

Family Counseling of Springfield



Client Intake Information: Adult

Name: _____ Date: _____
Birth date: _____ Age: _____ Social Security Number: _____
Address: _____ City, State: _____ Zip: _____
Phone numbers Home: (____) ____ - _____ Work: (____) ____ - _____
Cell: (____) ____ - _____ Email Address _____ @ _____
Employer: _____
Position: _____ For how long? _____ Education: _____
Marital status: _____ Significant other's name: _____ Age: _____ Sex: _____ Years together: _____
Names and ages of all individuals in the home: _____

Who referred you to Family Counseling? _____
Who shall we contact in case of emergency? _____ Relationship _____ (____) ____ - _____
If you do *not* want us to leave a message on your answering machine, please tell us how you want us to reach you:

Why are you seeking counseling at this time?

Insurance Information

Policy Holder's Name: _____ DOB: _____
Name of Plan: _____ Type of Insurance _____
Policy Holder's SSN: _____ Relationship to Client _____
Deductible: \$ _____ Has it been met? YES/ NO Copayment (Your portion of each visit) \$ _____
Who will pay noninsured balance? _____
If you are required to get preauthorization, have you done so? _____ # visits authorized: _____

Additional Insurance

Spouse's Insurance (if any): Name of Plan: _____ Type of Insurance _____
Spouse's DOB: _____ Contract #: _____ Group #: _____
Deductible: \$ _____ Has it been met? _____ Copayment (Your portion of each visit) \$ _____

On this line, please indicate the address and telephone number you want us to use when sending bills or when we need to contact you. If this box is left blank, we will use the address you have provided above.

All clients using health insurance please sign below.

I hereby grant authorization to Family Counseling of Springfield, to release any Protected Health Information that is necessary for billing (except Psychotherapy Notes) to my insurance company, or to process my claim for payment of services. I authorize my insurance company to send payment directly to Family Counseling of Springfield for all services provided. I agree that a photocopy of this authorization shall be as valid as the original.

Signature

Date

Name: _____ Date: _____

List any allergies you have: _____ None

Primary Care Physician: _____ Phone number: (____) _____

Address: _____

Approximate date of your most recent physical examination: _____

List all current medications and dosages, including supplements:

Name of Medication	Reason Taking Medication	Dosage	Prescribing Doctor	Date Started

List all current or past health problems, and any major operations:

Health Problem or Surgery	Date	Currently a problem?	Doctor

List all therapists you have seen, and dates you saw them:

Therapist and location	Approximate Dates Seen

List any substance abuse treatment or inpatient psychiatric treatment and dates:

Name of Substance Abuse Program or Psychiatric Hospitalization	Dates	Inpatient/ Outpatient

Family Counseling of Springfield Practice Policies

This form has two purposes. First, it tells you about our procedures and policies concerning important aspects of your psychotherapy. Please let me know if you have concerns about any of these policies. Your first visit will help us get a general understanding of your situation in order to determine how we might best help you. Because I want you to participate actively in planning your counseling, don't hesitate to ask questions.

Psychotherapy is a way of talking through your problems in order to begin resolving them. You will need to take an active part in psychotherapy by working on and thinking about the things you talk about with your therapist. Psychotherapy has been shown to have many benefits; it can lead to better relationships, solutions to specific problems, and feeling much less distressed. However, there are no guarantees of what you will experience, and at times a psychotherapy session may leave you with unhappy feelings.

Second, this form is an Agreement between you and Family Counseling of Springfield. You may revoke (cancel) this Agreement in writing at any time. That revocation will be binding on Family Counseling of Springfield unless we have already relied on this agreement to take action, or if your health insurer requires Family Counseling of Springfield to send information needed in order to process claims made for our services, or if you have not paid your bill in full.

APPOINTMENTS

Individual and conjoint sessions last 45-50 minutes; back-to-back conjoint sessions last 90-100 minutes; sessions can be scheduled through the secretary or your therapist. *If you cancel an appointment, notify us at least 48 hours before the session, or you will be charged our contracted fee for the time you reserved for the appointment. Insurance does not pay charges for unattended reserved time; you will personally be responsible for any such charges.* However, if you call in advance to cancel an appointment because you are ill, there will be no charge. I will make every effort to reschedule your appointment within the same week of your cancelled appointment.

If you are late for your appointment, you will only have the remainder of that reserved time left. I will wait for 15 minutes beyond a scheduled appointment time, and then may consider the appointment a "no-show" if a call has not been received to indicate that you are running late. It is your responsibility to communicate with me if you will be arriving late.

