

## REGISTRATION FORM

(PLEASE PRINT)

CLIENT INFORMATION			
Today's Date:			
Clients last Name:		First:	Middle:
I Identify My Gender As: <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Trans <input type="checkbox"/> Other _____		Check One: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Partnered <input type="checkbox"/> Polyamorous <input type="checkbox"/> Divorced <input type="checkbox"/> Separate <input type="checkbox"/> Widowed	
Date of Birth:	Social Security #:		Age:
Home Phone	May we leave a message at home?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Cell Phone	May we leave a message on your cell?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Text	May we send you a text message appointment reminder?		<input type="checkbox"/> Yes <input type="checkbox"/> No
E-mail	May we send you an appointment reminder email?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Street address:		Your Occupation:	
City:	State:	ZIP Code:	
How did you find out about us? <input type="checkbox"/> Friend <input type="checkbox"/> Family <input type="checkbox"/> Internet search <input type="checkbox"/> Insurance <input type="checkbox"/> Psychology today <input type="checkbox"/> www.goodtherapy.org <input type="checkbox"/> Gottman <input type="checkbox"/> www.iitap.com <input type="checkbox"/> Other _____			
INSURANCE INFORMATION			
Person Responsible for the Bill:	Subscriber I.D./Policy #:		Clients Relationship to Policy Holder: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other
Policy Holders Name:	Policy Holders Birth Date:	Name of Insurance Company:	
IN CASE OF EMERGENCY			
Contact:	Relationship:	Cell Phone #: Work Phone #:	
<p>The above information is true to the best of my knowledge. I authorize my insurance benefits to be paid directly to At Peace Counseling. I understand that I am financially responsible for any balance. I also authorize At Peace Counseling to release any information required to process my insurance claims.</p> <p>Client signature: _____ Print Name: _____ Today's Date: _____</p> <p>Spouse signature: _____ Print Name: _____ Today's Date: _____</p>			
<p>BY SIGNING BELOW, I AM AGREEING THAT I HAVE RECEIVED, READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN DOCUMENTS LISTED BELOW.</p>			
<b>INFORMED CONSENT FOR PSYCHOTHERAPY</b>		<b>INFORMED CONSENT FOR PSYCHOTHERAPY</b>	
Client Signature: _____		Spouse Signature: _____	
Today's Date: _____		Today's Date: _____	
<b>NOTICE OF PRIVACY PRACTICES</b>		<b>NOTICE OF PRIVACY PRACTICES</b>	
Client Signature: _____		Spouse Signature: _____	
Today's Date: _____		Today's Date: _____	
<b>PRACTICE POLICIES</b>		<b>PRACTICE POLICIES</b>	
Client Signature: _____		Spouse Signature: _____	
Today's Date: _____		Today's Date: _____	



## Authorization to Bill Insurance

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. I authorize the use or disclosure of the above named individual's health information for insurance billing purposes.

Insurance Company:	Account Number:
Account Holders Name:	Insurance Phone Number:
Insurance Company:	Account Number:
Account Holders Name:	Insurance Phone Number:

- 2 I authorize benefits to be assigned to At Peace Counseling.

3. I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services and treatment for alcohol and drug abuse.

- 4 This information may be disclosed to and used by the following individual or organization.

**At Peace Counseling**  
**12 W 100 N St #202A**  
**American Fork, UT 84003**  
**(801) 896-4389**

For the purpose of Psychiatric, Psychological and Substance Abuse Related Treatment.

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy. Unless otherwise revoked, this authorization will expire upon formal notification by either party, to the other party, by certified mail of the cessation of treatment for any reason.

