

INFORMED CONSENT NOTICE, PRIVACY PRACTICES AND FEE AND PAYMENT AGREEMENT

Before we begin psychological services together, there are some things that you, as parent/legal guardian, ought to know about the therapy process and about my office. This is called "Informed Consent". This information contained here will help you understand better what to expect and will explain privacy practices and some limitations about what we will be doing together.

A BRIEF HIPAA OVERVIEW:

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that provides privacy protections and patient rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations. HIPAA requires that we provide you with our privacy practices for use and disclosure of PHI for treatment, payment or health care operations. The law requires that we obtain your signature acknowledging that we have provided you with this information before this session. When you sign this document, it will also represent an Agreement between us. You may revoke this Agreement in writing at any time.

CONFIDENTIALITY

All of our work together, our conversations, your child's records and any information that you provide, is protected by legal privilege. This means that the law protects you from having information about you given to anyone. This office respects your privacy and intends to honor your privilege. However, there are some exceptions to your privacy that you should understand.

LIMITS ON CONFIDENTIALITY

We may use or disclose your child's protected health information (PHI) for treatment, payment and health care operations purposes with your consent. To help clarify these terms, here are some definitions:

- "PHI" refers to information in your health record that could identify you.
- "Treatment, Payment, and Health Care Operations"
 - Treatment is when we provide, coordinate or manage your child's health care and other services related to your child's health care. An example of treatment would be when we consult with another health care provider, such as your family physician or another clinician or psychologist.
 - Payment is when we help you obtain reimbursement for your child's healthcare. Examples of payment are when we disclose your child's PHI to your health insurer to assist you in obtaining reimbursement for your child's health care or to determine eligibility or coverage.
 - Health Care Operations are activities that relate to the performance and operation of our practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- "Use" applies only to activities within our office such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies your child.
- "Disclosure" applies to activities outside of our office such as releasing, transferring, or providing access to information about your child to other parties.

We may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when we are asked for information for purposes outside of treatment, payment and health care operations, we will obtain an authorization from you before releasing this information.

You may revoke all such authorizations (of PHI) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) we have relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy. Since this provider is out of network with all insurance plans, typically this does not apply.

We may use or disclose PHI without your consent or authorization in the following circumstances:

- **Child Abuse:** If we have cause to believe that a child has been, or may be abused, neglected, or sexually abused, we must make a report of such within 48 hours to the Texas Department of Protective and Regulatory Services, the Texas Youth Commission, or to any local or state law enforcement agency.
- **Adult and Domestic Abuse:** If we have cause to believe that an elderly or disabled person is in a state of abuse, neglect, or exploitation, we must immediately report such to the Department of Protective and Regulatory Services.
- **Health Oversight:** If a complaint is filed against us with the State Board of Examiners of Social Workers, they have the authority to subpoena confidential mental health information from us relevant to that complaint.
- **Judicial or Administrative Proceedings:** If you are involved in a court proceeding and a request is made for information about your child's diagnosis and treatment and the records thereof, such information is privileged under state law, and we will not release information, without written authorization from you or your personal or legally appointed representative, or a court order. The privilege does not apply when your child is being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.
- **Serious Threat to Health or Safety:** If we determine that there is a probability of imminent physical injury by your child to self or others, or there is a probability of immediate mental or emotional injury to your child, we may disclose relevant confidential mental health information to medical or law enforcement personnel.

CLIENT RIGHTS:

- **Right to Request Restrictions** – You have the right to request restrictions on certain uses and disclosures of protected health information about your child. However, we are not required to agree to a restriction you request.
- **Right to Receive Confidential Communications by Alternative Means and at Alternative Locations** – You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations.
- **Right to Inspect and Copy** – You have the right to inspect or obtain a copy (or both) of PHI in our mental health and billing records used to make decisions about your child for as long as the PHI is maintained in the record. We may deny access to PHI under circumstances, but in some cases you may have this decision reviewed. You may examine and/or receive a copy of your child's Psychotherapy Notes unless we determine that release would be harmful to your child's physical, mental or emotional health. On your request, we will discuss with you the details of the request and denial process.
- **Right to Amend** – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. We may deny your request. On your request, we will discuss with you the details of the amendment process.
- **Right to an Accounting** – You generally have the right to receive an accounting of disclosures of PHI for which you have neither provided consent nor authorization. On your request, we will discuss with you the details of the accounting process.
- **Right to a Paper Copy** – You have the right to obtain a paper copy of the notice from us upon request.

