



**PSYCHOTHERAPIST / HYPNOTIST/ INTERFAITH MINISTER / WELLNESS COACH**  
**REV. SHERI HELLER, LCSW, RSW / SHERITHERAPIST.COM**  
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**NPI# 1699823708 COACH CERTIFICATION # TA958678 ONTARIO RSW #847144**

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### *POLICIES 2024*

Hours for virtual and in-person individual or group sessions, are Sunday through Thursday from 12 PM to 8 PM. All correspondence is responded to Sunday to Friday from 10 AM to 8 PM. Unless it is an initial consultation, outreach or an absolute emergency (relapse, suicidal ideation or extreme dysregulation due to flashbacks) I will not respond to correspondence on Saturday.

Sessions are 50 minutes in length. New clients seeking complex trauma treatment (as opposed to coaching or hypnosis services) are encouraged to schedule consistent weekly sessions for a minimum of three months, as regularity is critical to creating a strong therapeutic alliance and cultivating dynamic work that will dismantle deeply entrenched patterns. It also allows responsible monitoring of the treatment process.

Hypnosis/Hypnotherapy is a technique that can be incorporated into the therapy process to attain a specific therapeutic goal. When hypnosis sessions are rendered as a service that is not part of complex trauma treatment, at least two sessions are required (consultation and induction session). The frequency of hypnotic induction sessions varies and is determined on an individual basis.

Continuity of sessions is critical to the treatment process. Patterns of lateness, absences and re-scheduling will be addressed to determine client's commitment, readiness to engage in therapy, and underlying clinical concerns.

Confidential information shared in sessions will not be disclosed to any other parties, unless there are conditions required by law, such as suicidal and/or homicidal ideation or attempts.

My NYC licensure and credentialing remains active. Additionally, I have professional licensure in the Ontario Province of Canada. However, given geographic qualifiers and my not having psychotherapy licensure in the Quebec Province, services rendered to clients do not qualify for insurance reimbursement. Accordingly, services rendered in Quebec are as a certified trauma-informed wellness coach.

Remittances for sessions may be used for tax purposes, a flex spending account ( FSA) or a health spending account (HSA).

All fees are to be paid through Venmo, *Interac* or my PayPal merchant portal. Patients are responsible for full payment of sessions cancelled without 48 hours notice. Rescheduling of cancelled sessions should ideally occur within the week of cancellation.

Lastly, the completion of treatment is a critical aspect of any sort of treatment process. When there is a time to end our work together, it is necessary to engage in a process of closure. The amount of time decided upon will largely depend on the duration of our work together. Engagement in a termination process is a mandatory precondition for returning for future sessions.