

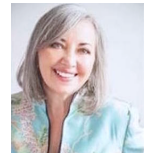
# STEPS TO WELLNESS

NATURAL HEALING & HEALTHY LIVING

GUIDANCE AND SESSIONS—NATURAL MODALITIES FOR WELLNESS, LIFESTYLE, AND HEALTH-



Natural Health Practitioner Alexandra Gellman offers personal consultation and guidance as well as Simple Steps to Wellness workshops, keynote talks, presentations, and tele-coaching to boost health naturally. Alexandra specializes in teaching trusted, simple approaches to health, nutrition, and showing how to improve your life (and longevity)— in easy, do-able steps.



## EMAIL CONSENT

I am requesting your consent to send you emails in the future. Below are the different types of email correspondence we may send. Please check what we may forward to you.

Put a checkmark beside each category of information you would like.

- Email pertaining to your consultation/copies of reports
- Email to celebrate your birthday
- Email to remind you of upcoming appointments
- Email to advise you of upcoming health presentations
- Email with a health/wellness newsletter from time to time

You can withdraw your consent to the above at any time by contacting me.

Signature:

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

Print Name:

## 48-HOUR CANCELLATION POLICY

Please note that we charge a cancellation fee if you miss your appointment with less than 48-hours notice. This usually includes Tele-Wellness sessions as well as in-person consultations. This policy is in place out of respect for clients—cancellations with less than 48-hours notice are difficult to fill. If you cancel without sufficient notice, last-minute, or don't show, you prevent someone else from filling that spot.

By signing below, you acknowledge that you have read and understand the cancellation protocol for Alexandra Gellman and agree to the charge being placed on your credit card or paid at your next visit as described above.

Thank you for your understanding and cooperation.

Signature:

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

Print Name:

Please fax to 416 787 8818 or email to [alex@alexgellman.com](mailto:alex@alexgellman.com)

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## CONSENT TO USE ELECTRONIC COMMUNICATIONS—part 1

**PATIENTS:** Please complete each section of personal information on this page, initial the bottom of each page and any other required field noted in this document.

### HOMEOPATH INFORMATION:

**Name:** Alexandra Gellman PhD, HOM, RBC

**Address:** 960 Lawrence Ave. West, Toronto

**Email :** alex@alexgellman.com

**Phone** (as required for Service): 416 456 4357

**Website:** alexgellman.com

The Homeopath has offered to communicate using the following means of electronic communication (“the Services”):

- Email
- Website/portal
- Text messaging including instant messaging
- Video conferencing (including Skype/Face Time)
- Social Media
- Other \_\_\_\_\_

### PATIENT ACKNOWLEDGMENT AND AGREEMENT:

I acknowledge that I have read and fully understand the risks, limitations, conditions of use, and instructions for use of the selected electronic communication Services more fully described in the Appendix to this consent form. I understand and accept the risks outlined in the Appendix to this consent form, associated with the use of the Services in communications with the Homeopath and the Homeopath’s staff. I consent to the conditions and will follow the instructions outlined in the Appendix, as well as any other conditions that the Homeopath may impose on communications with patients using the Services.

I acknowledge and understand that despite recommendations that encryption software be used as a security mechanism for electronic communications, it is possible that communications with the Homeopath or the Homeopath’s staff using the Services may not be encrypted. Despite this, I agree to communicate with the Homeopath or the Homeopath’s staff using these Services with a full understanding of the risk.

I acknowledge that either I or the Homeopath may, at any time, withdraw the option of communicating electronically through the Services upon providing written notice. Any questions I had have been answered.

Patient name: \_\_\_\_\_

Patient address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Patient email: \_\_\_\_\_

\_\_\_\_\_

*Adapted for use of registrants of the College of Homeopaths of Ontario with permission from the Canadian Medical Protective Association*

Please fax to 416 787 8818 or email to alex@alexgellman.com

## APPENDIX- continued

### Risks of using electronic communication

The Homeopath will use reasonable means to protect the security and confidentiality of information sent and received using the Services (“Services” is defined in the attached Consent to use electronic communications). However, because of the risks outlined below, the Homeopath cannot guarantee the security and confidentiality of electronic communications:

- Use of electronic communications to discuss sensitive information can increase the risk of such information being disclosed to third parties.
- Despite reasonable efforts to protect the privacy and security of electronic communication, it is not possible to completely secure the information.
- Employers and online services may have a legal right to inspect and keep electronic communications that pass through their system.
- Electronic communications can introduce malware into a computer system, and potentially damage or disrupt the computer, networks, and security settings.
- Electronic communications can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of the Homeopath or the patient.
- Even after the sender and recipient have deleted copies of electronic communications, back-up copies may exist on a computer system.
- Electronic communications may be disclosed in accordance with a duty to report or a court order.
- Videoconferencing using services such as Skype, FaceTime or Zoom may be more open to interception than other forms of videoconferencing.

