



BCA Neuropsychology Group

Practice in Clinical Neuropsychology and Rehabilitation

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Things you Need to Know

Welcome to BCA Neuropsychology Group (formerly Bieman-Copland & Associates), we hope that coming to our office is the first step to living better, whatever your circumstance. This document contains important information about our philosophy of care, Standards of Practice for Psychologists, and the policies of our office. Our office provides treatment and assessment services across the lifespan. Please read this handout carefully and make notes on any questions you might have and what services may be right for you so that you can discuss them with the office staff or your psychologist.

Psychological Services

The psychologists in our office work in the areas of clinical neuropsychology and/or rehabilitation. This usually means that people who come to our office are struggling to adapt and recover from injuries or traumatic events. Most commonly injuries occur in motor vehicle crashes, workplace accidents, falls, assaults, or while playing sports / participating in recreational activities. Following such injuries people can struggle with pain and/or changes in motor, sensory, emotional, or thinking abilities. Because of these struggles relationship problems, workplace problems, or mental breakdown can occur. Our treatment involves helping people learn and internalize more adaptive ways of coping with limitations, fears, and stressors arising from their injuries. This process can involve learning new skills, challenging one's beliefs, and/or establishing new ways of behaving. We know every person is unique and our services involve assessing your situation and developing an individualized treatment plan that takes into account the things you value most in your life. To be successful, psychotherapy often involves recalling and talking about unpleasant events, facing one's fears, and trying new things, albeit with support and encouragement.

As with any healthcare treatment, psychotherapy involves both risks and benefits. The risks include possibly experiencing uncomfortably strong feelings, such as sadness, frustration, guilt, anger, anxiety, loneliness, and helplessness. Most feel that these risks are outweighed by the benefits of treatment which can include a reduction in feelings of distress, an increased ability to cope with limitations, resolution of specific problems, or an improvement in relationships. Because every treatment plan is individualized, what you get out of psychotherapy will also be unique to you.

Psychotherapy takes both time and commitment. Change as a result of psychotherapy comes about by not only talking with the psychologist, but also commitment to completing activities and exercises between sessions as well.

Neuropsychological Assessment

Many people injured express concerns about their ability to think and remember effectively. Neuropsychology is the study of brain behaviour relationships. A neuropsychological assessment provides people with objective information about their cognitive strengths and weaknesses, as well as feedback as to why their abilities may have changed. For more information about neuropsychological assessment, see the link to “What to Expect During a Neuropsychological Assessment” on our website.

Psychogeriatric Service

BCA Neuropsychology Group (formerly Bieman-Copland & Associates) has a separate referral stream for older adults seeking psychological treatment and/or assessment services. Age-appropriate assessments are available for individuals living with the effects of traumatic brain injury, stroke, dementia, and other neurodegenerative disorders. Psychotherapy is available for seniors with or without cognitive impairment for a variety of conditions such as anxiety, depression, adjustment issues, cognitive rehabilitation, family support, and improving community integration. Finally, educational services are also available for families and other healthcare facilities covering topics such as living with dementia, healthy aging, in-service training, and workshops.

Appointments

Appointments will be scheduled with you. The frequency and duration of appointments will depend on your individual situation. Typically, appointments are 60-90 minutes in duration, but that time includes 10-15 minutes for the psychologist to prepare for your session and complete documentation, as required by our professional standards. Usually, early in treatment appointments are more frequent (i.e., weekly, or bi-weekly), but as treatment progresses there is a longer time between appointments. Of course, if a difficult situation or a change in your life situation occurs, we will make every effort to schedule an appointment as soon as possible. However, we are not a crisis service and if your situation involves danger to yourself or others, then you will be directed to go to the Emergency Room of your local hospital.

Billing and Payments

Psychology assessment and treatment services are not covered by OHIP. Most people who receive treatment services from us have access to insurance to pay for the treatment (i.e., automobile, health, workplace insurance). Our office staff are well-versed in many insurance systems and we will work with you to minimize the financial burden that can arise with accessing treatment following injury. The Ontario Psychological Association (OPA), has recommended a rate of \$220.00 per hour for psychological services, but we recognize that most insurers will not pay at that rate. If you have no insurance coverage, we will provide a free 30 minute consultation to discuss options for funding our assessment and treatment services. We generally charge \$160.00-\$220.00 per hour for assessment and treatment services. It is important that you talk with the psychologist about your individual financial situation. We will work with you to make our services accessible.

Cancellation Policy

24 hour notice is required for appointments that need to be cancelled or postponed. This is to allow the time to offer the appointment time to another client who may be on a cancellation list waiting for an appointment. We understand that you may be unable to keep an

appointment because of sudden illness or an unexpected personal emergency. If this happens to you, please contact us as soon as possible to explain the problem and we will often waive this fee. If you do not keep an appointment and don't advise us, we may need charge you for the missed appointment. Please keep in mind that most insurance companies will not reimburse for missed appointments, so it is in your best interest to be aware of your appointments.

