

Joan Kaylor, MEd, LPC, NCC, LLC

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Client Informed Consent & Disclosure Statement Agreement for Psychotherapy Services

Thank you for your interest in working with Joan Kaylor, the single member of Joan Kaylor, MEd, LPC, NCC, LLC ("JK, LLC"). JK, LLC is providing you with the following information so you can make an informed choice about your decision to engage the JK, LLC to provide the psychotherapy services of Joan Kaylor. Please read this information carefully and let Joan Kaylor know if there is any part you do not understand.

Psychotherapy/Wellness Services

Joan Kaylor offers an integrative holistic approach to psychotherapy and wellness, working with both individuals and families in a wide-array of mental health related issues, life issues, overall health and wellness, and stress management. As your therapist, Joan Kaylor's goal is to help you deepen your awareness of self while supporting the development of tools to assist you along your unique life journey. In addition to traditional psychotherapy approaches such as **Cognitive Behavioral Therapy**, Joan Kaylor also offers Energy Psychology methods, including **Emotional Freedom Techniques (EFT)**, **Tapas Acupressure Technique (TAT)**, **Applied Kinesiology**, and **Chakra Balancing** (collectively the "Energy Methods"). Joan Kaylor may also, depending on the client's comfort level, offer additional energy-oriented techniques, if she feels that they would be helpful. Please be advised, you have the option of using individually or collectively any of the Energy Methods offered by Joan Kaylor, as part of your work with her.

Energy Methods/Theoretical Approaches

Energy Methods is a collective term used to refer to a variety of energy healing techniques based on the use and modification of energy fields. The Energy Methods are designed to assess where the body's energies are blocked or not in harmony and then unblock, correct, and balance the flow of these energies, thereby aligning the body's energies to boost health and vitality. The Energy Methods can also assess the energetic impact of how thoughts, beliefs, and emotions can influence the health and well-being of an individual. The prevailing premise of the Energy Methods is that the flow and balance of the body's electromagnetic and subtler energies are important for physical, mental, spiritual, and emotional health, and for fostering well-being. If you ever have questions or concerns about the nature of the theories and methods used, please feel free to ask Joan Kaylor for further resources or references. For further information regarding the Energy Methods, please refer to the **Additional Client Information & Office Policies** document which is attached hereto and made part of this Agreement for Psychotherapy Services.

Although the Energy Methods appear to have promising emotional, mental, spiritual, and physical health benefits, they have yet to be fully researched by the Western academic, medical, and psychological communities. Therefore, the Energy Methods are considered experimental and the extent of their effectiveness, as well as their risks and benefits, are not fully known. The Energy Methods are self-regulated, and the Commonwealth of Pennsylvania does not license, register, or certify practitioners of the Energy Methods and considers them to be alternative or complementary healing approaches.

Outcome Expectations/Risk & Benefits/Treatment Plan

While it's not possible to guarantee any specific results regarding your goals and it's not known how you will personally respond to using any of the approaches Joan Kaylor offers in her therapy practice, she will work with you to achieve the best possible results for you. Participation in psychotherapy can result in a number of benefits to you, including improvement and/or resolution

of the specific concerns that led you to seek help. Working toward these benefits, however, requires your very active involvement, honesty, and openness in order to change your thoughts, feelings, and/or behavior. You will have to work both in and out of the therapy sessions. Joan Kaylor will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation.

As with any intervention, there are risks associated with counseling and therapy. Risks during evaluation or therapy might include remembering, talking about, or experiencing unpleasant events which results in uncomfortable levels of feelings like sadness, guilt, anxiety, anger, frustration, worry, etc., or experiencing anxiety, depression or insomnia, etc., or having difficulties with other people. Joan Kaylor may challenge some of your assumptions or perceptions or propose different ways of looking at things or handling situations that can cause you to feel upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal problems or interpersonal relationships, may result in changes that were not originally intended. Being confronted with your difficulties can be very challenging. Some changes may lead to what seems to be worsening circumstances or even losses (for example, counseling can not necessarily keep a marriage intact.). Psychotherapy may also result in decisions about changing behaviors, employment, substance use, schooling, housing or relationships. Sometimes a decision that is positive for one family member is viewed negatively by another family member. Change will sometimes be easy and swift, but more often, it will be slow and even frustrating.