CLINICIAN DUTIES:

- We are required by law to maintain the privacy of PHI and to provide you with a notice of our legal duties and privacy practices with respect to PHI. We are required to keep PHI for five years past your child's legal age of consent.
- We reserve the right to change the privacy policies and practices described in this notice. Unless we notify you of such changes, however, we are required to abide by the terms currently in effect.
- If we revise our policies and procedures, we will notify you in writing by mail.

EMAIL CORRESPONDENCE

Professional, clinical advice will not normally be provided electronically. Administrative staff will not utilize email. Should you initiate email contact via my website:

- Please keep in mind that communications via email over the internet are not secure. Although it is unlikely, there is a possibility that information you include in an email can be intercepted and read by other parties besides the person to whom it is addressed.
- No one can diagnose or treat your condition from email or other written communications, and communication via website or email cannot replace the relationship you have with a healthcare practitioner.
- Emails are checked during business hours only. If you have a crisis matter that requires urgent immediate attention after hours, please call 911 or visit a local emergency room.
- Communications via email or other non-portal text are not encrypted, but are still considered part of your health record.
- Any text or email initiated by yourself is an implicit consent to receive electronic communications from our office and provider within the same medium (i.e. sending an email to Nancy Peskin, LCSW's gmail account implies agreement to receive a reply via gmail).

Do you consent to electronic/email communication? (i.e. via gmail or other non-encrypted accounts)

Y or N

Would you like to receive email appointment reminders as a courtesy? **Y or N**

(please be advised that these emails may go into your spam/junk folder)

Email: _____

Please provide your email address only if you consent to email correspondence.

(please print neatly)

I have read, understood, and agree to the above guidelines on electronic communications.

Signature: _____ Date: _____

FEES AND PAYMENTS

The parent/legal guardian of client assumes 100% responsibility for all services, including any and all balances from pre-approved out of network insurance coverage. Unless other arrangements have been made, I understand that the fee for this (these) service(s) will be \$225 for the up to 90 minute initial clinical interview and \$175 per 50 minute session for subsequent therapy appointments. Payment in full is due at the time of services.

The rate of **out of network** insurance reimbursement varies according to individual insurance contracts and I understand that I may be reimbursed based on my own health plan benefits and that I can request a "superbill" (a more detailed statement) from this office so that I may submit bills to my insurance company for any benefits. Though my health insurance may repay me for some of these fees, I understand that I am fully responsible for full payment for these services. I also understand that once services have been provided, (initial interview, testing, therapy, and other requested services) no refunds (credit card or checks) will be issued. Additionally, I am aware that missed appointments may be subject to a charge equal to the fee of the therapy appointment.

Occasionally, clients (or their parents/guardians) receiving services will request that the clinician respond to frequent emails/calls, review letters/records, write letters, call attorneys and other professionals. If these requests become time consuming, we will collect payment of \$175/hr pro-rated or an administrative retainer of \$500.

Additionally, if we are asked to make copies of sizable quantity of records, there may be a fee of \$1 per page (up to \$20) and .50 cents per page after. Additional hourly fees (\$175/hr) may apply for record review prior to copying records. Shipping charges, if applicable, will be included in the fee. We ask that you provide us with copies of pertinent records, not the originals.

Acknowledgement and Consenting signatures will be obtained during our initial consultation together.

I look forward to meeting you!

____ Original to client's chart

____ Copy of HIPAA document to client

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Upon complete review of all documents in this packet, pages 1-17, your therapist will provide an Acknowledgement and Consent form to be signed by you (the parent/legal guardian) and your therapist during the initial sessions.

