INFORMED CONSENT FOR NEUROBEHAVIORAL ASSESSMENT SERVICES

Welcome to the Illinois NeuroBehavioral Assessment Laboratory at the University of Illinois at Urbana-Champaign (“INBAL”). This document contains important information about our professional services and business policies. Please read it carefully and be sure to ask any questions you may have before signing. When you sign this document, it will represent a contract between you and the University of Illinois.

ABOUT US

INBAL is a training and research site for the university’s Department of Psychology, Interdisciplinary Health Sciences Institute (IHSI), and Center for Social and Behavioral Science (CSBS). We offer opportunities for advanced graduate students to gain experience in neurobehavioral assessment services for individuals and families throughout the life span. Many of the screening, assessment, and testing services offered at INBAL will be provided by clinicians who are graduate student trainees in a variety of disciplines, predominantly psychology. All trainees are closely supervised by a licensed clinical psychologist.

CONFIDENTIALITY OF YOUR RECORDS

Your privacy is important to us. INBAL complies with state and federal laws regulating the privacy and confidentiality of your information in the records we maintain. We have provided you with a copy of our Notice of Privacy Practices (NPP), which describes your legal rights regarding the information about you that we maintain. Except as permitted by law, information about you will not be shared outside the university and INBAL without your written consent. The NPP explains that you can request amendments to your records, restrictions on use of your information, and accountings of disclosures. The NPP also explains your right to file a complaint and addresses limits on the confidentiality of your information. Please read the NPP and let us know if you have any questions or concerns.

NEUROBEHAVIORAL ASSESSMENT SERVICES AVAILABLE AT INBAL

INBAL offers a tiered menu of neurobehavioral assessment services so that clients can select the best starting point based on their unique situations and needs. We are providing you a brochure titled “List of INBAL Neurobehavioral Assessment Services” for a detailed description of the services, testing methods, areas of assessment, and their primary purpose. You may begin services at any level and seek neurobehavioral assessment services whenever in-depth information about individual behavior, performance, and progress is desired.

RISKS AND BENEFITS OF ASSESSMENTS AND TESTING

Our goal is to make the assessment and testing process as comfortable as we can for our clients. That being said, sometimes completing assessments and testing tasks can be frustrating, especially when the tasks are assessing areas of weakness. During assessment and testing sessions, we ask our clients to think and work hard. It is possible that you will feel a bit cognitively fatigued following sessions.

Despite these potential discomforts, assessment and testing appointments are often enjoyable. Clients have opportunities to spend a significant amount of one-on-one time with a staff member or trainee...
who has expertise in behavioral health and working with others. In addition, most people find some of the assessment and testing tasks to be interesting and engaging.

Our primary goal is to provide clients with meaningful neurobehavioral assessment data that has the potential to help improve the quality of life. Please refer to our website to learn more about the benefits of participation from our clients’ perspectives.

**APPOINTMENTS**

*Sessions.* Assessment and testing services require in-person sessions at our office. Screening services can be completed virtually. The number of sessions varies depending on the specific assessment or testing service selected. Unless otherwise specified, length of each testing session is approximately two hours.

*Minors.* As a general rule, a parent, guardian, or designated responsible adult caregiver is required to remain on-site throughout the entirety of testing appointments for minor clients unless arrangements are made with the clinician providing services.

*Observations.* Because we are a training laboratory with supervised students, we may want to audio or video-record or allow students to observe your session. In such a case, we will do so only with your written consent. You are not permitted to make any type of records of sessions or phone calls with our personnel without our written permission.

*Cancellations.* Please contact us at least 24 hours in advance if you are unable to attend your scheduled appointment or wish to discontinue services. After the first unexcused late cancellation or no-show appointment, you may be billed for the appointment time. When this occurs, all services are suspended until the late cancellation/no-show fee is paid in full.

**PROFESSIONAL FEES**

Our current fee schedule can be found on our website at [https://inbal.illinois.edu/](https://inbal.illinois.edu/). We charge the same hourly rate for services, whether they are neurobehavioral assessment services or other professional services, such as telephone calls, attendance at meetings with other professionals you have authorized, and preparation of letters. It will not always be possible for us to fulfill requests for these additional activities.

Please note that for assessment and testing services, there is additional work involved that does not occur during face-to-face appointment times. This work includes scoring assessments and tests, interpreting assessment and test results, as well as preparing written reports. In many cases, additional time is also spent reviewing outside records, and integrating previously gathered information with current testing results.

Professional fees will be prorated for all screenings, assessments, and testing sessions that do not take one full hour to complete. Consultation and feedback sessions will not be prorated.

**BILLING AND PAYMENTS**

Payment is due at check-in at the time of service for all scheduled appointments, including consultation and feedback sessions. We only accept debit or credit card payments. We do not accept reimbursement from insurance carriers for payment. You are responsible for paying for all services in full at the time they are provided.
For assessments and testing services, payment for the related services (i.e., scoring, interpretation, report preparation) is “bundled” and billed as one lump sum due at the time of the feedback session for testing clients, and the time of report completion for assessment clients.

RESEARCH

INBAL also serves as a site for clinical research conducted by students and faculty. You may be asked if you would like to participate in approved research studies. Except as permitted by law, you will be provided a separate informed consent form fully explaining the study so that you can choose whether you want to participate. You will never be penalized for choosing not to participate in any research.

CONTACTING US

Our business hours are from 8 a.m. to 4:30 p.m. Monday – Friday, excluding University holidays and closures. We close from noon to 1 p.m. for lunch on most days. There will be times during regular business hours when no one is available to respond to telephone calls. Please feel free to leave a message, and someone will try to get back to you as quickly as possible.

Please also keep in mind that INBAL is an assessment center, not a treatment center. If you have a crisis and need to speak with someone, please do one of the following:

- Call 911
- Go to the nearest emergency room
- Call the Rosecrance Central Illinois Crisis Team, available 24 hours per day/seven days per week, at 217-359-4141

Email Communication

You may use the INBAL office email address, INBAL@illinois.edu for administrative purposes only. This email address may change at some point. If and when it does, you will be able to find our current email address on our website, which is https://inbal.illinois.edu/.

Please do not email us about any clinical matters because email is not a secure way to contact us. If you need to discuss a clinical matter with us, it is best to wait until your next appointment, or schedule an additional consultation session. Additional consultation appointments are billed at the same rate as all other professional services.

Text Messaging

Staff members and trainees at INBAL are not permitted to exchange text messages with clients.

Social Media

Staff members and trainees at INBAL will not communicate with or contact clients through social media platforms like Twitter and Facebook. INBAL staff members and trainees participate on various social networks, but not in our professional capacity. If you have an online presence, you may encounter one of us. Please do not try to contact any of us via social media. We will not respond.
CONSENT TO SERVICES

By my signature below, I acknowledge that I have read and understand the information in this document and consent to the neurobehavioral assessment services to be provided to me by INBAL.

To sign as parent or guardian of a minor client, I must have either sole or joint legal custody of the child.

Client Printed Name ____________________________

Client’s Signature ____________________________

Parent/Guardian’s Printed Name ____________________________

Parent/Guardian’s Signature ____________________________

Date ________________

Witness Signature ___________________________________

RECEIPT OF NOTICE OF PRIVACY PRACTICES

By my signature below, I acknowledge that I have received a copy of the INBAL Notice of Privacy Practices.

Client Signature: ____________________________

Parent/Guardian’s Signature ____________________________

Date ________________

Witness Signature ___________________________________