**This authorization will expire in one year or at the date specified here: \_\_\_\_\_**

\_\_\_\_\_  
 Signature of participant or legal representative

\_\_\_\_\_  
 Signature of witness

\_\_\_\_\_  
 Date

# Intake Form

Name:

Date:

## PRESENTING PROBLEMS AND CONCERNS

Describe the problem that brought you here today:

Please check all of the behaviors and symptoms that you consider problematic:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Distractibility        | <input type="checkbox"/> Nightmares                       | <input type="checkbox"/> Sexual problems                |
| <input type="checkbox"/> Change in appetite     | <input type="checkbox"/> Sadness/depression               | <input type="checkbox"/> Loneliness                     |
| <input type="checkbox"/> Suspicion/paranoia     | <input type="checkbox"/> Social discomfort                | <input type="checkbox"/> Homicidal thoughts             |
| <input type="checkbox"/> Hyperactivity          | <input type="checkbox"/> Eating problems                  | <input type="checkbox"/> Relationship problems          |
| <input type="checkbox"/> Lack of motivation     | <input type="checkbox"/> Loss of pleasure/interest        | <input type="checkbox"/> Low self-worth                 |
| <input type="checkbox"/> Racing thoughts        | <input type="checkbox"/> Obsessive thoughts               | <input type="checkbox"/> Flashbacks                     |
| <input type="checkbox"/> Impulsivity            | <input type="checkbox"/> Gambling problems                | <input type="checkbox"/> Work/school problems           |
| <input type="checkbox"/> Withdrawal from people | <input type="checkbox"/> Hopelessness                     | <input type="checkbox"/> Guilt/shame                    |
| <input type="checkbox"/> Excessive energy       | <input type="checkbox"/> Compulsive behavior              | <input type="checkbox"/> Hearing voices                 |
| <input type="checkbox"/> Boredom                | <input type="checkbox"/> Computer addiction               | <input type="checkbox"/> Alcohol/drug use               |
| <input type="checkbox"/> Anxiety/worry          | <input type="checkbox"/> Thoughts of death                | <input type="checkbox"/> Fatigue                        |
| <input type="checkbox"/> Wide mood swings       | <input type="checkbox"/> Aggression/fights                | <input type="checkbox"/> Visual hallucinations          |
| <input type="checkbox"/> Poor memory/confusion  | <input type="checkbox"/> Problems with pornography        | <input type="checkbox"/> Recurring, disturbing memories |
| <input type="checkbox"/> Panic attacks          | <input type="checkbox"/> Self-harm behaviors              | <input type="checkbox"/> Other: _____                   |
| <input type="checkbox"/> Sleep problems         | <input type="checkbox"/> Frequent arguments               |   |
| <input type="checkbox"/> Seasonal mood changes  | <input type="checkbox"/> Parenting problems               |   |
| <input type="checkbox"/> Fear away from home    | <input type="checkbox"/> Crying spells Irritability/anger |   |

Are your problems affecting any of the following?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Handling everyday tasks | <input type="checkbox"/> Work/School   | <input type="checkbox"/> Recreational activities |
| <input type="checkbox"/> Self esteem             | <input type="checkbox"/> Housing       | <input type="checkbox"/> Sexual activity         |
| <input type="checkbox"/> Relationships           | <input type="checkbox"/> Legal matters | <input type="checkbox"/> Health                  |
| <input type="checkbox"/> Hygiene                 | <input type="checkbox"/> Finances      |  |

☐ Yes ☐ No Have you ever had thoughts, made statements, or attempted to hurt yourself? If yes, please describe: \_\_\_\_\_

☐ Yes ☐ No Have you ever had thoughts, made statements, or attempted to hurt someone else? If yes, please describe: \_\_\_\_\_

☐ Yes ☐ No Have you recently been physically hurt or threatened by someone else? If yes, please describe: \_\_\_\_\_



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Tax ID: #47-1003045

### **Informed Consent for Psychotherapy**

General Information; the therapeutic relationship is unique in that it is a highly personal and at the same time, a contractual agreement. Given this, it is important for us to reach a clear understanding about how our relationship will work, and what each of us can expect. This consent will provide a clear framework for our work together. Feel free to discuss any of this with me. Please read and indicate that you have reviewed this information and agree to it by signing at the end of this document.

The Therapeutic Process; You have taken a very positive step by deciding to seek therapy. The outcome of your treatment depends largely on your willingness to engage in this process, which may, at times, result in considerable discomfort. Remembering unpleasant events and becoming aware of feelings attached to those events can bring on strong feelings of anger, depression, anxiety, etc. There are no miracle cures. I cannot promise that your behavior or circumstance will change. I can promise to support you and do my very best to understand you and repeating patterns, as well as to help you clarify what it is that you want for yourself.

