

Karin Davidson, CHT, EFT Trainer, Matrix Reimprinting Trainer

303 N. Providence Rd. Media, PA 19063

Phone: 610-627-1140 x2

PRIVATE PRACTICE POLICIES

CONFIDENTIALITY:

All communication between us is confidential and will not be divulged to anyone without your permission. The only exceptions to this rule are the following situations in which I am required to report:

- If you become dangerous to yourself, I will take action to protect you which may include talking with family members, seeking hospitalization, and/or phoning emergency 911.
- If you become dangerous to another person, I will take action to protect both you and the other person which may include informing the other person of the danger and informing the police.
- Physical or sexual abuse of a minor, an elderly person, or a handicapped person is mandated to be reported to DSS, whether you are the person victimized or whether you are an adult involved in the abuse of a person in any of these categories.
- In certain court cases involving custody of minors, a judge's order could require my records and testimony in court.
- My code of conduct requires me to get periodic mentorship, and my mentor(s) are under the same rules of confidentiality that I am.
- I may disclose your health information to authorized federal officials who are conducting national security and intelligence activities or providing protective services to the President or other important officials. By law I cannot reveal when I have disclosed such information to the government. (Patriot Act, passed October, 2001)

MY TRAVEL SCHEDULE:

Because I travel and teach a great deal of the time, I am not always available for emergency sessions. My clients need to be willing to work around the times that I am available. I do have a number of colleagues who I am confident in their skills and will personally refer you to if I am going to be away for long. When I am away traveling, emailing me at karin@howtotap.com is generally the best way to contact me to set up another appointment. In cases of emergency, go to the nearest emergency mental health service or call 911 for help.

APPOINTMENTS:

- All telephone/Zoom/Factime/SKYPE sessions are by appointment, scheduled directly with me or through my husband Scott who has access to my calendar. If I am unavailable when you call, please leave your name and phone number on my answering system. You can also set appointments by email. (see below) the best way is www.howtotap.com/book-now
- My SKYPE address is **howtotap**. We can use video or just voice. We can alternatively use my Zoom account which is a link I will send you.
- Phone appointments are also available. Please put the phone number I should call on your intake form.
- You must make sure you will not be interrupted for our entire appointment (usually one hour but can sometimes go over a bit.)
- Please watch the top 4 videos at <http://www.howtotap.com/newclient/>
- Have a glass of water available during our session to keep you hydrated
- Be able to be hands-free (speaker phone, headset, etc)
- If you become highly emotional during our session, keep tapping and DO NOT HANG UP. If you do, and I phone you back and if you do not answer, I will contact your emergency contact and then 911.

CANCELLATIONS:

Please call to inform me if you must cancel within 24 hours. E-mail is insufficient. If I am unavailable, please leave a message on my answering machine. Except for genuine emergencies, if you cancel your appointment with less than 24 hours notice or do not show up for your scheduled office visit, you will be charged for the time I have set aside for you.

Phone and skype/zoom/facetime policy: I will call you either at the exact appointment time or 5 minutes after so I can go over your records. (I use an atomic clock) If you do not answer, I will give you another 5 minutes and call again. If you do not answer this second call, I will leave a message to call me within the next 10 minutes. This gives you a total of 15 minutes. (The appointment will still end on the scheduled time.) If we do not connect within 15 minutes of appointment time, I will call your emergency contact. (I will just share that we had an important business meeting and I am worried. I will consider the appointment a no show and you will be responsible for payment of the entire session.

FEES:

The fee is \$245 per hour for singles, \$197 for a commitment to 6 sessions. (There are package price of 6 sessions with the last session free) I will watch the time so you don't have to. I sometimes decide to go overtime due to our work and you will not be charged additional. If I think that we should go over and it will be a significant amount of time I will ask you if you would like to go into paid overtime. This overtime is at the same rate as sessions.

My policy is that there is no charge for a five minute telephone call and reasonable email assistance. Longer time is charged at the usual hourly rate.

If you have financial difficulties, I have talented well-trained students who are getting their certification hours and will charge \$25-\$75 per session. Please email me if you would like their contact information.

EMAIL:

- Feel free to contact me via email to schedule appointments. Please give at least 2 choices of days and a range of hours. Example: "Monday the 14, 1pm-6pm, or Friday any time before 1pm. I'm in CA" This would mean to me that the last appointment on Monday would need to be 5pm so that we END by 6pm. It also means that you are using your time zone. So you told me you are in CA, I would know to add 3 hours for EST and will email you back with "your time 1pm/4pm EST" Please remind me in every appointment request email if you are not in EST.
- Email is not sufficient for canceling. You CAN ask to reschedule by email your appointment is more than 3 days away. Please keep email communication brief, as I do not do therapy via email. I do answer questions you may have. Also, please do not send me any forwarded messages or chain emails.
- For scheduling, please use info@howtotap.com (my husband gets a copy and can often schedule before I get the time to.) You may also phone 610-627-1140. For questions, my email address is Karin@howtotap.com.

BILLING:

All office charges are due and payable at the end of each office visit. You will also be given the opportunity to pay when you schedule.

You can pay by credit card at www.learnhowtotap.com under the "Private Sessions" link. Or Scott or I can take your card information over the phone. Checks should be made out to Karin Davidson.

I have read the preceding statements of policies of working with Karin Davidson and have discussed any questions I have about them. By my signature below, given freely and without pressure from any other person,

Client signature _____ Date _____
(Or parent if under 18 years of age)