

## CLIENT FINANCIAL AGREEMENT & OFFICE POLICIES

### WELCOME!

David Phillips is a private Core Energetics & Reiki Practitioner and who is committed to providing you with the best possible care. In order to achieve this goal, your understanding and acceptance of the policies and financial agreement below is necessary. Please thoroughly review the following and sign where indicated. These policies and fees are subject to change without prior written notice. You will be informed about the updated policies and fees when a request is made for these services. Furthermore, as we cannot always anticipate every need and situation that arises, some policies and fees are not included and will be addressed on a case by case basis.

### CONFIDENTIALITY

**Everything you discuss with me is held in strict confidentiality.** The only person, with whom I may discuss your case, in an effort to ensure my work with you is free from personal bias, would be with a therapeutic supervisor. Your identity however will never be revealed. Please be aware that there are certain conditions in which the law requires that I break confidentiality. These include but are not limited to the following: 1) if you present an imminent danger to yourself 2) if you present an imminent danger to another person 3) if there is reason to believe that child or elder abuse or neglect is present.

### APPOINTMENTS:

Services are typically provided on an appointment basis, unless the situation is an emergency, and are scheduled directly with the practitioner. Phone calls will be returned as soon as possible. Please be sure to arrive on time for your appointment. **If you arrive after the start of your scheduled appointment, you will still be expected to pay for the session in full.** Twenty-four-hour notification of appointment cancellation is required. **Please be sure to provide a full 24-hour notice for cancellations or a fee for the full session will be charged.**

You are free to terminate work with me at any time. However, I do **request** that if you are considering terminating our work together, that you discuss this with me in a timely way (a minimum of two session before actual termination date), so that we can explore the reasons in depth. Sometimes clients terminate when they are moving into uncomfortable but valuable areas of consciousness and my intention is to help you navigate through these feelings rather than abandon the process at what may be a critical time in your process.

### PHONE CALLS / EMAILS:

There is no charge for phone calls or emails under 10 minutes as these calls are generally routine calls (i.e. appointments). Phone calls or emails over 10 minutes tend to involve therapy issues and a fee may be charged, which also includes phone consultations with other professionals/family members, etc. The fee for these services is \$135 per hour (prorated per 15 minutes at \$33.75). Please note email is not confidential.

### BILLING AND PAYMENT:

No billing can be done with any insurance company. All services are based upon self pay. Payment is due at the time of service. Payments can be made with cash or check. **Returned checks will be subject to a \$50.00 fee.**

### FES STRUCTURE: (Effective September 2022 – rates subject to change without notice)

*Package prices are available and provide a better value for clients. Please inquire for current packages. Hourly rates below.*

#### Core Energetics

60 minutes ... \$135

90 minutes ... \$185

90 minutes couples \$210

#### Reiki

60 minutes ... \$90

90 minutes ... \$130

#### Process Groups

Starts at \$50 per group

(sessions commitment required)

### Initial agreement:

I have read and agree to the above policies and fees. I confirm that I have been given a copy of the Financial Agreement and Office Policies. I further understand there is no end date for this agreement regardless of termination from treatment.

Signature:		Date	
Printed Name			
Relationship to client			