

Client's Name \_\_\_\_\_

**EASTERN MICHIGAN UNIVERSITY  
MUSIC THERAPY CENTER (MTC)  
CLIENT INFORMATION STATEMENT / INFORMED CONSENT FOR SERVICES**

**Description of Services**

The Music Therapy Center (MTC) is a student training facility for the Eastern Michigan University (EMU) undergraduate program in music therapy. The services of the MTC are provided by senior level undergraduate Music Therapy Students who are under the supervision of credentialed professional employees. All providers of service abide by the code of ethics of The American Music Therapy Association (AMTA) and scope of practice of the Certification Board for Music Therapists (CBMT). The main functions of the MTC are to offer services to the local community and surrounding region, and to provide professional training for undergraduate students.

The MTC is open based upon availability of supervisors and students. The MTC operates on an approximately 8-month basis, corresponding to the Fall and Winter semesters of EMU, and is not open during EMU breaks.

The Music Therapy Clinical Supervisor oversees the operation of the MTC. Questions or comments about MTC services should be directed to the Clinical Supervisor.

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**Supervision**

All services provided through the MTC are conducted under the supervision of the faculty and/or employees of the Department of Music and Dance. Each trainee is observed and meets regularly with the supervisor to discuss his/her client caseload. Discussion of clients may occur between trainee and supervisor alone or in small groups of students for whom the supervisor also has responsibility. In addition, with the client's approval, the supervisor may audio-record, and/or video-record to provide appropriate supervision of the trainees' activities. Other student trainees may also be involved in this supervisory process, and are held to the same high standards of confidentiality protections, as are the trainee and supervisor. Faculty supervisors are appropriately credentialed by governing bodies in Music Therapy.

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**Evaluation of Client Needs**

Beginning with the first session, the senior music therapy student will initiate an assessment that will be completed in three to four sessions. The senior student will have access to prior recordings of you/your family member to aid in this process, should you agree on the recording consent form. Clients should be aware that services involve a joint effort between trainee and client, the results of which cannot be guaranteed. For example, progress in therapy depends on many factors including, but not limited to, motivation, effort, and other life circumstances such as the client's interactions with family, friends, and other associates.

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**Confidentiality of Client Information and Records**

State laws and the code of ethics for licensed professions protect a client's rights of privacy, privileged communication, and confidentiality regarding services. Disclosing, accessing, or permitting access to confidential client information without proper authorization is also a violation of Federal law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and unauthorized disclosures may result in disciplinary action.

MTC personnel will not release any record of a client's contact with the MTC without her/his written permission, except under the rare conditions outlined below. EMU students will submit copies of their clinical documentation to the instructor of their course, and the MTC clinical supervisor, in confidential form. Complete records are maintained for seven years after treatment ends or seven years after the client reaches the age of majority, whichever is longer.

Despite our strict respect for clients' confidentiality rights, the following are situations that may impose limits on a client's right to confidentiality based on state laws and ethical principles for mental health professionals.

1. If MTC personnel receive information that gives them cause to believe that a child's or disabled person's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, they are required to report this information to the Michigan Department of Child Protective Services.
2. If MTC personnel receive information that leads them to determine that there is a probability of imminent physical injury by the client to himself/herself or to others, or where there is probability of immediate mental or emotional injury to the client, they are required to report this information to the appropriate persons and/or agencies.
3. In certain court proceedings, MTC personnel may be required to disclose specific information regarding a client when ordered to do so by a judge and/or by state law.
4. If crimes are committed on MTC premises, we reserve the right to report these offenses to the appropriate legal authorities. When an applicant or client commits or threatens to commit a crime while on MTC premises, staff may seek the assistance of an appropriate law enforcement agency or report the crime. Staff may provide the law enforcement with the circumstances of the crime, the suspect's name, address, last known whereabouts, and status as a client of the MTC.

These policies of confidentiality apply to all MTC activities with clients, including supervisory contact between student trainees, faculty, and employees.