Within a reasonable period of time after the initiation of treatment, Joan Kaylor will discuss with you her working understanding of the problem(s), treatment plan, therapeutic objectives, and her view of the possible outcomes of treatment. You also have the right to ask about other treatments for your condition and their risks and benefits. If you could benefit from any treatment that Joan Kaylor does not provide, she has an ethical obligation to assist you in obtaining those treatments.

While the Energy Methods are considered gentle and non-invasive, it's possible in your sessions, or on your own between sessions, to experience some physical discomfort or emotional distress that can be perceived as negative. It's also possible to experience some emotional distress or physical discomfort related to overwhelming or traumatic experiences you may have had earlier in your life. Unresolved memories may also surface, and emotional material may continue to surface after a therapy session and give indication of other issues or incidents that may need to be addressed. Occasionally, some people have experienced dizziness, nausea, or anxiousness as occasional side-effects from using some of the Energy Methods. You agree to promptly inform Joan Kaylor if you experience any emotional distress and/or physical discomfort during a session or between sessions. In using the Energy Methods it's possible that previously vivid or traumatic memories may fade which is a positive outcome. However, this could adversely impact your ability to provide legal testimony that carries the same emotional impact as prior to applying the Energy Methods regarding a traumatic incident.

Other Important Information

Please be advised the approaches Joan Kaylor offers are not intended to be a substitute for medical diagnosis or treatment and they do not replace the services of a licensed physician. You agree and understand it is your responsibility to consult with your physician for any specific medical problems. Further, you understand Joan Kaylor may suggest you contact your physician if she believes it is advisable. In addition, you understand that any information shared during your therapy session(s) is not to be considered a recommendation that you stop seeing your physician or using prescribed medication, if any, without consulting with your physician, even if after a therapy session it appears and indicates that such medication or treatment is unnecessary.

Acknowledgment and Consent to Receive Services

By signing this document, you agree that Joan Kaylor, the single member of JK, LLC, has disclosed to you sufficient information to enable you to decide to engage or not engage JK, LLC to provide the psychotherapy services of Joan Kaylor. You have considered all of the above

information and have obtained whatever information or professional advice you deem necessary to make an informed decision. You acknowledge that you have discussed with Joan Kaylor and you have received a copy of JK, LLC's **Client's Right & Responsibilities Statement, HIPPA Notice of Privacy Policies, Written Acknowledgment of Receipt of Notice of Privacy Practices, and Authorization to Use Credit Card**, all of which are incorporated herein by reference and made part of this Agreement for Psychotherapy Services.

You understand that your consent to the nature of your session(s) and the use the Energy Methods is given voluntarily, without coercion, and may be withdrawn in the future. You represent that you are competent and able to understand the nature and consequences of your session(s) and the use of the Energy Methods and agree to be personally responsible for the fees related thereto.

You understand the Energy Methods are relatively new healing approaches and the extent of their effectiveness, as well as their risks and benefits are not fully known. Therefore, if you choose to use any of the Energy Methods, you agree to assume and accept full responsibility for any and all risks associated with them. Further, you agree and understand this Agreement for Psychotherapy Services is intended to be a complete unconditional release of liability and assumption of risk to the greatest extent permitted by law.

By signing in the space provided below, you knowingly, voluntarily, and intelligently assume these risks and except in the case of gross negligence or malpractice, you and your representative(s) agree to forever fully release, indemnify, hold harmless and defend JK, LLC, its owners, members, employees, representatives, independent contractors, consultants, volunteers, and others associated with JK, LLC from and against any and all claims or liability, of whatsoever kind or nature, which you, or your representatives, may have for any loss, damage, or injury, including without limitation, physical, emotional, mental, financial, or personal, arising out of or in connection with your session(s).

Please sign both copies of this Agreement for Psychotherapy Services. Joan Kaylor will retain a copy for her confidential records. If you are a minor, you shall have your parent or legal guardian consent to and join this Agreement for Psychotherapy Services by signing in the space provided below.

