



## BAYLOR PSYCHOLOGY CENTER

### Consent for Assessment Services Adult Client

**Baylor Psychology Clinic Purpose and Mission:** The Baylor Psychology Clinic is a training site associated with Baylor University's doctoral program in clinical psychology. Clinicians are psychology graduate students who are supervised by the clinical faculty. As a client of the Baylor Psychology Clinic, your clinician will provide you with the name of his or her supervisor. Along with training, we also have a service mission. The Baylor Psychology Clinic is dedicated to giving high value psychological services to the nearby public at low cost. We usually have a waiting list depending upon the availability of clinicians. If you cannot regularly attend scheduled sessions, you may be placed on our waiting list so that our clinicians may serve families who are able to attend regularly scheduled appointments. If we cannot assist you, we will attempt to provide you with some recommendations.

**How work is managed:** Videotaping of sessions is routine. These tapes are used for giving feedback to the student clinicians about their work and to ensure that all work is skilled and qualified. These tapes are secured and are for private oversight only. The clinician will both view the tapes and discuss your case with his or her supervisor. In some cases, these tapes may be observed by other students and supervisors as well. All such tapes will be erased as soon as possible and upon the end of your involvement as a Baylor Psychology Clinic client unless you agree to the contrary in writing. These tapes are for training purposes only and are not counted as part of my medical record.

**Getting services within a training clinic:** Your clinician may share information about your treatment in case meetings and other treatment team meetings. When information is shared among clinic staff (i.e., supervisors and student clinicians), it is shared in an anonymous manner to the extent possible. But, this cannot be certain, mainly when direction of care is required. For instance, this may occur in cases where clinicians treating family members are part of the same treatment team or need to consult with each other to come up with treatment plans. Please note that while information may be shared among clinic staff, it will not be shared with other family members or friends who may be in treatment at the clinic, unless you have clearly agreed to this in writing. Yearly summaries of clinical data averaged across all clients will be used at the Clinic for private program evaluation purposes. This outcome data might also be used for research using large numbers of clients, but only in approved projects that have had a formal ethics review and only when the identifying information of all clients has been removed.

**Assessment services:** It is important to arrive on time, as appointments cannot be extended beyond the selected appointment time. Appointment availability varies, but it is usually suggested that testing be done during the earlier part of the day for best performance. Please be sure that you have slept well the night before, are taking your prescribed medicine (unless told not to by your clinician), are wearing your glasses, and have eaten breakfast, lunch, or had a snack.

The assessment may consist of meetings with you and any important family members or trusted others, surveys, educational tests and/or mental health tests. Areas to be assessed may include intellectual and academic ability, attention and concentration, mental status and emotional state.

Your clinician wishes to answer all your questions clearly. You can ask for more information for any results, opinions, findings, or recommendations at any time.

Clients seen for an assessment usually follow this process:

1. An interview. The interview occurs during the first few sessions and includes an assessment and evaluation to find out your specific assessment needs. This usually means meeting with you and the goal of these sessions will be to find the best assessment measures. You may be asked to provide detailed information about your academic, medical and mental health past. For example, your clinician may ask you to provide a copy of your medical records, past mental health evaluations, or other important academic or medical records.

Since the clinician can best serve clients when up-to-date medical, educational, developmental, and psychological information is offered, your clinician will ask for your consent to have all records reviewed dealing with care, growth, and progress of the client, which may include my medical, psychological, and/or educational records. Your clinician will ask you to provide all important information such as: personal knowledge, intake summaries, treatment plans, progress notes, psychological and developmental history, medical records, physical checkups, psychiatric and psychological evaluations, consultation reports, psychological test results, diagnostic records, educational, social, vocational, speech, occupational and physical therapy records, and legal records. Records can only be obtained from other treatment and/or educational providers with your written consent.

If for some reason, the interview reveals to the clinician that your assessment needs would be better addressed by some other type of program, your clinician will discuss this with you and attempt to provide referral information for better assessment options.

2. Later assessment sessions are usually 90 minutes in length; but, the given time for each assessment session will depend on your ability to tolerate the testing context. The usual length of time it takes to complete psychological testing depends on several factors, like the assessment battery and the number of scheduled sessions per week. A typical assessment can take at least 8 weeks.

While finishing this assessment, you may still ask for therapy services from the BPC. These services may or may not be offered by the clinician giving the assessment.

3. All assessments include a written report and feedback session. Your clinician will meet with you to discuss the findings of the report and the specific recommendations. The results from this assessment and the written report will not be shared with anyone unless you agree in writing for such a release of information.

**Privacy and Confidentiality:** While the information shared by you is confidential and we will not share your information without written permission, there are some situations, your clinician is required by law or by the guidelines of his/her job to disclose information, whether or not you have agreed.