I (the parent/legal guardian of client) understand that pages 1-17 (Excluding Signature Page, page 6) of this packet are available to me anytime online at www.pearlandcounselingcenter.com or by request. This request can be made in person at Pearland Counseling Center, 2217 North Park Avenue, Pearland, Texas 77581.

I (the parent/legal guardian of the client) understand that my signature is required on the Acknowledgement and Consent form before services can be provided. I (the parent/legal guardian of the client) understand that **if I choose NOT to sign the Acknowledgement and Consent form counseling services will not be provided.**

IMPORTANT: It is required the Acknowledgement and consent form is signed by you (the parent/legal guardian of the client) and witnessed prior to the start of counseling services.

CLIENT REGISTRATION PAGE

TODAY'S DATE: _____

Patient Name: _____ DOB: ____ - ____ - ____ Age: ____ Gender: ____

SS#: ____ - ____ - ____ DL#(if applicable): _____

Address: _____ APT#: _____

City: _____ State: _____ Zip: _____

Home: ____ - ____ - ____ Work: ____ - ____ - ____ Cell: ____ - ____ - ____

May we contact your home #? ____ May we contact your work #? ____ May we contact your cell #? ____

May we leave a message? Y N May we leave a message? Y N May we leave a message? Y N

E-Mail Address: _____

Employer: _____ Occupation: _____

Emergency Contact

Name: _____ Relationship: _____

Home: ____ - ____ - ____ Work: ____ - ____ - ____ Cell: ____ - ____ - ____

Name of person responsible for this client: _____ Relationship: _____

MEDICAL HISTORY

Reason for seeking Counseling: _____

Other physicians treating you: _____ Phone #: ____ - ____ - ____

Other physicians treating you: _____ Phone #: ____ - ____ - ____

Other physicians treating you: _____ Phone #: ____ - ____ - ____

Current physical problems (describe): _____

Current Medications: _____

POLICY FOR NO SHOW/LATE CANCEL AND OUTSTANDING BALANCE DUE

We are very committed to serving our clients and strive to accommodate all of our clients by making appointments available as soon as possible.

When an appointment is reserved for you, we require that the appointment be cancelled by **1:00 pm the day prior to the appointment**. We understand that emergencies happen, and we will be happy to work with you in those situations. If you have any questions, please feel free to speak with our office manager.

I understand that I will be responsible for a **missed appointment fee equal to the same amount of an attended appointment** and that my credit card will be charged if I am unable to provide the proper notice that I will not keep my or my child's scheduled appointment. Note: This policy may also apply to sessions provided by Employee Assistance Programs (EAP).

I also understand that I will be responsible for any outstanding balance for services rendered and that my credit card will be charged to pay for the outstanding balance.

If you choose to provide your flexible spending account information, an additional credit or debit card number is required as the situation may occur that your flex account holds insufficient funds or its balance has become depleted.

We accept the following debit/credit cards: Visa, Discover, American Express and MasterCard.

FOR FLEX CARD:

Name As Appears On Card: _____

Credit Card Number: ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Expiration Date: _____

FOR CREDIT/DEBIT CARD:

Name As Appears On Card: _____

Credit Card Number: ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Expiration Date: _____

I have read, understand and agree to the Policy above and give my permission for my card to be charged if a violation occurs.

Print Name: _____

Signature: _____ Date: _____

I _____ (CREDIT CARD HOLDER NAME) understand that by providing my Credit Card information I am consenting to being financially responsible for _____ (CLIENT NAME) regarding any violation of the Policy stated above.

Print Name: _____

Signature: _____ Date: _____

You may revoke this consent at any point, by submitting a request in writing which MUST include:

Date of request, client's name, your name, signature, copy of your current Driver's License, and an explanation of the information to be removed. If you are mailing your request, please keep in mind there could be charges to your card until your request is received by our office.

