



BIOFEEDBACK STRESS-RELIEF SERVICES

Karie Klim, LMFT, CBS

Licensed Marriage and Family Therapist, 101425

Certified Biofeedback Specialist 5715 CBS

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Policies

1. Nondiscrimination.

You need consider your community, state or province and your country's position on discrimination and create a statement you can defend in a court of law. You cannot escape this issue. Not having a nondiscrimination policy is risky business. Be specific. State what do not not tolerate. For example:

Karie Klim, MA, LMFT, CBS does not tolerate discrimination on the basis of age, appearance, attire, creed, disability, economic status, education, gender, handicap, intelligence, neighborhood, personal preferences, political preferences, primary language, profession, race, religion, residence, second language, social status, speech, or weight. Native language spoken is English and Karie Klim, MA, LFMT, CBS is not literate in French, Spanish, or other languages.

2. Financial Policy.

Cash. Cash is an acceptable form of payment. Acknowledgement of receipt is available upon request.

Credit. Visa, Mastercard, Discover, and American Express credit and/or debit cards are accepted. A convenience fee of the charge on the credit card will be assessed per transaction—2.75% + .10 on swiped transactions and 3.5 + .15 for

manual transactions. This will apply to only payments made by credit card. Karie Klim, LMFT will not profit from any of those fees.

Personal and Business Checks. It is up to clients to determine whether personal or business checks are utilized. Please be aware, however, that business checks may be a potential loss of confidentiality if the provider of the check is other than the client. In the event of non-sufficient funds (NSF), Returned checks will incur a handling fee equivalent to the amount charged by the bank. Karie Klim will not profit from this fee.

Insurance. This is a private practice. Clients wanting to tap their insurance programs for psychotherapy or biofeedback are responsible to inquire if these services are included on their insurance plan and are personally responsible for billing. Karie Klim, MA, MFT, CBS, will provide a superbill upon request for clients to process in direct relationship with their insurance company. Client relationship with insurance company is separate from financial responsibility in the practice of Karie Klim, MA, MFT, CBS. The client takes full responsibility for payment of the fee for biofeedback whether it is covered by insurance or not.

Fee. \$150 per hour. Initial appointment is 2 hours in length and includes a 30 minute intake, 10-minute preparation for beginning biofeedback, 45-50 minute biofeedback session, and ends with 30-minute consultation. Plan 1.5 hours for follow-up appointments which includes 10-minute preparation for beginning biofeedback, 45-50 minute biofeedback session, and ends with 30-minute consultation. Please note, individualization may alter the ideals, especially if clients need more time to discuss that may shorten actual biofeedback times. Choices to lengthen an appointment may be possible as available with an additional fee. If not, scheduling a follow-up consultation at another time is offered as an option.

Sliding Scale Fee: Sliding scale fee is available on a limited basis and negotiated per client based on qualified need. To determine if a patient qualifies for the sliding fee scale, proof of income and household size must be presented during intake. The best form of proof of income is your federal tax return (1040,1040A, or 1040EZ). If there have been extenuating circumstances impacting income status since the prior federal tax return, other forms of proof may be acceptable and negotiable upon discussion.

Between-Session Contact: The occasional 10-15-minute phone calls will not be charged for. Longer calls will be charged at the regular rate that we have agreed

upon. If the frequency of 10-15-minute calls are more than 1x per week, you will be charged accordingly. Texting or emailing is reserved for scheduling/confirming only.

3. Client Responsibility.

Missed Appointments, Cancellations, and Late Arrival. Clients are given one grace period only. Thereafter, you will be charged the full appointment fee for sessions missed or cancelled without 48-hour notice, except in the case of a medical emergency. If you are more than 10 minutes late, I will assume you are not coming and may choose to leave the premises and you will be charged in full for a missed appointment. If you arrive more than 30 minutes late and I am here, the session will be abbreviated and the appointment fee remains at the full rate. I will inform the client if I believe that the benefit to the client will be worth the remaining time and either accept or deny proceeding with the session.

Biofeedback Purpose. I understand the intended purpose of biofeedback is so I may learn to:

1. Manage my stress,
2. Manage my pain, and/or
3. Improve the quality of my life.

Endings. You may end therapy at any time, but a final phone call or session is requested for closure. It is my ethical duty to provide therapy only when your issues are within the scope of my training, when I feel you are actively participating in treatment, and when I feel you are benefitting from the sessions.