TELEPHONE CALLS

Please try to contact me via telephone during normal business hours, Monday through Friday, 9-5. Lengthy telephone consultations may be billed at our standard hourly rate for professional service. ***In emergencies, you may contact me at 703-967-5070.*** *An emergency is generally a situation in which you are in danger of hurting yourself or someone else. If the emergency is serious and you cannot wait until I can return your call or please call 911 or the 24-hour mental health emergency number, 703-573-5679, or go to the nearest hospital emergency room.*

FEES, HEALTH INSURANCE, AND MANAGED CARE

This packet contains a separate page to clarify fee arrangements. I am always happy to answer any questions and make payment arrangements. For problems involving payments and insurance please call Susan, our benefits coordinator, at 703-569-1300, Monday through Friday between 10 AM and 6 PM. If an account is overdue and no provision for payment has been made, we may turn the account over to a collection agency or lawyer and your failure to pay will show up on your credit history.

Most group health insurance plans cover *part* of our fee. Insurance claims require a diagnosis, which your therapist will discuss with you. There may be two kinds of noninsured costs to you: (1) a deductible, which is an amount you must pay before your insurance coverage begins to pay; and (2) a copayment, which is a portion of the fee for each visit that you must pay yourself. Please pay any deductible and copayment at the time of each visit. Family Counseling of Springfield has contracted with some insurance companies to accept less than our standard fee as payment in full. If this is the case, your account balance will be adjusted when we receive payment from the insurance company. *However, if the insurance pays less than 100 percent of the contracted fee, you will owe the balance of the fee up to 100 percent of the contracted fee.* If your insurance is a managed care plan, the insurance company periodically requires that I submit your diagnosis, progress, and treatment plan to their reviewer, who then determines if further treatment is medically necessary. We want you to know that if you have a managed care insurance plan, this information will be released to the reviewers.

HIPAA NOTICE OF PRIVACY PRACTICES

CONFIDENTIALITY AND FILES

This form contains information about a new federal law that affects your privacy rights. This law, called HIPAA (Health Insurance Portability and Accountability Act) regulates the use and disclosure of your Protected Health Information (PHI) for the purposes of treatment, payment, and health care operations. HIPAA requires that we give you a Notice of Privacy Practices. The Notice explains HIPAA's application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that we have provided you with this information. Please read and sign this notice; I will be happy to discuss any questions you may have about it.

I will maintain a Clinical Record file on your case, which is the property of Family Counseling of Springfield. You may examine and/or receive a copy of your file *if* you request it in writing *and* the request is signed by you *and* dated not more than 60 days from the date it is submitted. There may be a charge for writing reports or for copying materials.

In most situations, Family Counseling of Springfield can release information about your treatment to others *only* if you sign a written authorization form for each release. However, in other situations, Family Counseling of Springfield needs only written, advance consent to release information. **Your signature on this agreement is written, advance consent for the following releases of information:**

- I participate in group supervision with other mental health professionals; if we discuss your case, it is done without revealing your identity. The other professionals are also legally bound to keep the information confidential and I will note all consultations in your Clinical Record. Please let me know if you would prefer that other clinical staff *not* be consulted about your case. Family Counseling of Springfield also employs secretarial staff. In most cases, I need to share information with them for purposes such as billing, scheduling, and quality assurance. All of our staff are bound by the same rules of confidentiality, and all secretarial staff have training in privacy rules and have agreed not to release any information outside of the practice without permission of a professional staff member.
- I may find it helpful to share information with your primary care physician or other health and mental health professionals who are currently treating you. If we determine it would be helpful I will ask you to complete and sign a "Permission to Exchange Information" form, listing the individuals and/or organizations with whom I may exchange information. You may rescind this permission at anytime. A record of these disclosures will be kept in your Clinical Record.
- Family Counseling of Springfield uses a benefits coordinator who will help ascertain your insurance benefits. As required by HIPAA, she promises to maintain the confidentiality of protected health information except as required to file your insurance claims.

There are some situations where Family Counseling of Springfield is permitted or required to use or disclose information *without* either your consent or authorization:

- If a client is clearly likely to seriously harm him/herself, we may be required to take action to prevent self-destruction.
- If there is a clear risk that a client plans to seriously harm another person, we may have a duty to warn the potential victim; or disclose the risk to appropriate public authorities.
- If a therapist suspects that abuse of a child or senior citizen may have taken place, the therapist is required to report the suspected abuse to the Department of Child or Adult Protective Services.
- If the client is a minor, both parents have access to the minor client's complete Clinical Record, including Psychotherapy Notes, unless there is a court order prohibiting one of the parents from

access. In the case of adolescents I will ask that you sign a form giving the right to confidentiality to the adolescent.

