



**INFORMED CONSENT, OFFICE POLICIES & GENERAL INFORMATION  
AGREEMENT FOR COACHING SERVICES**

**EFFECTIVE DATE OF THIS NOTICE**

This notice went into effect on January 7, 2013.

*Linda M. Peterman, CRC, LMHC*  
13039 W. Linebaugh Ave. Bldg. V, Suite 101  
Tampa, FL 33626  
(813) 404-3174

**Confidentiality:** All information disclosed within sessions and the written records pertaining to those sessions are kept confidential by Linda Peterman and may not be revealed to anyone without your (client's) written permission, except when disclosure is required by law.

**When Disclosure Is Required By Law:** Below are some of the circumstances where disclosure is mandated by the law. All other reasonable means will be considered before this option is used. Your cooperation is encouraged.

1. If you are a danger to yourself physically or incompetent mentally or gravely disabled determined by Linda Peterman's professional evaluation.
2. If you intend to bring physical harm to others or to property.
3. If you tell me about a minor or a dependent adult who is currently being physically, sexually, or (severely) emotionally harmed or neglected.

**Litigation Limitation:** Due to the nature of the process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), **neither you (client) nor your attorney, nor anyone else acting on your behalf will call on Linda Peterman, to testify in court or at any other proceeding, nor will a disclosure of the records be requested unless it has been discussed with her beforehand and agreed upon by all parties.**

**Confidentiality of E-mail, Cell Phone and Faxes Communication:** It is very important to be aware that e-mail and cell phone communication can be relatively easily accessed by unauthorized people and hence, the privacy and confidentiality of such communication can be compromised. E-mails, in particular, are vulnerable to such unauthorized access due to the fact that servers have unlimited and direct access to all e-mails that go through them. Faxes can easily be sent erroneously to the wrong address. Please notify Linda Peterman if you decide to avoid or limit in any way the use of any or all of the above-mentioned communication devices.

**Consultation:** The coach may consult with other professionals regarding her clients; however, the client's name or other identifying information is never mentioned. The client's identity remains completely anonymous, and confidentiality is fully maintained.

**Appointments:** If you need to make an appointment, please leave a message at 813-404-3174 and your call will be returned as soon as possible, usually within 24 hours. Linda Peterman checks her messages daily, unless she is out of town. You may also reach me by text or email: LindaPeterman@outlook.com.

**Payments:** Fees for services will be determined before the first session and are due at the end of each session and are payable by cash, check, credit or debit card. There will be a service fee of \$30 for any returned check. Telephone conversations, reading/writing emails or texts will be charged at the same rate.

**CANCELLATION:** Since scheduling of an appointment involves the reservation of time specifically for you, 24 hours notice is required for canceling an appointment. The full session fee will be charged for missed sessions without such notification.

**Credentials:** Linda Peterman is a Licensed Mental Health Counselor (LMHC) with the State of Florida, Department of Professional Regulation. She is also a Certified Rehabilitation Counselor (CRC). Linda M. Peterman, CRC, LMHC, is an individual practitioner and not part of a group practice. Linda Peterman has been trained as a Life Coach. Westchase Psychology is a fictitious name designed to help direct clients to the current office location.

**Ethical Guidelines:** Linda Peterman is a member of good standing and will adhere to the ethical standards and principles of the Florida Mental Health Counseling Association.

**Discussion of Goals:** Clients are given worksheets at the first meeting, designed to help you formulate Goals. These goals may change during the course of the Coaching process. I understand that I am consenting and agreeing only to Linda Peterman providing coaching services.

**Termination:** If after the first couple of meetings, Linda Peterman assesses that you need psychotherapy services, she will offer to provide them to you and the relationship will then be a therapeutic relationship or she will give you a number of referrals that you can contact. If you could benefit from any treatment that the therapist does not provide, she has an ethical obligation to assist you in obtaining those treatments. You have the right to terminate your coaching sessions at any time.