

**STEPHENS PSYCHOLOGICAL SERVICES**  
**sps@hushmail.com**  
**612-251-7413**

CLIENT RIGHTS AND DATA PRIVACY

1. You have the right to know what specific training I have as a therapist, what college I received my degrees from and whether I am licensed or certified to practice in the State of Minnesota.
2. You have the right to decide not to receive psychological services from me. If you wish, I will provide you the names of other qualified therapists.
3. You have the right to end therapy at any time without any moral or legal obligation. Your only obligation is to pay the balance of your account.
4. You have the right to ask any questions about the procedures used during our treatment. If you wish, I will explain my usual methods to you.
5. You have the right to prevent the use of certain therapeutic techniques; I will inform you of my intention to use any unusual procedures and will describe any risk involved. As above, it is always your right to decline use of procedures that you are not comfortable with.
6. You have the right to prevent recording of any part of the therapy sessions: Permission to record must be granted by you in writing on a form that explains what is to be done and for what period of time if we record a session. If we agree to record a session I will explain my intended use. You have the right to record any of our sessions for your own benefit.
7. You have the right to review your records in the files at any time.
8. You have the right to confidentiality of the information we discuss in our sessions. Within certain limits, information revealed by you during therapy will be kept strictly confidential and will not be revealed to any other person or agency without your written permission with the exception of the following:
  - A. Staff members working with you or reviewing your case as part of clinical supervision
  - B. Upon request of the Minnesota Department of Public Welfare to review files in connection with monitoring medical assistance records and Department of Human Services or your insurance company.
  - C. Clinical staff during SPS Case Review Supervision, or if you are transferred to another therapist at SPS.
9. If you request it, any part of your records in the files can be released to any person or agencies you designate. I will tell you at the time whether or not I think making the record public will be harmful to you.
10. You should know that there are certain situations in which, as a therapist, I am required by law to reveal information obtained during therapy to other persons or agencies, without your permission. Also, I am not required to inform you of my actions in this regard. These situations are as follows.
  - a. Suicide threats. If you tell me that you are suicidal, it is my legal responsibility to make sure you get the help you need to be safe.
  - b. If you threaten grave bodily harm or death to another person, I am required by law to inform the intended victim and appropriate law enforcement agencies.
  - c. If a court of law issues a legitimate subpoena I am required by law to provide the information specifically described in the subpoena.
  - d. If you are in therapy or being tested by order of a court of law, the results of the treatment or test must be revealed to the court.
  - e. Several laws in Minnesota require that I file reports to appropriate state agencies if, and when, I learn of minors or "vulnerable adults" (those over the age of 18 who live in Minnesota or receive services from an agency of the Minnesota Department of Public Welfare, or those who are otherwise unable to report without assistance) who are currently, or have within a specified period of time been abused, or neglected.

STAFF EXPECTATIONS OF CLIENTS

As a client, you have responsibilities as well as rights. You can help yourself by being responsible in the following ways.

To be honest. You are responsible for being honest and direct about everything that relates to you as a client. In order for us to be most helpful to you, we need to know what you are thinking and feeling during our sessions with you.

To Understand. You are responsible for understanding your treatment plan to your own satisfaction. If you do not understand, ask your therapist. Be sure that you understand what you are working on, as this will improve the success of your treatment.

To Follow the Treatment Plan. It is your responsibility to advise the people treating you whether or not you think you can and want to follow the plan of care. Discuss any concerns you have about the plan so that you can make accommodations that help you succeed in treatment.

#### INFORMED CONSENT

Psychotherapy may involve the risk of talking about things that are difficult or painful and can arouse intense emotions of sadness, fear and anger. Intense feelings of anxiety, depression, frustration, loneliness or helplessness may also be aroused. We will be asking questions about you, your family, work and social life. We realize these questions are personal, but the information will enable us to gain a more complete understanding of your situation.

The benefits from psychotherapy may be that you will be better able to handle or cope with your family and other social relationships, health conditions, life transitions. You may have a better understanding of your personal goals and values; thus finding ways to have a greater level of personal satisfaction in your present life.

You should know that a therapist is not a physician, or MD, and can not prescribe or provide you with any drugs or medical procedures. If medications are indicated, your therapist will refer you to your physician, and may talk with that provider with your consent, to get the medications

#### GRIEVANCE PROCEDURES

If you have a grievance with your therapist, you may pursue the following courses of action to obtain resolution of your grievance. Your opinion, recommendation or grievance should first be taken to your therapist for resolution at the level.

If you are unable to obtain resolution, you should direct your concern to the Board of Psychology at the State on Minnesota. You may file a complaint with the Department of Human Services, Human Services Building: 444 Lafayette Road, St. Paul MN 55155.

#### CLIENTS BILL OF RIGHTS

CONSUMERS OF PSYCHOLOGICAL SERVICES OFFERED BY PSYCHOLOGISTS LICENSED BY THE STATE OF MINNESOTA HAVE THE RIGHT:

1. To expect that a psychologist has met the minimal qualification of training and experience required by the state law
2. To examine public records maintained by the Board of Psychology which contain the credentials of a psychologist.
3. To obtain a copy of the rules of conduct from the State Register and Public Documents Division of The Department of Administration, 117 University Avenue, St. Paul MN 55155
4. To report complaints to the Board of Psychology, 2829 University Avenue #320, Minneapolis MN 55414
5. To be informed of the cost of professional service before receiving the services as requested.
6. To privacy as defined by rule of the law.
7. To be free from being the object of discrimination on the basis of race, religion, gender or other unlawful category while receiving psychological services.
8. To be free from exploitation for the benefit or advantage of the psychologist.
9. Access to records in accordance with the Client Rights and Data Privacy Form.

#### COMPETENCIES OF YOUR THERAPIST

1. Assessment
2. Diagnosis
3. Individual and Group Treatment
4. Staff Training and Consultation
5. Testing
6. Work with specialized populations

If you have any questions about the issues written about on the above form, please feel free to discuss your concerns with me.

Carol Stephens Psy.D, LP  
Rights and Data Privacy/SPS Long term care forms 01/01/2012