



AUBURN UNIVERSITY
PSYCHOLOGICAL SERVICES CENTER

Client Services Agreement

Welcome to Auburn University Psychological Services Center (AUPSC). This document (the Client Services Agreement) contains important information about the professional services and business policies at AUPSC. It also contains summary information about AUPSC's Privacy Notice, which summarizes privacy protections and client rights with regard to the use and disclosure of your health information for the purpose of treatment, payment, and health care operations. As the AUPSC does not accept insurance, the Center does not serve as a covered entity that operates under HIPAA. Still, the AUPSC upholds and adheres to the privacy standards of a covered entity. Thus, AUPSC provides you with a Notice of Privacy Practices (the Privacy Notice) for use and disclosure of health information for treatment, payment, and health care operations. The Privacy Notice is available on our website and may be given to you in person and/or via email upon request, which explains our privacy practices and its application to your health information in greater detail. The law requires that AUPSC obtains your signature acknowledging that AUPSC has provided you with this information at your first appointment. Although these documents are long and sometimes complex, it is very important that you read them carefully and ask any questions that you may have. When you sign this document, it will represent an agreement between us. You may revoke this agreement in writing at any time. That revocation will be binding on AUPSC, unless AUPSC has taken action in reliance on it or if you have not satisfied any financial obligations you have incurred to AUPSC.

OVERVIEW

AUPSC is a training clinic for the doctoral (Ph.D.) program in Clinical Psychology at Auburn University. AUPSC ensures confidentiality and operates under the ethical guidelines of the American Psychological Association (APA). The Auburn University Department of Psychological Sciences has been accredited by the APA since 1981. For more information on our accreditation status, you may contact the APA Committee on Accreditation: 750 First Street, NE, Washington, DC 20002-4242, (202) 336-5979, www.apa.org. AUPSC is open to all community residents and provides services for individuals, couples, families, groups, and organizations. New clients are accepted for services based on both the training needs of AUPSC and the needs of the client. Since this is a training clinic, clients will be seen by a graduate student in clinical psychology (referred to as graduate clinicians). Each graduate clinician is carefully supervised by a licensed psychologist who is a faculty member of the Clinical Psychology Program of the Department of Psychological Services. AUPSC is a non-profit organization; however, fees will be charged to help offset operation costs.

PROCEDURES

1. Information gathered in the intake is discussed with the primary Clinical Supervisors and AUPSC Staff at weekly meetings. If the AUPSC staff agree that AUPSC is the appropriate agency to serve the client's needs, the new client will be assigned to a graduate clinician. This may not be the same graduate clinician who conducted the intake. In cases where the client may be better served in another setting, the intake clinician or the supervisor(s) will try to help the client or caregiver(s) find services elsewhere.

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2. If the client is assigned to a graduate clinician, the graduate clinician will set up an appointment to begin psychological services. Clients in therapy are encouraged to take an active role in determining the focus and goals of their treatment. Therapy sessions are typically scheduled once a week for 50 minutes. Clients receiving psychological evaluations should expect the entire evaluation process to take between six and eight weeks (4-6 three-hour sessions). This evaluation timeline is based on scheduling on a weekly basis. With session cancellations/rescheduling, this timeline varies and will lengthen. Each evaluation session typically lasts between two and four hours.

PSYCHOLOGICAL SERVICES

Psychotherapy and psychological evaluations are not easily described in general statements. They vary depending on the personalities of the psychologist and client, and the particular problems you are experiencing. There are many different methods your graduate clinician or evaluator may use to deal with the problems that you hope to address. Psychotherapy and assessments are not like medical doctor visits. They call for a very active effort on your part. In order for them to be most successful, you will have to work on things that are discussed both during our sessions and throughout the week at home. Also, you will have to be honest about the subjects we talk about and put forth good effort on the tests you are asked to complete as part of therapy or your evaluation. Therapy and evaluations involve a commitment of time, money, and energy.

Psychotherapy and psychological evaluations can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have many benefits. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. Assessment often leads to a better understanding of yourself, your relationships, solutions to specific problems, and significant reduction in feelings of distress. However, there are no guarantees of what you will experience when you take part in therapy or a psychological evaluation.

As the AUPSC is a training clinic, our clinicians typically provide services in the clinic along the academic calendar (I.e., fall through summer semester). Graduate clinicians may rotate out of the clinic after the academic year. In the event that a client is still interested in services beyond the academic year, the clinician and clinic will facilitate a gentle transfer to a new to support the continuation of high-quality services.

