

Description of Services and Disclaimer (rev'd 5-17-22)

WELCOME!

This document contains information about my professional services and business policies. It is rather long because it covers a wide range of possible situations, many of which will not apply to you. Still, it provides a framework for understanding the services you are considering. Please read it carefully and note any questions you might have. We can discuss them when we meet. If you decide to use my services and sign this document, it will represent an agreement between us.

WHAT IS EFT?

I am a certified practitioner of Emotional Freedom Techniques (EFT or "tapping"). EFT involves balancing and restoring your body's natural energies for the purposes of increasing vitality, strengthening mental capacities, and optimizing health. The form I use draws from EFT as taught by the founder Gary Craig.

Roots. The techniques you will be experiencing and learning trace back to ancient healing and spiritual traditions such as yoga, tai chi, and acupuncture. The variety I use and teach is thoroughly modern and does not require adherence to any particular set of beliefs or practices. The central idea is that personal well-being and effectiveness directly relate to the state of the body's energies. The vital role these energies play in our everyday health and well-being is well established. Scientists from a range of disciplines are now introducing concepts such as "force fields" and "subtle energies" to explain a range of empirical observations. Subtle energies are called "subtle" because they are not easily detectable, and scientists have not been able to develop instruments to measure them reliably. Nonetheless, people throughout history and across cultures have described seeing or feeling subtle energies.

Enhancing Your Body's Energies. You may have heard about subtle energy through terms such as the "life force," "chi," "meridians," "chakras," "biofields," or "auras." In many healing traditions, the "life force," the animating power whose presence defines life and whose absence defines death, is understood as a form of subtle energy. Eastern cultures, in particular, have studied such energies for millennia and have successfully applied their understanding for enhancing both physical and emotional health. Systems designed to influence the body's subtle energies include yoga, Reiki, acupuncture, acupressure, tai chi, therapeutic touch, and energy medicine, to name just a few. Many hospitals in the United States now include such methods to help with the healing of a variety of conditions.

LIMITATIONS OF MY PRACTICE

Scope of My Practice. Although the term, Emotional Freedom Techniques, includes the word, "emotional," this does not imply that EFT practitioners practice therapy. EFT is not a substitute for the

diagnosis and/or treatment of medical or psychological conditions by a licensed health care professional. If you have a disorder that has been diagnosed by a licensed medical or mental health professional or a condition that should be evaluated by a licensed health professional, my services should be used only in conjunction with your obtaining that care. I do not diagnose or treat medical or mental health disorders, nor am I trained or licensed to do so.

Besides the fact that EFT does not diagnose or treat illness, another difference between my services and typical visits to a medical doctor is that effective energy work requires your active involvement between sessions. Our sessions will establish energy patterns that optimize body, mind, and spirit. Reinforcing these new patterns through homework exercises will extend the benefits you receive during sessions.

While the methods I use and teach are gentle and considered noninvasive, it is possible that physical or emotional after-effects may occur after a session. For example, dizziness, nausea, tiredness and nervousness are unusual, but not unheard of, side effects of energy work. If any procedure is disquieting or leads to discomfort, please tell me at once. I will instantly stop during any session if you request me to do so and can often provide a technique to counter the discomfort.

My Background and Training. I am certified as a practitioner of Intermediate Clinical EFT and Matrix Reimprinting (another form of EFT). Although not accredited as a life coach, I have been trained in the use of coaching techniques. I have been in private EFT practice since 2013. While I am trained as a chemical dependency counselor, I am not licensed to do this work and will not be providing chemical dependency analysis nor treatment during my work with you.

PROFESSIONAL RECORDS

I take notes during a session to assist in our work and keep the records for the current series of sessions only. All written notes are shredded at the end of our series of appointments.

CONFIDENTIALITY

Your Right to Confidentiality. With the exception of special situations described in the numbered list below, you have the absolute right to the confidentiality of your session. Without your prior permission, I cannot and will not tell anyone else what you have told me, or even that you are currently or have previously been in sessions with me. I may under certain circumstances request to speak to one of your health-care providers or a member of your family about you if the situation is an emergency. I will always act so as to protect your privacy to the best of my ability.

You may direct me to share information with whomever you choose, and you can change your mind and revoke that permission at any time. You may request anyone you wish to attend a session with you. I

ensure to the best of my ability confidentiality of electronic transmission of information. If you elect to communicate with me by e-mail at some point in our work together, please be aware that e-mail is not completely confidential. All e-mails are retained in the logs of your or my internet service provider. Although under normal circumstances no one looks at these logs, they are, in theory, available to be read by the system administrators of the internet service provider. I will keep any e-mail I receive from you while we are working together and afterwards will delete them.

