

# LISA M. STEPHEN, Ph.D., P.C.

*Licensed Psychologist – Doctorate*

89 Rye Circle, Suite 1, South Burlington, VT 05403 • Ph (802) 355-9299 • Fax (802) 419-3399

Client Last Name:	Client First Name:	DOB:	Date:
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## Disclosure of Information

### EDUCATION:

B.A. Psychology, Southern Connecticut State University; New Haven, CT

M.A. Counseling Psychology, Boston College; Chestnut Hill, MA

Ph.D. Counseling Psychology, Michigan State University, East Lansing, MI

### LICENSE:

VT, Psychologist – Doctorate, December 2000

### AREAS OF PRACTICE:

Individual and Family, Psychotherapy; Career Counseling; Consultation; Workshops; Supervision

### POPULATIONS SERVED:

Children, Adolescents, Families, Adults, Couples

Copies of the “Ethical Principles of Psychologist and Code of Conduct” of the American Psychological Association, Inc. are available from Dr. Stephen upon request.

Unprofessional Conduct for a Psychologist  
Title 26, Vermont Statutes Annotated, Chapter 55, Section 3016

### 3016. UNPROFESSIONAL CONDUCT

Unprofessional conduct shall include:

1. Fraudulent or deceptive procuring and use of license;
2. Willfully making or filing false reports or records in the practice of psychology, willfully impeding or obstructing the proper making or filing or reports or records or willfully failing to file the proper report or record;
3. Advertising which is intended or has a tendency to deceive the public;
4. Exercising undue influence on or taking improper advantage of a person using psychological service, or promoting the sale of service or goods in a manner which exploits a person for financial gain of the practitioner or of a third party;
5. Failure to comply with statutes governing the practice of psychology;
6. Conviction of a crime which evidences an unfitness to practice psychology;
7. Failing to make available, upon written request of a person using psychological services to succeeding health care professional or institutions, copies of that person’s records in the possession or under the control of the licensee;
8. Practicing psychology when medically or psychologically unfit to do so;
9. Failing to use a complete title in professional activity;
10. Conduct which evidences moral unfitness to practice psychology;
11. Gross or repeated malpractice;
12. Engaging in any sexual conduct with a client, or the immediate family member of a client, with whom the licensee has had a professional relationship within the previous two years;
13. Harassing, intimidating, or abusing a client or patient;
14. Entering into an additional relationship with a client, supervisee, research participant or student that might impair the psychologist’s objectivity or otherwise interfere with the psychologist’s professional obligation;
15. Practice outside or beyond a psychologist’s area of training or competence without appropriate supervision.

To make a consumer inquiry or file a complaint, contact the Vermont Secretary of State, Office of Professional Regulations, 109 State Street, Montpelier, VT 05609-106 or call (802) 828-2367.

**Vermont Secretary of State  
Office of Professional Regulation**

**Disclosure of Information**

- (a) Each psychologist shall disclose to each client the following information, printed or typed in easily readable format:
  - (1) The psychologist’s professional qualifications and experience, including (A) all relevant graduate programs attended and all graduate degrees and certificates earned, including the full legal name of the granting institution, and (B) a brief description of any special qualifications and areas of practice.
  - (2) A copy of the statutory definition of unprofessional conduct (26 V.S.A. s3016).
  - (3) Information on the process for filing a complaint with, or making a consumer inquiry to, the director. Sample information cards are available from the Office.
- (b) Disclosure means, at a minimum, (1) posting the information and informing the client where the information is posted, or (2) having the information printed, displaying the printed information in an easily accessible location and informing the client where the information is displayed, or (3) having the information printed and directly handing a copy of the information to the client.
- (c) Not later than the third office visit, the psychologist shall present to the client for signature a document stating that the information required to be disclosed in paragraphs (1), (2), and (3) above has been disclosed to the client. The psychologist shall also sign the document and shall retain the signed original. If, by the third office visit, disclosure cannot be made or the client declines to sign, the psychologist shall prepare and sign a written statement explaining the omission, which shall be retained in place of the signed copy.
- (d) When the client is not able to understand the disclosure, as in the case of a minor or an adult who is under supervision of a guardian, the disclosure shall be made to the suitable parent or guardian.
- (e) When the client is a patient or resident of an institution, including a hospital, nursing home, school, correctional facility or community mental health center, psychologists providing care are excused from obtaining a signed receipt of disclosure so long as the information required in (a) and (b) above is readily available from the institution. The psychologist must make individual disclosure as provided in (a) and (b) above in cases where the institution’s disclosure is inadequate.

UNPROFESSIONAL CONDUCT INFORMATION ON FIRST PAGE



CLIENT’S DISCLOSURE CONFIRMATION

My signature acknowledges that I have been given the professional qualifications and experience of Lisa M. Stephen, Ph.D., a listing of actions that constitutes unprofessional conduct according to Vermont statutes, and methods for making a consumer inquiry or filing a complaint with the Office of Professional Regulations.

	<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
Client			
Parent/Guardian			
Witness		Lisa M. Stephen, Ph.D.	