4. Confidentiality & Exceptions

Session Content Confidentiality. What you say in session, your records, and your attendance are all confidential.

Mandatory Exceptions to Confidentiality. Reporting is mandated to the appropriate agency with knowledge or reasonable suspicion of child, dependent adult, or elder abuse or neglect. Or, that the client is an imminent danger to a “reasonably identifiable” victim as identified in Tarasoff “duty to warn/duty to protect. The provider has a duty to warn and protect an intended victim of the client with a plan, means, and time to carry out the crime. The provider may take any number of actions deemed reasonable to protect the intended victim. The

provider notifies and reports to a law enforcement agency.

And, exception to confidentiality due to The Patriot Act of 2002, the FBI or other government agents obtain special subpoenas that compel the provider to turn over whatever records, books, or other materials that are sought. Furthermore, under The Patriot Act, the provider may not disclose to the client or anyone else that the records were either sought or obtain by the FBI or other government agents.

Permissive Exceptions to Confidentiality. Confidentiality may be broken when you are a danger to self or to the person or property of others. Disclosures may be made to other certified biofeedback professionals in professional consultation to further the interests of the client's well-being. If this is done, identities are masked. Another exception to confidentiality is when you sign a release that grants legal permission to share your information with a designated other person. Confidentiality is waived when a client signs a health insurance claim form or other waivers allowing the provider to release information about the session. If the provider sues the client for non-payment, the client's identity is revealed, but the content of therapy remains confidential. If the client sues the provider for malpractice, client identity is revealed.

Suicidalality. The court has ruled that reasonable steps must be taken to prevent a suicidal client from harming him or herself. The standard of care includes forming a "no suicide" contract, increased contact, disposal of means, referrals for medication, notifying friends and family to create a 24-hour no-suicide watch team, voluntary hospitalization, or involuntary hospitalization. Confidentiality may be broken, but the provider will make every effort to demonstrate the extreme necessity of doing so. Suicidal clients are not candidates for biofeedback.

HIV-Positive/AIDS and Confidentiality. Under current law, there is no provision for therapists to breach confidentiality when working with HIV/AIDS clients.

Animal Abuse. If I suspect you, or someone you know of, of abusing animals, I have an ethical and professional obligation to report to the Humane Society in order to protect animals who cannot protect themselves. Examples of reportable animal abuse offenses include hoarding, lack of veterinary care, inadequate shelter, chained dogs, abandonment, pets left in cars, beating and physical abuse, animal fighting and organized cruelty.

Arbitration & Confidentiality. Due to the nature of the biofeedback process and that it often involves discussing matters of a sensitive and confidential nature, I agree that should there be legal proceedings, neither I nor my attorney will call on Karie Klim, MFT, CBS to testify in court or at any other proceedings, nor will we request disclosure of records.

6. Other Standard Policies.

Mission Statement.

My mission is to coach, demonstrate, educate, empower, explain, instruct, mentor, quiz for knowledge, supervise, teach, test for knowledge, train and tutor my clients to take control of their own life -- and the lives of their dependent adults, children and pets -- and especially to take full responsibility for diagnosing, prescribing and treating their own health, nutrition and wellness by using the tools and techniques they will learn from me and other teachers. I am a licensed Marriage and Family Therapist, yet in the role as Certified Biofeedback Specialist separate therapy from biofeedback.

Scope of Practice. As a licensed marriage and family therapist, Karie Klim may legitimately provide biofeedback/neurofeedback with proper training and certification. The intended purpose for biofeedback is relaxation and muscle re-education. Research shows that relaxation and muscle re-education are effective for managing stress and pain and improving the quality of life. This is the only legal claim anyone may make about biofeedback: It is effective for teaching clients to relax so they can reduce their stress, manage their pain and improve the quality of their lives. L.I.F.E. System biofeedback is not a replacement for any standard medical treatment. The L.I.F.E. System is not intended for use in the diagnosis, treatment, cure, mitigation or prevention of any disease, medical condition, physical or psychological disorder. It should not be considered a replacement for medical advice or treatment. If you have a serious, acute, or chronic health concern, please consult a trained health professional who can fully assess your needs and address them effectively.