PROFESSIONAL FEES

For sessions completed in-person or telehealth, clients will be expected to pay for each session at the time it is held, unless other arrangements have been determined. Therapy clients are charged per 50-minute session. To maintain active status as a client at AUPSC, payment must be made at the time services are rendered. After 2 consecutive sessions of nonpayment, clients will need to contact the clinic director to reinstate services. Therapy fees are determined using a sliding scale based upon family income. Auburn University students, as well as students from other postsecondary institutions (e.g., Southern Union) qualify for \$30 per session fee for individual therapy for themselves with proof of enrollment. Temporary fee reductions are available for individuals with a demonstrated financial crisis.

Full psychological evaluations have a preset charge of \$700. Half of this fee is due at the initial assessment session, and the other half is due at the feedback session. Assessment costs do not exceed \$700 and will be determined by the extent of testing requested by the client.

Therapy clients will be charged up to their regular session fee for missed appointments and for appointments canceled or rescheduled less than 24 hours in advance. Assessment clients will be charged \$60 for missed

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appointments and for appointments canceled or rescheduled less than 24 hours in advance. After 3 missed appointments in one semester (this includes cancelations/late cancelations), clients will be considered inactive and will need to contact the Clinic Director to reinstate services. At this time, the file may be closed depending on the circumstances. If a client misses 4 consecutive weeks of services with the clinic is open, the client will be considered inactive, and the file will be closed. If clients are more than 15 minutes late for a session, the clinician and supervisor reserve the right to reschedule the appointment and charge up to the session fee.

INSURANCE REIMBURSEMENT

Because AUPSC is a training clinic and graduate students who are not licensed clinical psychologists provide the services, third party health insurance will NOT pay for the services rendered at AUPSC. The only exceptions to this situation are the cases where the Alabama Department of Human Resources or local school systems pays for services rendered at AUPSC. Thus, AUPSC will NOT file insurance forms. If you wish to pursue reimbursement for the services you have received at AUPSC, we will provide you with a bill that lists the services provided. However, you (not your insurance company) are responsible for full payment at the time services are rendered, unless alternate arrangements have been made in advance. It is very important that you find out exactly what mental health services your insurance policy covers. If you have insurance that covers mental health services, AUPSC will be happy to refer you to a licensed therapist who might be covered by your insurance company or able to file for reimbursement.

If your services are being paid for by the Alabama Department of Human Resources or a school system, your contract with the Alabama Department of Human Resources or your school system requires that AUPSC provide it with information relevant to the services that are provided to you. AUPSC is also required to provide information regarding clinical diagnosis, when a diagnosis is assigned. Sometimes AUPSC is required to provide additional clinical information, such as treatment plans or summaries, or copies of your entire Clinical Record. In such situations, AUPSC will ask that you sign an Authorization Form to Release/Obtain Information in order to release information about you that is necessary for the purpose requested. This information will become part of the Alabama Department of Human Resources or the school systems records and might be stored in a computer. Though the Alabama Department of Human Resources and schools claim to keep such information confidential, AUPSC has no control over what they do with it once it is in their hands. If you refuse to allow AUPSC to release information relevant to the services that are provided to you by AUPSC, then the Alabama Department of Human Resources or the school system will not pay for services provided to you by AUPSC.

CONTACTING YOUR GRADUATE CLINICIAN

You may contact your graduate clinician or their supervisor through email at telepsc@auburn.edu, with completed email consent form, or by phone at 334-844-4889. Correspondence by email and phone is managed by clinical staff, which includes administrators, supervisors, and clinicians. Due to your graduate clinician's work and class schedule, the graduate clinician will often not be immediately available by email or phone. You are encouraged to make every effort to keep your scheduled appointments with your graduate clinician. In the event that you need to reschedule an appointment, contact your graduate clinician via AUPSC phone number or email at least one working day in advance of your scheduled session. Communications with graduate clinicians may change based on University operations. When AUPSC is closed, you may leave a message on the AUPSC answering machine, but it will not be returned immediately (i.e., will be returned when clinic operations resume). Email is checked during business hours Monday through Friday, except during Auburn University holidays or clinic closures. At other times, you can send an email and your graduate clinician will reach out as soon as possible when the clinic is open and the clinician is available. If you are difficult to reach, please inform your graduate clinician of times when you will be available and your preferred contact method. AUPSC is not available for emergent services. In case

