



## COACHING POLICIES AND PROCEDURES

Updated 02/10/2022

This document contains important information about my professional and business policies. Please read it carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

### **COACHING SERVICES**

Coaching is a form of development work that helps an individual to gain insight into their own functioning, clarify goals, learn better behavioral strategies, and achieve their developmental objectives. It is unlike therapy because it does not look in-depth at past influences, address clinical problems, or issue a diagnosis. It is unlike consulting, because it does not give the client answers. It is an action oriented process which focuses on present and future while assisting the individual with self-development. Because psychotherapy and coaching are two distinct services, if it will be determined that a coaching client is in need of clinical help, such client will be referred to another therapist for that part of the work.

### **ASSESSMENT SERVICES**

An administration of a formal assessment battery can greatly contribute to an understanding of individual's strengths and growing edges and as a result speed up the coaching process. It can be scheduled at any point as agreed upon by the coach and the client.

### **MEETINGS**

All services are provided by appointment. Coaching sessions are typically 60 minute long and will be scheduled as frequently as and at a time we agree on.

### **TELEPSYCHOLOGY RISKS AND BENEFITS**

Telepsychology refers to providing psychological services remotely using telecommunications technologies, such as video conferencing or telephone. One of the benefits of telepsychology is that the client and psychologist can engage in services without being in the same physical location. It is also more convenient and takes less time. Telepsychology, however, requires technical competence on both our parts to be helpful. It also carries some additional risks to confidentiality. Because telepsychology sessions take place outside of the psychologist's private office, there is potential for other people to overhear sessions if you are not in a private place during the session. On my end I will take reasonable steps to ensure your privacy. But it is important for you to make sure you find a private place for our session where you will not be interrupted.

### **MISSED APPOINTMENTS**

Unless you provide 24 hours advance notice, there will be a charge (see below) for "no show" or late cancellation. The exception includes both of us agreeing that you were unable to cancel or attend due to circumstances beyond your control. Please be advised that in most cases I will not consider unexpected additional work responsibilities (having to work late, having to work an extra shift, etc.) to be such circumstance.

### **BILLING AND PAYMENTS**

Most coaching services are provided on a contract basis for a specified number of sessions over a period of time. That fee is collected at the time the coaching contract is signed. In case you will be paying for individual sessions, the fee will be collected at the time of each session.

**PROFESSIONAL FEES**

Individual Coaching Session	\$165
Late cancellation	\$60

**INSURANCE REIMBURSEMENT**

Coaching services are not covered by your medical insurance.

**CONFIDENTIALITY**

In general, the privacy of all communications between a client and a psychologist is protected by law, and will only be released with client's written permission. However, there are instances where I may be legally obligated to take action in order to protect others from harm and will be required to disclose information **without client's consent**. If I believe that a client is threatening serious bodily harm to another, I am required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the client. If a client poses an immediate danger to himself/herself, I may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection. If a client reports that a child may be abused, I am mandated to report it even if the victim is no longer in danger and even if the child was not seen in my professional capacity. For example, viewing child pornography on the internet is considered child abuse and mandates a report. I will be happy to discuss any questions you may have regarding these issues at our next meeting.

Client's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_