

# MINDFUL | LIVING CO.

## Coaching Informed Consent & Agreement

Welcome, I am Chrissy Baker MS, LPCC coach and owner of Mindful Living Company. *After reading this agreement, if there are no questions or concerns, please initial in the blanks provided below and sign on the last page.* My aim is to have open and transparent communication that will serve as a solid foundation for this coaching agreement and professional relationship.

My credentials include an undergraduate degree from the University of Minnesota with a major in psychology and a specialized interest in physiology. I completed my Masters of Science in Community Counseling at St. Cloud State University. While I do hold a license with the state of Minnesota as a Licensed Professional Clinical Counselor (LPCC), I am not currently in clinical practice as a counselor nor is this agreement in anyway connected to this license. Rather, this coaching agreement pertains to my master level training in Neuro-Linguistics. My background includes extensive education, experience, and advanced training in motivational interviewing, strengths-based and solutions focused interviewing, interpersonal and relationship dynamics, communication, belief systems, mindfulness, and integrating the parts of the identity. I will use a variety of coaching techniques including goal setting, questions designed to create movement towards the authentic self, education, discussion, experiential exercises, and individualized homework to match your outcomes.

**Coaching** is a professional relationship that can create significant change in personal and professional areas of your life. The process includes thought-provoking questions, education, discussion, and homework that can inspire growth. We will start where you are today and build on your strengths to move you towards your core self. My intention is to bring mindfulness to the choices in each present moment and to strengthen identity beliefs that will allow you to make the choices that align with your highest values and core identity. Coaching results are influenced by your intentions, transparency, commitment to the process, and time invested in reflection & actions steps. Coaching does work! Therefore, please know that the future you may experience adjustments as your outcomes are realized. **Coaching is not** therapy, psychotherapy, or counseling. Coaching does not treat or diagnosis addiction, trauma, or mental health conditions. While a mental health diagnosis does not preclude someone from coaching, further discussion will be necessary to determine if coaching is appropriate for where the client is at upon the request of a coaching partnership and/or during the coaching process.

## Scheduling [ ]

- When possible, a **24-hour notice** is required to cancel/reschedule a session without a fee (see below for details). Multiple cancellations, late reschedules, and/or no-shows may result in alternative scheduling options or termination of services.
- Intake sessions are 75 minutes. Follow up session options include 60, 75, and 90 minutes. Your goals, processing style, and planned session content will be taken into account to choose the appropriate session length. All sessions are virtual only (phone, FaceTime, Doxy.me).
- **Telephone & Emergency procedures:** If you need to contact me between sessions, please leave a voicemail at 763-218-0868 or email me at [chrissy@mindfullivingmn.com](mailto:chrissy@mindfullivingmn.com) and I will make every effort to reply within one business day. As a coach, it is not within the scope of this agreement to address mental health crisis situations. If you need to speak to someone immediately, call **911**, your mental health professional, medical doctor or the Crisis Connection at **612-379-6363**.

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## Fees & Payment [REDACTED]

- Coaching session fees are as follows: 60-minute session is \$150, 75-minute is \$175, 90-minute is \$200.
- Fees are to be paid promptly after the completion of the sessions. Clients may pay in check or credit card (including HSA accounts). Clients are responsible to determine if coaching services are approved by their specific HSA. Payments can be made online, following the invoice that I will provide within 24 hours of the service. A credit card is required to be kept on file-that will only be charged upon your approval for sessions and/or if invoices are 120 days past due (unless arrangements have been made).
- Returned check: client is responsible for any and all fees assessed to Mindful Living Company.
- A fee of \$75 will be added to the balance for late cancellations/reschedules (less than 24-hour notice) or missed appointments. Emergency situations or when a 24-hour notice is not possible may be given an exception to this fee.
- Account balances are to be paid in full **prior** to additional scheduling unless a payment arrangement has been discussed.
- Account balances that are 30 days overdue & subsequent 30 past due periods will be assessed a \$30 fee. Fees will accrue until 120 days past due is reached. At this point, see above, the credit card on file will be charged for the full balance.
- A formal collections process may begin if payments are 120 days overdue and I am unable to charge the card on file.
- A 30-day notice will be provided if there are change to session fees. If there has not been a session for more than 90 days, the file will be closed, clients are subject to the updated fees upon return.