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#### Privacy within our building

The MTC is a center for not only our student and professional therapy services but also for EMU academic courses and other community related activities. Any of the above may take place during the day or evening and there is no guarantee of privacy relative to being seen throughout the building and grounds.

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#### E-mail Policy

We recognize that e-mail is never fully confidential and the Personal Health Information (PHI) may not be fully secure; however, we are requesting permission to use e-mail to correspond with families. Treatment information will not be sent via e-mail by the MTC to families.

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#### Fees and Billing

Due to our position in the EMU community, we may not set predetermined fees for service. Therefore, please see the attached sliding scale, and pay at your level of ability. Your payment will be submitted to the EMU foundation as a donation, and you will receive a statement from them allowing you to use your donation as a tax deduction.

We appreciate your donation as it allows us to purchase supplies and materials for the MTC. We are not financially supported through the University.

Payment for services is appreciated either in full at the beginning of each semester, or at three separate time intervals during the semester. Other payment plans may be negotiated with the clinical supervisor.

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### **Missed Appointments**

We take your attendance very seriously at the MTC because it can make the difference between whether there is success in treatment or not. The student therapist has designed a specialized treatment plan, and has carefully planned each session, reserving that time for your visit. The students have a minimum of 13 of sessions of therapy they must complete each semester. Additionally, the clinical supervisor is expected to be at every session, and reserves this time in her/his schedule.

If you must cancel an appointment please notify the clinical supervisor as soon as possible. The clinical supervisor will also notify you in the event of a cancellation by the student therapist as soon as s/he knows. We do not allow our students to interact with clients when the students are ill to protect you. If a student has to cancel, we will do everything we can to make up that session.

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### **Research Activities**

Clients will not be included in specific research projects without written consent. Participation in research activities is voluntary and is not a condition of receiving services in the MTC. Archival studies and ongoing continuous quality improvement assessments involving MTC records will be conducted in a manner that protects clients' anonymity and confidentiality of records. Senior music therapy students are required to conduct a case study of their Individual client. All research projects conducted in the MTC are approved by the supervising professor and the University Committee on the use of Human Subjects in Research and are conducted in a manner that protects the privacy and safety of participants. Once the proposed study has been approved by the supervising professor and the committee, you will be provided with detailed information of that study and invited to consider signing a separate consent for music therapy research.

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### **Contraband / Concealed Weapons Prohibited**

The MTC defines contraband as:

- any alcoholic beverage;
- drugs that are not prescribed;
- all drug paraphernalia;
- firearms or other weapons;
- explosives;
- any other substance or object that may be harmful to the client, other clients, or staff.

IF, AT ANY TIME, IT IS APPARENT THAT THE APPLICANT/CLIENT POSSESSES A CONTRABAND ITEM, THE INDIVIDUAL WILL BE ASKED TO LEAVE THE PREMISES.

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**Emergency Procedures**

Should an emergency occur in the MTC, the supervisor will call 911 emergency services as per EMU campus policy. MTC personnel cannot provide emergency or crisis management services to the community or to its clients. Persons in crisis are advised to seek emergency services through the following service agencies.

**St. Joseph Mercy Hospital  
General Emergency  
(734) 712-3456**

**University of Michigan  
General Emergency  
(734) 936-6666**

**University of Michigan  
24-hour Psychiatric Emergency Services  
(734) 996-4747**

**If you have any questions or are not sure that you are clear about any of these policies, please feel free to discuss it with the clinical supervisor.**

I affirm that I have read and understand the policy and procedure statements in this document, **and have received a copy of this document.**

\_\_\_\_\_  
**Client/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name (Client/Guardian)**

\_\_\_\_\_  
**Staff Signature**

**Debra Gombert, MT-BC  
Music Therapy Center Coordinator  
dgombert@emich.edu  
734-622-0444 mobile**

\_\_\_\_\_  
**Date**