



University of Central Arkansas  
Psychology and Counseling Clinic

*An Agreement and Consent for Psychological Assessment*

The UCA Psychology and Counseling Clinic is operated by the Psychology and Counseling Department of the University of Central Arkansas. It follows national guidelines to provide the highest standard of care in the field. Your assessment represents a partnership with your clinician that combines your needs with relevant clinical research and the expertise of your clinician and his/her clinical supervisor. Services are provided in a context of academic scholarship, research and ongoing evaluations of the effectiveness of those services. The UCA Clinic is also a teaching clinic and services are typically provided by graduate clinicians-in training, under the supervision of our staff of licensed clinical psychologists. Your case material is reviewed for the purposes of supervision by your clinician, his/her supervisor(s), and other clinic clinicians.

**Psychological Assessment**

Psychological assessments are conducted for a variety of reasons, including diagnostic clarifications, qualification for services, and treatment recommendations. The goal of a psychological evaluation is to provide information that will help answer a specific clinical question. The results may help an individual access specialized services, qualify for educational or occupational accommodations, clarify the nature of the symptoms presented and assist in designing an effective treatment intervention. Psychological evaluations can be quite intensive and may require more than one session to complete. When the testing is completed, a feedback session is scheduled to go over the results and a written report is prepared. This report is usually released to the individual seeking services and anyone the individual decides should receive a copy. Often the information in such a report is used in designing other clinical interventions. There can be no guarantee about the outcome of the psychological evaluation. Undergoing the assessment may involve discussing unpleasant aspects of one's life and many lead to unanticipated discomfort. The clinicians at the UCA Clinic try to minimize such risks by thoroughly reviewing the nature and purpose of the testing with the individual, providing well-supervised and trained clinicians to conduct the assessment, and explaining the results in language easily understood.

**Emergency Services**

The UCA Clinic is open Monday through Friday from 10:00am until 4:00pm and does not provide emergency or on-call services. Your clinician may not be available to you during an emergency, but they will make every effort to return phone messages in a timely way. In an emergency situation, UCA Clinic clients may contact 911 or the nearest emergency room. Clients who are students or employees of UCA should contact the UCA counseling services.

**Confidentiality**

We maintain a strict policy of confidentiality about your personal information and matters related to your evaluation and treatment. No information about you or your family will be passed to another person or agency

without your written authorization. The only exceptions include life-threatening emergencies, a court subpoena of records, or instances involving our ethical and legal duty to report abuse of children, elder adults, or disabled individuals. Your case material is reviewed in the normal process of clinical supervision and consultation, but in all other cases any personally identifying information will not be used without written permission. The UCA Clinic does use email and we cannot guarantee the confidentiality of electronic communications.

**Videotaping**

Our clinic rooms are equipped with video cameras and microphones. Video/audio recordings are reviewed for the purposes of clinical supervision or case consultation and remain confidential. Video/audio recordings do not become part of your clinical record and are not used for other purposes without your written consent. All video/audio recordings are kept securely locked when not in use and are destroyed when the assessment process is completed. Any requests to retain video/audio recordings must be documented with your signature of consent on a separate form.

**Program Evaluation**

The UCA Clinic may collect information about the progress and outcome of our services to evaluate the effectiveness of our work and to improve clinical service. Your clinical record and related case materials may be used for these purposes under the conditions of confidentiality already outlined above. Video/audio recordings are may be used for research without a separate written authorization.

**Clients who are Minors**

Clients under the age of 18 years of age who are not emancipated from their parents should be aware that the law allows parents or legal guardians to examine their clinical records.

**Fees**

A fee of \$25.00 will be due at the time of the initial interview. If it is determined that the client would benefit from a more thorough evaluation, follow up appointments for testing will be scheduled. The balance of \$325.00 will be due on the date of the first testing session. The complete fee of \$400.00 will cover the initial interview, the testing process, the feedback session and a copy of the final report. Because of the intensive nature of psychological assessments, we will not be able to continue with testing until the entire fee is paid. Fees may be paid by cash or check.

\_\_\_\_\_ I have read, understood, and agree to the above policies.

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**Client** **Date**

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**Parent/Guardian** **Date**

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**Clinician** **Date**

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