- If you are involved in a court proceeding and a request is made for information concerning your evaluation, diagnosis or treatment, such information is protected by the therapist/client privilege law. Family Counseling of Springfield cannot provide any information without your (or your personal or legal representative's) written authorization. However, if a court orders Family Counseling of Springfield to disclose information, I am required to provide it. If you are involved in or contemplating litigation, you should consult with your attorney to determine whether a court would be likely to order us to disclose information.
- If a government agency (such as Medicare) is requesting the information for health oversight activities, Family Counseling of Springfield may be required to provide it for them.
- If a client files a complaint or lawsuit against Family Counseling of Springfield or any of its staff, Family Counseling of Springfield may disclose relevant information regarding that patient in order to defend itself.
- If a client files a worker's compensation claim, the client must sign an authorization so that Family Counseling of Springfield may release the information, records or reports relevant to the claim.
- Family Counseling of Springfield staff may present disguised case material in seminars, classes, or scientific writings; in this situation, all identifying information and Protected Health Information is removed, and client confidentiality and anonymity is maintained.
- Your health insurance plan has the right to review your Clinical Records for any services you have asked them to pay for. Unless your treatment is being paid for by a Workers Compensation plan, a health insurance company is *not* entitled to see Psychotherapy Notes, which are detailed notes your therapist may make concerning what you have talked about in therapy. However, they *are* entitled to see other Protected Health Information in your clinical record, including information about dates of therapy, symptoms, your diagnosis, your overall progress towards those goals, any past treatment records that we receive from other providers, reports of any professional consultations, your billing records, and any reports that have been sent to anyone, including reports to your insurance carrier.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS, AND ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED THE HIPAA NOTICE OF PRIVACY PRACTICES INCLUDED ABOVE.

Client or responsible party

Witness

Date

Family Counseling of Springfield Counseling Services Fee Agreement

1. **FEE:** Your fee will be \$100 per 45-50 minute session. Although health insurance may aid in payment, you are responsible for paying for all services and appointments at Family Counseling of Springfield. ***If you cancel or do not keep an appointment without giving forty-eight hours' advance notice, you must pay for the time you have reserved.*** Insurance companies do not pay for canceled appointments. If you are ill and call in advance to cancel your appointment, there will be no charge.

Please initial here _____

Assessment evaluation, psychological testing, report writing, hospital visits, consultation with other professionals, home visits, telephone counseling, email consultations, and any court-related services (such as consultations with lawyers, depositions, or attendance at courtroom proceedings) are **not** covered by insurance. My fee for **these services is \$125 per hour**, including travel time to other locations. These services may require payment in advance. Please inform me in advance if you anticipate that you will require my services in a court or school proceeding.

Please initial here _____

If Family Counseling of Springfield has contracted with your insurance company to accept a lower fee, your deductible and any noninsured portion of each session's fee will be based on that contracted amount. If the insurance company decides to increase the fee that Family Counseling of Springfield is allowed to charge, your deductible and any noninsured portion of each session's fee will be based on the increased amount. Sometimes managed care companies will authorize more sessions than your insurance benefits will pay for. If you see your therapist for visits *that are authorized* but not paid for by your insurance benefits, by signing this form you agree to pay Family Counseling of Springfield's fee, as listed above, for each authorized visit that is not covered by your insurance benefits.

If your insurance company requires you to get authorization from them before seeing a therapist and you do not do so, you are responsible for payment in full of the fees listed above.

2. **PAYMENT ARRANGEMENT:**

All accounts are payable in full within 30 days after billing. Overdue accounts may be charged interest at the rate of 10 percent per year.

_____ STANDARD PAYMENT ARRANGEMENT: Payment for any deductible or noninsured portion of your fee is due at the time of each session.

_____ ALTERNATIVE PAYMENT ARRANGEMENT: _____

3. **COLLECTIONS PROCEDURES:** Family Counseling of Springfield Counseling Services, Inc., reserves the right to collect any unpaid balance due to them. If a client is not making regular monthly payments on the account balance, Family Counseling of Springfield may use a collection agency or take legal action to secure payment, as authorized by state or federal law, and the collections action will become a part of your credit record. Clients will be notified in writing before Family Counseling of Springfield takes action to collect.

4. **LIMIT ON UNPAID BALANCE:** Family Counseling of Springfield may terminate treatment and refer the client elsewhere for continued care if the unpaid balance exceeds \$300.

I have read and understood the above fee agreement, and I agree to abide by its terms.

Printed Name

Signature

Date