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## LIMITS OF CONFIDENTIALITY

I \_\_\_\_\_

have been advised by \_\_\_\_\_ of the tests (if any) that will be completed during this evaluation/group therapy session/individual therapy session, the Policy and Statement of Informed Consent (attached) and the record keeping policies (noted at the bottom of this form). I have also been informed that all the information obtained during this evaluation/ group therapy session/ individual therapy session will remain confidential, unless I disclose a potential danger to someone (either myself or another). If such a disclosure occurs, \_\_\_\_\_ will be required by law to take protective action and must inform proper authorities of the potential danger. I also understand that no other information about me will be released to a third party unless I provide written consent and I specify what information is to be released.

I have read (or it has been read to me/us) the above information and I understand the limits of confidentiality. I have also read (or it has been read to me/us) the Policy and Statement of Informed Consent (attached) and I understand these policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

*Trilogy Psychological Services (TPS) will retain records in a locked filing cabinet in the office for a period of six years, as required by law. TPS may convert paper records to digital files and store these on disks in the locked cabinet. TPS will only release information about you with written consent, and/ or when ordered by a Court of Law. You may submit record requests in writing to the office at the address listed above. A copying fee could be charged. With proper authorization, you may have the information release in paper format to a third party, as long as this information was not property of the Court. TPS will not violate copyright laws unless ordered to do so by the court. When your written authorization is received to provide test scores to another licensed psychologist, TPS will release a psychometric summary and will not copy test protocols. TPS will not release information that may be contained in your records that was received from another party. TPS will notify clients, through advertisement in a major newspaper, and or through a website of any changes to the location of your records or how to retrieve them.*