**Heather Sundahl, MA, AMFT (617) 953-3839**

**In association with**

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**COACHING INFORMATION DISCLOSURE STATEMENT**

**Coaching Agreement**

This document is intended to provide important information to you regarding your coaching. Please read the entire document carefully and be sure to ask me any questions that you may have regarding its contents.

**Coaching vs. Therapy**

**This agreement is for Coaching, not therapy. While coaching can work with issues such as identifying and reaching life goals, and changing the behaviors that aren’t working well for you, coaching cannot deal with issues such as depression and anxiety. For issues such as these, you must see a Physician or Licensed Mental Health Professional in your location. Although you as a client may have a diagnosis, coaching is not intended as a treatment or cure for that condition. By signing this agreement, you are agreeing that you understand the difference in these two functions, and you will get appropriate professional help for mental health issues if necessary.**

**Information about Your Coach**

I have a Master of Arts in Marriage & Family Therapy from Utah Valley University as well as a Master of Arts in English from BYU. I am provisionally licensed to practice therapy in the state of Utah. I follow the ethics of the International Association of Coaching. My approach to therapy is somewhat eclectic depending upon the needs of each client. My training is in systems theory, which holds that the various systems in our lives (family, community, church, cultural, national) all impact us and how we view and interact with those around us. I also have training in narrative therapy which posits that we have the power to shape and shift our stories to better heal and serve us. While growth is liberating, it can also be challenging. Approaching feelings or thoughts that you have tried not to think about for a long time may be painful. Making changes in your beliefs or behaviors can be scary, and sometimes disruptive to the relationships you already have. You may find your relationship with me to be a source of strong feelings. It is important that you consider carefully whether these risks are worth the benefits to you of changing. Most people who take these risks find that coaching is helpful.

You normally will decide when to conclude therapy, with three exceptions. If we have contracted for a specific short-term piece of work, we will finish therapy at the end of that contract. If in my judgment I feel unable to help you because I deem that my training and skills are not appropriate to meet your needs, I will inform you of this and refer you to another therapist who may be a better fit to meet your needs. If you do violence to, threaten (verbally or physically) or harass me, my office, or my family, I reserve the right to terminate you unilaterally and immediately from treatment. If I terminate you from therapy, I will offer you referrals to other sources of care, but cannot guarantee that they will accept you for therapy.

I am away from the office several times in the year for extended vacations. I will tell you well in advance of any lengthy absence, and give you the name and phone number of the therapist who will be covering my practice during my absence. I am available for brief between-session phone calls during normal business hours. If you are experiencing an emergency when I am out of town, or outside of my regular office hours (after 5 pm weekdays or over the weekend), please call 911, or go to the nearest hospital emergency room for assistance.

**Fees and Insurance**

The fee for service is $160 per individual 50 minute online session. Fees are payable through credit card via Jituzu, an online healthcare platform at the time that services are rendered.

Because coaching is not a medical treatment, typically insurance will not cover the cost. Some employers may cover some of the cost of coaching. It is your responsibility to pay for coaching and get reimbursed by your employer if that is the case.

**Coach Responsibilities to Client**

While coaching is not covered under Federal Health Insurance Portability and Accountability Act (HIPAA), I still follow its ethical guidelines.

1. **Confidentiality**

With the exception of certain specific exceptions described below, you have the absolute right to the confidentiality of your coaching. I will not discuss what you have told me, or even that you are in therapy with me without your prior written permission. Under the provisions of the Health Care Information Act of 1992, I may legally speak to another health care provider or a member of your family about you without your prior consent, but I will not do so unless the situation is an emergency. I will always act so as to protect your privacy even if you do release me in writing to share information about you. You may direct me to share information with whomever you choose, and you can change your mind and revoke that permission at any time. You may request anyone you wish to attend a therapy session with you.

HIPAA insures the confidentiality of all electronic transmission of information about you. Whenever I transmit information about you electronically (for example, sending bills or faxing information), it will be done with special safeguards to insure confidentiality.

If you elect to communicate with me by email at some point in our work together, please be aware that email is not completely confidential. All emails are retained in the logs of your or my internet service provider. While under normal circumstances no one looks at these logs, they are, in reality, available to be read by the system administrator(s) of the internet service provider.