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of an emergency that occurs when AUPSC is closed (from 7 pm until 8 am Monday through Thursday and from 12 pm Friday until 8 am Monday) please call 9-1-1 or contact the nearest emergency room and ask for the on call psychiatric nurse. The number for the East Alabama Medical Center is (334) 705-1150. Because AUPSC is a university clinic, staffed by graduate student clinicians, there are times when your graduate clinician might not be available for an extended time, such as during a school break. These breaks occur between semesters and typically last for one week, except for the winter holiday, which lasts for up to four weeks. If you or your graduate clinician determines that you need continuous services that cannot be provided at AUPSC, your graduate clinician will provide you with a referral to an agency or therapist that can provide the services you need.

LIMITS ON CONFIDENTIALITY

The law protects the privacy of all communications between a client and a psychologist. In most situations, your graduate clinician and/or the clinical supervisor can only release information about your treatment to others if you sign a written authorization form. There are other situations that require only that you provide written, advanced consent. Your signature on this Agreement provides consent for those activities, as follows:

- Because AUPSC is a training clinic, and your therapist will be a graduate clinician, your graduate clinician will regularly consult with a staffed clinical supervisor(s) and other graduate students about the therapy services provided to you. During a consultation, your graduate clinician will make every effort to avoid revealing your identity. Your graduate clinician's supervisor and all fellow graduate clinicians are also legally bound to keep the information confidential. If you don't object, your graduate clinician will not tell you about these consultations unless the clinician feels that it is important to your work together. Your graduate clinician will note all consultations in your Clinical Record.
- You should be aware that many graduate clinicians and other mental health professionals practice at AUPSC and that AUPSC employs administrative staff. In most cases, your graduate clinician will need to share protected information, such as your name and the type of services you are receiving with these individuals for both clinical and administrative purposes, such as scheduling, billing, and quality assurance. All of the mental health professionals are bound by the same rules of confidentiality. All staff members have been given training about protecting your privacy and have agreed not to release any information outside of the practice without the permission of a professional staff member.
- If a client threatens to self-harm, your graduate clinician and/or your graduate clinician's supervisor may be obligated to seek hospitalization for the client, or to contact family members or others who can help provide protection.

There are some situations where your graduate clinician and/or your graduate clinician's supervisor are permitted or required to disclose information without either your consent or authorization:

- If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, such information is protected by the psychologist-client privilege law. AUPSC cannot provide any information without your (or your legal representative's) written authorization or a court order. If you are involved or contemplating litigation, you should consult with your attorney to determine whether a court would be likely to order AUPSC to disclose information.
- If a client files a complaint or lawsuit against AUPSC, a graduate clinician, or a supervisor at AUPSC, AUPSC, the graduate clinician, or the supervisor may disclose relevant information regarding that client in order to defend AUPSC, the graduate clinician, or the supervisor.

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- If a client files a worker's compensation claim, AUPSC may disclose information relevant to that claim to the client's employer or the insurer, if court ordered.

There are some situations in which AUPSC is legally obligated to take actions, which AUPSC believes are necessary to attempt to protect others from harm, and AUPSC may have to reveal some information about a client's treatment.

- If your graduate clinician or your graduate clinician's supervisor knows or suspects that a child under the age of 19 has been abused or neglected, the law requires that clinician file a report with the appropriate governmental agency, usually the Alabama Department of Human Resources. Once such a report is filed, AUPSC may be required to provide additional information.
- If your graduate clinician or your graduate clinician's supervisor knows that an elderly or disabled adult has been abused, neglected, exploited, or sexually or emotionally abused, the law requires that the clinician file a report with the appropriate governmental agency, usually the Alabama Department of Human Resources. Once such a report is filed, AUPSC may be required to provide additional information.
- If your graduate clinician or your graduate clinician's supervisor believe that disclosing information about you is necessary to prevent or lessen a serious and imminent threat to the health and safety of an identifiable person(s), your graduate clinician or your graduate clinician's supervisor may disclose that information, but only to those reasonably able to prevent or lessen the threat.

If one of these situations arises, your graduate clinician or your graduate clinician's supervisor will make every effort to fully discuss it with you before taking any action, and the clinician will try to limit disclosure to what is necessary.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have now or in the future. The laws governing confidentiality can be quite complex. In situations where specific advice is required, formal legal advice may be needed.

