

# CONFIDENTIALITY AGREEMENT

## Recording and Confidentiality Policy

To protect the confidentiality and integrity of the therapeutic process, **audio, video, or digital recording of sessions (including virtual sessions) is not permitted** without the **explicit written consent** of all participants, including the therapist.

Recording or sharing any portion of a session including verbal content, images, screenshots, text messages or emails without consent is considered a **breach of confidentiality** and may result in termination of therapy services.

This policy helps ensure that all participants feel safe, respected, and able to communicate openly in therapy.

## Limits of Confidentiality

Contents of all therapy sessions are considered to be confidential. Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian. Noted exceptions are as follows:

### Duty to Warn and Protect

When a client discloses intentions or a plan to harm another person, the mental health professional is required to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

### Abuse of Children and Vulnerable Adults

If a client states or suggests that he or she is abusing a child (or vulnerable adult) or has recently abused a child (or vulnerable adult), or a child (or vulnerable adult) is in danger of abuse, the mental health professional is required to report this information to the appropriate social service and/or legal authorities.

### Prenatal Exposure to Controlled Substances

Mental Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

### Minors/Guardianship

Parents or legal guardians of non-emancipated minor clients have the right to access the clients' records.

**Insurance Providers** (when applicable)

Insurance companies and other third-party payers are given information that they request regarding services to clients. Information that may be requested includes, but is not limited to types of services, dates/times of service, diagnosis, treatment plan, description of impairment, progress of therapy, case notes, and summaries.

*I agree to the entire confidentiality agreement and understand the meanings and ramifications.*

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Client Signature (Client's Parent/Guardian if under 18)

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Today's Date

## CANCELLATION POLICY

If you fail to cancel a scheduled appointment, we cannot use this time for another client and you will be billed for the entire cost of your missed appointment. A full session fee session is charged for missed appointments or cancellations with less than a 24-hour notice unless it is due to an emergency. A make-up session may be allowed on a case by case basis, however payment is due on the day of your original scheduled session.

Thank you for your consideration regarding this important matter.

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Client Signature (Client's Parent/Guardian if under 18)

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Today's Date