



## Professional Disclosure Statement

The services you are about to receive involve certain rights as well as responsibilities. We want to inform you of both.

### Rights:

- You have the right to be seen at the earliest mutual opportunity.
- You have the right to discuss with your counselor any questions or concerns about the counseling process.
- You have a right to expect confidentiality during the entire counseling process. NO information about you, including whether you are known to this office, will be released to anyone without your consent except under the following conditions:
  - If a client appears to be of imminent danger to self or others, appropriate action to protect the client or others may need to be taken;
  - If a client reveals abuse of a child by self or others, this must be reported to the Illinois Child Abuse Hotline to protect the child;
  - If a client initiates legal or ethical action against the counselor and/ or the agency;
  - Information about you may be shared with another professional for consultation purposes, but your name or other identifying information will not be given. The consultant is also required to maintain confidentiality of the information shared.
- You have a right to expect the highest level of commitment from your counselor. You can expect that he or she will maintain professional and ethical standards of care (e.g., of Am. Psychological Assoc. and Am. Social Workers Assoc.). You can also expect ongoing professional development of your counselor to maximize awareness of new research, theory and treatment approaches.
- Emergencies are rare, however, you have the right to expect prompt response at these times. In urgent times, you may reach your counselor by paging him/her using the following process:
  - Dial 877.443.7030;
  - Enter your counselor's extension;
  - Leave your emergency message including a number where you can be reached; Press #, 3, 2 and # and your counselor will be notified. (Please allow the system time to respond to your prompts)
- You have the right to discuss anything in your counseling records per HIPAA regulations. These records will be maintained for seven years after your last contact and will be destroyed at that time by shredding or burning.

### Responsibilities:

- To gain the most from the counseling process, you need to maintain a high level of commitment to self-examination, to understanding versus judging, to being honest and direct in the sessions (including any issues with the counselor) and to wise application of the insights you gain.
- Unwise applications of new learning are a common risk in therapy (e.g. being too harsh when learning to assert yourself) as well as some regression and immaturity when learning to deal with new feelings. These risks can be minimized by prudence and by frequent and open discussion of such issues with your counselor.
- You are responsible for keeping appointments. In making an appointment, you are reserving that time for yourself to the exclusion of others. If you must cancel an appointment, please give 24-hour notice so that another person may have the opportunity to be seen. Failure to cancel in advance will result in a full charge for the session missed.
- You are responsible for maintaining the confidentiality of others that participate in your counseling sessions, e.g. in groups and family sessions. In marital therapy, secrets between spouses work against a successful outcome; in this regard, your counselor is not obliged to keep secrets of one spouse from the other spouse.
- It is best to avoid abrupt terminations from counseling and to honestly discuss, preferably in person or by phone if necessary, the reasons for your desire to terminate. This method can maximize growth and health at these times.