#### If the email or text is used as an e-communication tool, the following are additional risks:

- Email, text messages, and instant messages can more easily be misdirected, resulting in increased risk of being received by unintended and unknown recipients.
- Email, text messages, and instant messages can be easier to falsify than handwritten or signed hard copies. It is not feasible to verify the true identity of the sender, or to ensure that only the recipient can read the message once it has been sent.

### Conditions of using the Services

- While the Homeopath will attempt to review and respond in a timely fashion to your electronic communication, the Homeopath cannot guarantee that all electronic communications will be received, reviewed, and responded to within any specific period of time. The Services will not be used for medical emergencies or other time-sensitive matters.
- If your electronic communication requires or invites a response from the Homeopath and you have not received a response within a reasonable time period, it is your responsibility to follow up to determine whether the intended recipient received the electronic communication and when the recipient will respond.
- Electronic communication is not an appropriate substitute for in-person or over-the-telephone communication or clinical examinations, where appropriate, or for attending the Emergency Department when needed. You are responsible for following up on the Homeopath’s electronic communication and for scheduling appointments where warranted.

- Electronic communications concerning homeopathic assessment or treatment may be printed or transcribed in full and made part of your medical record. Other individuals authorized to access the medical record, such as authorized staff, may have access to those communications.
- The Homeopath will not forward electronic communications to third parties, including family members, without your prior written authorization and consent, except as authorized or required by law.
- You agree to inform the Homeopath of any types of information you do not want sent via the Services in writing.
- Some Services might not be used for therapeutic purposes or to communicate clinical information. Where applicable, the use of these Services will be limited to education, information, and administrative purposes.
- The Homeopath is not responsible for information loss due to technical failures associated with your software or internet service provider.

### Instructions for communication using the Services

To communicate using the Services, you must:

- Reasonably limit or avoid using an employer’s or other third party’s computer.
- Inform the Homeopath of any changes in the patient’s email address, contact phone number, or other account information necessary to communicate via the Services.

### If the Services include email, instant messaging and/or text messaging, the following applies:

- Include in the message’s subject line an appropriate description of the nature of the communication (e.g. “follow-up appointment”), and your full name in the body of the message.
- Review all electronic communications to ensure they maybe clearly understood by the recipient, and that all relevant information is provided before sending to the Homeopath.
- Ensure the Homeopath is aware when you receive an electronic communication from the Homeopath, such as by a reply message or allowing “read receipts” to be sent.
- Take precautions to preserve the confidentiality of electronic communications, such as using screen savers and safeguarding computer passwords.
- Withdraw consent only by email or written communication to the Homeopath.
- If you require immediate assistance, or if your condition appears serious or rapidly worsens, you should not rely on the Services. Rather, you should call the Homeopath’s office or take other measures as appropriate, such as going to the nearest Emergency Department or urgent care clinic.

### I have reviewed and understand all of the risks, conditions, and instructions described in this Appendix.

Signature:

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

# STEPS TO WELLNESS — NATURAL HEALING & HEALTHY LIVING

## HOMEOPATHIC CONSENT AND RELEASE FORM

Homeopathy is a system of medicine that offers a holistic and individualized approach to your health. It utilizes dilute substances derived mainly from plant, animal, and mineral sources. The objective of the homeopathic examination is to consider your entire “picture”. It represents your current state of health (physical, mental and emotional) and enables a Homeopath to select a *homeopathic* medicine that is best suited to you at this time. Nutritional assessment and counseling is often a part of the intake process. When used correctly under the supervision of a qualified practitioner, Homeopathy is considered to be a safe integrative/preventative system of health care. It is not intended to be a substitute for allopathic or traditional medicine. ***The therapy and information offered should not be construed by you, the client, to be a medical diagnosis of any disease or injury. You should consult with your physician for any serious medical condition.***

**PLEASE READ CAREFULLY AND SIGN AT THE BOTTOM. WE ARE HAPPY TO ADDRESS ANY QUESTIONS OR CONCERNS.**

I acknowledge that I have the option of seeking/continuing conventional medical care from a medical doctor and that homeopathic treatment and conventional medical treatments are different but can complement each other. I confirm that there has been no suggestion made to me that I refrain from seeking or following conventional medical treatment. I recognize that input from my medical doctor is welcome, and the information will be used to augment the homeopathic case-taking process. I am free to withdraw my consent and to discontinue treatment at any time.

