



Policy Statement InnerSparks, LLC Services 2020

Credentials

As a Licensed Registered Occupational Therapist (State of Wisconsin License # 26-1173) and National Board Certified Occupational Therapist (# AA502872), I am governed by the Standards of Practice set forth by the State of Wisconsin Department of Regulation and Licensing and NBCOT.

Session expectations, rights, and responsibilities

Information you provide – written, printed, and/or verbal and your therapy session, will remain **confidential** as written in the “Waiver and Consent” form.

I will treat you fairly and ethically. My commitment is to establish an atmosphere of trust and decency during each session. I ask the same in return from you. I will be an equal partner with you in achieving your therapy goals. With your permission, I will gladly work with any other providers you consult for your health care.

I reserve the right to refuse or discontinue service at any time, for any reason to help ensure the safety of my clients and myself. I will work with you to refer you to the best provider if I am not able to help you. You are also encouraged to change or terminate a session or service at any time, for any reason, especially if you are uncomfortable or I have been unable to meet your goals.

It is my policy that no client will be seen who is under the influence of alcohol and/or recreational drugs, and certain prescription drugs – some substances can adversely affect your therapy session.

Rescheduling and cancellation

Please give at least 24 hours’ notice by telephone when you need to cancel or reschedule an appointment in order not to be charged.

No-Shows Full fee will be charged for a no-show or for appointments that are canceled with less than 24 hours’ notice.

Late and early arrivals - Please on-time for your appointment via telehealth or in person. If you are more than 15 minutes late for an appointment without notice, I may offer your time slot to another client and reschedule your time. It is important for me to respect the appointment times of all clients, including yours.

Health Safety Policy

As of March 2020, the office is closed indefinitely. Appointments are virtual or in an outdoor park depending on weather. Outdoor sessions follow social distancing guidelines, you will need a 3 layer or surgical masks available at session and hand sanitizer.

If you are not feeling well and unsure if it is safe for you to receive therapy, please reschedule and check with your health care provider.

Self-Evaluation Symptom Checklist...



***Symptoms and Self-Evaluation Checklist:**

Have you been in contact with someone who is sick?
Do you have any of these symptoms?

- Fever (over 99F)
- Cough
- Shortness of breath
- Sneezing
- Feeling unwell generally
- Chills
- Headache
- Muscle pain/achiness
- Sore throat
- New loss of taste or smell
- New congestion and/or mucous production
- Inflamed/red mucous membranes
- GI symptoms: Diarrhea, nausea, vomiting
- Any new rashes, swelling, fatigue, malaise, difficulty sleeping, infection or wound, injury, dizziness/vertigo, confusion, tingling/numbness, weakness, weight loss/gain.

For current information about symptoms of COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

More information for those at higher risk for severe illness:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higherrisk.html>

Information sharing

It is your responsibility to keep all contact information current, including telephone numbers, email addresses, mailing addresses and emergency contact information. I will not share or sell your information with anyone, unless it is with your express permission, as stated in the "Waiver and Consent" as allowed by HIPAA.

Practice Philosophy

Occupational therapy is defined as the therapeutic use of everyday life activities (occupations) for the purpose of enhancing or enabling participation in roles, habits and routines in home, school, workplace, community and other settings.

InnerSparks, llc provides individualized attention to learn and grow overcoming challenges while empowering people to live life to its fullest potential. We do this through facilitating change, learning about the body, mind and spirit, honoring each person's values and spiritual beliefs. All clients are treated with respect, care and dignity. Each session is an opportunity to listen, learn and grow. I do my best to listen, respect your goals and challenges, offer support, provide clear feedback while respecting your intentions for your health and well-being.