

Policies

Protocols. On September 13, 1958, the American Medical Association (AMA) stated that “Hypnosis has a recognized place in the medical armamentarium and is a useful technique in the treatment of certain illnesses when employed by qualified medical and dental personnel.” Thus recognizing hypnotherapy as an orthodox medical treatment. In 1961, the AMA further recommended 144 hours of clinical hypnotherapy training for all physicians and medical doctors. Incidentally, 144 hours is about the same as required for an introductory course in Hypnotherapy. Janis, owner and practitioner of Hypnotherapy by the Bay LLC, has received clinical hypnotherapy training every year for at least 14 years; totaling many times over the AMA recommendation.

Obviously, hypnosis is a powerful and “orthodox” process that has helped millions of people! While extremely powerful, it is not magic. As such, it is unrealistic to expect lasting results in just one session. It requires a bit of time and commitment.

To obtain the best results, each program has a recommended minimum number of sessions during which all techniques of directive and non-directive hypnotherapy can be applied in proper succession. Research showed a recovery rate of 93 percent in 6 sessions of hypnosis. Therefore, in most cases, hypnotherapy sessions are purchased in multi-session plans.

For Substance Release and Habits

- ★ Lasting habit control results can be expected with up to 2 sessions. Clients are encouraged to record their hypnosis so that they can listen and reinforce the hypnotic suggestions every night for at least a week, longer if needed. Then a follow-up telephone call may be held 30 days later to determine how much more fabulous Client’s life is now that the habit is gone.
- ★ Sometimes Clients will notice lingering concerns related to the habits that were not addressed by either party during the initial hypnotherapy which will require more sessions.

In addition to attending the first 2-hour session, there are three more vital components of this substance release program. Although some people can succeed without following all three of these steps, success is much more likely when Client follows the program as it was designed based on years of experience in the field.

1. If Client is releasing a substance from their life, before the session, if Client desires they may take the last bit of the substance before throwing it away, i.e. the last cigarette, vape, drink (*please do not come to the session tipsy or high*), chew, sugary food/drink etc. and throw away everything associated with the habit and make small changes to the appearance of their home, office and vehicle. Since Client will be a different person when they leave the session, a slightly different perhaps more attractive environment will support that concept and reward them for making this important change in their life! Some people even have their car detailed.

2. Listen to the recording of the hypnosis every night for a week and as needed after that.
3. Return for the follow-up appointment within 48 hours if possible.

Time. For hypnotherapy, most sessions last 60 to 90 minutes. Ninety-minute sessions are recommended for regressions. For meditation, most sessions last 30 minutes.

If sessions run over the maximum time allotted, the next session will be reduced by the overage of the last session. If this occurs during the last session, the client will be expected to pay \$39 for each 15-minute segment as follows: 5 to 15 minutes = \$39.

Booking & Payment

- ★ **Advance Payment Policy.** Except for VIP Clients (who have earned 50 points –10 for each hour), appointments are not confirmed until payment is received. New or non-VIP Clients must pay in advance. Cash is welcome but must be received before appointment is confirmed by stopping by or paying after the last session.

Insurance To our knowledge, most insurance companies do not cover hypnotherapy. Some may pay for certain types of hypnotherapy; however we do not bill them. This would be strictly between Client and their insurance company. In certain circumstances, alternative financing will be considered upon request.

Refunds. 1. Client may receive a refund in the unlikely event that they decide to decline services for any reason, before or during the first session **up until hypnosis is received.**

2. Recipients of gift cards or certificates may request and receive a refund within a year of purchase.

3. Except in case of an emergency, there are no refunds for subsequent bookings after the hypnosis usually done during the first session.

4. If a refund is provided it will be net of any processing charges associated with the payment and a \$39 processing fee. For example, if Client **pays on-line using the website, or uses PayPal, Venmo, Bark.com, or Thumbtack.com,** Hypnotherapy by the Bay LLC will incur a processing fee whether or not Client gets a refund. Processing the refund check will require postage and handling time for 15 minutes at my current base rate: \$155 an hour.

