

The Beloved Heart Source

Susanah Magdalena, Proprietress

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POLICIES & PROCEDURES

ATTACHMENT TO CLIENT AGREEMENT & DISCLOSURE STATEMENT

CONFIDENTIALITY

With the exception of special situations described below, I will keep our work together confidential. I cannot and will not tell anyone else what you have told me, or even that you are using my services without your prior written permission. You may direct me to share information with whomever you choose and you can change your mind and revoke that permission at any time.

Although I am not a licensed professional health care provider, I choose to be in alignment with general ethical standards by adhering to the following legal exceptions to confidentiality:

1. If I believe the client is in imminent danger of hurting herself/himself
2. If I believe the client is threatening serious bodily harm to another
3. If I believe that a child, elderly or disabled person is being abused
4. If I am presented with a legitimate court order to present testimony in a legal proceeding
5. If a client fails to pay for services requiring action to collect fees due

SESSIONS and PROFESSIONAL FEES

Sessions and Professional Fees vary. Please ask if there are questions or if clarification is needed.

PAYMENT

Sessions may be paid for by personal check, cash, or credit card. I do not bill through insurance so my work is on a fee for service basis. Payment is expected prior to the appointment or at the time of service, unless previous arrangements have been made. Please notify me right away if a problem arises regarding your ability to make payments.

CANCELLATIONS

Scheduling of appointments involves the reservation of time specifically for you. Please allow a minimum of 24-hour advance notice for rescheduling or canceling an appointment. The full fee may be charged for missed appointments without such notification.