Standard of Care/Competence. Karie Klim recognizes the boundaries of her competence and operates within their level of competence using only those biofeedback, other psychophysiological self-regulation techniques, and other client assessment and intervention techniques in which she is competent based on education, training and experience, study, consultation or other professional experience. She also recognizes the proper limitations of psychophysiological self-

regulation and inform all concerned parties about the clinical utility of particular procedures, possible negative effects, and whether the procedures are non-validated or clinically verified. Karie Klim strives remain current on knowledge concerned with scientific and professional applications in those areas in which she practices. Karie is certified as a Biofeedback Specialist by the Natural Therapies Certification Board (NTCB). Preceding the advanced certification, she fulfilled the requirements for Certified Biofeedback Technician through The College of International Holistic Studies.

7. Special Policies.

Karie Klim, MA, LMFT, CBS provides not only biofeedback, but psychotherapy, Myers-Briggs Temperament Inventory analysis, and Jin Shin Jyutsu Japanese Acupressure Self-Help. She is a Licensed Marriage and Family Therapist, Certified Biofeedback Specialist, Certified Jin Shin Jyutsu practitioner, and Certified Myers-Briggs Temperament Inventory consultant. The highest standard of legal and ethics of the Licensed Marriage and Family Therapy profession will guide the standard of care in all areas of service.

Substance Use. As we work together, it is important that I be made aware of the role that alcohol or other addictive substances may play in the emotional state of you or family members. It is not permissible to come to a session under the influence of drugs or alcohol. If a client does come to a session under the influence, the session will be stopped and the full fee charged. It may be necessary to contact a driver in case you are too impaired to drive yourself, thus impacting confidentiality. If a client attempts to drive, a mandated call is necessary to law enforcement due to potential of harm to self and others. If it seems that substance use or abuse is inhibiting your ability to benefit from services, I may request that you participate in an additional recovery program as part of your program.

Social Media. I do not accept “friend requests” or contact requests from current or former clients on social networking sites (Facebook, LinkedIn, etc.) out of concern for your confidentiality, my privacy, and for the clarity of our professional relationship.

Emergencies. Leave a voice message at (707) 888-0106 if you need to contact me between sessions, and I will return your call within 24 hours. If you have a mental health emergency, please call the 24-hour crisis center in Sonoma County: (707) 576-8181, or the Suicide Prevention hotline at 1-800-255-2555.

Disclaimer. I am not responsible for care received from professionals I refer you to. Our agreements do not involve other providers.

I understand biofeedback is generally considered safe, but it is possible that it may exacerbate some emotional problems or induce a healing reaction. Other potentially harmful side effects not yet reported may occur. I agree to advise KARIE KLIM anytime I feel any side effects, so corrective steps may be taken to alleviate my discomfort. I understand biofeedback is not a substitute for effective standard medical, dental, chiropractic or psychotherapy treatment or veterinary treatment for my pet. KARIE KLIM has advised me to continue ongoing medical treatment and therapies until otherwise advised by my psychotherapist, physician or medical practitioner. I understand it is important for me to stay in close communication with my physician. I further understand it is my responsibility to ask my medical doctor for permission to undergo biofeedback if I have any medical condition that may be exacerbated. I understand it is my responsibility to monitor the effects of biofeedback and to continue the training as long as it is beneficial to me. I am expected to tell KARIE KLIM anytime I experience any discomfort during biofeedback. I further understand that while many people gain considerable benefits from biofeedback, some people may not gain any benefit. I have every expectation that biofeedback will provide me some benefit, but I understand there is no guarantee that it will.

Procedures

1. Client Records.

The Client Chart. Information in Client Charts includes Initial Intake, Signed Consents, Session Notes, Records related to Legal Mandated Reporting (if necessary), Safety Contracts, Referrals, Record of Services tracking attendance dates, fees, and payments.

Record-Keeping. Client records are kept in a locked file at the office at all times. Records are kept on location up until a year following the last visit and then transferred to a locked storage file off location for up to 7 years. If a client returns during the 7 years, the file will be re-activated. It is required by law in the profession of Marriage and Family Therapists to keep a record for a full 7 years following termination. If the record is that of a child, the record will be held for 7 years after the client turns 18 years of age. At this time, the records will be destroyed by shredding by a qualified, confidential contracted agency.

