

Disclosure Statement Assignment

Prepare a disclosure statement that you would use in clinical practice. This is part a *general information document* that tells the client about you and your credentials and part a *legal disclosure document* that informs the client of the various legal issues (e.g., confidentiality, confidentiality limits, financial issues).

1. Who you are:
 - a. Name
 - b. Highest relevant degree
 - c. Employment/school relationship
 - i. "I am an employee of the Dept. of ..."
 - ii. "I am a graduate student of VU and a practicum student at [placement]"
 - d. Area of specialization, if any.
2. Confidentiality and its limits (if you do group/family/marital include a statement about this)
3. Treatment method and expectations
4. Financial issues (fees, collections, co-pay, cancellation policy)
5. Hours of operation, Contact methods and Emergency contact information
6. Supervision issues (taping, name of supervisor, their contact information)
7. Record keeping (policy of release of information, length of record keeping)
8. Some disclosure statements include a "Client Rights" section
9. Many use this Disclosure statement as a contract and include signature lines for both client and therapist