Exceptions to confidentiality are listed below. Please discuss with me any questions or concerns you may have. I am happy to explore these issues with you, but the laws governing confidentiality can be quite complex, and I may suggest getting legal advice for matters that are not straight forward.

Exceptions to Your Right to Confidentiality. 1). There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a client's treatment. For example, if I believe that a child, an elderly person, or a disabled person is being abused, I must file a report with the appropriate state or local agency. 2). If I believe that a client is threatening serious bodily harm to another, I am required to take protective actions. 3). If I believe that you are in imminent danger of harming yourself, I may legally break confidentiality and contact the police, a local crisis team, or a family member or other intimates. 4). If you tell me of the behavior of another named health or mental health care provider that suggests this person has either engaged in sexual contact with a patient, including yourself, or is impaired from practice in some manner due to cognitive, emotional, behavioral, or health problems, then the law requires me to report this to the practitioner's state licensing board. I would inform you before taking this step. If you are my client and are also a health-care provider, however, your confidentiality remains protected under that law from this kind of reporting. 5). In certain legal proceedings, particularly those involving child custody or those in which your emotional condition or treatment is an important issue, a judge may order my testimony. Confidentiality is not protected when a judge makes such an order or in certain legal situations in which such confidentiality may be an issue. 6). If I am asked to provide services to your spouse, partner, or another member of your family, we will establish the limits of confidentiality in advance. It generally confines a practitioner's effectiveness when required to keep secrets, so my policy in most circumstances is that what you say and what we do can be shared with other family members I am working with. If this is what we establish, do not tell me anything you wish kept secret from other intimates who are receiving sessions from me. If confidential information is a concern, it may be better for each family member to work with a different practitioner

Consulting with Other Professionals. I may occasionally find it helpful to consult other professionals about a client. During a consultation, I make every effort to avoid revealing the identity of the client. The

consultant is also bound to keep the information confidential. Unless you object, I will not tell you about these consultations unless I feel that it is important to our work together.

Minors. If you are under eighteen years of age, please be aware that the law may provide your parents or legal guardians the right to examine my records of our work together. It is my policy to request a written agreement from parents to waive their right to access your records. If they agree, I will provide them only with general information about our work together unless I feel there is a high risk that you will seriously harm yourself or someone else. In this case, I will notify them of my concern. Before giving them any information, I will discuss the matter with you, if possible, and do my best to handle any questions you may have about what I am planning to discuss.

MY SERVICES

Sessions

- Initial Consultation. Phone. 20 min. Free. For people who are new to EFT or to me. See if this is a good fit.
- Discovery Session. In-person, phone, or Zoom. 60 min. \$105. For people interested in working with me but still questioning whether this can be successful. We explore the roots of the issue(s) you would like resolved, including where you are in the self-healing work you've already done. You will gain insight into the issue, clarify achievable goals, and arrive at a strategy for resolving the problem, whether we decide to work together or not.
- One-On-One Sessions. In-person, phone, Zoom. 60 min. \$105. May include EFT, Picture Tapping, Matrix Reimprinting, focused writing, and coaching. Homework and accountability reinforces the transformation that occurs during sessions.
- Payment may be made by check, cash, or Paypal. If mailing a check, my address is 1222 8th Ave. SE, Olympia, WA 98501.

Discounted Packages

I recommend that new clients commit to a series of sessions. Although a single session may have profound results, issues are generally formed over time and have nuances and layers that should be addressed for fuller resolution. I have designed the different packages for success in meeting your goals, safety, thoroughness, and next-step planning as well a discounted rates.

- Five one-on-one sessions. \$473.00 (10% discount).
- Ten one-on-one sessions. \$893.00 (15% discount).

Lou Ellyn Jones, Email: louellyn@helptofindyourvoice.com
Website: www.helptofindyourvoice.com. 360-628-6460

I offer discounted packages to encourage people to invest in their own healing by setting aside a period of time to evaluate what is needed in their life, create a vision, set goals, complete action steps between sessions, and celebrate accomplishments. It is much easier to do this when you have committed to a package of sessions. EFT is incredibly powerful. With a longer period of time to work together, we get to know and trust each other, and the work goes quickly and easily.

Workshops, Classes, Presentations.

- From time to time, I offer in-person or Zoom events. Please join my email list to hear about these. I have given classes and workshops on a variety of topics (see my website under “about Lou Ellyn” for specifics. Currently I’m teaching a class called, “Find Your Voice: Writing as a Contemplative Practice.” For information, see my website.

