



Welcome to the Release Trauma Homestudy Program

Please take a few minutes to read over and fill out these forms. They must be submitted before we can begin our work together. If you have any questions or concerns, please contact me.

Sign the forms by typing your name and the date into the fillable boxes. This is your electronic signature.

Checklist For a Mac

1. Open the Adobe Acrobat Pro/Reader application
2. On the Acrobat Reader menu, go to File->Open. Open the file from the location in which you saved it. The form will not work if you simply double-click it, unless Acrobat/Reader is already your default PDF viewer.
3. Read and sign the Electronic Consent Form.
4. Save the form on your computer.
5. Send me an email with the forms attached. There will be an email button right on the top toolbar.
6. Follow the link to the contact/intake form. Click Send in the top right corner when it is complete.
7. Read over my Terms of Service.
8. Read over my Privacy Policy.



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Checklist for PC

1. Open the Adobe Acrobat Pro/Reader application
2. On the Acrobat Reader menu, go to File->Open. Open the file from the location in which you saved it. The form will not work if you simply double-click it, unless Acrobat/Reader is already your default PDF viewer.
3. Read and sign the Electronic Consent Form.
4. Save the form on your computer.
5. Send me an email with the forms attached. There will be an email button right on the top toolbar.
6. Follow the link to the contact/intake form. Click Send in the top right corner when it is complete.
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Email all forms to support@sacredhealing.org

Thank you!

Sarah



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Electronic Communication and Social Media Consent Form

My primary concern is your privacy. Electronic communication is typically how much of our communication will occur, which means there are extra considerations and concerns about privacy matters. If you have questions about any of my policies, please bring them up when we meet and we can talk more about it.

Electronic communication is any form of communication using electronic means or devices. This includes but is not limited to Cell Phones, Texting, Emails, Social Media, Video Conferencing (Skype, google hangouts), among other forms.

If you choose to contact me electronically, or consent to me contacting you electronically, please be advised:

General Guidelines

- I cannot guarantee the privacy of electronic communication.
- Email, cell phones and other electronic means are not 100% secure or confidential.
- Electronic communication between you and I may become part of your client file.
- You can revoke your consent at any time.

Social Media Guidelines

- I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship.
- I keep a Facebook Page for my professional practice where I will share blog posts, articles etc. You are welcome to view my Facebook Page and read or share articles posted there. If you choose to "like" this page please do so with the understanding that this is a public page and may compromise your confidentiality.
- You are welcome to join the Sacred Healing SECRET facebook group at your own discretion but please understand this group will be available to all of my clients so by joining you are letting the group members know you are a client of mine. No one outside of the group will be able to see what you share inside or be able to find the group without an invitation from me. If you would like to join please send me an email asking me to add you, and that will be added to your client file as a waiver of confidentiality that applies to that group only. Joining this group is not a mandatory part of our work together. It is a supplemental support should you choose to utilize it.



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- If our sessions are online, I will add you as a contact on Skype (or other video chat service) only for the duration of your sessions. I will delete your contact information when our work together is done. Video chat services cannot be guaranteed to be 100% secure or confidential.
- You are welcome to use your own discretion in choosing whether to follow me on Twitter. If you are concerned, there are more private ways to follow me (such as using an RSS feed or a locked Twitter list), which would eliminate your having a public link to my content. Note that I will not follow you back. I only follow other health professionals on Twitter and I do not follow current or former clients on blogs or Twitter. My reasoning is that viewing your online activities without your consent and without our explicit arrangement towards a specific purpose could potentially have a negative influence on our working relationship. If there are things from your online life that you wish to share with me, please bring them into our sessions where we can view and explore them together, during therapy.
- It is NOT a regular part of my practice to search for clients on Google or Facebook or other search engines. Extremely rare exceptions may be made during times of crisis. If I have a reason to suspect that you are in danger and you have not been in touch with me via our usual means (coming to appointments, phone, or email) there might be an instance in which using a search engine (to find you, find someone close to you, or to check on your recent status updates) becomes necessary as part of ensuring your welfare. These are unusual situations and if I ever resort to such means, I will fully document it and discuss it with you when we next meet.
- Please do not use messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact me. These sites are not secure and I may not read these messages in a timely fashion. Do not use Wall postings, @replies, or other means of engaging with me in public online if we have an already established client/therapist relationship. Engaging with me this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your client file.
- If you need to contact me between sessions, the best way to do so is by phone or text, or direct email is best for quick, administrative issues such as changing appointment times.



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- I prefer using email only to arrange or modify appointments, or connect about other such logistical issues. Please do not email me content related to your therapy sessions, as email is not completely secure or confidential. If you choose to communicate with me by email, be aware that all emails are retained in the logs of your and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. You should also know that any emails I receive from you and any responses that I send to you become a part of your client file.

I _____, am aware of the potential security risks with electronic communication and give consent for Sacred Healing to contact me through electronic means. I understand the policies around social media and agree to the risks outlined in this document.

****Please do not sign if you are not comfortable giving consent to electronic communication or would like to discuss any of these policies first.**

Client Signature : _____ Printed Name: _____

Date: _____

Therapist Signature: _____ Printed Name: _____

Date: _____



Please click below to fill in the intake form.

<https://docs.google.com/forms/d/1DrXPQrJbPfe1HH0nGDmth4THzvAogQ-MU2n2-x7aekQ/viewform>

You can view the Terms of Service and Privacy Policy at the links below.

[Terms of Service](#)

[Privacy Policy](#)