

## Office Policy

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My commitment to clients is to explore areas of the psyche, emotions and spirit in an environment of safety and deeply held respect for each individual's experience. We will examine how your beliefs and values both hinder and help you on your particular path. To the degree that you seek change I will work with you to see what in your actions, thoughts and feelings is in the way of greater freedom in your life. Through the interaction between us, in addition to what you bring, we will work toward those changes.

**Confidentiality:** I respect your right to privacy and hold information that you discuss in strict confidence. No information about you will be disclosed unless you have signed a written release for, except in the following circumstances:

- A) If you threaten grave bodily harm to yourself or another, or if you are unable to care for yourself, I am legally required to inform the appropriate authorities, and the intended victim.
- B) If I hear of or suspect physical abuse or neglect, or sexual abuse, I am required to report this information.

C) I seek supervision and consultation to ensure the quality of my work. These are done under strictly professional and confidential circumstances.

**Scheduling, Cancellations and Fees:** Sessions are 50 minutes long.

Payment is expected at each session unless other arrangements have been made in advance. Fees may vary based on my perception of current going rates and any agreement that I may come to with you.

If you miss a scheduled session with less than **48 hours notice**, you will be charged for that session, regardless of circumstances, unless we can reschedule within that week, or time frame within your regularly scheduled appointment. (**For Monday appointments**, you will need to notify me by Friday, so it will be **72 hours** or three days.) If you need to change your appointment for work or leisure, the sooner you give me notice, the more able I am to accommodate you with another appointment time. If I need to cancel an appointment for an emergent issue, you will of course, not be charged.

As this time is reserved for you, and I do not offer it to anyone else, I lose the income when you are not able to make your appointment. Late cancellations are never easy on your finances, and if I can reschedule your time with someone else, you will not be charged for that missed session.

Several times a year I will likely be out of the office for retreats and vacations. I will give you as much time as I am able, so you can plan accordingly.

In the case of snow or illness, I offer either a Zoom, V-SEE, Doxy.me, or phone session as an alternative to coming in person.

**Telehealth:** During this time of the COVID pandemic I will be holding all sessions using hipaa compliant, video platforms and or telephone. Currently those platforms include, Doxy.me and VSEE.

It is also possible to use Zoom or Facetime, if connectivity is problematic with the aforementioned platforms, but Zoom nor Facetime are technically Hipaa compliant. In other words, I cannot guarantee privacy if we use these platforms. In addition, using cell phones for sessions is also not a guarantee of privacy.

**Phone Calls:** My telephone is answered by voice-mail 24 hours a day. When leaving a message, please indicate several times that you can be reached and include your phone number. I will return your call as soon as possible. When I am on vacation or otherwise away from the office for extended periods of time, I will have a colleague covering for me, or I will check in by phone on a daily basis.

**Emails:**

Emails are not secure and I cannot guarantee confidentiality. They are best used for scheduling purposes, if you need to change an existing appointment, or need to give me other salient information. I do check email, but not as often as the phone. Therefore, if you want to get hold of me, it is best to leave a phone message.

**Texting:**

If you decide to send a text, please indicate yourself by name, as often your phone number will show up, but not your name. My preference is a phone call, but under certain circumstances, you may find texting easier. This method is again, only meant for scheduling, not therapeutic issues.

**Theoretical Orientation:** My approach to therapy is rooted in both Existential and psychodynamic approaches. I will focus on both our therapeutic encounter in the moment, as well as how your experience in the session, and your current life, mirrors earlier experiences in your life. I will support and encourage you to turn your attention toward all your feelings, so that you can know more fully where you are living within yourself. As you come to know yourself more fully you can have access to more creativity and can take more responsibility for your life choices.

**Professional Background:** I received my Masters degree from Antioch University in Seattle in 1986. I have been in private practice since 1982. I have been an adjunct faculty member in the graduate psychology programs at Antioch University for over 24 years teaching classes in theory and practice, and supervision of students in their clinical internships. I am an approved clinical supervisor in Washington. I hold professional memberships in the Association for Psychosynthesis, the Association for Humanistic Psychology and the Jungian Psychotherapists Association.

I \_\_\_\_\_ have read and understand the above policy statement.

Client Signature

Date

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Please fill out the following:

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

PH: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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

Referral source: \_\_\_\_\_