To Book Sessions.

To book a session, use the scheduler on my website or call, text, or email me using my contact information in this document.

Other Services. In addition to scheduled appointments, I may also perform other services you may request for the hourly fee of \$105 per hour. Other services might include longer telephone conversations, reading and responding to emails other than for routine business, attending meetings with other professionals you have authorized, and preparing requested records or treatment summaries. If you become involved in legal proceedings requiring my participation, you will be expected to pay for my professional time even if I am called to testify by another party.

PAYMENT FOR SERVICES

When Is Payment Due? Payment is due in advance of or, if we meet in person, when we meet. Packages must be paid in advance. In circumstances of financial hardship, please ask me about a payment installment plan or sliding scale fee structure.

Cancellation Policy. If you miss a session without canceling or cancel with less than twenty-four-hours’ notice, I expect you to pay for that session. Exceptions are in the case of illness, emergencies, or other circumstances out of your control. If you are late, we will still end on time and not run over into the next person’s session.

OTHER ASPECTS OF OUR RELATIONSHIP

Away from Office. I am away from the office several times each year for vacations, conferences, or teaching/trainings. I will make every effort to tell you well in advance of any anticipated lengthy absences and to discuss other options for continuing to work toward your goals during my absence.

Contacting Me. I am often with a client or otherwise not immediately available by telephone. When I am unavailable, you will reach my voicemail. I monitor it frequently and will make every effort to return your call within 24 hours, with the exception of weekends and holidays. If it will be difficult to reach you, please let me know some times you will be available. If you are unable to reach me and feel that you can't wait for me to return your call, contact your family physician or, if you are experiencing a medical emergency, call 911 or go the emergency room of a nearby hospital.

Discussing Our Work. You have the right to ask me questions about anything that happens in our work together. I'm always willing to discuss how and why I've decided to do what I am doing, and to look at alternatives that might work better. Feel free to ask me to try something that you think will be helpful. You can ask me about my training for working with your concerns and can request that I refer you to someone else if you decide I'm not the right practitioner for you.

Legal Proceedings. If you are involved in legal proceedings based on your having been traumatized, please understand that the goals of our work together may involve healing the physical and emotional aftermath of the trauma, and this could adversely affect your ability to provide legal testimony that carries the same impact as it would prior to our work.

Personal Relationships. I never engage in sexual intimacies with clients or former clients. Generally, I avoid social and business relationships with clients. Beyond the legal and ethical considerations, our work together will be most effective when kept free from possible outside entanglements.

Terminating the Sessions. You are free to terminate our work together at any time. If either of us decides that this is not a good fit, we may end this agreement. You will be charged the full price for that one session and refunded the balance of the package price.

Normally you will be the one who decides when our work will end, but there are three exceptions to this. 1). If I determine that I am unable, for any reason, to provide you with the services you are requesting at a high professional standard, I will inform you of this decision and refer you to another practitioner who may better meet your needs. 2). If you verbally or physically threaten or harass me, I reserve the right to terminate you from my practice immediately and unilaterally. 3). I reserve the right to refuse or terminate a session if you or anyone in the session is suspected of being under the influence of a mood-altering substance. You will be responsible and charged for the full payment of the normal fee.

Touch. Many of the methods I use involve tapping or touching various points on the face and upper body. You do the tapping while you remain fully clothed. The theory behind such tapping or touching is that these points can assist us in shifting imbalances in your energies. Nearly all sessions are now

conducted on Zoom, and I have clients tap on themselves, following along in a “monkey see, monkey do” manner. In rare cases, we may meet in person and under special circumstances, a person may ask that I tap on the meridian points for them. I will always explain ahead of time where these points are and have handouts that will help you when you practice at home.

COMPLAINTS

If you are unhappy with the way our work together is proceeding, I encourage you to talk about it with me so I can respond directly to your concerns. I will take such concerns seriously and meet them with care and respect. You are also free to discuss any complaints about me with anyone you wish. You do not have any responsibility to maintain confidentiality about what I do or say.

If you believe that I have been unwilling to listen and respond, or that I have behaved unethically, you can register a complaint about my behavior you can register a complaint through AAMET Ethics Board at: <https://aametinternational.org/about-us/aamet-complaints-disciplinary-procedure/>

PLEASE SIGN AND DATE

Your signature below indicates that you have read the information in this document, understand it fully, have discussed any questions or matters of concern with me and/or others, and agree to abide by its terms during our professional relationship.

Print Name _____ Date _____

Signature _____