



## What Are These Documents?

There is paperwork that every therapist will go over with you. This sheet talks about some of what you might see.

### DISCLOSURE STATEMENT OR CONSENT FOR SERVICES

The state of Colorado requires that a therapist must give and go over with every client a Disclosure Statement or Consent for Services.

- Business name, address, phone number
- A list of the laws and levels of rules that mental health professionals must follow under the Mental Health Practice Act and the differences between licensure, registration, and certification, including the schooling, work experience, and training needed for each.
- A listing of any degrees, credentials, certifications, registrations, and licenses held or earned by the therapist, including the education, experience, and training the therapist need to do to earn the degree, credentials, certifications, registrations, or licenses.
- Lets you know that people who work as therapists are watched over by the Department of Regulator Agencies (DORA), and an address and telephone number for the one board that watches over the therapist.

*DORA - Colorado Department of Regulatory Agencies*

*1560 Broadway #1545, Denver, CO 80202*

*303-894-7855*

- States that you have the right to be given information about the methods of therapy, the techniques used, the length of therapy, if known, and the costs.
- States that you may ask for a second opinion from another therapist or may end therapy at any time.
- States that, in a professional relationship, sexual intimacy is never okay and should be reported to the board that the therapist is under.
- States that what you say during therapy sessions is legally confidential in the case of licensed marriage and family therapists, social workers, professional counselors, and psychologists; licensed or certified addiction counselors; and registered psychotherapists, except as provided in § 12-245-220, and except for certain legal exceptions that will be identified by your therapist should any such one arise during therapy.

Some therapists also include things such as how and when you can contact the therapist after hours, no show policy, and fees.

A signature on this form will be needed and the therapist should go over it with you.

(§ 12-245-216, C.R.S., of the Mental Health Practice Act, § 12-245-101 et seq., C.R.S)

### HIPPA NOTICE OF PRIVACY PRACTICES

This form is required by federal law. Therapists must comply with HIPAA (Health Insurance Portability and Accountability Act of 1996). The form covers your rights about your protected health information, your right to have this information kept confidential, and possible limitations to that confidentiality. The idea here is that it's your information and the therapist keeps it updated and safe and lets you know how they are doing that.



### **AUTHORIZATION TO RELEASE INFORMATION**

If you want your therapist to be able to work with other professionals (physician, previous therapist, school mental health staff) to provide better care, you will be asked to sign an Authorization to Release Information. The therapist will go over with you the limits to their confidentiality in these interactions and have you sign the form. It will cover to whom the therapist will be speaking, for what reason, and for how long.

### **AUTHORIZATION FOR CREDIT CARD USE**

As a Second Wind Fund referral, you will not be charged any money for the 12 sessions. However, if you do continue therapy, you will be asked by the therapist to pay their fees. Some therapists may ask you to keep a credit card on file to charge you for no shows or sessions. The therapist will review their policy about fees. This could be a separate form or part of the Disclosure Statement.

### **SOCIAL MEDIA POLICY**

Many therapists use social media and may clearly talk about their policy around things like having you as "friends," followers, and so on. Some have this as its own policy, and some have it in their Disclosure Statement.

### **INTAKE ASSESSMENT**

The type of intake paperwork depends on the therapist and whether you are seeing a private practice therapist or someone at a mental health center. Enough information needs to be given to give proper treatment and refer to other specialists when needed.