Confidentiality; The session content and all relevant materials to the client's treatment will be held confidential unless the client requests in writing to have all or portions of such content released to a specifically named person/persons. Limitations of such client held privilege of confidentiality exist and are itemized below:

1. If a client threatens or attempts to commit suicide or otherwise conducts him/her self in a manner in which there is a substantial risk of incurring serious bodily harm.
2. If a client threatens grave bodily harm or death to another person.
3. If the therapist has a reasonable suspicion that a client or other named victim is the perpetrator, observer of, or actual victim of physical, emotional or sexual abuse of children under the age of 18 years.
4. Suspicions as stated above in the case of an elderly person who may be subjected to these abuses.
5. Suspected neglect of the parties named in items #3 and # 4.
6. If a court of law issues a legitimate subpoena for information stated on the subpoena.
7. If a client is in therapy or being treated by order of a court of law, or if information is obtained for the purpose of rendering an expert's report to an attorney.

Occasionally I may need to consult with other professionals in their areas of expertise in order to provide the best treatment for you. Information about you may be shared in this context without using your name.

If we see each other accidentally outside of the therapy office, I will not acknowledge you first. Your right to privacy and confidentiality is of the utmost importance to me, and I do not wish to jeopardize your privacy. However, if you acknowledge me first, I will be more than happy to speak briefly with you, but feel it appropriate not to engage in any lengthy discussions in public or outside of the therapy office.



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## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

**I. MY PLEDGE REGARDING HEALTH INFORMATION:** I understand that health information about you and your health care is personal. I am committed to protecting health information about you. I create a record of the care and services you receive from me. I need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by this mental health care practice. This notice will tell you about the ways in which I may use and disclose health information about you. I also describe your rights to the health information I keep about you, and describe certain obligations I have regarding the use and disclosure of your health information. I am required by law to:

- Make sure that protected health information (“PHI”) that identifies you is kept private.
- Give you this notice of my legal duties and privacy practices with respect to health information.
- Follow the terms of the notice that is currently in effect.
- I can change the terms of this Notice, and such changes will apply to all information I have about you. The new Notice will be available upon request, in my office, and on my website.

**II. HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:** The following categories describe different ways that I use and disclose health information. For each category of uses or disclosures I will explain what I mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways I am permitted to use and disclose information will fall within one of the categories.

**For Treatment Payment, or Health Care Operations:** Federal privacy rules (regulations) allow health care providers who have direct treatment relationship with the patient/client to use or disclose the patient/client’s personal health information without the patient’s written authorization, to carry out the health care provider’s own treatment, payment or health care operations. I may also disclose your protected health information for the treatment activities of any health care provider. This too can be done without your written authorization. For example, if a clinician were to consult with another licensed health care provider about your condition, we would be permitted to use and disclose your person health information, which is otherwise confidential, in order to assist the clinician in diagnosis and treatment of your mental health condition.

Disclosures for treatment purposes are not limited to the minimum necessary standard. Because therapists and other health care providers need access to the full record and/or full and complete information in order to provide quality care. The word “treatment” includes, among other things, the coordination and management of health care providers with a third party, consultations between health care providers and referrals of a patient for health care from one health care provider to another.

**Lawsuits and Disputes:** If you are involved in a lawsuit, I may disclose health information in response to a court or administrative order. I may also disclose health information about your child in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

**III. CERTAIN USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION:**

## NOTICE OF PRIVACY PRACTICES

1. Psychotherapy Notes. I do keep “psychotherapy notes” as that term is defined in 45 CFR § 164.501, and any use or disclosure of such notes requires your Authorization unless the use or disclosure is: a. For my use in treating you. b. For my use in training or supervising mental health practitioners to help them improve their skills in group, joint, family, or individual counseling or therapy. c. For my use in defending myself in legal proceedings instituted by you. d. For use by the Secretary of Health and Human Services to investigate my compliance with HIPAA. e. Required by law and the use or disclosure is limited to the requirements of such law. f. Required by law for certain health oversight activities pertaining to the originator of the psychotherapy notes. g. Required by a coroner who is performing duties authorized by law. h. Required to help avert a serious threat to the health and safety of others.
2. Marketing Purposes. As a psychotherapist, I will not use or disclose your PHI for marketing purposes.
3. Sale of PHI. As a psychotherapist, I will not sell your PHI in the regular course of my business.

IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE YOUR AUTHORIZATION. Subject to certain limitations in the law, I can use and disclose your PHI without your Authorization for the following reasons:

1. When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
2. For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone’s health or safety.
3. For health oversight activities, including audits and investigations.
4. For judicial and administrative proceedings, including responding to a court or administrative order, although my preference is to obtain an Authorization from you before doing so.
5. For law enforcement purposes, including reporting crimes occurring on my premises.
6. To coroners or medical examiners, when such individuals are performing duties authorized by law.
7. For research purposes, including studying and comparing the mental health of patients who received one form of therapy versus those who received another form of therapy for the same condition.
8. Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counter-intelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions.
9. For workers' compensation purposes. Although my preference is to obtain an Authorization from you, I may provide your PHI in order to comply with workers' compensation laws.
10. Appointment reminders and health related benefits or services. I may use and disclose your PHI to contact you to remind you that you have an appointment with me. I may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that I offer.

V. CERTAIN USES AND DISCLOSURES REQUIRE YOU TO HAVE THE OPPORTUNITY TO OBJECT.

1. Disclosures to family, friends, or others. I may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

VI. YOU HAVE THE FOLLOWING RIGHTS WITH RESPECT TO YOUR PHI:

1. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask me not to use or disclose certain PHI for treatment, payment, or health care operations purposes. I am not required to agree to your request, and I may say “no” if I believe it would affect your health care.
2. The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full. You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full.
3. The Right to Choose How I Send PHI to You. You have the right to ask me to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and I will agree to all reasonable requests.
4. The Right to See and Get Copies of Your PHI. Other than “psychotherapy notes,” you have the right to get an electronic or paper copy of your medical record and other information that I have about you. I will

## NOTICE OF PRIVACY PRACTICES

provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and I may charge a reasonable, cost based fee for doing so.

5. The Right to Get a List of the Disclosures I Have Made. You have the right to request a list of instances in which I have disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided me with an Authorization. I will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list I will give you will include disclosures made in the last six years unless you request a shorter time. I will provide the list to you at no charge, but if you make more than one request in the same year, I will charge you a reasonable cost based fee for each additional request.
6. The Right to Correct or Update Your PHI. If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that I correct the existing information or add the missing information. I may say “no” to your request, but I will tell you why in writing within 60 days of receiving your request.
7. The Right to Get a Paper or Electronic Copy of this Notice. You have the right get a paper copy of this Notice, and you have the right to get a copy of this notice by e-mail. And, even if you have agreed to receive this Notice via e-mail, you also have the right to request a paper copy of it.

### EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on September 20, 2013

### Acknowledgement of Receipt of Privacy Notice

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have certain rights regarding the use and disclosure of your protected health information. By signing below, you are acknowledging that you have received a copy of HIPPA Notice of Privacy Practices.



**NOTICE OF PRIVACY PRACTICES**

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**PRACTICE POLICIES**

**APPOINTMENTS AND CANCELLATIONS**

Please remember to cancel or reschedule 24 hours in advance. You will be responsible for the entire fee if cancellation is less than 24 hours.

The standard meeting time for psychotherapy is 50 minutes. It is up to you, however, to determine the length of time of your sessions. Requests to change the 50-minute session needs to be discussed with the therapist in order for time to be scheduled in advance.

A \$20.00 service charge will be charged for any checks returned for any reason for special handling.

Cancellations and re-scheduled session will be subject to a full charge if NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

**Financial Disclosure**

The services provided by At Peace Counseling are charged per hour and are as follows unless otherwise negotiated. Rates may also be adjusted by stipulations from your health insurance plan.

