

Therapist:

Mgr. Silvia Miklíková

Contact phone number:

+420 602 607 632

Contact e-mail:

silvia.miklikova@gmail.com

The following information is written to give you an introduction and orientation in the basic rules of my services. Please, read it carefully. If you have any questions do not hesitate to ask; I am available and welcome any of your queries.

Basic Information

- Your entry into therapy / counselling work is entirely voluntary and you have the right to end the work at any time, without further explanation.
- I undertake to provide maximum discretion and to respect your anonymity.
- I make brief notes during the sessions, especially in the initial period. These do not contain names, are intended for my orientation in discussed topics and are stored securely.
- We follow the Code of Ethics, a copy of which is available on request.
- Sessions are completely confidential except in three circumstances:
 - 1) I consult my work regularly with the clinical supervisor. It is standard procedure and professional expectation that allows me to work with you the best. A Code of Ethics and the rule of confidentiality also bind my supervisor. For the purpose of supervision of my work and further education I may be asked to ensure direct examples of my work (video, audio recordings). When recording the session you will be informed about this in advance. In case of your disagreement, recording will not take place. Thus recording will be accessible only to clinicians who are bound by a Code of Ethics.
 - 2) In case I believe that you could endanger yourself or someone else I reserve the right to break the confidentiality to prevent harm. However, this I will do only in extreme cases and I will always try to discuss it with you in advance.
 - 3) If the court will require the provision of evidence (for example, judicial proceedings relating to a criminal offense, which is bonded to the notification obligation).
- Standard length of session is 50 minutes. Commuting clients can adjust the length to 2x50 minutes, possibly 75 minutes (1.5 sessions).
- The frequency depends on the capabilities of the client and mine; the optimal frequency is considered 1x per week. At a frequency of less than 1 per 2 weeks the effect of work appears to be uncertain. This fact, however, is strictly individual. If our work will continue for longer than eight weeks, I suggest that we agree on its termination at least three weeks in advance in order to have enough time for completion.

Boundaries of the therapeutic relationship

- I do not meet with my clients in places other than the therapeutic room.
- I consider it professional misconduct when the working relationship turns into any other type of relationship. Even after the end of the therapy, especially long-term, I do not find it suitable to have any contact with the client for a minimum of 2 years. Any non-therapeutic contact even after the work has been terminated can interfere with the benefits and outcomes and also makes it impossible to return to therapy when the situation of the client is worsening.
- It is not part of the therapy / counselling to give phone consultation or extensive mail messages. However it is possible to provide occasional crisis intervention over the telephone, but only in exceptional cases. In special circumstances, a series of telephone or email

consultation can be also provided and these too will be charged. The client will be notified and pay before the commencement of the consultations.

Payment

The price of one session is 1.000,- CZK.

1) Payment in cash:

Client pays at the end of the session. At the first or second session he/she pays additional 1.000,- CZK as a deposit for not cancelled/ missed session.

2) Payment by bank transfer:

After agreement, it is possible to pay the amount to the account number 2968083003/0800 Česká spořitelna Bank (IBAN CZ78 0800 0000 0029 6808 3003, BIC GIBACZPX) Message for the recipient refers to client's name.

Cancelling sessions

- Pre- arranged sessions may be cancelled 2 working days (48 hours) in advance by phone or sms **+420 602607632** or mail at **silvia.miklikova@gmail.com**. Receipt of your message will be confirmed.
- Advance for the next session (1.000.-CZK) is forfeited if the client does not arrive to the session without a valid reason within two working days /48 hours/.
- If the client is unable to attend the session for health reasons the deposit will not forfeited.
- If you cancel the session, and give me enough time, ie . at least 48 hours in advance, I will try to find another time, preferably in the same week that will be suitable for both of us.

With the above information, I agree.

Name:

Signature:

Date: