

**Hello and welcome!**

Before we begin, please take a few minutes to look over our information and forms. Feel free to share with me what you see fit.

### **Client Policies and Procedures**

I'm so happy that you decided to take this next step in life. I look forward to working together with you. There are a few guidelines that I ask clients to maintain in order for our relationship to work. If you have any questions, please feel free to ask me.

**Fee Procedure:** Clients pay for services before each session according to our prior arrangement.

**Client Responsibility:** Clients provide the therapist with relevant updates, progress and current challenges.

**Medical Approval:** Clients may be asked to provide their physician's written approval prior to any hypnosis sessions.

### **Cancellation Policy**

I understand that unanticipated events happen occasionally in everyone's life. In my desire to be effective and fair to all clients, the following policies are honored:

24 hour advance notice is required when cancelling an appointment. This allows the opportunity for someone else to schedule an appointment.

If you are unable to give us 24 hours advance notice you will be charged the full amount of your appointment. This amount must be paid prior to your next scheduled appointment.

**No-shows** - Anyone who either forgets or consciously chooses to "miss" their appointment for any reason will be considered a "No-show." No-shows will be charged the full fee for their "missed" appointment.

**Late Arrivals** - If you arrive late, your session may be shortened in order to be timely for other clients whose appointments follow yours. Depending upon how late you arrive, your hypnotist will determine if there is enough time remaining to start a session. Regardless of the length of the session actually given, you will be responsible for your "full" appointment.

Out of respect and consideration to your hypnotist and other clients, please plan accordingly and be on time.

**Communication:** I want you to be satisfied with our relationship. If I ever say or do something that upsets you or doesn't feel right, please tell me. I promise to do what is necessary to have you be satisfied.

### **A Must:**

It is necessary for you to implement the coaching that is given to make that coaching a success. You have hired a coach – me – to do things differently than you ever have before. If you choose to not use the coaching and keep doing what you have always done, you will get the results you have always gotten.

*We look forward to serving you! Are you ready to reach your personal and professional goals?!*

# Coaching Form



## HYPNOSIS AGREEMENT /DISCLOSURE OF SERVICES (This page is mandatory)

To my client: Please review this page, sign it and return via email or fax.

### Ground rules:

1. Client calls or arrives to the session at the scheduled time.
2. Client pays all fees in advance.
3. Sessions may be audio and video recorded. You may receive a copy of your audio recording to use between sessions. Any Audio and Video recordings are the property of Beyond Your Best and are maintained in secured files. By signing this agreement, you also agree to be recorded.
4. Respect and professional decorum are maintained at all times.

The purpose of a program of hypnosis is for vocational and avocational self-improvement and / or as alternative or complementary treatment to healing arts services licensed by the state. A certified hypnotist is not a licensed physician or psychologist and hypnosis services do not require license by the State of New Hampshire. Services are non-diagnostic and do not include the practice of medicine, neither should they be considered as a substitute for licensed medical or psychological services or procedures.

Hypnosis works with the power of the subconscious mind to change habits and behaviors. The subconscious mind is considered to be the source or root of many of our behaviors, emotions, attitudes and motivations. Hypnosis is believed to be a powerful tool for accessing the subconscious mind and creating improvements in our lives.

Services consist of a program of conditioning, including an undetermined number of private sessions, depending on the client's individual needs. The hypnotist will to the best of his or her ability endeavor to accomplish the objectives of the client's sessions. While hypnosis may be an effective technique for many purposes, the effectiveness may vary from individual to individual, and no specific results or progress can be promised or guaranteed.

During hypnosis sessions, clients remain completely aware of everything that is going on. In fact, many people experience a hyper-awareness where sensations are perceived enriched and vivid. The ability to visualize or imagine is enhanced. Deep relaxation is common. Many describe the hypnotic state as a complete and total escape from physical tension and emotional stress, while remaining completely alert.

The use of hypnosis could elicit memories of past events that may or may not be literally true. It is possible that events under hypnosis will be distorted or misconstrued. Memories or images evoked under hypnosis are not necessarily accurate and may be a construction or a composite of memories. Without corroborating information, it is not possible to determine whether a specific memory is true or false, even if it seems true to the client.

While it is the practice of certified hypnotists to keep information confidential, information revealed in hypnosis is not subject to the psychotherapist-patient privilege. A court may order disclosure of information learned in session.

I understand that my counselor is not qualified to give legal, financial, or medical advice. I agree that I am solely responsible for any action that I take or refrain from taking in connection with the topics discussed during our session.

I have received a copy of this disclosure and understand the information described above. I have had the opportunity to ask the certified hypnotist any questions that I may have.

I understand that I may be asked and, if so, I agree to speak with my doctor (or other qualified health care provider) to establish that hypnosis is medically safe for me. I understand that I may be required to produce a written note stating this before working with the certified hypnotist.

I have read and agree to the above.

Client name (print) \_\_\_\_\_

Client signature \_\_\_\_\_ Date \_\_\_\_\_