Requests for Records. Records are the property of the biofeedback practitioner. Clients must request copies of their records in writing. The notes of the practitioner are recorded as a process of supplying biofeedback microfrequencies. is not a replacement for any standard medical treatment. The L.I.F.E. System is not intended for use in the diagnosis, treatment, cure, mitigation or prevention of any disease, medical condition, physical or psychological disorder. It should not be considered a replacement for medical advice or treatment. If you have a serious, acute, or chronic health concern, please consult a trained health professional who can fully assess your needs and address them effectively. If you are interested in the session content, it must be in your own handwriting. The timing of this activity must be within an appointment period, not extend beyond the determined amount of time per session. If more time is required, additional consultation time may be arranged at a later time or you may request additional time before scheduling the appointment. The regular hourly fee stands.

2. What to Expect in the Biofeedback Session

The biofeedback session consists of the following process:

1. Prepare for the session. Come to the session hydrated. Use the restroom before coming to the session. Please retrieve the key from me at the time of your session.
2. Information about the location for new clients. If your appointment is after 6pm on a weekday or on the weekend, the doors to the building will be locked; so, you will need to text me (707) 888-0106 as you arrive to the building and I will come let you in.
3. Please remain in the lobby until your appointment time. The bathrooms in the building are locked, so please arrive refreshed or you will need to wait until my door opens to receive the key. I'm sorry, but we are not allowed to leave them free access in the hallway due to security purposes.
4. We will begin discussing your concerns for the day. This could be 10 – 20 minutes depending on how much material you have to share.
5. Setting up for the session includes laying down and getting comfortable. I will offer you support for under your knees, assess for need for blankets, assess your desire for music or quiet. Then you will have rubber, conductive straps attached to both wrists and ankles, as well as a head

band. For clients with long hair, it is best to tie it back because the headband has Velcro and it is better that your hair stays free of its hooks. If you need a rubber band, I have brand new ones for your use. Then, a silver-lined conductive blanket to enhance the frequencies to the core of the body. Additional blankets may be added at this time.

6. You may need to use the bathroom during the session. It is no problem to release you and allow you to receive the session in more comfort.
7. You will be asked permission and if you are ready to begin the session. You may think of an overarching aspiration you have for the session and express it verbally.
8. Your session is highly tailored to your body expression of need every time you come. I will run a reactivity assessment once every 4-5 weeks. Each week, depending on what your body reveals for that day, we will draw on the reactivity assessment and support each many levels of stressors. Here is an outline of the session: Assess for geopathic stressors and provide feedback. Clear negative energy fields. Support reactivity panel top 2 acute and bottom 2 chronic stressors. Support one category of stressors expressed by the body that presents as a theme for the day. Assess for today's 4 individualized susceptibility stressors and provide balancing feedback. Assess and support detox and vitamin/minerals. Assess supportive wellness program. Explore and support client's expressed diagnosis or symptoms with targeted feedback.
9. What to expect during the session. Many clients fall asleep and enter a deep relaxing state. Some report dreaming pleasantly. Most often, your breathing will relax and it will feel wonderful. I encourage you to relax, close your eyes, and make this session about you. Once we start the session, I will not talk to you to avoid interrupting your ability to relax. However, if you have a question or concern, you are welcome to ask. If you are overly talkative, it may interfere with your ability to receive benefit, may interfere with the quality of session I want to provide for you, and I may redirect you to hold questions until the end of the session.
10. About 5 minutes from the end of the biofeedback session, I will give you a heads-up that we are nearing the end in order for you to begin waking up. I would like you to stay laying down until I am ready to release the connections and please allow me to remove all pieces for you.

11. The timeline for the session. An initial session is longer than average due to processing paperwork and providing informed consent. Future appointments are 1.5 hours each, 45-50 max minutes, ½ of the total time, of which are actively biofeedback. The remainder of the time is for getting started and ending. There is 15-20 minutes for debriefing your session at the end, making payment, and for setting future appointments.

Consent for Biofeedback Support: I understand that Karie Klim is a Licensed Marriage and Family Therapist (LMFT) and Certified Biofeedback Technician (CBS). I have discussed my areas of concern with her and have willingly chosen to use her services. I agree to discuss any questions or problems with Ms. Klim should they arise during our sessions. I understand that if Ms. Klim is unavailable due to any emergency that a pre-designated colleague may call to let me know. I have read and understand these office policies and procedures regarding biofeedback and I have been advised of my right to confidentiality and its exceptions.

Client Signature

Date

Responsible Person/ Guardian

Date

CONTACT INFORMATION

Best Time To Call

Permission to Leave Message

Home Phone:

Yes No

Cell Phone:

Yes No

Work Phone:

Yes No
