

Letter of Agreement

Describing Services, Limits and Fees

What is a Birth Doula?

As a birth doula, I accompany women in labor to help ensure a safe and satisfying birth experience. I have received education for the doula role from Seattle Midwifery School (SMS), the Seattle Holistic Center, International Childbirth Education Association, Lamaze International, Great Starts Birth and Family Education, and advanced doula training seminars from [PALS Doulas](#). My professional certifications come from [DONA International](#) CD(DONA), [PALS Doulas](#) (CD-PALS), [the International Childbirth Education Association](#) (ICCE) and [Lamaze International](#) (LCCE). I draw on my knowledge and experience to provide emotional support and physical comfort during your labor and birth using relaxation, massage, positioning, TENS stimulation, and other pain coping techniques. I am independent and self-employed. As your doula, I am working for you, not your caregiver or hospital.

My Services

- Two prenatal meetings to discuss your preferences, needs, and concerns for support and comfort in labor.
- Personalized informational support: Explanation of medical terms, finding citations for evidence-based care, researching community resources that fit your needs.
- Borrowing privileges from my book and video lending library.
- Help preparing your birth preference plan.
- Use of a TENS unit in labor.
- 24-hour availability, with back-up support available.
- Continuous support during your labor
- Birth notes
- Postpartum wrap-up meeting.

I follow DONA International's [Standards of Practice](#) and [Code of Ethics](#) for birth doulas.

Availability and On-Call Period

As an active childbirth instructor for [Great Starts Birth & Family Education](#) and adjunct faculty member at the [Simkin Center at Bastyr University](#), there will be days and times I am unavailable, typically for 3 hours on (5:30pm – 8:30pm) Tuesday evenings and nine hours on the days I teach at Bastyr University. During those times, my back-up partners, [Joy MacTavish](#), or Bonnie Buchan, will step in for me.

I am on-call for your labor and birth two weeks before your due date, or if you begin showing preliminary signs of labor before 38 weeks. I remain on-call for you until your baby is born.

Late pregnancy

Once you reach 38 weeks, I prefer you keep close contact with me, calling or emailing every 2 – 3 days to let me know how you're doing. I can make suggestions for increasing physical comfort during this time, help you negotiate birth preferences with your health care provider and let you know what physical and emotional signs to look for that could herald impending labor.

When you are in labor

I prefer that you call me when you think you are in labor, even if you do not yet need me. I can answer questions and make suggestions over the phone. We will decide if I should come right then or wait for further change. I usually need approximately one hour to get to you from the time you ask me to come. We will also

decide where to meet: at your home, the hospital or the birth center. Except for extraordinary circumstances, I or my back-up will remain with you throughout labor and birth.

After the birth.

I usually remain with you for one or two hours after birth, until you are comfortable and your family is ready for quiet time together. I can also help with initial breastfeeding, if necessary.

Two days after your baby's birth, I'll phone you to check in, answer questions and provide referrals if necessary. Within three weeks, we'll have a postpartum wrap-up meeting to discuss your birth experience, and answer questions, and hand-off the birth notes to I took during your labor and birth.

Limitations of Practice:

As a doula, I do not:

- Perform clinical tasks, such as blood pressure, fetal heart checks, vaginal exams, and others. I am there to provide only physical comfort, emotional support and advocacy.
- Make decisions for you. I will help you get the information necessary to make an informed decision. I will also remind you if there is a departure from your birth plan.
- Speak to medical staff regarding matters where decisions are being made. I will discuss your concerns with you and suggest options, but you or your partner will speak on your behalf to medical staff.

Fees:

My fee is \$1,000.00. A retaining fee of \$500 is due when you hire me and the remaining \$500 is due no later than two weeks after your baby is born.

Should you not wish to use my services after signing this agreement, but two weeks before your estimated due date, you will forfeit the \$500 deposit.

If you have paid the balance in full within two weeks of your baby's birth and are in anyway displeased with my services, you will receive a cheerful refund of \$500 up to six weeks after the birth of your baby.

Date: _____

Client

Client's Partner

HIPPA Compliance and Client Confidentiality

I, _____, at _____ (address) and _____ (phone), give my permission for Kim James to take notes about me, including personal information I choose to disclose to her, and information regarding the labor, birth and the postpartum period pertaining to myself and my child. I understand that Kim will share this information with her back-up partner as well as create a summary for my own personal use after my baby's birth. I understand the Kim will not share my information with anyone else without my expressed verbal consent.

Date: _____

_____ Client Signature

Client Intake Form

Due Date: _____ Where Having Baby: _____ Care Providers: _____

	Mother	Partner
Name		
Phone		
Email		
Address		
Other Children		
Occupation		
Age		