you on any social media. I am not permitted to do so under their strict Codes of Ethics, and refusal can cause offence where none is intended.

I will not search for clients via google or any other search engine. I will not also follow or comment on current or past client's blog posting. Either of these activities could jeopardise our therapeutic relationship. If there are things that are online that you wish to share with me then you need to please bring them to your counselling session so that we can talk about it.

Signature:

Date:

Privacy Statement

I, Tom Sobel, am committed to wanting the trust and confidence of my clients. The personal data I collect is used only in case of an emergency. I am not in the business of selling or trading emails lists with other companies and businesses for marketing purposes. I adhere to the British Association for Counsellors and Psychotherapists (BACP) guidelines for storing data, which is for 7 years. Any paper based information is stored in a locked filing cabinet. Any electronically held data is stored on a password protected computer. Any paper based data and notes will be shredded after 7 years.

When someone visits my website www.tjscounselling.com I do use a a third party service, Google Analytics, to collect standard internet log information and details visitor behaviour patterns. I do this to find out things such as the number of visitors to the various parts of my website. The information is only processed in a way which does not identify anyone. I do not make, and do not allow Google to make, any attempt to find out the identities of those visiting my website.

Under GDPR you have the right to access and amend any of the personal data I hold. Please email your request to tom@tjscounselling.com