



Informed Consent Checklist

- Introduce yourself
- Confirm that ppwk is turned in and signed
- Determine if they have been to therapy before and explain that you are going to explain confidentiality
- Verbally Review Main Points
 - Limit of confidentiality
 - Suspicion of suicidal intent, suspicion of homicidal intent, sexual abuse, elder abuse, minor endangerment, minor neglect
 - Observations or recordings
 - Confidentiality with minors (if applicable)
 - Professional consultation
 - Release of information
 - Court ordered
 - By request
- Disclose your licensure level verbally
 - Explain what that means and your experience level
 - Ask if they have questions
- Explain how therapy works, if necessary
 - Explain therapy happens by appointment
 - Explain sobriety policy, if necessary (with the legalization of marijuana this has become more and more relevant)
- Explain how they can reach you or the office
 - Rescheduling appointments
 - Canceling appointments
 - General comments or questions
- Explain how they pay (sometimes they forget)
- Explain the cancellation policy
- Ask if they have any questions
- Note in the client chart that you went over the informed consent verbally and that it is signed and in the file