



Neuropsychology & Concussion Management Associates, LLC (NCMA) Executive Function Coaching Agreement and Consent Form

This document contains information about our professional services and business policies. It also provides information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides certain privacy protections and patient rights regarding the use and disclosure of your Protected Health Information. HIPAA requires that we provide you with a Notice of Privacy Practices; this is available to you at www.NCMAmaine.com and in our waiting rooms and from our office staff. We will mail it to you on request. To provide services to you, we require your signature acknowledging that we have provided you with access to this information and that you have given your informed consent to the services and the practices described in this document. When you sign this document, it will represent an Agreement between us. You may cancel this Agreement in writing at any time. That cancellation will be binding except 1) to the extent that we have already acted in reliance on it, 2) if there are obligations imposed on us by a third-party payor to process or substantiate charges, and 3) if you have not satisfied financial obligations already incurred.

Executive Function Coaching Services

Executive Function coaching involves a personalized, interactive, and collaborative process between provider and client to improve skills, daily functioning, and life satisfaction. An initial assessment of needs and goals will be completed after which a plan will be developed and agreed upon. Clients typically have weekly sessions that can be increased or decreased in frequency as needed. The duration of sessions also can vary. You and your coach will determine what best meets your needs.

Executive function coaching is not psychotherapy. While benefits of working on your executive function skills may include improved self-esteem, improved sense of self-efficacy, decreased anxiety, and improved mood, it does not directly treat these conditions and is not a substitute for the appropriate treatment of these conditions. If anxiety or depression are active problems, these should be addressed in psychotherapy, and we can help you access appropriate resources for this.

NCMA's Executive Function Coaches

Our executive function coaches are master's level clinicians, educators, and/or neuropsychometrists with specialized training in executive function coaching. They collaborate and consult with our neuropsychologists and psychologists as helpful to provide the best service possible to you.

Confidentiality

Depending on the discipline of your specific executive function coach and state in which you are being seen, there may be certain limits to confidentiality. Broadly, as a psychology practice, even where a coach may not be licensed as a health care provider, NCMA may need to report situations where an incapacitated adult or a minor are potentially being abused, exploited, or neglected. We also have a duty to act in situations where we believe an individual to be at imminent risk of harming themselves or others.

If you have concerns about the confidentiality of communications with your coach, please discuss the specifics or your situation, your coach's obligations and the laws in the state where you are being seen prior to divulging such information. There may be governmental (e.g., Department of Health and Human Services) oversight activities where we may be required to provide access to records. Finally, should a legal action be filed against NCMA or any of our staff, we may disclose relevant information to defend against such an action.

Minors

We require consent from both parents (who have parental rights) to provide services to your child. Exceptions will be considered for children living with both parents in an intact household or when one parent is absent and unable to be reached. An absent parent with parental rights will have access to records if later requested. Upon turning 18 or becoming emancipated, the child gains control over treatment, information, and records.

Professional Records

We maintain a secure electronic file for each client. This includes the initial evaluation, treatment plan, and session notes. The client (or parent) is entitled to a copy of the records.

Fees/Payment Arrangements and Health Insurance

Currently, executive function coaching through NCMA is not reimbursable by insurance. Payments are due at the time of service.

Client Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____