

Kelly Younkings, Clinical Consultant Service Agreement

1. Schedule & Complete Free Consultation

2. Complete Initial Screening Questionnaire

- <https://www.surveymonkey.com/r/XHDXDXK>

3. Complete Client Demographic Info Sheet on Google Doc before Scheduling

4. Review & Check Additional Service Parameters designed for your user experience

• Session fee is \$125 per 1 hour session

- Additional fees may apply* (see below)

• You can also Pre-pay for # of sessions (4, 8, 16, 20) to secure availability

• If we go over time because of me you are not charged

- If I text, call, or email you independent/unrelated/outside of the service agreement you are not charged (*ex: I share an infographic for you that may be useful via text*)

5. Book Appointments using via software or other methods provided by Kelly

• Keep Appointments; reschedule ASAP if necessary (I will receive the notification via email)

• Commit to regular time, space, to fully participate in this process

• Regularly review your Google Doc; feel free to contribute

• Feel free to text/email me in between sessions when you are experiencing positive growth, insight, etc.; I love to see you doing your work, having an “aha!” moment, or being in the moment recognizing an accomplishment or feeling state!

- You are not charged for this

- Please expect some delay in response (I have 3 small children; evening times are especially vulnerable to delay in response between 5-9pm)
- You are welcome to text/email areas of focus for upcoming sessions at any time leading up to your session
- You are not charged for this; in fact, it is welcomed, as it helps me prepare how to best help you make the most of your session!
 - I can be flexible in schedule/method when able, so if something comes up just ask! If I can accommodate you I certainly will!
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- Complete our progress survey throughout the course of your sessions
 - <https://www.surveymonkey.com/r/MTP65ZP>

*Additional Fees that may apply

1. Travel Time fee (for an in person consultation, session, or event)
2. Mileage (for onsite event, session, consultation)
3. Research (Beyond 30 minutes of research for a referral, particular issue, resource, providing citations for Evidence Based Recommendations. You will not be charged without your agreement.)
4. Additional support (via phone, text, email in between sessions beyond 4 informal contacts- depends on the nature, context, content, and depth of support needed)
5. Personalized Curated Worksheet
6. Others that may not be listed that both parties agree upon

Service Agreement Behavioral Expectations

Basic Identifying Info to authenticate

- Must complete basic Client Demo info for in case of emergency
- Initial Consultation can be audio
- First 2 Sessions must be in Video Format (authentication of user)
- Additional Sessions are negotiable for video; video preferred for first 4-6 sessions

Download/Print Service Agreement form for your record: Can be physically mailed if needed

Will be stored in 2 step physical contained

Platforms Used:

- Facetime
- Phone
- Zoom

Privacy Parameters

- No other users on call
- No other users on call unless documented written consent prior to session with clear purpose of inclusion
- Sessions executed in private location (no other physically present listening people nearby or on electronic device near client; if you choose to take calls in non-secure location you are choosing to reduce anonymity)
- I do not take calls in the presence of others without your expressed permission

Confidentiality

- No information is going to be shared with others unless written permission is obtained with specification of who & how information will be used

HIPPA

- Your privacy is maintained governed by my clinical industry standards; if you choose to leave a review on FB, LinkedIn, etc. you choose to identify yourself as a client (past/present)
- If you choose to eventually “Friend Request” me on a social media platform you may be removing layers of your anonymity
- If you choose, voluntarily, to identify yourself as a client of my service in any other way not listed, that is at your sole discretion. No personal information will be shared regarding your user experience without your consent.

Emails

- Only to assign broad agenda, homework (such as a reading list, website to view, exercise to complete)
- Basic Feedback
- Please do not include identifying health information
- Scheduling & Rescheduling; use App or Text

Billing by agreeing to the Service Agreement, *you are consenting to use the following services voluntarily to pay for my services, fees, access to content.*

My Service is a self pay model. I do not bill insurance.

- Purchase Consultation, Sessions, and/or Workbooks on website (www.kellyyounkinsconsultant.com)
- CashAPP
- Venmo- does not allow for complete anonymity; please choose privacy settings for transactions
- Cash* if services are rendered in person