



Nancy Bothwell, EdD  
Registered Psychotherapist, RMFT  
Nancy Bothwell Psychotherapy Services

## FINANCIAL AGREEMENT & DISCLOSURE

In compliance with ethics and standards, I am required to disclose all billing and financial matters regarding psychotherapy services. As a client of **Nancy Bothwell Psychotherapy Services** you understand:

1. My current rate for providing psychotherapy services is \$141.59 per hour plus HST. A therapeutic hour is considered 50 minutes.
2. Services will be paid in full at the end of each session by cash, debit card, cheque, e-transfer, or credit card (VISA, MasterCard, American Express).
3. If payment is not received by the end of the day service is provided, a "Kindly Reminder" email will be sent the following day and continue periodically until payment is resolved.
4. Receipts will be provided for insurance or income tax purposes.
5. You are fully responsible for all aspects of extended health care insurance, Employee Assistance Program, and/or other forms of financial reimbursement available to you.
6. You will be billed \$75.00 plus HST for not providing a minimum of 24 hours notice of session cancellation or missing a session. This outstanding balance will be paid prior to additional psychotherapy services being delivered. As Health Canada guidelines suggest you stay home when you are experiencing a fever, cough, or flu-like symptoms, or when weather or an unexpected emergency arises, you will not be charged. Please consider the option of a virtual session and/or rescheduling your session.
7. The cost of providing a basic written report to a third party is \$141.59 plus HST.
8. The cost of providing an extensive written report to a third party will be determined by the time required to prepare the report.

Please feel free to discuss any questions or concerns you may have regarding the financial aspects of your psychotherapy services.

Name: \_\_\_\_\_

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

\_\_\_\_\_  
Nancy Bothwell, EdD, RP, RMFT

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

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