The AUPSC is a campus operated building and is accessible to any individual. Employees from facilities, cleaning services, individuals from other departments, research assistants, research participants and undergraduate students may be utilizing the building throughout the day. While we keep all medical record paper and electronic files secure, you may see individuals that are not affiliated with the AUPSC services.

SMOKE FREE CAMPUS AND SUBSTANCE USE POLICY

Smoking/vaping is prohibited within all University buildings, facilities, grounds, University-owned vehicles, and property leased to or managed by the University. Littering the campus with remains of disposable tobacco/nicotine products is prohibited. This policy can be viewed here: <https://auburnpub.cfmnetwork.com/B.aspx?BookId=12367&PageId=461532>, applies to all students, faculty, staff, consultants, contractors, and visitors. Clients may not be under the influence of any non-prescribed substance (e.g., alcohol, marijuana) during their sessions at AUPSC. Should it be determined that a client is under the influence of drugs or alcohol, the session will be stopped immediately and steps to ensure the client's safe transport home will be initiated. Sessions cannot be held with a client who is under the influence as it is important for session content to be reviewed when the client is able to fully consent to services and topics discussed. Should a client attempt to leave and drive a vehicle under the influence, this may indicate additional steps to ensure the client's and others' safety which may compromise confidentiality.

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CONTRABAND

The clinic defines contraband as any alcoholic beverage; drugs that are not prescribed; drug paraphernalia; firearms or other weapons (i.e., knives, box cutters); explosives; or any other substance or object brought into the facility that may be harmful to the client, other clients, or staff. If at any time it is apparent that a client possesses a contraband item, the individual should be asked to leave the premises. The individual may return upon disposal/storage of the contraband item outside the clinic and if they are not incapacitated or under the influence. ***Supervisors will be alerted immediately if contraband is brought into the clinic.*** Auburn Public Safety will be contacted immediately if complications arise. Please note that all smoking, including vaping, is prohibited on the Auburn University campus.

PROFESSIONAL RECORDS

The AUPSC keeps personal information about you in one professional record, which is referred to as your Clinical Record. It includes information about your reasons for seeking therapy, a description of the ways in which your problem impacts your life, your diagnosis, the goals that you and your graduate clinician set for treatment, your progress towards those goals, your medical and social history, your treatment history, any past treatment records that AUPSC receives from other providers, reports of any professional consultations, your billing records, and any reports that have been sent to anyone, including reports to your insurance carrier. If you provide AUPSC with an appropriate written request, you have the right to examine and/or receive a copy of your records, except in unusual circumstances that involve danger to you or others. In those situations, you have a right to have your record sent to another mental health provider. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. For this reason, AUPSC recommends that you initially review them in the presence of your graduate clinician as well as the staffed supervisor or have them forwarded to another mental health professional so you can discuss the contents. You will be charged the same hourly rate you pay for a therapy session for this review meeting. In most situations, AUPSC is allowed to charge a fee of \$20 to cover the expense of accessing the file, copying the materials, and forwarding them to the mental health professional of your choice. AUPSC keeps all professional records for 10 years after the last attended session. All official documents and reports can be mailed, faxed or provided in person. The AUPSC does NOT send records or reports by electronic mail (email) due to file security concerns.

In addition to keeping records of therapy in your Clinical Record, sessions at AUPSC, whether in person or via telehealth, are recorded for the purposes of supervision and clinical service delivery. Direct observations of in person and telehealth sessions by supervisors may also take place. However, this is not done without first discussing the observation with the client or the client's caregivers' recordings will be afforded all of the protection that is given a Clinical Record. In an effort to maintain confidentiality and protect your privacy, sessions may not be recorded by you, the client, without previous approval from your clinician and their supervisor. Furthermore, the use of artificial intelligence (AI) and large language models (LLM) are prohibited in sessions in accordance with maintaining confidentiality.

RESEARCH

Certain forms are routinely completed by all clients at AUPSC and their caregivers. One purpose of these forms is to help graduate clinicians make informed decisions regarding evaluations and treatment. The forms are also used for research purposes with your consent. Ongoing research is important so that we can continue to improve the way we provide services at AUPSC. Biographical and psychological data are available to graduate students for research purposes with appropriate permissions. However, to protect the privacy of our clients, all identifying names, places, and events are removed when information from

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AUPSC records are used in any research project.

