



## Nourish Counselling Services New Client Intake Form

Thank you so much for choosing to work with me. I realize that you have a lot of excellent choice, and I am so honoured that you have chosen me. Please help me to get to know you better by filling out this intake form. Please complete both sides. You can email it back to me before our first appointment at <mailto:jordan@nourishcounselling.com>.

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

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

Phone number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Age today: \_\_\_\_\_

Ok to leave messages?  Yes  No  Discreet

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

Do you consent to receiving communication by email or text messaging?  Yes  No

Today's Date: \_\_\_\_\_

Please indicate how you heard about Nourish Counselling:

Psychology Today

Google Search

Facebook

Other \_\_\_\_\_

Referral- Would you like me to send a thank you to the person who referred you? If so, please put their name below

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**In a few words: please help me understand why you've decided to come for counselling:**

**In a few words, please tell me what you'd like to get out of your sessions:**

**Is there anything you'd like me to know?**

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**Collection and Storage of Information:**

Nourish Counselling Services collects demographic, contact, personal, billing and clinical information from all clients during the initial intake session. Hard copies of that information are stored in a private, locked filing cabinet. Information kept in client files is stored for seven years (following the guidelines set out by the Ontario College of Social Workers and Social Service Workers) and then destroyed.

**Confidentiality:**

Confidentiality is a high priority at Nourish Counselling. This means that your counsellor will not disclose anything that is discussed within a session with anyone other than his/her clinical supervisor. There are some limitations to confidentiality that may require a release of information without consent. These are, if there is a risk of child abuse, if there is a risk of suicide and if there is a risk of homicide.

**Electronic Communication:**

Feel free to communicate with Nourish Counselling Services by telephone, voice messaging and email directed to [jordan@nourishcounselling.com](mailto:jordan@nourishcounselling.com). Email communication may be printed and stored within the hard copy of the client file. Voice messages will be deleted promptly after listening. For the quickest response, please email me. **Please note that I do not provide any clinical services by email or text message.**

**Cancellation Policy:**

Nourish Counselling requires 24 hours notice in the case of cancelled or rescheduled appointments. In the case that you do not provide 24 hours, you may be charged the full session fee.

I have read and understood this Service Agreement, including the cancellation policy. I consent to counselling within the outlined conditions:

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**Signature**

**Print name**