Client's Signature

Date

Print Name: _____

I am the parent or legal guardian of the above-named minor, and I acknowledge that I have read, understand and agree to the foregoing and consent to and join in this Client Informed Consent & Disclosure Statement, Agreement for Psychotherapy Services on behalf of said minor.

Signed: _____

Date: _____

Print Name: _____

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ADDITIONAL CLIENT INFORMATION - OFFICE POLICIES & PROCEDURES

Attachment to Client Informed Consent & Disclosure Statement Agreement for Psychotherapy Services

1. Theoretical Approaches

Cognitive Behavioral Therapy (CBT)

CBT is the branch of psychology that studies mental processes including how people think, perceive, remember, and learn. The core focus of CBT is on how people acquire, process and store information. CBT focuses on challenging and changing distorted beliefs that lead to maladaptive and problematic behaviors. Strategies used in CBT are easy to use but require commitment, patience and consistent effort.

Emotional Freedom Techniques (EFT)

EFT looks at and seeks to address imbalances within the person's energy system, as well as the energetic influence of thoughts, beliefs, and emotions on the body. The prevailing premise of EFT is that the cause of all negative emotions is a disruption in the body's energy system. It is believed that EFT helps clear these disruptions, thereby restoring the flow and balance of the body's electromagnetic and more subtle energies which are important for physical, spiritual, and emotional health, and for fostering well-being. EFT uses the ancient Chinese meridian system with a gentle tapping procedure which stimulates designated meridian end points on the face and body while focusing on issues of emotional intensity in order to release the intensity and reframe the issues. When using EFT as part of a therapy session, the client does the tapping on the client's own body and the therapist helps guide the session by instructing the client where to tap while saying specific phrases based on the issues that are being worked on. If you are having an in-office session and you are not able to "tap" for yourself, then Joan Kaylor may need to "tap" for you. In such a rare event, she will ask for and receive your permission prior to tapping on your body.

Tapas Acupressure Technique® (TAT®)

TAT is also a meridian based technique consisting of touching points on your face and holding the back of your head while going through the TAT Steps. TAT was developed to work with the human energy system to help reduce the stress and consequences of overwhelming and stressful life events and provide a sense of well-being.

Chakra Balancing

The chakras are centers in the human energy field which distribute the energy which supports the functioning of the body, mind, and emotions. If there is too much or too little energy flowing through a particular chakra, this can have a negative impact on the functions associated with that chakra. When our chakras are balanced, maximum vitality and health can be experienced and physical or emotional trauma can be released.

Applied Kinesiology

Applied Kinesiology, also known as "muscle testing" is designed to access the wisdom held in the client's body and to identify where energy flow is blocked and to find the very best points to focus on in order to restore proper energy flow. If Joan Kaylor is working with you in-person, she will ask permission to apply slight pressure to your wrist or forearm to determine if the muscle locks or unlocks (losing strength) when you bring to mind a particular thought, emotion, or problem state. The outcome, as indicated by the relative firmness maintained by the muscle, provides information which guides how the therapy session will proceed. If you have any reservations about physical touching as described above, please bring this to Joan Kaylor's attention immediately. You understand you have a choice about any technique that involves touch.

2. Education & Training

Master of Science in Education in Community Counseling, Duquesne University, Pittsburg, PA

Licensed Professional Counselor #000222, Commonwealth of Pennsylvania

Certified National Counselor #36764, National Board of Certified Counselors

Diplomate of Comprehensive Energy Psychology, Association for Comprehensive Energy Psychology

Certified as an Advanced Practitioner in Emotional Freedom Techniques, Association of Comprehensive Energy Psychology.