CLIENT RIGHTS

AUPSC Privacy practices provide you with the following rights with regard to your Clinic Record: requesting that your graduate clinician amend your record; requesting restrictions on what information from your Clinical Record is disclosed to others; requesting an accounting of most disclosures of personal information that you have neither consented to nor authorized; determining the location to which protected information disclosures are sent; having any complaints you make about AUPSC policies and procedures recorded in your records; and the right to a copy of this Agreement, the accompanied Privacy Notice Form, and AUPSC privacy policies and procedures. Your graduate clinician or other AUPSC representative will be happy to discuss any of these rights with you.

MINORS & PARENTS

Clients under 16 years of age, who are not emancipated, and their caregiver(s), should be aware that the law may allow caregivers to examine their child's treatment records unless the child's graduate clinician or the child's graduate clinician's supervisor decides that such access is likely to injure the child, or the child's graduate clinician, the child, and the child's caregiver(s) agree otherwise. Because privacy in psychotherapy is often crucial to successful progress, particularly with teenagers, it is sometimes AUPSC policy to request an agreement from caregiver(s) that they consent to give up their access to their child's records. If they agree, during treatment, the graduate clinician will provide them only with general information about the progress of the child's treatment, and the client's attendance at scheduled sessions. The graduate clinician will also provide caregivers with a summary of their child's treatment when it is complete. Any other communication will require the child's authorization, unless the graduate clinician feels that the child is in danger or is a danger to someone else, in which case, the graduate clinician will notify the caregivers of the clinician's concern. Before giving caregiver(s) any information, the graduate clinician will discuss the matter with the child, if possible, and do the clinician's best to handle any objections the child may have.

INFORMED CONSENT FOR TELEPSYCHOLOGY

This section contains important information focusing on doing psychotherapy using video conferencing through the internet at AUPSC. Please read carefully and discuss any questions or concerns you may have with your graduate clinician. Telepsychology services can only be delivered to clients within the state of Alabama. Telepsychology services are limited to a case-by-case basis in consideration of access to required settings for secure telehealth delivery and clinician training (see Appropriateness of Telepsychology below).

BENEFITS AND RISKS OF TELEPSYCHOLOGY

Benefits of Telepsychology

Telepsychology refers to providing psychotherapy services remotely using telecommunications technologies, such as video conferencing or telephone. There are some benefits to conducting psychotherapy remotely compared to conducting psychotherapy in person. For example:

- Continuity of care. Telepsychology may allow clients and clinicians to continue established psychotherapy services despite not being in the same location. This can be helpful in ensuring continuity of care if the client or clinician moves to a different location, takes an extended vacation, or is otherwise unable to continue to meet in person.

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- Increased access to care. Telepsychology also may provide greater access to psychotherapy services for those with difficulties or limitations in obtaining mental health care, such as those who live in highly rural locations or those with physical limitations that prevent easy access to a mental health provider.

RISKS OF TELEPSYCHOLOGY

Although there are benefits of telepsychology, there are also some differences between in-person psychotherapy and some additional risks. For example:

- Risks to confidentiality. AUPSC graduate clinicians have a legal and ethical responsibility to give their best effort to protect all communications within telepsychology. However, the nature of electronic communications technologies is such that confidentiality of communications cannot be guaranteed. Because telepsychology sessions take place outside of the therapist's private office, there is also the potential for other people to overhear sessions if you are not in a private place during the session.
- Issues related to technology. There are many ways that technology issues might impact telepsychology. For example, technology may stop working during a session, other people might be able to get access to private conversations or materials shared between clinicians and clients, or stored data could be accessed by unauthorized people or companies.
- Crisis management and intervention. AUPSC graduate clinicians do not engage in telepsychology with clients who are currently in a crisis situation requiring high levels of support and intervention. This is an important limitation of telepsychology that you should be aware of before agreeing to participate in this modality.
- Effectiveness. Most research shows that telepsychology is about as effective as in-person psychotherapy. However, some therapists believe that something is lost in the therapeutic work by not being in the same room. For example, there is debate about a therapist's ability to fully understand non-verbal information when working remotely.

MAXIMIZING THE BENEFITS OF TELEPSYCHOLOGY

Treatment is most effective when psychotherapy occurs at your regularly scheduled sessions. To maximize the benefits of telepsychology, you are encouraged to make every effort to keep your scheduled appointments with your graduate clinician. In the event that you need to reschedule an appointment, contact your graduate clinician via email at least one working day in advance of your scheduled session. You are also encouraged to communicate with your clinician about any concerns you have about using this modality, including issues related to maintaining confidentiality, your confidence in using telepsychology technology, or other issues regarding the effectiveness of telepsychology services.

