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Welcome, I want to clarify some aspects of the therapist-client relationship, Somatic Experiencing Therapy, and my office policies, which are important for you to know as we begin to work together.

1. **Confidentiality**: All information discussed in therapy is *confidential*. I will not release information without your written consent except when disclosure is permitted or required by law. Disclosure may be required during the following circumstances:
  - a. When there is a reasonable suspicion of child abuse, elder abuse, or dependent adult abuse. This includes the use or making of child pornography or “sexting” with a minor. If I learn of a child abuser from a person’s past who is actively still around children I am mandated to report him or her.
  - b. When the client communicates a threat of bodily injury to others.
  - c. When a client is actively suicidal.
  - d. When disclosure is required pursuant to a legal proceeding.
2. **Cancellations**: Your appointment time is reserved for you. Therefore, a minimum of **24-hours notice** is required for cancelling or rescheduling appointments. The **full fee will be charged** for sessions missed without this notification. Sessions are approximately 50 minutes in length unless otherwise agreed upon.
3. **Billing**: I do not do insurance billings for you, but I will be happy to write you a receipt for payment or provide you with a monthly statement that your insurance company may reimburse you for. Please be sure to check with your insurance carrier regarding benefits for out of network mental health services and any requirements they have for prior authorization for treatment. Many insurance companies require a referring physician. You are responsible for payments for psychotherapy services at your scheduled appointment time.
4. **Phone Calls and Emergency Contacts**: If you need to call or text me, feel free to do so. You will not be charged for any phone consultation ten minutes or less. After that you will be charged according to the time spent based on my regular fee at 30–minute intervals. Calls will be returned during normal business hours. If you have not heard back from me in a timely manner, please call again as phone messages services are not foolproof. **If you have a psychological emergency, please indicate so when you call and utilize 911 emergency services or go to your nearest emergency room.**
5. **Somatic Experiencing**: Somatic Experiencing (SE) is a naturalistic form of healing that will help you learn how to settle and release physiological activation from your body. Very often this process helps people to reduce stress and return to a sense of regulation and mastery in their lives. SE will support you in learning how to attend to uncomfortable sensations in your body and gently

unwind them through your conscious attention. SE is particularly useful in managing stress because so many of the symptoms are physiological. If you would like to read more about SE, visit our website at [www.traumahealing.com](http://www.traumahealing.com) or read *In an Unspoken Voice* by Dr. Peter Levine.

6. Benefits and Risks: I understand there is an expectation that I will benefit from psychotherapy and SE but there is no guarantee that this will occur. The maximum benefit will occur with consistent attendance even though the process can sometimes be uncomfortable. SE may offer you many benefits such as an increase in your ability to self-soothe and feel empowered. However, there may also be risks as with any treatment that focuses on healing trauma. Although SE is designed to help you resource and work with manageable amounts of discomfort, you may experience challenging feelings, images, or thoughts. Furthermore, as with any stress reduction treatment, there can be no guarantee that you will reach your goals. That said, many people report that SE has helped them tremendously and has created positive change in their lives. Learning how to reorganize “body memory” is often a vital to learning how to relax and calm your nervous system.
7. Session Format: Sessions are done seated in a chair or couch depending on your preference. With SE, you will be asked to share an impression of the sensations that you feel in your body, such as tightness, heat, shakiness, expansion, relaxations, etc. I will teach you ways to track, or follow, these sensations with your awareness and come to a place of rebalance.
8. Touch: SE is not a form of massage. I may offer you touch support for the following reasons: grounding, containment, supportive, mobilization, or awareness building. You will always be asked before being touched and have the right and my full support to decline. If you do not feel comfortable with touch, or if the session does not call for it, session work will not include touch.
9. Confirmation: It is a great honor for me to work with you. I hope to teach you skills that will help you reduce stress in your life. It takes strength and courage to explore greater self-awareness, and I feel privileged to support you in reaching your goals.

**Please sign here to verify you have read and understood all of the above information.**

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_