

PAMPERED SPIRIT- A Touch That Heals
Patty Guzman BMC, EHT and LMT

OFFICE POLICIES

PAYMENT FOR SERVICES

The pricing per session varies and will be discussed based on needs. Sessions run between an hour and an hour and fifteen minutes. Please make checks payable to Pampered Spirit; I also accept cash and credit cards. Please pay in advance of the session, as after we finish we may be in a deep state that does not lend itself to dealing with finances. If you have a gift certificate or voucher, you must present it prior to the session as payment.

TARDINESS AND CANCELLATION

Please arrive on time for your appointment. If you are late, the session will end as if it started on time and you will be charged for the entire session. Please call me if you are running late to let me know you are on your way. If after 15 minutes you have not arrived or communicated with me directly, the session will be considered a cancellation and you will be responsible for the full payment. Please provide at least 24 hour notice for any cancellation. If you must cancel with less than 24 hours, you will be charged in full for the session, unless circumstances deem consideration.

CONFIDENTIALITY

Professional ethics require that all information shared on your intake form and during our sessions will remain strictly confidential, except for the following situations:

1. I have reasonable suspicion of abuse and/or a serious threat to a reasonably well-identified victim is communicated to me.
2. A threat to injure or kill yourself.
3. I may at times consult with a professional colleague about our work without asking permission but I will not disclose your identity.

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PLEASE TURN CELL PHONES OFF. Do not arrive to your session under the influence of alcohol or substances other than prescribed medication. If there is any reason for me to suspect you are intoxicated, I will exercise the right to terminate the session and you will be charged for the session. Do not use mind altering substances at least 24 hours after the session, because this would interfere with the progress of the work done during your session. Plan your day if possible to be able to relax after your session, for best integration of the work.

PRINT NAME

SIGNATURE

DATE