MINIMIZING THE RISKS OF TELEPSYCHOLOGY

Regarding the risks to your confidentiality, AUPSC graduate clinicians will take reasonable steps to ensure your privacy, including the use of updated encryption methods, firewalls, and back-up systems to help keep your information private. It is important for you to take an active part in protecting your privacy as well. Prior to initiating a telepsychology session, you should find a place where you can be reasonably sure you will not be overheard or interrupted. It is also important for you to protect the privacy of sessions on your cell phone or other device, for example, by ensuring that you use only a private (rather than public) Internet connection, by only using devices with password protection, or if using a tablet, laptop, or computer, by using only your own password-protected user profile. In alignment with reducing risk to confidentiality, the use of artificial intelligence (AI) or large language model (LLM) tools are not allowed in session as data entered into AI or LLM systems cannot be guaranteed to align with HIPAA/FERPA-compliance policies. You should not participate in telepsychology if you do not feel

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reasonably certain that you or your clinician are able to protect your privacy. Sessions cannot be held outdoors or from a vehicle.

Regarding the issues associated with the technology involved in telepsychology, AUPSC graduate clinicians and staff will take reasonable steps to provide you with a reliable means of receiving telepsychology. For your part, you are encouraged to familiarize yourself with your electronic devices and research ways to troubleshoot technological problems should they arise. You should not participate in telepsychology if you do not feel reasonably confident in the reliability of the technology available to you or confident in your ability to use that technology.

Regarding crisis management and the inherent limits of telepsychology, AUPSC graduate clinicians will conduct a thorough assessment of certain risks involving your safety and the safety of others prior to initiating telepsychology services. This assessment will include your risk of self-harm, suicide, and potential harm to others. AUPSC graduate clinicians do not engage in telepsychology with clients with high levels of such risk. Before engaging in telepsychology, you and your graduate clinician will develop an emergency response plan to address potential crisis situations that may arise during the course of telepsychology, including effective coping strategies you may use on your own, a list of trusted others whom you may contact during difficult times, and the provision of emergency response numbers and services. Additionally, prior to each telepsychology session, your graduate clinician will ask that you confirm your current physical location and the contact information of another trusted individual should emergency services need to be sent to you. You should not participate in telepsychology if you do not feel reasonably certain of your ability to maintain your own safety.

APPROPRIATENESS OF TELEPSYCHOLOGY

The appropriateness of telepsychology services will be evaluated before beginning this modality of psychotherapy and also periodically throughout your treatment in telepsychology. Ultimately, AUPSC clinical supervisors have the final say in who is eligible for telepsychology services. Your graduate clinician, in consultation with his/her/their clinical supervisor, may decide that telepsychology is not appropriate to meet your needs. Alternatively, after initiating telepsychology, your graduate clinician and their supervisor may determine that the benefits of the modality no longer outweigh the risks. In the event that telepsychology services are denied or discontinued, be aware that such a decision is meant to mitigate the risks to you. Your graduate clinician will make reasonable efforts to provide you with alternative options for continued psychotherapy services, including options for engaging in in-person counseling or referrals to another professional in your location who can provide appropriate services.

OTHER ELECTRONIC COMMUNICATIONS

You and your graduate clinician will decide together which kind of telepsychology service to use. You may need to have a certain type of computer or cell phone to use telepsychology services. You are solely responsible for any cost to you to obtain any necessary equipment, accessories, or software to take part in telepsychology.

For communication between sessions, AUPSC graduate clinicians will use email communication only with your permission and only for administrative purposes unless other agreements have been made. This means that email exchanges with AUPSC clinicians should be limited to administrative matters, including: scheduling or rescheduling appointments, billing, and other related issues. You should be aware that AUPSC cannot guarantee the confidentiality of any information communicated by email. Therefore, AUPSC graduate clinicians will not discuss any clinical information by email, and you are discouraged from discussing sensitive issues related to your telepsychology mental health care in email as well. While AUPSC graduate clinicians regularly check emails sent to AUPSC, they are not often able to respond

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immediately. Therefore, email communication between you and your graduate clinician should not be used in emergency situations.

If an urgent issue arises, you should feel free to attempt to reach your clinician by email, but you are strongly encouraged not to wait for a reply; rather, in the event that you are in crisis or have an urgent mental health need, you should utilize the contact information for emergency services provided to you at the outset of telepsychology (see the document titled Emergencies and Telepsychology).

