Jamie M. Stumbo, MS, LMFT INITIAL CLIENT INFORMATION

Client Information: First		MI Last		
Address				
Home () Okay to call or leave message a				
SS#	DOB	Age	GenderMF	
Would you like me to contact yo	ur Primary Physician?	Yes No Nan	ne: Phone	:
Are you currently seeing a psych	niatrist? 🗌 Yes 📃 N	lo Name:	Phone:	
Emergency Contact		Ph	one No	
Responsible Party Information		/ILast		
Address		City	ST	Zip
Home ()	Work (_)	Cell ()	
SS#	DOB		Relationship to Client	
Primary Insurance Information		Plan Nam	ne	
Policy #	ID#		Group #	
Deductible \$	c	Copay Amount \$		
Insured's Employer		Relationshi	p to client Self Spouse	Parent Other
Insured's Name				
Address		City	ST	Zip
Home ()	SS#		DOB	
Information Below For Offic Clinician: Jamie M. Stumbo, MS			Visits per vear Othe	r
Dt of auth//				
CPT Code/Allowed: 90801				
Claims address				
DX: Axis I				
Axis V: Pre Po				

Jamie M. Stumbo, MS, LMFT

OFFICE POLICIES

After reading each section, please initial that you have read and understood the information. Feel free to ask questions if something is not clear and do not hesitate to raise any concerns regarding this information with your counselor.

CONFIDENTIALITY _____ (initial)

When seeking psychological services, you have the right to expect that issues discussed during the course of individual psychotherapy will be kept confidential. Confidentiality means that your personal/private information will not be shared with others, since counselor/client communication is protected by law ("Privileged").

There are times however, when we believe that exchanging or receiving important information from others (e.g., doctors, teachers, etc.) allows us to better serve your psychological needs and provide a higher quality of care. Therefore, with your agreement, you may waive the privilege of confidentiality by providing your written permission on a Release of Information form. Once you sign a "release" form, you may withdraw your consent at any time. Please read the Notice of Privacy Practices guide provided to you.

EXCEPTIONS TO CONFIDENTIALITY _____ (initial)

There are several possible exceptions to confidentiality:

- 1. Danger to self and/or others:
 - a. If there is reason to believe that you are a serious danger to yourself or others, your counselor must take steps to reduce the risk.
- 2. Insurance Reimbursement:
 - a. If insurance reimbursement is arranged, insurance companies reserve a right to have another professional review the case.
 - b. Many insurers require periodic therapy summaries called Outpatient Treatment Reports (OTR) before they will authorize additional reimbursement.
 - c. Information included on the insurance claim form is no longer considered confidential.
- 3. Court Orders
 - a. There are cases where courts have ordered the release of otherwise privileged records, such as in certain child custody cases where judges have ruled that the well being of the child outweighs the parent's privilege of confidentiality.
 - b. If you are involved in a criminal case, your records can be subpoenaed.

EMERGENCIES/LIMITS OF SERVICE _____ (initial)

If you have a clinical emergency, you may contact your counselor via the office's voicemail notification service. If your counselor is not available, you are advised to go to an emergency room or contact the local crisis hotline.

APPOINTMENTS _____ (initial)

Counseling appointments are typically scheduled for 50 minutes. You and your counselor will arrange the frequency of appointments that best suits your needs. Your insurance company may only allow for a specific number and frequency of appointments (e.g., every two weeks.) Should you wish to make a change in the frequency of appointments, please discuss it with your counselor.

CANCELLATIONS AND MISSED APPOINTMENTS _____ (initial)

Canceled appointments will be accepted up to <u>**24 hours prior**</u> to the time of the appointment without a fee incurred. Therefore, if you need to cancel or change your appointment for any reason, please call to do so at the earliest possible time.

Since appointment times are held exclusively for you, late cancellations or missed appointments are "lost time" which might have been utilized by someone else. Therefore, cancellations with <u>less than 24 hours prior</u> <u>notice</u> to the appointment, or missed appointments, will result in a \$50 fee billed directly to you and payable on or before the next scheduled appointment. Any additional late cancelations or missed appointments will be billed to you for the full fee you and/or your insurance pay for the standard visit.

