



Kayse Budd, MD

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Practice Policies

Hello, and welcome to my practice! I have a few policies I would like to invite us to share in our work together:

- **Time & Place:** Sessions generally last from 60 minutes to 90 minutes, depending on our unique session plans, goals, and agreements. I do most of my sessions virtually (video conference). Occasionally, in-person sessions may be possible at a home office or other location. Multi-day intensive retreats can be arranged for patients/clients interested in traveling for 1:1 or group work.
- **Missed Appointments:** Please provide a minimum of 24 hours notice and ideally 48 or more hours for appointments you wish to cancel/reschedule. Rescheduling appointments is labor-intensive, especially when the practice is full, so please try to keep the original appointments you make, if at all possible. If you are unable to provide 24 hours notice I charge \$100 for the first missed session. Subsequent short-notice cancellations (less than 24h notice) are billed at the full session rate. I generally send reminder emails the day or morning prior to appointments, but please do what you can to set reminders for appointments, as well.
- **Confidentiality:** Sessions are confidential with the exception being if I think you are at imminent risk to harm yourself or another person. In this case I am legally obligated to report this information. I keep computerized progress notes for each session. These are private and protected by law. I will do my best to inform you if an outside agency requests anything from your records (unless legally prohibited, I will inform you).
- **Payment:** Paypal, Venmo, Zelle, and credit card are accepted. I do not accept insurance, but I can give you a superbill to submit to your insurance company (if you are seeing me in a medical capacity) for a percent reimbursement for out-of-network care. Most insurance companies cover phone/internet sessions; some may not. Please contact your carrier to learn more about your benefits if you would like to pursue this option. As a physician my services are generally considered tax deductible. It may also be possible to use a pre-tax health care savings account (HSA) to pay for medical services.
- **Phone Calls/Email:**

MY PHONE NUMBER IS 808-635-9485.
- Please email me for most things, including scheduling/rescheduling. For URGENT issues: please text. Sometimes I am away from the phone or in a no-service area. My email address is mysticmandala@gmail.com. **I am willing to give brief comments to short email updates when I can, but to honor my time and our relationship, please leave important/bigger content for in-person discussion. If you email and do not hear from me within about 12-24 hours, please resend. Sometimes an email is missed amongst the others in my inbox.
- **Emergencies:** Please call 911 if you feel suicidal to arrange for transport to the nearest ER. I do not manage acute/severe psychiatric issues in my practice. I hope this does not happen, but if it does the ER is the right place to go.

Setting the frame for our work together is a very important part of the success of the experience. I consider what I do an honor and am happy you are choosing to work with me.

By signing below, you are acknowledging your receipt and understanding of these policies. You are also consenting to treatment with me as a physician or coach/healer. Please know that your care will now become a priority in my life, and I will consistently endeavor to make recommendations that I think are in your specific, best interest. You always have the right to choose to accept or reject any individual treatment or idea I suggest. You may also leave treatment at any time. This is a collaborative process, and I trust and value your wisdom, choices, and intuition every step of the way.

Signature

Date