

YOUR RIGHTS AS A CLIENT

Insight Therapies

Intueri Hypno TM Life Coaching & Intueri Hypno TM Birthing and Beyond

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You should understand that information provided by you during consult is confidential in most circumstances.

CONFIDENTIALITY

Matters regarding your Intueri Hypno TM hypnotherapy consult – life coaching will be kept confidential except in the following circumstances: You sign a release of information giving permission to release information to a specific individual or agency, child abuse; you are an imminent danger to self or others, or in the case of the subpoena of records. In addition, I consult with and am supervised by a Supervisor, Consultant, and a Supervisee Group. Any information shared is kept confidential. From time to time, I also consult with other colleagues, but in this circumstance, Clients are not identified by name. I also have an administrative assistant who assists me with my billing. Credit Card payments must be made through PayPal and your signature below constitutes you giving permission for such services. When fees for services are not paid in a timely manner, collection agencies may be utilized in collecting unpaid debts. The specific content of the services (e.g., case notes) is not disclosed. If a debt remains unpaid it may be reported to credit agencies, and the Client's credit report may state the amount owed, time frame, and the name of the provider. The Client is responsible for the original bill, service charges, collection fees as well as additional costs that are incurred as a result of the collection process. Your signature below constitutes you giving permission for such consultations and services.

FEES AND PAYMENTS

Personal Check, Cash, VISA, Master Card, Discover, and American Express are accepted. Credit Card Payments must be made through PayPal. Payment must be received at time of service. A \$30.00 service charge will be assessed for returned checks or any and all invalid payment. Payments received more than thirty days after the date due are subject to 19.8 annual percentage service charge calculated on a monthly rate of 1.65% of the remaining balance. Delinquent bills will be turned over to a collection agency. The client is responsible for the original bill, service charges, collection fees as well as any legal costs that are incurred as a result of the collection process.

CANCELLATIONS & APPOINTMENTS

Your appointment time reserves my time for you. Should you need to cancel or reschedule your appointment time, I request that you provide at least **48-hours** notice or you will be charged the regular full rate (\$125.00) for the missed appointment. Two missed appointments in a row or frequent patterns of missed appointments are grounds for termination as a client and will be discuss with you in such case.

Appointments are scheduled for a particular time. If you are late, you will have the opportunity to receive the remaining time of your appointment.

Effective Inteuri Hypno™, Hypnotherapy and Life Coaching does take a commitment on both sides. It has been my experience over the years that the more consistent (and sometimes frequent) the client is in attending their appointments, the greater and quicker the progress. All sessions are served over the telephone or only approved in person by request.

REPORTS AND PHONE CALLS

There is no charge for brief calls (lasting 5-minutes or less). There will be a \$2.00- \$2.16 per minute charge for all telephone calls other than brief calls (lasting 5-minutes or less) concerning rescheduling appointments, confirming appointments, etc. I do not participate with insurances however if special circumstances request Reports or form processing Charges for processing fees are prorated based on \$125.00 per 45-50 minute hour (\$2.00- \$2.16 min). There are no discounts applied to reports and telephone calls that are not scheduled appointments. Special events may identify free processing such as in the Inteuri Hypno Birthing and Beyond Childbirth class offerings.

MY AVAILABILITY AND VOICE MESSAGING **(if you feel you need more support, please ask.)**

I am available to receive and return phone calls during my regular business hours (Monday- Thursday, 9 am- 3 pm). I pick up my messages every hour during regular business hours. All calls are retrieved and returned during regular business hours. There will be a \$2.00- \$2.16 per minute charge for all telephone calls other than brief calls (lasting 5-minutes or less) concerning rescheduling appointments, confirming appointments, etc. Please be aware that there are no discounts applied to telephone calls that are not scheduled appointments.

After Hours Emergencies: The hours outside my office hours are my time to spend with my family and friends and I use this time to restore so I can be of greatest resource for you. I do not check my voice mail or email during this time. I am not available after my usual business hours for emergencies and do not offer paging services. I do check my messages Monday- Thursday between 9:00 AM and 3:00 PM and I am usually available to speak with you on the telephone (or schedule a time we can talk). There will be a \$2.00- \$2.16 per minute charge for all telephone calls other than brief calls (lasting 5-minutes or less) concerning rescheduling appointments, confirming appointments, etc. Leave a message on my voice mail (814 – 504 - 7515) and I will call you back as soon as I retrieve the message. For after-hours emergencies there is a base charge rate of \$4.00 - \$4.32 per minute charge for all telephone services. Please be aware that there are no discounts applied to telephone calls that are not scheduled appointments.

If you believe you may require contact outside of my office hours, I may not be the appropriate Inteuri Hypno™ Hypnotherapist - Life Coach for you and can offer you a referral.