OFFICE USE ONLY: DATE OF REVOKE REQUEST: _____ DATE REQUEST REC'D (EFF. DATE OF REVOKE): _____

Nancy L. Peskin, LCSW

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(713) 521-7575 (281) 997-8400
npeskinlcsw@gmail.com

CHILD/ADOLESCENT HISTORY

Today's Date: _____

Name of Child: _____ Sex: (M) ____ (F) ____

Date Of Birth: _____ Place of Birth: _____ Age: _____

Address (number and street): _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Email: _____

Education (grade): _____ Present School: _____

Referral Source: _____

Mother's Name: _____ DOB: _____

Home Phone: _____ Address: _____

Employed as: _____ Work Phone: _____

Father's Name: _____ DOB: _____

Home Phone: _____ Address: _____

Employed as: _____ Work Phone: _____

Step-Parent's Name: _____ DOB: _____

Home Phone: _____ Address: _____

Employed as: _____ Work Phone: _____

CHIEF CONCERNS

Presenting Problems: (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Very unhappy | <input type="checkbox"/> Impulsive | <input type="checkbox"/> Restricting Food |
| <input type="checkbox"/> Irritable | <input type="checkbox"/> Stubborn | <input type="checkbox"/> Excessive exercising |
| <input type="checkbox"/> Temper outbursts | <input type="checkbox"/> Disobedient | <input type="checkbox"/> Lying or Stealing |
| <input type="checkbox"/> Withdrawn | <input type="checkbox"/> Infantile | <input type="checkbox"/> Sexual trouble |
| <input type="checkbox"/> Daydreaming | <input type="checkbox"/> Mean to others | <input type="checkbox"/> School performance |
| <input type="checkbox"/> Fearful | <input type="checkbox"/> Destructive | <input type="checkbox"/> Truancy |
| <input type="checkbox"/> Clumsy | <input type="checkbox"/> Trouble with the law | <input type="checkbox"/> Bed-wetting |
| <input type="checkbox"/> Overactive | <input type="checkbox"/> Running away | <input type="checkbox"/> Soiled pants |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Self-mutilating | <input type="checkbox"/> Body image Issues |
| <input type="checkbox"/> Short attention span | <input type="checkbox"/> Head banging | <input type="checkbox"/> Sleeping problems |
| <input type="checkbox"/> Distractible | <input type="checkbox"/> Rocking | <input type="checkbox"/> Sickly |
| <input type="checkbox"/> Lacks initiative | <input type="checkbox"/> Shy | <input type="checkbox"/> Tobacco use |
| <input type="checkbox"/> Undependable | <input type="checkbox"/> Strange behavior | <input type="checkbox"/> Alcohol use |
| <input type="checkbox"/> Peer conflict | <input type="checkbox"/> Strange thoughts | <input type="checkbox"/> Learning problems |
| <input type="checkbox"/> Phobic | <input type="checkbox"/> Suicide talk | <input type="checkbox"/> Hiding Food |
| <input type="checkbox"/> Dependency on illegal,
prescribed, or
over the counter drugs | <input type="checkbox"/> Binging and/or Purging
(vomiting and/or laxative use) | |

Explain:

How long have these problems occurred? (number of weeks, months, years)

What happened that makes you seek help ***at this time***? _____

Problems perceived to be: _____ very serious _____ serious _____ not serious

What are your expectations of your child? _____

What changes would you like to see in your child? _____

What changes would you like to see in yourself? _____

What changes would you like to see in your family? _____

Religion or cultural affiliations that may affect therapy _____

Current Family Situation:

Mother – Relationship to child:

__ natural parent __ relative
__ stepparent __ adoptive parent

Occupation: _____

Education: _____ Religion: _____

Birthplace: _____ Birthdate: _____

Age: _____

Father – Relationship to child:

__ natural parent __ relative
__ stepparent __ adoptive parent

Occupation: _____

Education: _____ Religion: _____

Birthplace: _____ Birthdate: _____

Age: _____

Marital History of Parents:

Natural Parents: __ married when _____ age _____
 __ separated when _____
 __ divorced when _____
 __ deceased Mother or Father _____

Stepparents:
 __ married when _____
 __ married when _____

If child is adopted:

Adoption source: _____

Reason and circumstances: _____

Age when child first in home: _____

Date of legal adoption: _____

What has the child been told? _____

Living Arrangements:

	Places	Dates
Number of moves in child's life	_____	_____
	_____	_____
Present Home	_____	_____
__ renting __ buying	_____	_____
__ house __ apartment	_____	_____

Does your child share a room with anyone else? Yes No

If yes, with whom? _____

If no, how long has he/she had own room? _____

Was your child ever placed, boarded, or lived away from the family? Yes No

Explain: _____

What are the major family stresses at the present time, if any? _____

Brothers and Sisters: (indicate if step-brothers or step-sisters)

Name	Age	Sex	School or Occupation	Present Grade	Living at home (yes or no)	Use drugs or alcohol (yes or no)	Treated for drug abuse (yes or no)
1.							
2.							
3.							
4.							
5.							
6.							

