

EXHIBIT A

CONFIDENTIAL INFORMATION

[NOTE: Because this is where you might include more sensitive information such as voice mail codes, your malpractice insurance information, and various passwords, you should label this page confidential and withhold it when sharing this document with people who do not need the confidential information (such as a building manager/landlord). The suggestions below are merely illustrations of what you might be interested in including in your Exhibit A. They are neither recommended per se nor are they suggested for any particular reason.]

Voice Mail: The voice mail code to my office voice mail is 1234. The voice mail code to my cell phone voice mail is 2345. Clients leave messages for me on both telephones.

Additional Office Address: 123 4th Street, San Diego, CA 12345

Additional Telephone: (209) 123-4567 (mobile phone), voice mail code: 9876

Malpractice Insurance: My Ace Mutual Insurance Company member number is 987654. Information about my insurance policy can be found in a labeled folder in my locked file cabinet at the Geary Street office.

Alarm Code: The alarm code to my office building is 76543

Letter to Patients: Also in the Geary Street file cabinet are two letters to my patients. They are in clearly marked manila envelopes. Please send them to clients who have not terminated treatment at my death/incapacity. [Alternative: Attached are two letters I would like you to send to my existing patients. One is a letter I would like to send to my clients if I die and the other is in the event I become incapacitated and am still living.]

Referrals to Patients: If I want a particular patient to be referred to a particular therapist, I will have that information written on the inside cover of the patient's file folder. Therefore you should look at the inside cover of each client file for that information. Otherwise, you should refer therapists to patients as I directed above.

Permission to Refer to One Therapist: I hereby authorize my Clinical Executor to refer my clients to only one therapist for continued treatment, even if that one therapist is the Clinical Executor herself. [Note: This is a variation on the "Referrals to Patients" clause above.]

Additional Payments to Clinical Executor or other Therapist Evaluating Clients for Referrals: I authorize my clinical executor to meet (or to delegate to other named clinical executors) with my patients if she or he feels that doing so would be in the interest of one or more of my patients in order to assess their needs, to give a proper referral, or for any other clinically appropriate reason. My Trustee (as that term is defined in Article Two of my Therapist Will) is authorized to and should pay any therapist meeting with my patients for this purpose at that therapist's full hourly rate.

All Patients to be Graduates of the Better Psychotherapy Institute: It is my request that all patients be referred to graduates of the Better Psychotherapy Institute, which is located at 123 4th Street Anywhere, California.

Spare Keys: If you need spare keys to my offices, my office mates, Jane Watson (Geary Street office) and Frank Skinner (University Avenue office) know to let you into my office. You should check with them before going to my office. Jane Watson's phone number is (415) 123-4567 and Frank Skinner's phone number is (650) 987-6543.

Passwords:

- The password to my office desktop is ABC1234def.
- The password to my laptop computer is DEF5678ghi.
- The password to my email account, doctor@sigmundfreud.com, is: 987ZYX654.
- The password to my website administrator for sigmundfreud.com is: Transference.
- The password to my Online Psychotherapy Referrals account is: SatirFamily.
- The password for my business facebook page administration is: Jung123.

Dated: _____

Signed: _____

Printed Name: _____

[NOTE: IT IS ESPECIALLY IMPORTANT TO SIGN AND DATE YOUR “EXHIBIT A” IF YOU ARE AUTHORIZING REFERRAL TO ONE THERAPIST (AS OPPOSED TO MULTIPLE THERAPISTS), BECAUSE THE FIRST PARAGRAPH IN ARTICLE THREE OF YOUR THERAPIST WILL PROVIDES AS FOLLOWS: “The Clinical Executor may include itself as a referral for the patient's continued treatment. If Therapist has expressly provided in a signed writing that only one (1) clinician should continue treatment of any of Therapist's patients, then the Clinical Executor may refer to only one (1) clinician in accordance with the terms of said writing. ”]