- 90 Min Initial Assessment \$180
- 50 Min Psychotherapy \$120
- 90 Min EMDR session \$180
- PTSI-R Online Assessment (Post Traumatic Stress Index) \$30
- SDI-R Online Assessment and interpretation (Sexual Dependency Inventory) \$90
- Gottman Marriage Therapy Assessment and Scoring (Paper Assessment) \$90

Clients paying on a *cash basis*, and not billing any insurance company are expected to *pay in full at time of service* unless other arrangements have been made. Except in the case of minors or when other arrangements are made, the person receiving the counseling service is financially liable. Insured clients are expected to take care of their fees as services are rendered. Your health insurance may help you recover some of your counseling costs. Most group policies, but few individual policies cover outpatient psychotherapy. Please verify with your company the amounts of coverage for outpatient psychotherapy. If your policy requires pre-authorization to receive services, this is your responsibility and needs to be handled before your first visit. Clients are personally responsible for all payment of fees, including those not paid by their insurance carrier within 30 days after the rendering of services. The client portion (co-pay) of fees is expected at the time of service. Co-pays are not negotiable. Failure to pay your part may jeopardize your benefits. Additional fees are charged for lengthy telephone communications, court attendance and report/letter writing. Insurance does not cover this.

**TELEPHONE ACCESSIBILITY**

If you need to contact me between sessions, please leave a message on my voice mail. I am often not immediately available; however, I will attempt to return your call within 24 hours. Please note that Face- to-face sessions are highly preferable to phone sessions. However, in the event that you are out of town, sick or need additional support, phone sessions are available. If a true emergency situation arises, please call 911 or any local emergency room.

**SOCIAL MEDIA AND TELECOMMUNICATION**

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the



boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

## **ELECTRONIC COMMUNICATION**

I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. While I may try to return messages in a timely manner, I cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies.

Services by electronic means, including but not limited to telephone communication, the Internet, facsimile machines, and e-mail is considered telemedicine by the State of California. Under the California Telemedicine Act of 1996, telemedicine is broadly defined as the use of information technology to deliver medical services and information from one location to another. If you and your therapist chose to use information technology for some or all of your treatment, you need to understand that: (1) You retain the option to withhold or withdraw consent at any time without affecting the right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled. (2) All existing confidentiality protections are equally applicable. (3) Your access to all medical information transmitted during a telemedicine consultation is guaranteed, and copies of this information are available for a reasonable fee. (4) Dissemination of any of your identifiable images or information from the telemedicine interaction to researchers or other entities shall not occur without your consent. (5) There are potential risks, consequences, and benefits of telemedicine. Potential benefits include, but are not limited to improved communication capabilities, providing convenient access to up-to-date information, consultations, support, reduced costs, improved quality, change in the conditions of practice, improved access to therapy, better continuity of care, and reduction of lost work time and travel costs. Effective therapy is often facilitated when the therapist gathers within a session or a series of sessions, a multitude of observations, information, and experiences about the client. Therapists may make clinical assessments, diagnosis, and interventions based not only on direct verbal or auditory communications, written reports, and third person consultations, but also from direct visual and olfactory observations, information, and experiences. When using information technology in therapy services, potential risks include, but are not limited to the therapist's inability to make visual and olfactory observations of clinically or therapeutically potentially relevant issues such as: your physical condition including deformities, apparent height and weight, body type, attractiveness relative to social and cultural norms or standards, gait and motor coordination, posture, work speed, any noteworthy mannerism or gestures, physical or medical conditions including bruises or injuries, basic grooming and hygiene including appropriateness of dress, eye contact (including any changes in the previously listed issues), sex, chronological and apparent age, ethnicity, facial and body language, and congruence of language and facial or bodily expression. Potential consequences thus include the therapist not being aware of what he or she would consider important information, that you may not recognize as significant to present verbally the therapist.

## **MINORS**

If you are a minor, your parents may be legally entitled to some information about your therapy. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

## **TERMINATION**

Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

Should you fail to schedule an appointment for two consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship discontinued.