

Informed Consent for Psychological Assessments

Prior to beginning an assessment, informed consent is obtained from patients 18 years of age and older. It is also required of parents or legal guardians of young people under the age of 18. Assessments are not conducted without the permission of the capable child, adolescent or adult, and such permission may be withdrawn at any time. The following information is to clearly define rights and responsibilities in our professional relationship.

Professional Qualifications

Dr. Reist is the Clinical Director of Midtown Psychological Services. She has provided mental health services for well over 20 years including community agencies, schools, hospitals, corporate, and private practice settings. In 2005, after completing her doctorate in psychology at the University of Toronto, she became registered as a Psychologist in Ontario. Dr. Reist is licensed to provide psychological services to children, adolescents, adults, couples, and organizations. Her areas of speciality are in clinical, counselling, and school psychology.

As a Psychologist practicing in the province of Ontario Dr. Reist and those she supervises are accountable to the College of Psychologists of Ontario, which is responsible for the licensing and regulation of Psychologists in this province. The contact information is:

College of Psychologists of Ontario
110 Eglinton Avenue West, Suite 500
Toronto, Ontario M4R 1A3
(416) 961-8817
www.cpo.on.ca

Description of Assessment Services Provided

The goal of a psychological assessment is to answer questions concerning issues related to cognitive, intellectual, academic, social, emotional, and/or behavioural functioning. This is generally accomplished through standardized testing (e.g., intelligence, academics, symptom profiles, projective and personality tests), informal testing, interviews, questionnaires, observations, and review of previous records or reports. Each assessment typically involves a few visits to our office for a background interview, individual assessment sessions, and a feedback interview. At times, under Dr. Reist's supervision, a qualified intern or associate may be assigned to assist on all or part of your assessment. The scores will be interpreted according to evidence based research and guidelines from the scientific and professional literature. The results of the assessment include a detailed description of current levels of functioning in the areas assessed, a diagnosis if appropriate, as well as detailed recommendations. Feedback is provided both in a face-to-face meeting and in the form of a detailed written report.

Each appointment is a significant commitment so please see my cancellation policy below.

Diagnosis

Diagnoses are technical terms that describe the nature of your problems and whether they are short-term or long term problems. If we use a diagnosis, we will discuss it with you. All of the



diagnoses psychologists use come from a book titled the *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-V)* and the *International Statistical Classification of Diseases and Related Health Problems 10th Revision (ICD-10)*.

Benefits and Risks

The benefits of taking part in a psychological assessment include the provision of a detailed description of strengths and difficulties in the areas covered by the assessment (e.g., intellectual, academic, social and emotional functioning) and specific recommendations for building on strengths and addressing areas of difficulty. This information may be used to access school and employment accommodations, disability services, or to guide physicians in choosing appropriate medication, etc.

Psychological assessments typically present a relatively low risk to participants. It is possible that patients may feel anxious about being tested, however, we are trained to detect and respond sensitively to indications of anxiety. The results of the assessment may also reveal unexpected or negative results. You may wish to talk to us about these at greater length. It is also important that test results and written reports be used with discretion in order to ensure that patients are not adversely affected by inappropriate use of such information.

Confidentiality

With a few exceptions you have the absolute right to confidentiality. This means that we cannot share what you have told us with anybody without your consent to do so. We may legally speak to another regulated health care provider without your consent, but we would only do so when necessary for the delivery and management of your health care, or in the case of an emergency. You may direct us in writing to share information with whomever you deem necessary and you may revoke that permission at any time.

There are times when confidentiality must be broken without your consent. These circumstances include:

- If there is reason to believe that you are at serious and imminent risk of physically harming yourself or another person.
- If there is reason to believe that a child is suffering from abuse and/or neglect.
- If you have been sexually abused by another regulated health professional.
- A court has subpoenaed your records.

When confidentiality is broken, every effort is made to release only the necessary information.

Information pertaining to assessments, including written reports, may only be released to other parties with the informed consent of legally authorized persons (usually the person who gave the initial permission for the assessment). Please note that in the case of parents who are separated or divorced and there is joint custody, we do not keep secrets from either parent and will provide upon request a copy of the report to each parent.

