



sherilynacy@gmail.com

centerforemdr.com

5866 Karen Street

Ooltewah, TN 37363

423-910-9430

Center for EMDR Therapy ***Policies and Procedures***

Confidentiality

Your confidentiality is vitally important to me. Everything you share with me, and even the fact that you are in therapy with me, is confidential. I am legally and ethically bound to honor your confidentiality, and will not release any information to another person without specific written authorization from you. There are some legal limits to your confidentiality, however. The law requires the following exceptions:

- If you express intent to physically harm yourself, I am bound by law to take appropriate action. This action may include contacting the police, family members, other professionals, or taking steps for you to be hospitalized in order to protect you from harm.
- If you express intent to physically endanger another human being, I am bound by law to contact that person to warn them of possible danger. (This law is known as “duty to warn.”)
- If I suspect a child, elderly person, or disabled person is being physically and/or sexually abused, I am required by law to file a report with a state agency.
- If you use confidentiality as a means of avoiding legal punishment, then the confidentiality privilege is waived. I may not aid or support the preparation of a crime.
- If your records are subpoenaed for a court case, you have the right to prevent me from providing any information about your treatment, but there are cases where this privilege is nullified. These cases are:
 - Situations that involve child or elder abuse/neglect
 - Child custody or adoption proceedings, where your fitness as a parent is in question
 - Situations involving physical violence, with the exception of the “duty to warn”
 - Cases involving your emotional or mental condition
 - A civil commitment hearing to decide whether you should be admitted to or continue to be treated in a psychiatric hospital
 - Cases of malpractice or investigation of me

Counselor/Client Relationship

Ethical guidelines of my profession prohibit me from having any relationship with you other than that of counselor/client. I can not be in a personal relationship with you or anyone in a close relation to you (including via social media), be your supervisor, be your teacher, give you legal, medical, financial, or any other type of professional advice, or engage in any business with you. I am also prohibited from accepting gifts of any financial value. These guidelines are to protect you from intentional or unintentional exploitation by me, and to ensure that my focus is on your mental health needs.

If at any time during our professional relationship I believe it might be in your best interest to work with a different counselor, I will discuss the issue with you and refer you to another counselor specializing in a particular type of issue or a specific population, whose fee structure fits your needs better, or whose worldview is more compatible with yours.

Counselor/Client Communication

I am available by phone or text or e-mail for scheduling only. For concerns beyond scheduling, you will need to talk to me during a scheduled session, or text to schedule an urgent mini-session by phone. Phone: 423-910-9430 eMail: sherilynacy@gmail.com

Emergencies

I am unable to guarantee that in the event of a mental health emergency I would be available. Please call the crisis response line (800-704-2651) or 9-1-1. If you are admitted to a psychiatric hospital, please let me know, or ask someone else to let me know.

Urgent Needs Between Sessions

If you have an urgent need to talk with me briefly (5-15 minutes) between sessions, text or call to set up a phone mini-session. If you need a longer period of time, please schedule an emergency session.

Financial Policies

- Fees are \$100 per 50-minute session. I accept cash, check, or debit/credit cards.
- Fees are due at the beginning of your session.
- I accept private payment only, and am not on any insurance panels.
- Cancellation fee is \$50 for sessions for which I do not receive at least a 24-hour notice. I will automatically charge this fee to a credit card you leave on file with me for this purpose. If, after you've had a chance to explain, I agree that giving less than 24 hours notice was unavoidable, I will later extend you credit in this amount at my discretion. This grace does not apply if I receive no notice at all.

Promptness

Please plan to arrive a few minutes early to every session, as a matter of courtesy and respect to me and of respect to yourself.

Termination

You are free to terminate your therapy with me at any time, and for any reason. Approaching your termination thoughtfully will lead to a better outcome for you. Please give consideration to the following recommendations:

- Termination at the end of successful therapy is best accomplished by you and I deciding together that you have met your goals, making plans to either stop your sessions altogether or begin to taper them off, and having a session devoted to finishing well.
- If you want to terminate your therapy before having met your goals, consider discussing your decision with me, even if your reason is a difficulty you have with me, EMDR, or my approach. Working through the difficulty may be more possible than you think, and quite likely will be therapeutic for you.
- If you decide to terminate, please value our relationship and your own integrity enough to tell me that you will not be returning, and to share as much of your reasons as you feel comfortable sharing, rather than just disappearing.