CAMPUS EMERGENCIES

In the event of an emergency (i.e. natural and environmental emergencies, dangerous situations, health and medical emergencies), AUPSC will make our best attempt to contact individuals and families directly if there are any safety considerations or potential disruptions to services. This may include a phone call or message from the clinic or an unidentified/blocked number or an email, if email consent is on file.

Auburn University has an alert system called AU Alerts, which will include up to date information about on campus operations and emergencies. AUPSC recommends that all clients sign up to receive AU Alerts to receive notifications by phone, text message, and email, about emergencies and closures on campus. When Auburn University is closed, the AUPSC is also closed. It is recommended to subscribe to notifications for the period of time you are receiving services with us. Find out more information about the AU alert at the following link on Auburn University webpage: <https://www.auburn.edu/administration/campus-safety/aualert/index.php>

NOTICE OF AUPSC BREAK OPERATIONS

Auburn University Psychological Services Center (AUPSC) operates on the academic calendar of the university. As a result, our clinic's hours of operation change University during holiday breaks and between semesters. On occasion, these breaks may last up to 4 weeks. When the clinic is closed, no clinicians, supervisors, or staff are available to communicate with or have a session. All forms of contact will not be reviewed until the clinic opens. You will receive a separate form that identifies more specific details.

CRISIS PROCEDURES DURING CLINIC CLOSURE AND BREAKS

I understand that AUPSC does not have a 24-hour answering service and is not open during university breaks, student/semester breaks, and holidays. Should I feel that I am experiencing a crisis or emergency situation during a time when the clinic is closed (such as evenings, weekends, holidays, or other closures), I should call one of the following emergency services:

CALL 911 FOR IMMEDIATE ASSISTANCE

National Suicide Prevention Lifeline	988 or 1-800-273-8255 (TALK)
East Alabama Mental Health Emergencies	1-800-815-0630
East Alabama Medical Center - Emergency Service	334-528-1150
(AU students only) AU Student Counseling and Psychological Services	334-844-5123

I acknowledge that my clinician has reviewed these procedures with me and has provided me with a copy for my reference. Lastly, if your AUPSC graduate clinician will be unavailable for an extended time, they will inform you well in advance of their absence. Together, the two of you will make reasonable arrangements for your care during that time, including the provision of contact information of another member of the AUPSC team to contact if needed.

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AUPSC Client Services Agreement

If you have questions about procedures at AUPSC, you should discuss them with your graduate clinician, the staffed clinical supervisor, or the Clinic Director whenever they arise. If your doubts persist, AUPSC will be happy to help you set up a meeting with another mental health professional for a second opinion.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS AND BILLING POLICIES. IT ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED THE PRIVACY NOTICE FORM DESCRIBED ABOVE.

I _____ give my consent for:

_____ (initial) Live/recorded observation for the purpose of training and supervision for clinical service delivery (i.e. treatment or assessment services)

_____ (initial) Live/recoded observation for the purpose of training within a specialized and Privacy compliant training setting (e.g., advanced course in service delivery)

_____ (initial) telepsychology sessions by AUPSC for the purpose of training and supervision.

Client Name (print)

Client Date of Birth

Client Signature

Date Signed

Parent/Guardian Signature (*If Applicable*)

Date Signed

Graduate Clinician Signature

Date Signed

If not the client, the person responsible for payment for this client's psychological services is:

Name: _____

Relationship to client: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Additional consent form will need to be completed by client.

Responsible Party Signature

Date Signed

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Specialty Clinic Information Addendum

The AUPSC has several specialty clinics that offer additional services to individuals. Some of these clinics have different emails that are only accessible to clinical supervisors or practicum students at those specialty clinics, for confidentiality reasons.

Specialty Clinic Name	Supervisor	Email to communicate
Auburn Eating Disorder Clinic (AEDC)	Tiffany Brown, PhD and April Smith, PhD	AEDC@auburn.edu
Autism Diagnostic Evaluations	Nadia Bhuiyan, PhD	telepsc@auburn.edu
DBT Skills Group		telepsc@auburn.edu
Parent Child Interaction Therapy (PCIT)	Elizabeth Brestan-Knight, PhD	telepsc@auburn.edu
Lotus Clinic (Trauma Clinic)	Emma Lathan-Powell, PhD	telepsc@auburn.edu

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