



LORI KIMMERLY THERAPY

Exploring The Sacred Space Of What's Next

Office Policies and Procedures

Our lobby is a shared space in which many therapists have clients coming to or leaving the suite. We ask that you respect the need for quiet, cleanliness and order in our lobby.

Quiet – please keep your voices and activity to a whisper or low speaking voice as to not disrupt therapy sessions in progress

Cleanliness – please throw away any trash that is created in the lobby area

Order – if you get out toys, games, magazines etc., please return them to their place before or after your session

No children under the age of 12 can be unsupervised in the lobby area and must be attended by an adult at all times. Dropping off a child for therapy is not allowed due to potential safety concerns and a need for possible consultation

There is access to coffee, tea and water in our lobby. All are free to use any of these items but please clean up any litter left behind and any mess that might occur.

There are bathrooms at the end of the entryway. Please respect that we are only using half of the building and others use the bathroom from suite 1. Clean up any messes in the bathroom that might occur from handwashing. Please throw away paper towels in the trash can. If there is a mess in the bathroom that occurs, please notify your therapist or Lori Kimmerly

While the office does have WiFi, it is for staff use only. Our social media policy is as follows:

Friending

We do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). Adding clients as friends on these sites can compromise your confidentiality and our therapeutic relationship.

Following

We will not follow any client on Twitter, Instagram, blogs, or other apps/websites. If there is content you wish to share from your online life, please bring it into our sessions where we can explore it together.

Search Engines

It is not a regular part of our practice to search for clients on Google, Facebook, or other searchable sites. An exception could be during a crisis. If we have reason to suspect you are a danger to yourself or others and we have exhausted all other reasonable means to contact you and/or your emergency contact, then we may use a search engine for information to ensure your welfare. If this ever occurs, we will fully document the search and discuss it with you at your next session.

Location-Based Services

Please be aware if you use location-based services on your mobile phone you may compromise your privacy while attending session at my office. Our office is not a check-in location on various sites such as Foursquare, however it can be found as a Google location. Enabled GPS tracking makes it possible for others to surmise you are a counseling client due to regular check-ins at my office location.

Other important information:

If there is a life threatening emergency, please call 911 and notify your therapist and Lori Kimmerly.

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all individuals be given equal treatment and care.

Any concerns or complaints should be addressed with Lori Kimmerly at lorikimmerlytherapy@gmail.com or by calling 253-347-2579