FEES (initial)

Payment is due at the time of service. If you have not previously verified your mental health copayment, a payment of \$100.00 will be required at time of service. You are responsible for the timely payment of all services rendered, even if health insurance may ultimately pay for a portion of your balance. Under special circumstances, your counselor may be willing to discuss other fee arrangements. A 10% charge will be applied to any unpaid portion on your account, accruing every thirty days.

Standard Fee Schedule

Initial Intake Interview	\$150.00
Individual Psychotherapy (45-50 min.)	\$130.00
Family/Marital Psychotherapy (45-50 min.)	\$130.00
Reports/correspondence	
(e.g., Soc. Sec. Disability, FMLA)	\$15.00 - \$25.00
Court testimony/Deposition Fee	\$175.00 hour

If your account should become delinquent and collections are sought, you will be responsible to pay the collection cost.

INSURANCE COVERAGE (initial)

If you have health insurance, part of your expenses may be covered. Please call your insurance carrier by dialing the number on your insurance card to verify services covered. **We request a three day notice should your insurance change, in order to verify benefits and request proper authorization.**

I have read the Office Policies outlined above and consent to abiding by these guidelines.

Client's Signature

Date

Jamie M. Stumbo, MS, LMFT

NOTICE OF PRIVACY PRACTICES Effective October 1, 2015

This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties and your rights concerning your health information. This Notice takes effect October 1, 2015 and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices or for additional copies of this Notice, please contact us.

USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment and healthcare operations. For example:

Treatment: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you with your consent.

Payment: We may use and disclose your health information to obtain payment for services provided to you per your consent.

Healthcare Operations: We may use and disclose your general health information (excluding personally identifying information) in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, and evaluating practitioner and provider performance. We may use or disclose your general health information (excluding personally identifying information) in order for us to review our services and to evaluate our staff's performance. We may also use or disclose your health information to obtain a medical consultation regarding your care or treatment.

Your Authorization: In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while

it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you or someone in your home is a possible victim (or perpetrator) of abuse, neglect or domestic violence. We may disclose health information to appropriate authorities if we reasonably believe that you are a serious danger to yourself or others.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. If you authorize release of information, we may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare.

Persons Involved in Care: We may use or disclose health information to notify or assist in notification of a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare.

Required by Law: We may use or disclose your health information when we are required to do so by law, such as in legal response to valid judicial, administrative subpoenas or court orders.

National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized, federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement officials having lawful custody of protected health information of an inmate or patient under certain circumstances.

Appointment Reminders: We may provide you with appointment reminders (such as voicemail messages, postcards, or letters) unless you make a specific request to the contrary. (See alternative communication section).

PATIENT RIGHTS

Access: You have the right to view or obtain a copy of your health information, with limited exceptions. You must make a request in writing to obtain access to your health information. You may request that we provide copies in a format other than photocopies. We will use the format requested unless it is not practical for us to do so. We will respond to your request for access within 30 days of receiving the request. We reserve the right to charge you a reasonable cost-based fee for expenses such as photocopying and staff time after the first request for copies. We will charge \$0.10 a page, \$15.00 per hour for staff time and postage if you want the copies mailed to you. If you prefer, we will prepare a summary or an explanation of your health information for a fee. If we deny your request to review or obtain a copy of your health information, you may submit a written request for a review of that decision. The person conducting the review will not be the person who denied

your request. In some circumstances, our denial of a request by you to inspect and/or receive copies of your information is not subject to review.

Disclosure Accounting: You have the right to receive a record of disclosures made by us of your health information when you submit a written request. This record will not include: disclosures made for treatment, payment or health care operations; disclosures made directly to you; disclosures authorized by you pursuant to a signed authorization; or disclosures made for law enforcement purposes. You may request one such record at no charge every twelve (12) months. The record request must state the time period desired and may not exceed six (6) years prior to the date of the request and may not include any dates prior to October 1, 2015. The first disclosure record request in a 12-month period is free; additional requests will be provided for a fee. We will inform you of the fees before you incur any costs.

Restriction: You have the right to request that we place additional restrictions on our use and disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except when required by law or in an emergency).