All refunds will be in the form of a check. Refunds will be provided after Client's payment and the processing fees have been received and posted to the bank account of Hypnotherapy by the Bay LLC. This should allow a check to be processed in a reasonable amount of time like 3 to 5 business days; but the processing time and delivery is largely outside our control. Every effort will be made to get it to Client as soon as possible.

6. All services, EXCEPT gift cards and certificates, **must be used within a year of purchase.** Refunds will not be made after a year of purchase even if no services were

performed. It is the client's responsibility to schedule their appointments or request a refund within a year of purchase.

Cancellations. Client is free to reschedule their appointments or cancel their appointments as needed; however there are late and/or no-show fees. Here at Hypnotherapy by the Bay, Janis understands that things may happen beyond your control or your priorities may change, etc. No need to explain.

If Client must reschedule or cancel, please text Janis at (410) 212-4144.

- ★ Please notify Janis as soon as possible, ideally **2 days** before the appointment so that others may book the appointment.
- ★ If Client texts Janis at least by 10 AM on the day of the appointment there will be no charge.
- ★ If Client does not call or text by 10 AM, they may still reschedule and pay applicable missed appointment fees.
- ★ Emergency and weather situations will be examined on a case-by-case basis.

Missed Appointment Fees If Client calls or texts after 10 AM on the day of the appointment to cancel, there will be a \$100 fee. If Client simply does not show up for their appointment, there will be a no-show fee of \$155.

Professional Courtesy, Partnerships and Client Safety The following policy would generally not apply to clients seeking stress reduction services which do not include hypnosis. Currently, these would be services like Meditation, Guided Meditation, Meditation Instruction, and Crystal Bowl Persuasion.

Clients who are currently receiving care from a health care professional for the same concern for which they are seeking hypnotherapy will be expected to get a note from said professional stating that they are aware that the client has requested hypnosis and that they see no contraindication. Client may request a form to facilitate this process or they may simply write a note on their professional stationary. This is highly desirable but not absolutely required.

Client wellbeing and safety are of paramount importance and a driving force for decisions made in the business practices and therapeutic choices at Hypnotherapy by the Bay LLC. Therefore, clients who have been diagnosed with Heart Disease, Epilepsy, Schizophrenia, Chronic Depression, or Bi-polar Disorder must provide a doctor's written acknowledgment stating that to the best of their knowledge client is an appropriate candidate for hypnotherapy, ie. there is no known health risk such that hypnotherapy would be contraindicated for this client.

Practitioner may also decline service or request another professional's opinion in other situations as well. Some clients may *not* be generally considered to be within Practitioner's scope of expertise-like those in a current abusive situation, severe alcoholism prior to detox, in an active state of panic or anxiety, or have some other prohibitive condition or disorder. In other instances, Client may be deemed to pose a

risk of harm to Practitioner like those with recent exposure to COVID or other contagious diseases. For the good of both Client and Practitioner, such clients may be declined service entirely or until the risk of harm has been eliminated.

In some cases at Practitioner's discretion, service may be provided to such clients to help alleviate symptoms associated with or separate from their condition if the health professional has provided written approval. In such cases limitations may be recommended by the professional; all of which would be welcomed and honored by Practitioner.

In certain rare cases, depending on the case history and type of hypnotherapy requested, Practitioner may make exceptions.¹ Client may be required to sign a release form stating that they are aware of this policy and choose to proceed at their own risk. Client and Practitioner would engage in a risk assessment and adhere strictly to precautions to ensure client safety. Practitioner may also consult with mentors, usually within the National Association of Transpersonal Hypnotherapists, before accepting Client for hypnotherapy.

For Client's convenience in any case, if needed, Hypnotherapy by the Bay will provide a form letter which the health professional can simply sign and return. A note on their professional stationary or prescription form is also acceptable.

I hereby certify with my signature that I have read, understood and agree to comply with all components of Hypnotherapy by the Bay LLC policies.

Signature: _____ Date: _____

¹ In one case, irregardless of the American Medical Association's 1958 approval, the health professional simply did not approve of hypnotherapy for anyone and would not consent in writing. Client stated that the professional told Client that in their professional opinion Client was stable enough to have hypnotherapy and felt it was safe for Client. Client had been trying to get the written notice for months and the condition was diagnosed decades ago and had been under control for years.