

OUTPATIENT SERVICES AGREEMENT FOR COLLATERALS
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INTRODUCTION

I want to thank you for accepting the invitation to assist my client's psychotherapeutic treatment. Your participation is important, and is sometimes essential to the success of the treatment. This document is to inform you about the risks, rights and responsibilities of your participation as a collateral participant.

WHO IS A COLLATERAL?

A collateral is usually a partner, family member, or friend, who participates in therapy to assist the identified client. The collateral is not considered to be a client and is not the subject of the treatment. Psychologists have certain legal and ethical responsibilities to clients, and the privacy of the relationship is given legal protection. My primary responsibility is to my client and I must place their interests first. You also have less privacy protection.

THE ROLE OF COLLATERALS IN THERAPY

The role of a collateral will vary greatly. For example, a collateral might attend only one session, either alone or with the client, to provide information to the therapist and never attend another session. In another case a collateral might attend all of the client's therapy sessions and his/her relationship with the client may be a focus of the treatment. We will discuss your specific role in the treatment at our first meeting and other appropriate times.

BENEFITS AND RISKS

Psychotherapy often includes strong emotions, and your participation may bring up anxiety or emotional distress. It may also expose or create tension in your relationship with the client. While your participation can result in better understanding of the client or an improved relationship, or may even help in your own growth and development, there is no guarantee that this will be the case. Psychotherapy is a positive experience for many, but it is not helpful to all people.

MEDICAL RECORDS

No record or chart will be maintained on you in your role as a collateral. Notes about you may be entered into the identified client's chart. The client has a right to access the chart and the material contained therein. It is sometimes possible to maintain the privacy of our communications. If that is your wish, we should discuss it before any information is communicated. You have no right to access that chart without the written consent of the

identified client. You will not carry a diagnosis, and there is no individualized treatment plan for you.

FEES

As a collateral you are not responsible for paying for my professional services unless you are financially responsible for the client.

CONFIDENTIALITY

The confidentiality of information in the client's chart, including the information that you provide me, is protected by both federal and state law. It can only be released if the identified client specifically authorizes me to do so. There are some exceptions to this general rule:

- If I suspect you are abusing or neglecting a child or a vulnerable adult, I am required to file a report with the appropriate agency.
- If I believe that you are a danger to yourself (suicidal) I will take actions to protect your life even if I must reveal your identity to do so.
- If you threaten serious bodily harm to another I will take necessary actions to protect that person even if I must reveal your identity to do so.
- If you, or the client, is involved in a lawsuit, and a court requires that I submit information or testify, I must comply
- If insurance is used to pay for the treatment, the clients insurance company may require me to submit information about the treatment for claims processing purposes or for utilization review.

You are expected to maintain the confidentiality of the identified client (your partner, friend, or child) in your role as a collateral.

DO COLLATERALS EVER BECOME A FORMAL CLIENT?

Collaterals may discuss their own problems in therapy, especially problems that interact with issues of the identified client. The therapist may recommend formal therapy for a collateral if it becomes evident that a collateral is in need of mental health services. In this circumstance the collateral needs to have a therapist, diagnosis, and chart records kept.

Most often, but not always, I will refer you to another therapist for treatment in these situations. There are two reasons the referral may be necessary:

- Seeing two members of the same family, or close friends, may result in a dual role, and potentially cloud the clinician's judgement. Making a referral helps prevent this from happening.
- The clinician must keep a focus on the original primary task of treatment for the identified client.

An exception to these guidelines is when a couples therapy or family therapy approach can be effectively and ethically used to treat all members of the family, or each of the couple.

RELEASE OF INFORMATION

The identified client is not required to sign an authorization to release information (Authorization Form) to the collateral when a collateral participates in therapy. The presence of the collateral with the consent of the client is adequate. This provides some assurance that full consent has been given to the clinician for the client's confidential information to be discussed with the collateral in therapy. The Authorization Form is also helpful to the clinician on those occasions when receiving a telephone call from a collateral or when the clinician calls a collateral for one reason or another. In most instances the clinician cannot take a call from a collateral without an Authorization Form.

SUMMARY

If you have questions about therapy, my procedures, or your role in this process, please discuss them with me. Remember that the best way to assure quality and ethical treatment is to keep communication open and direct with the therapist. By signing below you indicate that you have read and understood this document.

Printed Name

Signature

Date