We understand that after injury, people often have difficulty attending appointments for a variety of reasons. We trust that you are doing your best and will work with you to make attending appointments as easy as possible for you. Our office staff will call or text you the day before to remind you of your appointment. If you miss 3 appointments in a row, without working with us to address your difficulties, then we will suspend treatment, place you back on our waitlist (if that is what you choose), and allow someone on our waitlist the opportunity to receive treatment services. Our cancellation policy is posted on our website.

Between Session Contact

The psychologists are not usually immediately available by phone. The phones are answered by our office staff Monday - Thursday 8:30 am - 3:30pm and 8:30 - 12noon on Fridays. If you leave a message with the office staff or on voice mail, we will make every effort to return your call within 24 hours. Again, if it is an emergency, you will need to call your family physician or go to the ER and ask for the psychiatrist or emergency psychiatric nurse.

In the last few years, other forms of communication have become popular (e.g., text, e-mail, SKYPE). If you would like to communicate with the office or psychologist by any of these methods, we can usually accommodate your request; however, you should be aware that we cannot ensure your privacy with these forms of communication in the way we can with telephone contact. During one of your first appointments we will ask you to complete a "Between Session Contact" so that we are aware of your communication preferences.

Please note, our office and psychologists will not communicate with you via social media (e.g., Facebook or Linkdin).

Treatment Records, Confidentiality, and Limits of Confidentiality

Both the law and the ethical code of our profession require that we maintain appropriate treatment records and ensure your confidentiality. Here are some things you should know about your treatment records and your confidentiality:

- We are required to maintain a complete record of all assessment, treatment, and other contacts. We are required to keep your record secure for a minimum of 10 years after your last contact.
- You are entitled to a copy of your record, with the exception of material that is copyrighted such as published test materials, at any time. We suggest that if you wish to see or obtain your records, that you do so in collaboration with the psychologist, so that you fully understand the documentation. If you have any specific concerns about what is recorded in the clinical record then please discuss this concern with the psychologist. Every effort will be made to accommodate your concerns about documentation, keeping in mind that certain types of information are required by law to be in the record.
- The treatment we provide often occurs within the bigger context of other medical or

multidisciplinary rehabilitation care you may be receiving, as well as your natural support systems, especially family. We believe in the concept of a “Circle of Care”. We believe that your wellness is enhanced by communication between people involved in your care and concerned about your well-being. However, before we can share any information with people in your “Circle of Care”, including family members, we require you to complete a “Consent to Release Information” form. At any point in time, you have the right to withdraw that consent and we will not provide any further information to that person.

- We are a group practice. From time to time your psychologist may want to discuss your situation with another psychologist within the office as a way to improve or enhance your care. If such collegial consultations are a concern to you, please talk to your psychologist. One advantage of a group practice is that should your psychologist be unavailable for a prolonged period of time, arrangements can be made for continuity of your care within the practice.
- If you are in litigation or your treatment is being paid for by an insurer, you should also be aware of the possibility that your entire clinical record may be requested by an insurer or lawyer. For many individuals, this situation is quite stressful. However, should it occur the psychologist will advise you of the situation, review the treatment record with you so that you are aware of what information is being requested for release. We will also review your options, including possible consequences of failing to release the information being requested. If the request for your records comes in the form of a court-authorized subpoena, we have no choice but to release the information.
- Psychologists are required to maintain confidentiality of information shared in sessions and recorded in the treatment record. However, there are specific limits to this assumption of confidentiality as determined by the law. If there is any reason to be concerned about the welfare of a specific child, the law requires us to notify Family and Children Services (FACS). If the psychologist has reason to believe that you are at imminent risk of self harm or could cause harm to another person, then the psychologist is required to take immediate emergency action, including calling the police or ambulance if needed. Finally if a psychologist becomes aware of any type of sexual misconduct in the context of your interactions with any Registered Health Professional then the psychologist is required to notify the proper authority.
- The privacy of your personal information is protected by the Personal Health Information Protection Act. The manner in which we collect, use, and disclose personal information within our practice is contained in our privacy statement. A copy of this statement will be provided to you. It is also available for review on our website and in the waiting room.

Minors

If you are under 18 years of age:

- Parental/guardian consent is required for provision of psychological services. There may be occasions when a minor cannot or does not want to obtain parental consent for services. In such cases, we will endeavour to ensure that the minor has sufficient understanding and cognitive skills to enable them to fully understand what is being proposed in terms of the assessment/treatment process.

- Parents or guardians may have the right of access to all information revealed during the provision of services. In some instances, an agreement may be reached in advance with the minor and parents that certain issues will not be disclosed to parents. When information is requested by a parent, we will typically only provide general information on how your treatment is proceeding, unless we feel there is a legitimate reason to do otherwise. For example, if there is a high risk that you will seriously harm yourself or another person, or if we learn of child abuse, pregnancy, or serious drug use, we are obligated to notify parents and/or other helping professionals (e.g., doctor, police) of these concerns. Before giving them any information, we will usually discuss the matter with you and do our best to resolve any objections you may have about what we are prepared to discuss with them.