While Alex Gellman has had extensive training in the science and art of Homeopathy, I acknowledge that she is not a medical doctor. I confirm that any prescription medications I am taking under the care of a physician will not be withdrawn without his/her supervision.

I fully understand what has been presented to me with regards to the nature of homeopathic medicines and their safety, and the credentials of my homeopath.

I understand that a block of time has been set aside for my private appointment, and that a 24-hour notification is required if I must cancel. I understand that there is a full charge for appointments canceled less than 24 hours in advance.

I understand that payment is due at the time services are rendered, unless other arrangements have been made prior to the appointment.

I understand that phone consultations will be billed at the usual hourly rate.

I understand that any Remedies prescribed will be extra—instructions will be provided for purchase.

I understand that current fees for consultations are as follows, but that there may be changes in the fee structure in the future.

<b>Initial Consultation</b>	<b>\$180.80 (60 minutes) or 272.00 (90 minutes) *</b>
<b>In-Depth Initial Consult</b>	<b>\$360.00 (120 minutes)</b>
<b>Follow-Up Consultation</b>	<b>\$160 (45 minutes)</b>
<b>Follow-Up Consult</b>	<b>\$180 (60 minutes) or \$120.00 (30 minutes)</b>
<b>Remote Consultation</b>	<b>\$136.00 (45 minutes)</b>

*\* New consultation patients are entitled to a 15-minute free consultation as an introduction to Alex's methods*

### REFLEXOLOGY

<b>Half-hour</b>	<b>\$60.00</b>	<b>45 minutes</b>	<b>\$72.00</b>	<b>All plus GST/HST</b>
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I HAVE READ THE ABOVE AND AGREE TO ALL TERMS:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If patient is under 18 years, parental signature is required:* \_\_\_\_\_

Please fax to 416 787 8818 or email to alex@alexgellman.com

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## STATEMENT OF ACKNOWLEDGEMENT

Each person seeking care with Alexandra Gellman/ the Guru Clinic should understand that the practitioner is Homeopathic, and not medical. If standard medical diagnosis or treatment is required, it must be obtained from a licensed medical doctor.

At your personal interview/appointment, we will use Vega testing (an electro- acupuncture feedback technique), and Quantum Magnetic Resonance Analysis. This is for research only and not for diagnosis or treatment of disease.

Each client must sign the following document before any treatment will be rendered. Your signature acknowledges the following:

1. That you have read all the foregoing information and that you understand that the ultimate responsibility for your health is your own.
2. That you understand that the practitioner in this office works within the Homeopathy scope of practice and is not a medical doctor.
3. That you understand that the practice of Vega electro-acupuncture and Quantum Magnetic Resonance Analysis, at this time, are considered non-standard. (The Vega and QMRA are available only with in-person appointments/not remote consultations.)
4. That you understand that treatment here and/or referral to other health practitioners is based upon the assessment of conditions revealed through personal history and interview.
5. That while changes in dietary habits are not an absolute prerequisite for treatment, you understand that failure to follow sound nutritional, exercise, and lifestyle programs could undermine the desired results.
6. That you are not an agent for any private, local, county, provincial, or federal agency attempting to gather information without so stating your intentions at the beginning of the relationship.
7. That you are accepting or rejecting this care out of your own free will and choice.
8. We at the Guru and Associates Inc. Clinic are not responsible for the coverage of this treatment under your personal insurance program.
9. That you accept full responsibility for any fees incurred during care and treatment, and that you agree to fully discharge this responsibility at the time of the visit unless prior arrangements have been made.

I, (NAME:) \_\_\_\_\_

(SIGNATURE:) \_\_\_\_\_

HAVE READ, UNDERSTOOD, AND ACKNOWLEDGE THE ABOVE STATEMENTS.

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

Please fax to 416 787 8818 or email to [alex@alexgellman.com](mailto:alex@alexgellman.com)

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## DECLARATION AND RELEASE

I, \_\_\_\_\_, of the following address:  
*(name)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

acknowledge and declare that I have been given the option of seeking / continuing conventional medical care from a qualified medical doctor, and I have been properly informed that Homeopathic treatment and medical treatment are not mutually exclusive.

I confirm that there has been no suggestions made to me by A. Gellman (Villada) HD, RBC to refrain from seeking or following conventional medical attention.