Confidentiality cannot be maintained when:

- Clients tell the clinician they plan to cause serious harm or death to themselves, and clinician believe they have the intent and ability to carry out this threat in the very near future. The clinician must take steps to inform appropriate services to prevent the occurrence of such harm.
- Clients tell the clinician they plan to cause serious harm or death to someone else, and clinician believes they have the intent and ability to carry out this threat in the very near future. In this situation, the clinician must inform appropriate services to prevent such harm, and he/she may be required to inform the person who is the target of the threatened harm [and the police].
- Clients are doing things that could cause serious harm to them or someone else, even if they do not intend to harm themselves or another person. In these situations, the clinician will need to use his/her professional judgment and consult with his/her supervisor to decide whether any services must be informed.
- Clients tell the clinician, or the clinician otherwise learns that, it appears that a child/elder/vulnerable adult is being neglected or abused--physically, sexually or emotionally--or that it appears that they have been neglected or abused in the past. In this situation, your clinician [may be] required by law to report the alleged abuse to the appropriate state protective agency.
- Your clinician is ordered by a court to disclose information.
- You are having a medical emergency while at the Baylor Psychology Clinic, during which you are unable to speak on your own behalf.

**Potential Risks and Benefits of Psychological Services:** Most clients find psychological assessment to be an interesting experience as well as a means of learning more about themselves. It is usually thought of as a benign process, but sometimes people can be disappointed or unsettled by the results. Also, talking about problems may bring about some emotional strain or distress. You are welcome and encouraged to discuss with the clinician any questions or concerns that you have about the assessment.

**Court Involvement:** We are committed to giving psychological services to you in an emotionally-safe setting. To this end, we require your agreement that our plan of services through the Baylor Psychology Clinic will be strictly limited to giving assessment services. Our clinicians do not provide forensic, custody, or other court evaluations. Also, our clinicians and supervisor do not take part in court proceedings unless required to do so in accordance with a lawfully-issued subpoena. To this end, we are not able to provide services to clients seeking these services.

**Fees and Payment Policy:** Assessment services are charged based on a flat fee of \$500. You will discuss this rate and agree on a payment plan with your clinician. An assessment services deposit, generally \$100 or more, should be paid to your clinician or the clinic's office staff on the date of your first session. The remaining fee can be paid in agreement with your clinician over the course of the assessment with the final payment to be received at the time of your assessment feedback session. You will be charged a **"failure to cancel" fee** (\$25 per assessment session) if you fail to cancel your scheduled appointment at least four hours in advance. The clinic may use and share your information to bill for your services if payment is not received.

**How to reach your clinician:** You can reach your clinician by calling 254-710-2470. If your clinician is in the office and available, you will be connected with him or her right away. Because this is a training clinic and your clinician is involved in coursework, research, and clinical training at other locations in the community, it is often the case that you will need to leave a message with the clinic's staff. If you leave a message, please allow 48 hours or two business days for a return call from your clinician. If you have an emergency, you may call 911 or go to the nearest emergency room.

It is against Baylor Psychology Clinic policy for clinicians to speak with clients via email, text messaging or via any form of social media. These rules are based on the lack of privacy afforded by email, text messaging, and social media sites. Because of this policy, if you email your clinician, he/she will not respond.

**Statement of consent:**

Please initial after each line and sign below, agreeing to the privacy limitations:

I know my rights of confidentiality and the legal and ethical limits of confidentiality as described above. I know this decision to breach confidentiality in these circumstances is up to the clinician's professional judgment, unless otherwise noted above. \_\_\_\_\_

I know that it is not appropriate or effective to conduct assessments or treatment when an individual is under the influence of alcohol, under the influence of a mind-altering substance, or otherwise impaired. I know that if I appear to be impaired, a scheduled session may be rescheduled; should this occur, I will be charged for the original and the rescheduled appointment and actions deemed necessary by my clinician to ensure my safety will be taken. \_\_\_\_\_

I understand, that firearms or other weapons are not allowed in the clinic. If I am observed to have a weapon in my possession, I will be asked to leave the building and secure the weapon. I may be permitted to return once the weapon is secured. \_\_\_\_\_

I understand that if a client is in possession of a weapon or commits or threatens to commit a crime while on clinic premises, staff may seek the help of an appropriate law enforcement agency or report the crime. Staff may provide the law enforcement with the circumstances of the crime, the suspect's name, address, last known location, and status as a client of the Clinic. \_\_\_\_\_

By signing below, you show that you have read and understood the policies described above. If you have any questions as the assessment progresses, you can ask your clinician at any time.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Clinician Signature \_\_\_\_\_ Date \_\_\_\_\_