3. Confidentiality/Privacy

Except as provided below, Joan Kaylor, as a Licensed Professional Counselor, is required by law, practice guidelines, and standards of care to maintain your privacy and confidentiality and will not disclose any information you share with her during your therapy session(s) without your prior written permission. Joan Kaylor will only reveal confidential and private information to others when you, or if applicable, your parent, guardian, court-appointed representative or the holder of your power of attorney, has given written informed consent, except in those circumstances in which failure to do so would violate a court order or specific Federal or State privacy statutes or regulations, or result in clear and present danger to the you or others. Unless specifically contraindicated by such situations, Joan Kaylor will obtain your written consent before the confidential and private information is revealed. Please be advised that Licensed Professional Counselors in the Commonwealth of Pennsylvania do not have confidentiality in court. Therefore, if you are in litigation, the records of your therapy sessions are not confidential. **Further, please be advised that if any communication regarding your sessions is conducted over Skype, Zoom, phone (voice or text), email, or other electronic platform, it is not possible to guarantee the confidentiality of the information contained in any of these electronic communications.**

4. Confidentiality with Couples & Family Work

If Joan Kaylor is working with you in the context of couple's work, she will not share details of your private sessions with your partner. This is information that is also protected by confidentiality. However, Joan Kaylor cannot guarantee confidentiality if you voluntarily choose to reveal confidential information shared during your session(s) with Joan Kaylor with your partner. If there is something Joan Kaylor believes your partner should know, she will ask permission to share it and encourage you to share it yourself.

If Joan Kaylor is working with you in the context of family relationship work, she will not share details of your private sessions with other family members, as this information is also protected by confidentiality. However, Joan Kaylor cannot guarantee confidentiality if you voluntarily choose to reveal confidential information shared during your session(s) with Joan Kaylor with other family members.

5. Session Length/Fee

Therapy sessions are generally 60 minutes in length, unless prior arrangements have been made or you have Blue Cross Blue Shield or UPMC insurance with whom Joan is contracted. Therapy session fee: \$150.00 without the aforementioned insurances.

6. Payment Policies

Payment for therapy sessions is due at the end of your appointment. JK, LLC accepts MasterCard, Visa, Discover, and American Express, as well as cash and personal checks (made out to Joan Kaylor, MEd, LPC, NCC, LLC. A credit card is required to secure appointment.

7. Cancellations

Scheduling of appointments involves the reservation of time specifically for you. Therefore, a minimum of 24-hour advance notice is required for rescheduling or canceling an appointment. You will be charged a fee of \$100 on the credit card you have on file with JK, LLC for cancelling or not showing up for an appointment with less than 24 hours advanced notice.

8. Insurance Information

If you have Blue Cross Blue Shield or UPMC insurance that covers outpatient counseling, you will be responsible for the copayment, coinsurance, out of pocket expenses, and/or any deductible you may have. It is your responsibility to know your mental health coverage. By signing this Psychotherapy Services Agreement, you give Joan Kaylor permission to report all mandatory information to your health insurance care manager, discuss your treatment, bill your insurance for services and charge any balance due to your credit card. If you have an insurance plan that Joan Kaylor does not subscribe to, she will give you an insurance receipt which you may turn into your insurance plan for possible reimbursement.

9. Joan Kaylor's Availability

Due to Joan Kaylor's work schedule, she is often not immediately available by telephone. While Joan Kaylor is in her office daily, she will not answer the phone when she is with a client. When Joan Kaylor is unavailable, her telephone is answered by an answering service that she monitors frequently. Joan Kaylor makes every effort to return your call on the same day, with the exception of weekends and holidays. (In emergencies go to your nearest hospital emergency room and call your primary care physician). If Joan Kaylor is unavailable for an extended time, she will provide you with the name of a colleague to contact, if necessary.

10. Delinquent Accounts

Please note: If your account is overdue (unpaid) and there is no written agreement on a payment plan, JK, LLC may use legal or other means (courts, collection agencies, etc.) to obtain payment.

11. Explanation of Dual Relationships

Although your sessions may be very intimate psychologically, it is important for you to know that you have a professional relationship with Joan Kaylor rather than a social one. Your contact will be limited to sessions you will arrange with Joan Kaylor. If in the rare occasion you may bump into Joan Kaylor out of the office she will maintain your confidentiality. If you wish to extend a brief hello that is fine. Or, if you wish not to acknowledge the encounter that is fine as well. There have even been times when clients wish to introduce Joan Kaylor to friends as their therapist and that is fine too. It's important for you to remember that you are experiencing Joan Kaylor in her professional role. Ethical principles do not allow for dual relationships. This means that you and Joan Kaylor cannot have a role as therapist/client and have another role such as you being my plumber or lawyer.

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