I understand:

1. that medical therapy and Homeopathic / drugless therapy are different kinds of therapies and modalities of treatment,
2. the differences in the therapies and modalities of treatment, and
3. the differences in the therapies and treatments rendered by each of a medical practitioner and Homeopathic / drugless therapy practitioner.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signed, Sealed, Delivered in the presence of:

\_\_\_\_\_ CLIENT \_\_\_\_\_ WITNESS

\_\_\_\_\_ Print name \_\_\_\_\_ Name

Please fax to 416 787 8818 or email to alex@alexgellman.com

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## **GENERAL CONSENT AND RELEASE FORM—SPIRITUAL/PASTORAL COUNSELING AGREEMENT** **PLEASE READ CAREFULLY AND SIGN; ASK ABOUT ANY QUESTIONS OR CONCERNS.**

To be fully informed about the spiritual counseling you will receive, please read through this agreement, sign, and date it. This form and the intake form must be completed and returned to the office before counseling can commence at the first session. (Note to couples: each individual should sign a separate personal form.)

### **DESCRIPTION OF SPIRITUAL/PASTORAL COUNSELING:**

The goal of pastoral counseling is to provide wise and faithful counsel to those who are in need of support, in search of discussion or guidance for concerns, or who are hurting/distressed.

The purpose of Spiritual/Pastoral Counseling is to help individual/s connect with their higher power. It is based generally on the 12-step program. The aim is to help deal with current struggles in the context of a confidential and caring environment. A series of personality assessments are used to help guide the client. He/she or they are counseled based on personality and preferences. The communication style is adapted to fit the client's needs.

Guided by universal spiritual principles, the counselor's role is to utilize guided questioning, empathetic support, problem definition, reflection/reading assignments, encouragement, and prayer/meditation to provide wise and faithful counsel to those who are hurting and in need. As well as meditation and prayer, we may work with yoga, chakra balancing, EFT (emotional freedom technique), and motivational interviewing.

**QUALIFICATIONS:** Alexandra Gellman is an ordained Reverend with the spiritual group Universal Oneness United Faith Canada and is a Registered Behavioral Coach and experienced Grief Counselor. She has a Ph.D. in Integrative Medicine and over 30 years of experience helping patients with life choices and challenges via Guru & Associates Wellness Inc.

**CLIENT EXPECTATIONS:** Please plan to arrive 10 minutes prior to your appointment, so the session can begin on time. You may be asked to complete homework assignments or purchase a book to read in conjunction with your spiritual/pastoral counseling. Prayer, meditation, yoga, or memorization may be utilized as a part of the counseling process. Your commitment to the counseling process will determine the outcome of your experience.

**REFERRAL POLICY/DISCLAIMER:** After reviewing the intake form, we will determine whether or not we feel we can support you with the appropriate services and level of care needed. Clients will be referred outside of The Universal Oneness United Faith Canada/ Guru & Associates Wellness Inc. Counseling Center when treatment required is beyond the scope of care available here.

**CONFIDENTIALITY:** Your spiritual/pastoral counselor will adhere to commonly accepted codes of privacy and confidentiality in counseling ethics. There are situations, however, in which the law requires that certain information can be revealed without your consent. Under the discretion of the pastoral counselor, if there is any indication that you may be a danger to yourself or others or are involved in the abusing of a minor, your information may be disclosed to appropriate mental health services or law enforcement.

Please fax to 416 787 8818 or email to [alex@alexgellman.com](mailto:alex@alexgellman.com)

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# STEPS TO WELLNESS — NATURAL HEALING & HEALTHY LIVING

## PASTORAL COUNSELING FEES:

Each session is 45 minutes. Cost \$72.

- Counseling sessions will take place by appointment at the medical office of Dr. Leora Marcovitz, MD, at 960 Lawrence Avenue West, Suite 201, Toronto.
- Payment is due at the beginning of each session, and accounts must be kept current in order to continue counseling. Cash or checks are accepted forms of payment.

## RIGHTS AS A CLIENT

1. You are entitled to information about any procedures, methods of counseling, techniques, and possible duration of therapy.
2. You have the right to end counseling at any time without any moral, legal, or financial obligations other than those already accrued.
3. You have the right to expect confidentiality within the limits described.
4. You have the right to authorize your counselor to consult with another professional about your therapy in writing.

**CANCELLATION POLICY:** We request that you notify your spiritual/pastoral counselor at least 48 hours before your scheduled appointment time if you need to cancel a session. Failure to do so could result in payment of half of the fee for the missed appointment. If deemed necessary, this charge should be paid before or at the time of your next appointment to continue in the counseling relationship. Exceptions are for sudden illnesses and emergencies only, and when you can reschedule your appointment.

By signing below, you are acknowledging that you understand and accept the guidelines stated above.

**All plus GST/HST**

I HAVE READ THE ABOVE AND AGREE TO ALL TERMS:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If patient is under 18 years, parental signature is required:* \_\_\_\_\_

Witness (name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax to 416 787 8818 or email to alex@alexgellman.com

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