

**NEW CLIENT INFORMATION FOR ADHD COACHING (ADULT)**

The following is information regarding policies that may affect you. I hope this information will answer any questions you may have, but if you have special concerns, please do not hesitate to discuss them with me at the first session. Please read this carefully and sign at the bottom. I will be happy to give you a copy of this form for your records.

1. The fee is \$120 for the diagnostic interview (or the first session) and last about 1 hour long. We will gather information about the person receiving coaching, fill out forms, set-up binders, look at agendas, set goals and set up the coaching schedule. This first session is for the person being coached. Once every 2 weeks, the coach will contact the person who signed the person up for a brief summary of what they have been addressing. This can be done at our office, via phone or Skype.
2. It will be helpful for the person being coached to be supportive of this process as it can take 4-6 months to see results from coaching.
3. After that the fee is based on the number of times coaching occurs per week. Each coaching session is 10-15 minutes per day via phone or Skype. It is highly recommended that you start with 5x per week. There are 5 different fee schedules depending how many times per week you are being coached –
  - 5x per week = \$100.00
  - 4x per week = \$ 80.00
  - 3x per week = \$ 60.00
  - 2x per week = \$ 40.00
  - 1x per week = \$ 20.00
4. I agree to pay \$120.00 for the initial intake session and twenty dollars (\$20.00) for each daily session. I agree to pay the initial intake fee and two weeks' coaching fee upon signing this contract, and each time I renew the contract to pay two weeks' fee *in advance, at the time of renewing*. All fees will be paid by credit card (MasterCard Visa).
5. Except for extraordinary circumstances that are discussed with Dr. Danielak or Margot Vertrovsky, clients will be billed the usual fee for all appointments - there is not the ability to cancel in the 2 week period. As the appointments happen over the phone, we expect to talk to the client each and every time we are scheduled. Even if the client is sick, we can still review goals and progress as each call is 15 minutes long on average.
6. I understand that the coach is functioning as a coach, not as a psychotherapist, not as a friend, not as a physician, and not as a tutor. I further understand that the coach does not give professional advice of any sort. *The coach's role is to help me stay on track toward reaching my goals.* Responsibility for my actions rests entirely with me.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES: (you must sign below)

## Mary H. Danielak, Psy.D., Licensed Psychologist

---

Signature of client \_\_\_\_\_

Date \_\_\_\_\_

Listed below is the Credit Card information that I authorize to be used to renew my coaching sessions. Only MasterCard or Visa accepted.

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV \_\_\_\_\_

Address of Cardholder

STREET \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_