



CONCORDIUM

Limits of confidentiality

In accordance with professional ethics and Florida law, the information revealed in therapy is confidential, and will not be revealed to anyone without your written permission, except as required by law.

Some of the circumstances where disclosure is required by Florida law are when there is a reasonable suspicion of child, dependent or elder abuse or neglect. This includes instances when material has been accessed, streamed, or downloaded in which a child is engaged in an obscene sexual act. If you are in danger to yourself, to others, to property of another person, or if you are gravely disabled, your therapist is mandated to make a report to the appropriate authorities. Your therapist is also obligated to disclose information if a close family member communicates to the therapist that you are a danger to others.

Disclosure may also be required during a legal proceeding by or against you. For example, if your mental status is questioned during litigation, therapy records and/or testimony by your therapist may be required by a Court Order. Your therapist will use his or her clinical judgment when revealing such information and will do his or her best to minimize disclosure unless absolutely necessary.

Electronic and Telephonic communications

For your convenience, statements, invoices, appointment reminders, and private messages from your therapists may be sent to you via our practice software or email. You may also receive electronic communications from your therapist such as E-mail that is not secure.

Although your therapist's emails are not encrypted, privacy measures are taken such as firewalls on your therapist's computer as well as virus protection and the use of a password. Please do not use SMS (mobile phone text messaging) to contact your therapist. Engaging in this way can compromise your confidentiality.

Phone contacts between sessions are a part of Concordium's concierge services. Weekly touch point calls are made to ensure that you are handling the content discussed in treatment well and to see if you are in need of a virtual semi-session (30 min) that can be helpful for discussing particular events or situations that are causing you distress. These calls are made by trained staff members of Concordium who have limited access to your information. These calls should not exceed more than 3-5 minutes in total.

If phone contact becomes lengthy, you may be charged. If this is the case, you will be responsible for the full session amount. E-mail and phone communications are helpful tools for asking general questions of your therapist, confirming appointments, and conveying relevant information and updates. However, e-mail and out-of-session phone contact should not be used as a substitute for therapy. Your therapist will not conduct therapy via email. In such cases that lengthy or disclosing emails are received, your therapist will invite you to a conversation in the office.



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Please notify your therapist if you decide to avoid or limit, in any way, the use of secure messaging or E-mail, or weekly touch point calls. Otherwise, your therapist may communicate with you. If you communicate confidential or highly private information via E-mail or telephonically, your therapist will assume that you have made an informed decision and will honor your desire to communicate. Please do not use E-mail for emergencies. Please, note that all electronic communications are part of your clinical record.

Social Media Policy

At the Concordium we make your privacy our priority. Your therapist's policies regarding conduct on social media platforms are to ensure a professional relationship and protect your privacy. The nature of the confidential relationship between you and your therapist is known to contribute to the effectiveness of therapy.

Friending and following

Your therapist will **not** accept friend or contact requests from current or former clients on any social networking site such as Facebook or LinkedIn. The Concordium maintains accounts on select social media platforms. These accounts are not managed by any individual therapist. Rather, these accounts are associated with the practice and allow public access to blog posts and relevant news and community resources. Clients are encouraged to view the Concordium Facebook, Twitter, or LinkedIn page and read or share articles posted there. The Concordium social media account only follows other mental health professionals as well as state and local organizations. There is no expectation for clients to follow any social media account. You should be able to subscribe to social media accounts via RSS without becoming a fan and without creating a visible, public link to this page.

Please do not attempt to contact your therapist or the Concordium office via social networking sites. This could compromise your confidentiality and you will not receive a response as these sites are not monitored regularly.

Online reviews

We understand that there are more choices than ever when it comes to choosing the right therapist. With the Internet impacting virtually all aspects of our lives, it has been increasingly more common for consumers to find and vet businesses online. In the case of therapy, online business review sites such as Yelp pose a unique challenge for both the therapist and client. The Concordium or your individual therapist may be listed on one or more of these sites. If you should find a listing, please know that this is not a request for a testimonial, rating or endorsement from you. It is unethical for your therapist to solicit a testimonial from a current or former client. If you post an online review based on your experience in therapy, you are publicly acknowledging a therapist- client relationship and have thus waived your right to privacy. You should be aware of any potential negative impact that could occur on the basis of this disclosure such as the possibility of this exchange becoming a part of your legal medical record. Your therapist cannot respond to any review on a business review site for confidentiality reasons. Thus, you are encouraged to share your comments – either positive or negative directly with your therapist. Your therapist is always willing to discuss your reactions and work with you to make your experience in therapy a positive one.



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Social networking & internet searches

It is not part of your therapist's regular practice to search for clients via Google or other social media platforms. Extremely rare exceptions may be made during times of crisis. If your therapist ever resorts to such means, he or she will fully document and discuss this with you at your next appointment.

Please sign below to indicate that you understand and agree to the above, and consent to treatment. You are encouraged to keep a copy of this form and refer to it from time to time during your therapy.

Signature of Client

Date

Printed Name of Client

If client is a minor, all legal guardians must sign below.

Signature of Legal Guardian

Date

Printed Name of Legal Guardian

Signature of Legal Guardian

Date

Printed Name of Legal Guardian