

## **Policies and Procedures:**

### **Introduction:**

Congratulations on taking this important step toward improving your overall health and well-being. I look forward to walking through this process together, learning about the ways your life is going well and places where I can assist you in developing new plans for improved integrated well-being. My areas of expertise are mental, chemical emotional, and spiritual wellbeing. I am solution focused, trustworthy, hopeful, honest and experienced in the field of integrative healthcare. It is truly an honor to help others learn more about themselves, as well as set and achieve the goals that mean the most to them. I look forward to sharing this space with you as you dedicate focused time for change.

### **Professional Background:**

Now for the more dry but important details. I work diligently with adults on a wide range of issues including complex grief, anxiety, depression, addiction, chronic pain, professional struggles, relationship or marital conflict and family of origin issues. This dedication has fueled me for 30 years to help clients in many settings - schools, hospitals, community mental health clinics and also in private practice. I value the opportunity to develop a therapeutic relationship based on trust and mutual respect.

### **Confidentiality:**

Your privacy is very important to me. All that is discussed in our sessions is private and confidential.

The only exceptions to this confidentiality policy are as follows:

- 1) if there is knowledge or reasonable cause to suspect that a child is being abused or neglected.
- 2) If I am subpoenaed by a court of law
- 3) If a client threatens a dangerous action or bodily harm against himself/herself or someone else. It is then my duty to warn the person (or his/her family against whom the harm is directed or the family of the individual threatening to harm himself or herself. This is a safety first policy and will be explained in more detail in session.

### **Rate:**

Cost of in person or telemedicine services are variable, depending on service requested. Text message and e-mails between sessions will be negotiated based on need and availability. It is your right to to discontinue coaching/counseling at any time.

**Missed Appointments:**

It is important to remember when you set up an appointment that I am committing that specific time period to you alone. If you cancel without sufficient notice, this usually means a loss of the hour for therapy, since it is difficult to reassign the hour to another client on short notice. It is for this reason I need you to give a 24 hour cancellation notice prior to your appointment.

**For cancellations, please remember to call 24 hours prior to your scheduled appointment because failure to do so can result in the charge of a full session fee.** Services may be terminated for repeat appointment failures.

I have read these policies, understand the content and agree to the terms.

Signed:\_\_\_\_\_

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