Vacations: I will give you reasonable notice before I go on vacation. I usually take six to eight weeks of vacation a year. You will not be charged for sessions during this time. I will give you those dates with sufficient notice so that you can plan your time away in order to insure continuity of your process. However, if you feel that you will need continuing care during this time, I will help you make arrangements ahead of time .

TERMINATION OF CARE

I support all termination, for whatever reason. When you are ready to leave, I would like to help you leave me well. In order for you to do this all you need to do is give me advance notice. Several weeks are sufficient, although some long-term Clients let me know several months in advance. When leaving is handled in this way, it often turns out to be the most productive time in therapy for clients. Even if you are not able to give me advance notice, I will still do my best to help you leave well.

Office Policies and Procedures

Martha offers workshop series training, private and group Coaching. In regards to private coaching the initial appointment with Martha Watson CI usually consists of a forty-five - minute telephone session consultation at a \$125.00 charge, where Martha can access the root cause of you seeking care. You the client will be guaranteed to know the root cause of any non resourceful area in your life you wish to resolve. It may be emotional , physical , physiological areas you wish to change but until present have not been able to do so. Martha will determine whether this type of care is appropriate or to refer you to another health care professional Your next appointment consists of a brief history, discuss your goals for your work together, answer your questions If you are accepted as a client, Martha Watson CI. will explain the general process given her experience (all clients' progress at their own pace and your results will be determined by your commitment to your own healing and level of participation) for you to achieve your desired goal. If accepted as a client you will be asked to commit to the full process of your healing before experiencing your first appointment. Although this care can produce rapid results it is not Short-term Care. Martha requires a full commitment from her clients before beginning the healing process.

Effective care usually costs more than money. Intueri Hypno TM – Hypnotherapy & Life Coaching is a professional service that involves a relationship with a practitioner who is there solely to support you as you experience your own healing, empowerment, and resource development. A self-help book or an occasional workshop will cost you much less in time and money than Inteuri Hypno TM . However, studies have indicated that although education or Short-term Care (such as a workshop or a book) can be extremely helpful (particularly for people who are already in care), clients report better results when they participate in long-term process.

So, you need to decide whether you are ready to invest a certain amount of money each week and invest a certain amount of - your psyche time - in which we would be working together.

In addition, clients contribute their readiness by attending every session. The frequency of telephone visits differs from client to client, but most people start care by scheduling one session per week. It is also important to start and end each session on time. But most importantly, you need to bring a willingness to participate in your own healing fully. You may want to prepare for your appointment, in your mind, on your way to our phone session. Some clients find it helpful to keep a diary of thoughts and dreams as a way to review the past week to come every week and bring the parts of themselves' that they are ready to share at that particular time. The work you do in and between appointments is the other important part of your investment in Inteuri hypno TM -life coaching.

For your New Client consultation and appointment please make sure your necessary paperwork is returned prior to our scheduled appointment, 24 hours hours at least in advance. Arriving late will result in utilizing appointment time to complete the forms. You will be charged for this time as part of your first appointment, so you are encouraged to cooperate by returning consent form, client disclosure form and payment prior to all appointments.

Please be sure to take a bathroom stop prior to your appointment. Full bladders are uncomfortable and can be a distraction during your consult.

*Upon entering our telephone consult, I ask that you turn off anything that rings, beeps, buzzes, etc. You are expected to turn off all your gadgets and make necessary arrangements so you will not need to be disturbed during your appointment. This will save you time and expense.

Please sign this form, return one copy and keep a copy for yourself for future reference. Should you have any questions at any time, please ask.

Client Name (please print): _____

Client or Guardian Signature: _____

Client Address _____

Street City State Zip Code

Client Email Address: _____

SSN: _____ DOB: _____ Age: _____

Phone: Day _____ Evening _____

Occupation: _____

How did you hear of this office: _____

Emergency Contact: _____ Phone: _____

Relationship To You: _____

Practitioner's Signature _____ Date: _____

Consent to Bi-Lateral Release of Information

Client: _____

Date of Birth: ____/____/____

I hereby request and authorize Martha Watson CI and

_____ to exchange information about me. Information may be exchanged with respect to any illness, medical history, consultation, evaluation, counseling/psychotherapy, school performance, drug or alcohol abuse, and behavior during the period from initial contact to the last date of contact. I understand that I may request in writing that specific portions of my records not be released or referred to in the course of taking action upon this request.

The following portion(s) of my record

_____ shall be released for the purpose of (please state exact purpose):

I understand that I may refuse to consent to this release without penalty and I or without being refused services. I also understand that I may withdraw this consent at any time except to the extent that action has already been taken in reliance thereon. All blanks were filled in prior to my signing this consent.

Client Signature _____ Date

_____/_____/_____

Parent/Guardian Signature if Client is a Minor _____ Date

_____/_____/_____

Practitioner Signature _____ Date

_____/_____/_____