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. You must make your request in writing. Your request must specify the alternative means or location and provide satisfactory explanation how payments will be handled under the alternative means or location you request. We will make reasonable efforts to accommodate your request.

Amendment: You have the right to request that we correct your records if you believe information in your record is incorrect or that important information is missing, by submitting a written request that provides your reason for requesting the amendment. We have the right to deny your request to amend a record if the information was not created by us; if it is not part of the health information maintained by us; if it is not part of the information which you would be permitted to inspect and copy; or if in our opinion that record is accurate.

Questions and Complaints:

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information, you may contact (in writing) our Privacy Officer (listed below). You may also send a written complaint to the U.S. Department of Health and Human Services Office of Civil Rights. We will provide you the address. Under no circumstances will you be penalized or retaliated against for filing a complaint.

Privacy Officer:	Jamie M. Stumbo, MS, LMFT	
	543 Terry Lane, Suite #2	
	Crescent Springs, KY 41017	
	Phone: 859-331-1796	
	Fax: 859-331-1819	

Jamie M. Stumbo, MS, LMFT

ACKOWLEDGEMENT OF NOTICE OF PRIVACY

Effective 10/01/15

I acknowledge that I have received a copy of the Notice of Privacy Practices. The effective date of the notice is October 1, 2015.

Client's Name:_____ Date:_____

Signature of Client or Authorized Guardian:

Relationship of Authorized Guardian to Client:

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

Individual refused to sign

Communication barriers prohibited obtaining the acknowledgement

An emergency situation prevented us from obtaining acknowledgement

Other (specify)

Signature of Professional Attempting to Obtain Signature

Date

Jamie M. Stumbo, MS, LMFT CLIENT SURVEY- TEEN (13-17 YEARS OLD) TO BE COMPLETED BY PARENT/GUARDIAN

Client's Name:		Date:
IDENTIFY STRENGTHS		
	dy for feedback forgive s forward to things remem arn from experiences congrat	<i>from which change can take place. Please</i> , cooperate, get along ber info, handle belongings sulate others, offer help, express concern rn, adjust to change in plans
Others:		
FAMILY INFORMATION		
Please identify all those people who curr	ently live with your child.	
Name	Age	Relation to Child
Other family members or persons import	ant in your child's life that was not m 	nentioned above, include all siblings:
Has your child ever lived with any If yes, please elaborate:		
Marital History of Parents: Aar If divorced or separated, what age Please describe visiting/custody ar	e was the child?m	
Please list any person(s) who died	I that played an important role	your child's life:
Counselor Notes:		

PRESENTING CONCERN

Please check any of the following for which you are seeking help for your child: Nightmares Aggression toward adults Significant weight gain/loss Sleeping Difficulty Aggression toward peers Does not get along with peers Fearfulness/Nervousness Temper outbursts Problems concentrating Social withdraw Irritability Hyperactivity Depression/Sadness Not obeying rules Destructive behavior See/Hear things not real Running away from you Clingy behaviors Drug/Alcohol Use Constant crying Fire setting Parental Stress Threatens to hurt self or others Homicidal thoughts or threats Sexual Promiscuity Legal concerns/illegal activities Frequent Illness		
Has your child ever experienced: Physical Abuse Sexual Abuse Emotional Abuse If yes, by whom: though what age?		
Has your child ever witnessed domestic violence? Yes No If yes, between whom? What age(s)?		
How long have these behaviors been a concern? Have you ever sought help for these concerns before? ONOO Yes If yes, from:		
What has been done to address these concerns?		
What are your goals for treatment?		
SOCIAL INTERACTIONS Does your child regularly interact with other people? Yes If yes, are they: Same age Older Younger		
Your child: 🗌 makes friends easily 🗌 has few friends 🗌 has friends, but fights frequently		
How well does your child get along with his/her siblings?		
How does your child react to strangers: No fear Hesitant Panics around new people Child's favorite pastimes are:		
Child participates in organized religion: Yes No If yes, please identify: Counselor Notes:		

