

IPH Clinic Practitioner Agreement

Dear Clinic Practitioner,

We are so pleased to have you with us as an Interpersonal Hypnotherapy Clinic Practitioner. You are part of a small and rather elite group of Hypnotherapists who are changing the world in the most wonderful ways. Therefore, with that intention in mind, we require that you meet, exceed, and maintain our high standards for ethical and professional practice management.

Abbreviations:

AEG – Anahat Education Group, Inc.

IIH – Institute of Interpersonal Hypnotherapy

IAIH – International Association of Interpersonal Hypnotherapists

IPHC – Interpersonal Hypnotherapy Clinics

SLP – Silent Light Publishers

AML, AMS, OM.com – Anahat Meditation Lessons, Anahat Meditation System, Online Monastery.com

Anahat Education Group, Inc. is a Florida Sub-Chapter S-Corporation operating out of Tampa, Florida. It runs IIH, IAIH, IPHC, SLP, AML, AMS, and OM.com. AEG operates under the jurisdiction of Florida Law and the Florida Hypnosis Statutes.

Please read the following very carefully and sign this document for your permanent record with the Clinic.

1. I have read, signed, and will abide by the IAIH Code of Ethics
2. I am a Certified IAIH member in good standing
3. I will engage in 30 hours of IAIH approved hypnotherapy related CEUs every two years
4. I am HIPAA compliant, have both my HIPAA Privacy and HIPAA Security certifications, and will renew those certifications every two years and forward copies to IIH for my record
5. I will maintain and provide annual proof of professional liability insurance and general liability insurance when applicable
6. I have the proper county and city business tax receipts to legally practice hypnotherapy from my home or office
7. I am aware of my State's hypnosis laws and will always abide by them
8. I will maintain a high-speed internet connection and a modern computer to ensure that online hypnosis sessions are flawless to the best of my ability
9. I will ensure that the space from which I do my sessions will be quiet, professional, and worthy of being associated with the IIH
10. I will dress professionally from head to toes even if clients only see my shirt and face during online sessions
11. I will have all my clients sign the IAIH Client Participation Agreement and Professional Disclosure forms

12. I will only work with minors with signed parental consent
13. I will maintain client records, stored within HIPAA compliant guidelines, for seven (7) years from the time of the client's last session with me. All client files must be disposed of according to HIPAA guidelines as well
14. I will always obtain a prescription, referral, supervision or direction for working on medical, dental, and/or mental health conditions from an appropriate licensed practitioner of the healing arts
15. When working the HIPAA compliant practitioners or business entities, I acknowledge that I am considered a Business Associate and I will document the relationship according to HIPAA standards
16. I understand that my respective State's HIPAA laws supersede federal HIPAA laws
17. I will NEVER have an Interpersonal Hypnotherapy Clinic client pay me directly, with full knowledge that this will immediately terminate my relationship with the IIIH Clinic
18. I have the right to solicit my own clients outside of the Clinic and they may pay me directly, yet I understand that Clinic clients must pay through the Clinic directly
19. I understand that I will be paid monthly based upon the sessions which I have conducted and not based upon what the client has paid the Clinic.

Complaint Procedure for Clients

Even though your clients are yours, they come from us and they pay us so that we may pay you. The Clinic itself therefore has a relationship with you and your clients, and clients have the right to file complaints with us about a Clinic Practitioner's conduct and efficacy. If a client does file a complaint with us, then the following policy will apply:

1. A formal Review Board of three or more Senior Clinic Staff will review the complaint
2. You will be notified through email and we will open communications with you about the complaint
3. We will all work to resolve the complaint before any type of escalation occurs
4. The Review Board will assess cases on an individual basis and will ascertain if there are any Code of Ethics violations
5. A member of the Review Board will communicate directly with the client to resolve the issue
6. You will be advised on the status of the complaint in a timely manner
7. We reserve the right to stop sending you leads, to limit the number of leads you receive, or to completely terminate our relationship with you at any time and for any reason if we deem that a true problem exists which could threaten the integrity of the Institute, the IIIH Clinic the IAIH or any other branch of Anahat Education Group, Inc.

Lead Conversion Standards, Minimum Number of Clients, and Standards of Performance

Maintaining a long-term relationship with the Clinic is a privilege and not a right or a guarantee of employment. It is crucial that everyone benefits from our working relationship and this includes your client, the Clinic itself, and of course you. We therefore offer the following policies to help to ensure successful and harmonious relations moving forward:

1. We reserve the right to determine the percentage of lead conversions required for us to keep sending you leads. This number can change, and it is at our sole discretion to change it as we see fit. Please ask us about the current metrics

2. We must maintain relationships with the highest performing Clinic Practitioners and we do not offer a guarantee for the number of clients that we can provide for you, however we do reserve the right to limit the number of leads that we send you at our sole discretion
3. We reserve the right to create and evolve our methods for our standards for your performance to ensure that clients get the highest possible quality of hypnotherapy services. We reserve the right to terminate our working relationship with you if we ascertain that your performance is below our standards.

Disclaimer

Interpersonal Hypnotherapy Clinics operates under a DBA (Doing Business As, aka a Fictitious Business Name) of Anahat Education Group, Inc. While the Clinic will only accept graduates from the Institute of Interpersonal Hypnotherapy and IAIH Members, the Institute itself does not guarantee the number of leads that you will receive, the number of clients that you will see, or the amount of money that you will make. As a State-Licensed Vocational Institute, we aim to provide you with a career, yet the school itself does not ever promise that you will be gainfully employed. In the end, your success in the field of hypnotherapy is completely up to you and by signing this document you acknowledge that the Institute of Interpersonal Hypnotherapy has made no guarantees about what your income or employment will be upon graduation or through your association with the Clinic.

Conclusion

While the policies above need to be in place, we only want to succeed with you, and we will do everything that we can to ensure your success as a Clinic Practitioner. We want you to reach your goals and we all want to prosper together because of it. This document is therefore provided with that intention in mind. Please enter it with only loving and harmonious intentions and we will look forward to working with you for many years to come.

I hereby agree to abide by all the above and will work to meet and exceed all IAIH and IPHC standards. I acknowledge that my conduct reflects strongly on all Institute and Association staff and students, and other Clinic Practitioners. I am responsible for my own thoughts, words, and actions, and enter this relationship with the highest intentions in mind.

Sign Name	IAIH Certification Number
Clinic Practitioner Print Name	Date
Clinic Manager Approval	Date