If you communicate with our office by email, please be aware that email is not completely confidential. All emails are retained in the logs of your or our Internet provider. While under normal circumstances no one looks at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. Any email we receive from you, and any responses that we send to you will be saved and kept in your file. For more information, please see our Social Media Policy.



Please note that your insurance company may call our office to confirm invoices submitted. Only date, service provided to you, and the amount paid will be confirmed. No other information is shared with insurance providers without your consent.

Record Keeping

Personal health information that is collected is only used for your care and treatment. You have the right to access your health information and will be provided with copies for a minimal fee. You always have a right to ask questions about the way the privacy of your personal health information is being handled. For more information on the privacy of your personal health care please see my *Protecting the Privacy of Your Personal Health Information* pamphlet.

Raw psychological data (e.g., scores, test stimuli, patient responses) is maintained in your file and will only be released to a psychologist who is trained to interpret it's meaning. Test items, scoring criteria, or other test protocols are confidential commercial information and cannot be disclosed.

Fees

Our fees are consistent with the guidelines suggested by the Ontario Psychological Association and may be revised each year effective January 1st. The total cost of an assessment will depend on the referral question, tests administered to answer that question, and the ability of the examinee to work efficiently. My assessment fee includes time spent on the intake interview, review of previous reports or documentation, test administration, scoring, interpretation, report writing, consultation with other professionals involved in the case, and feedback. By the end of our time together, you will have a better understanding of your difficulties and you will be provided with a detailed written report and recommendations. You will also have an opportunity to ask any questions regarding the testing or test results.

Prior to beginning an assessment you will be given an estimate of the cost. A deposit of 50% will be required prior to the commencement of testing and the balance owing should be paid prior to our writing a report. Payment can be made by cheque, Debit, Visa or MasterCard. Consultations outside of our office (e.g., HR case conferences) or participation in a legal proceeding, will be billed at 1¼ times my regular rate, including travel time. Emergency phone calls of less than ten minutes are normally not billed. However, if we spend more than 10 minutes in a week on the phone, we will bill you on a prorated basis for that time. All overdue bills are expected to be paid within 30 days and will be charged 1.5% per month interest. If you refuse to pay your debt, we reserve the right to give your name and the amount due to a collection agency.

The services provided by a psychologist in private practice are not covered by the Ontario Health Insurance Plan (OHIP). In most cases you will be billed directly. Many people have extended health benefits they obtain themselves or through their employer that cover a portion of the cost of psychological services annually. The cost of psychological services may also be a negotiated benefit of your company or may be covered through an Employee Assistance Program (EAP). The cost of psychological services can be deducted as a medical expense on your income taxes. They may also be tax deductible as a business expense. A disability tax credit may also be available.



Missed or Cancelled Appointments

Your appointment is a block of time that is reserved for you. Missed appointments and last minute cancellations prevent us from scheduling other people. If you believe you won't be able to make a scheduled appointment, we would ask that you notify us as soon as possible. If we are able to fill the time with another patient no fee will be charged to you. However, the regular hourly fee will be charged for any missed or cancelled appointment hours we cannot fill. Late arrivals will be charged at our hourly fee in increments of 15 minutes. Please ensure adequate travel time.

Complaints

You have the right to refuse anything we might suggest throughout the assessment process and to seek a second opinion. We do not have social or sexual relationships with patients or former patients because that would be unethical and illegal.

Misunderstandings and other difficult or uncomfortable issues may arise in our relationship. If you are unhappy with what is happening, we hope you'll talk about it with us so that we can respond to your concerns. We will take such criticism seriously, and with care and respect. If you believe that we've been unwilling to listen and respond, or that we have behaved unethically, you can complain to the College of Psychologists of Ontario (see contact info above). You have a right to discuss your experience with anyone you choose, as well as the right to bring someone with you to a session. If you would like someone to accompany you, it is best to let us know ahead of time so that we can discuss your concerns and how best to protect your privacy.

Emergency Procedures

If you are experiencing an emergency, we may usually be reached at 416-750-9400. We are available for brief between session phone calls during normal business hours including some evenings and weekends. If you are unable to reach us, please call your local crisis line. The Toronto Distress Centre number is 416-408-4357 or you may call The Gerstein Centre at 416-929-5200. Parents and children may also call the Kids Helpline at 1-800-668-6868. If you believe that you cannot keep yourself safe, please call 911, or go to the nearest hospital emergency room for assistance.