List all other extended family members by their relation to the patient who have drug and/or alcohol problems (legal or illegal), history of depression, self-destructive behavior, or legal problems.

1. _____
2. _____
3. _____
4. _____
5. _____

Others living in the home (and their relationship):

1. _____
2. _____

Health of Family Members: (excluding patient)

Name	Relationship to child	Type of illness	When occurred	Length of illness
1.				
2.				
3.				
4.				

Does or did any member of your child's family have any problems with:

___ reading ___ spelling ___ math ___ speech

(If yes, please explain)

Is there any history in your child's family of:

___ mental illness ___ epilepsy ___ birth defects ___ schizophrenia

(If yes, please explain)

Child Health Information:

Note all health problems your child has had or has now.

	AGE		AGE
___ High fevers	_____	___ Dental problems	_____
___ Pneumonia	_____	___ Weight problems	_____
___ Flu	_____	___ Allergies	_____
___ Encephalitis	_____	___ Skin problems	_____
___ Meningitis	_____	___ Asthma	_____
___ Convulsions	_____	___ Headaches	_____
___ Unconsciousness	_____	___ Stomach problems	_____
___ Concussions	_____	___ Accident-prone	_____
___ Head injury	_____	___ Anemia	_____
___ Fainting	_____	___ High or low blood press.	_____
___ Dizziness	_____	___ Sinus problems	_____
___ Tonsils out	_____	___ Heart problems	_____
___ Vision problems	_____	___ Hyperactivity	_____
___ Hearing problems	_____	___ Other illnesses (explain)	_____
___ Earaches	_____		
___ Infectious diseases (explain)			

Has your child ever been hospitalized? ___ Yes ___ No

(If yes, please explain)

Age	How Long	Reason
_____	_____	_____

Has your child ever been seen by a medical specialist? ___ Yes ___ No

Age	How Long	Reason
_____	_____	_____

Has your child ever taken, or is he/she taking presently, any prescribed medications? ___ Yes ___ No

Age	How Long	Reason
_____	_____	_____

Name of Pediatrician/PCP: _____

Developmental History:

PRENATAL – Child wanted? ___ Yes ___ No Planned for? ___ Yes ___ No
Normal pregnancy? ___ Yes ___ No

If mother was ill or upset during pregnancy, please explain:

Length of pregnancy: _____

BIRTH – Length of active labor: _____ hrs. ___ Easy ___ Difficult

Full term: ___ Yes ___ No

If premature, how early: _____

If overdue, how late: _____

Birth weight: _____ lbs. _____ oz.

Type of delivery: ___ spontaneous ___ cesarean ___ with instruments
___ head first ___ breech

Was it necessary to give the infant oxygen? ___ Yes ___ No If yes, how long? _____

Did infant require blood transfusion? ___ Yes ___ No

Did infant require x-ray? ___ Yes ___ No

Physical condition of infant at birth:

(If yes, explain) anorexia ___ Yes ___ No
trauma ___ Yes ___ No
other complications ___ Yes ___ No

Did mother use/abuse alcohol/drugs during pregnancy? ___ Yes ___ No

NEWBORN PERIOD –

How Long?

Irritability	___ Yes	___ No	_____
Vomiting	___ Yes	___ No	_____
Difficulty breathing	___ Yes	___ No	_____
Difficulty sleeping	___ Yes	___ No	_____
Convulsions/twitching	___ Yes	___ No	_____
Colic	___ Yes	___ No	_____
Normal weight gain	___ Yes	___ No	_____
Was child breast-fed	___ Yes	___ No	_____