The following are legal exceptions to your right to confidentiality. I would inform you of any time when I think I will have to put these into effect.

* 1. If I have good reason to believe that you will harm another person, I must attempt to inform that person and warn them of your intentions. I must also contact the police and ask them to protect your intended victim.
	2. If I have good reason to believe that you are abusing or neglecting a child or vulnerable adult, or if you give me information about someone else who is doing this, I must inform Child Protective Services within 48 hours and Adult Protective Services immediately.
	3. If I believe that you are in imminent danger of harming yourself, I may legally break confidentiality and call the police or a county crisis team. I am obligated to do this, and would explore all other options with you before I took this step. If at that point you were unwilling to take steps to guarantee your safety, I would call a crisis team.

The following is not a legal exception to your confidentiality. However, it is my policy that you should be aware of if you are in couples therapy with me:

If you and your partner decide to have some individual sessions as part of the couples coaching, what you say in those individual sessions will be considered to be a part of the couples therapy, and can and probably will be discussed in our joint sessions. Do not tell me anything you wish kept secret from your partner. I will remind you of this policy before beginning such individual sessions.

1. **Record-keeping**

I keep very brief records, noting your attendance, session interventions, and the topics we discussed. As I will follow the provisions of the Health Care Information Act of 1992, you have the right to a copy of your file at any time, giving me the chance to print it out from my computer. You have the right to request that I correct any errors in your file.

**III. Other Rights**

You have the right to ask questions about anything that happens in coaching. I'm always willing to discuss how and why I've decided to do what I'm doing, and to look at alternatives. You can feel free to ask me to try something that you think will be helpful. You can ask me about my training for working with your concerns and can request that I refer you to someone else if you decide I'm not the right coach for you. You are free to terminate at any time.

**Client Responsibilities**

I. You are responsible for coming to your session on time and at the time we have scheduled. Sessions are 50 minutes long and will be held online via a secure telehealth platform. If you are late, we will end on time and not run over into my next client’s session. If you miss a session without canceling, or cancel with less than a 24 hour notice, you will be billed in full for that session. The answering machine has a time and date stamp which will keep track of time to cancellation. I also ask that you do not “hold” a slot, meaning maintaining a weekly or biweekly slot but cancelling consistently, at or before the 24-hour cancellation time (to avoid paying the fee but leaving your slot consistently unused) as this is a hardship for me and other clients who cannot get a ‘slot’ but would come consistently if they had a slot. I know that occasional cancellations are a part of life. However, if they become too consistent, we will address this together.

1. You are responsible for paying for your session weekly unless we have made other firm

arrangements in advance. My fee for a 50-minute session is $160 which will be paid to Valerie Hamaker. To prevent us from needing to take time from your session to collect a fee, I ask that you allow me to store a credit card on a safe bill pay system that will allow me to run your card after each session. There will be a minimal carrying fee ($3.00 per transaction) that will be added to your session fee to cover this minor cost. If we decide to meet for longer than a standard 50-minute session, I will bill you prorated on the hourly fee. Emergency phone calls of less than ten minutes are normally free. However, if we spend more than 10 minutes in a week on the phone, if you leave more than ten minutes worth of phone messages in a week, or if I spend more than 10 minutes reading and responding to emails from you during a given week, I will bill you on a prorated basis for that time. My fees may go up periodically. If a fee raise is approaching, I will remind you of this well in advance.

If you're unhappy with what's happening in coaching, I hope you'll talk about it with me so that I can respond to your concerns. I will take such feedback seriously, and with care and respect.

**Client Consent to Coaching**

I have read this statement, had sufficient time to be sure that I considered it carefully, asked any questions that I needed to, and understand it. I agree to pay the fees outlined in this document. I further understand my rights and responsibilities as a client, and my coach's responsibilities to me. I agree to undertake coaching with Heather Sundahl, MA, AMFT. I know I can end therapy at any time I wish and that I can refuse any requests or suggestions made by Ms. Sundahl. I am over the age of eighteen.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Heather Sundahl:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: