

### **IMPORTANT FACTS ABOUT CONFIDENTIALITY**

In general, the confidentiality of all communications between a client and a clinical social worker are protected by law. There are a number of exceptions as described below:

1. I may disclose information when you give me permission to do so.
2. I am legally required to take action to protect you or others from possible harm. These situations have rarely occurred in my practice. When appropriate, I will make reasonable efforts to discuss them with you prior to taking action.
  - I may disclose information to protect you if you present a danger to yourself, by facilitating further treatment including a possible hospitalization. In this situation I may be required to contact family members or others who can help provide protection, including law enforcement personnel.
  - If I am concerned that a child, an elderly person, or a disabled person is being abused by you, I must file a report with the appropriate state agency.
  - If I believe that you are threatening serious bodily harm to someone, I am required to take protective actions, which may include notifying the potential victim, notifying the police, or seeking your hospitalization.
3. My testimony may be required in court proceedings. In general, I will make every legal effort to protect the confidentiality of our communications. However, certain legal situations may occur where my testimony is ordered. I will do my best to notify and discuss this with you.
4. I may reveal confidential information during professional consultations, supervision, or peer review. In addition, I supervise and teach social work trainees and may use examples of my work for teaching purposes; personal information is always altered to minimize identification.
5. I may be required to provide certain information to insurance companies and other sources if they are providing reimbursement for my services. Insurance companies must receive your consent to obtain or release any information about your mental health treatment.
6. I am required by law to keep appropriate treatment records. When needed and upon written consented request, it is my policy to provide clients or other sources with a summary of our work rather than a copy of the session notes. I will always offer to review this information with you. However, you may review your records if you wish, as long as you give me reasonable advance notice; it is my policy to remain with you as you review them in order to answer any questions you may have. In very few situations, I might believe that viewing the records could be emotionally damaging to you. If such a situation occurs I will discuss this with you and attempt a reasonable solution.
7. It is my policy to destroy records 7 years from the last contact with a client.

**I have read the privacy and confidentiality guidelines listed above.**

**Please sign and Date:** \_\_\_\_\_