SCHOOL HISTORY
What is your child's favorite subject in school?
Does your child have problems at their current school? Yes No
Please explain:
Has your child had problems in the past? Yes No If yes, what?
Has your child ever been suspended? Yes No If yes, why?
Has your child ever been expelled? Yes No If yes, why?
Name of current school attending: Dates Attended:
What kind of grades does your child get most often?
$\square A$ $\square B$ $\square C$ $\square D$ $\square F$
Does your child have an IEP or accommodations to assist in their education?
If yes, please describe :
Is attending this counseling session court mandated? 🗌 Yes 🗌 No
Is there current involvement in the family by Social Services?
If yes, name of worker:
Reason for involvement:
Has there ever been involvement with the family and Social Services? Yes
If yes, list reason and outcome:
Other legal involvement outside of Social Services?
OTHER INFORMATION
Other information you would like your counselor to know:
Completed by (signature): Date:
Counselor Notes:
Signature of Clinician Date:

Jamie M. Stumbo, MS, LMFT TEEN SURVEY

(TO BE COMPLETED BY CLIENTS 13-17 YEARS OLD)

Your Name:	Date:
YOUR STRENGTHS What do you think are the best things about you? I'm a good friend I'm helpful I can express myself	
Other: What are you most proud of?	
PRESENTING CONCERN Please tell me why you think you are coming to couns	eling:
Is this a concern for <i>you</i> ? Yes No, If yes, for h How are you feeling right now? Nervous Sac	
What do you think would make things better for you r	ne 🗌 Excited 🗌 Don't really know
Have you ever gotten help before? Yes No, If How have you coped/made it through hard times in th Talk Be alone Hit something Yell Other:	ne past?
Have you ever had thoughts about: Not wanting to Hurting yourself Hurting someone else	o live 🗌 Wanting to stop the pain 🗌 Other thoughts that worry you 🗌 None
Have you ever tried to hurt yourself? Yes No If yes, how?	

FAMILY INFORMATION

In your family, do you get along with:		
Mother: Usually Sometimes Hardly ever Other (Who:) Usually Sometimes Hardly ever Father: Usually Sometimes Hardly ever Other (Who:) Usually Sometimes Hardly ever Brothers: Usually Sometimes Hardly ever Other (Who:) Usually Sometimes Hardly ever Sisters: Usually Sometimes Hardly ever Other (Who:) Usually Sometimes Hardly ever		
Do the adults in your house get along? Yes No If yes, how often?		
Do you have a spiritual belief you care to share? 🗌 Yes 🗌 No If yes, what?		
What would you like me to know about your family?		
SCHOOL INFORMATION Do you like school? Yes No Sometimes		
What do you like about school?		
What do you wish you could change about school?		
What is your favorite subject? Least favorite?		
Compared to <i>last term</i> , your grades are: Better Same Worse Too soon to tell		
Are you a member of a club, team, or organization? Yes No If yes, what?		
Where do you go/what do you do after school?		
Is there anything else you would like your counselor to know?		
Client's Signature: Date:		
Counselor Notes:		
Signature of Clinician: Date:		

Jamie M. Stumbo, MS, LMFT CONSENT TO TREAT A MINOR

We, (Parents Names) ______ and _____ are legal custodial parents with decision-making responsibility for (Minor's Name) ______, a minor. (If sole legal custodian, please attach a copy of Permanent Court Order Provision.)

We authorize Jamie M. Stumbo, MS, LMFT in her capacity as Licensed Marriage and Family Therapist to begin the mental health assessment and treatment of said minor on (Date) ______. Authorization will be in effect until such time as this psychotherapeutic relationship is terminated.

As legal custodial parents, we understand that we have the right to information concerning our minor child in therapy, except where otherwise stated by law. We also understand that this therapist believes in providing a minor child with a private environment in which to disclose himself/herself to facilitate therapy. We therefore give permission to this therapist to use her discretion, in accordance with professional ethics and state and federal laws and rules, in deciding what information revealed by my child is to be shared with us. This is my written consent to the mental health assessment and treatment of minor child under the terms stated above.

Both parents must consent for treatment unless the treatment is court ordered (please provide order) or one parent is sole legal custodian (please attach provision).

Signature of Parent/Guardian	Date
Signature of Parent/Guardian	Date
Signature of Witness/Provider	Date