## Court & Legal Proceedings [REDACTED]

- I do not perform court evaluations, disability determinations, custody evaluations, or other court issues. I do not appear in court on behalf of clients. I do not maintain records intended for court involvement. Please note that the legal process is such that records may reveal information that can negatively impact or undermine your intended legal purpose and/or the coaching relationship. Neither you, the client, nor the attorney, nor anyone else acting on your behalf will request Christina Baker or Mindful Living Company to testify in court or other legal proceedings, nor will a disclosure of the coaching notes be requested. In the event of a judge court order or subpoena, Mindful Living Company will charge for time spent related to legal/court process. This will include a \$200 an hour fee for time spent in preparation, travel, court time, report writing, etc.
- The client is at liability for sessions held outside of the office. You, the client, agree that Mindful Living Company and the coach, Christina Baker will not be held liable to claims that may result from in person sessions. No in person sessions are being scheduled at this time.

## Confidentiality [REDACTED]

- It is my duty to protect the confidential information of my clients. Information can only be released with your written permission, or if I am required to do so by a court order. Additionally, as a **mandated reporter** under my license as an LPCC, I am legally obligated to breach confidentiality in order to protect others from harm, including: (1) If I have information that indicates that a child or elderly or disabled person is being abused, I must report that to the appropriate state agencies and (2) If a client is an imminent risk to him/her self or makes threats of intimate violence against another person, I'm required to take protective actions. The situation rarely occurs in coaching practices, however if such a situation does occur, I will make every effort to discuss it with you before taking any action.

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- I will do everything in my ability to protect the confidentiality communications and records of coaching clients. I do have the ability to provide encrypted emails-*please request this if it is your preference*. Additionally, while a coach **does not** keep formal “session records”, I do track language and progress towards goals. This information along with consent forms and intake forms are stored in a locked filing cabinet that is not accessed by anyone other than myself. As a client, you are liable to your choices regarding confidentiality such as your communication with others about the content of the sessions, the environment you choose for sessions, joining or posting to any personal social media or social media that Mindful Living Company participates in and/or email communication outside of the encrypted email, and/or text communication. However, please be aware that it is impossible to completely protect the confidentiality of client information which may be transmitted electronically, i.e., electronic mail and other information stored on computers connected to the internet, by telephones and similar telecommunication and computer equipment. Therefore, it is agreed between the client and the coach, the client waives any action legal or otherwise against the coach and holds the coach and Mindful Living Company harmless for any interception of client information resulting from the use of the above-mentioned. Therefore, clients are encouraged to discuss any and all concerns about confidentiality including whether to provide any HIPPA/Protected health information prior to the start of coaching.
- Some sessions are conducted in groups, including teleconference groups. You, the client, agree to maintain the confidentiality of all information communicated to you by other coaching clients and by your coach. It is understandable that progress is often enhanced when clients discuss their coaching relationship with trusted colleagues and friends. You, the client agrees not to share any information which would allow others in the group to be identified.

## Coaching Agreements [REDACTED]

- This agreement is for coaching, not therapy or counseling. Christina Baker MS, LPCC is working only within the capacities of a coach and will not be held liable for any discrepancies. While coaching & coaching techniques can address topics such as goals, limiting beliefs, motivation, changing thoughts & behaviors that aren’t working well for you, coaching will not address psychological issues such as trauma, addiction, coping with or addressing mental health diagnoses. For issues such as these, seek the medical attention from a Physician, Licensed Drug & Alcohol Counselor or Licensed Mental Health Professional in your area. By signing this agreement, you are agreeing that you understand the scope of the coaching agreement.
- **Mutual nondisclosure:** Coach and client recognize that they may discuss future plans, business affairs, financial information, job information, goals, personal information, and other private information. The coach will maintain client confidentiality as is described in the previous confidentiality paragraph. In order to honor and protect the coach’s intellectual property, the client likewise agrees not to disclose or communicate information about the coach’s practice, materials, or other methods to any third parties.
- **Termination:** Either party may terminate the coaching relationship for any reason by providing the other party with verbal or written notice. There will be no refunds for sessions that occurred prior to termination. Client files are closed after 90 days without a session. These clients are subject to any updates that have occurred at Mindful Living Company including but not limited to increase in session fees, policy updates, and are not guaranteed future sessions as this will be dependent up scheduling parameters and session availability at the time of the request for a session.

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- You may start or already be in psychotherapy with a different provider at the same time as coaching. Please **inform your therapist** that you have begun a coaching relationship. While I will not assess for mental health symptoms, trauma, addiction, or impairment related to these areas, if information should organically be communicated that indicates crossing into these areas, coaching services may be paused, terminated and/or you may be referred to the appropriate medical or mental health practitioner. You as the client can choose to take the recommendations and/or my support in the referral process or to accept the termination without the recommendation. Situations may arise that I require additional medical or mental health support in order for it to be appropriate for you to continue coaching. There will be no refunds for sessions that occurred prior to this termination or referral.

Additional information relevant to this coaching agreement (to be filled in by coach):

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I fully understand and accept these terms, rights, privileges, and financial responsibility described above as a coaching client of Mindful Living Company.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date