



"Life is comprised of continuous opportunities to practice."

3650 Auburn Blvd. #C-208, Sacramento, CA 95821
3336 Bradshaw #215, Sacramento, CA 95827 / 5651 N. Pershing Ave. #C-6, Stockton, CA 95207
Main Line: (916) 300-6576

NOTICE TO PSYCHOTHERAPY CLIENTS AT A NON-PROFIT COUNSELING AGENCY

NOTICE TO CLIENTS OF TRAINEES:

The Clinical Supervisor of Life Practice Counseling Group receives and responds to complaints regarding the practice of psychotherapy by any unlicensed or unregistered counselor providing services at Life Practice Counseling Group. To file a complaint, contact us by email at info@lifeppractice.org

NOTICE TO CLIENTS OF REGISTERED ASSOCIATES:

The Board of Behavioral Sciences receives and responds to complaints regarding services provided within the scope of practice of Marriage and Family Therapists, Licensed Educational Psychologists, Clinical Social Workers, or Professional Clinical Counselors. You may contact the board online at www.bbs.ca.gov, or by calling (916) 574-7830.



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NEW CLIENT INFORMATION

Welcome. So that we may assist you, please complete the following:

Date: _____ Marital Status: _____ Occupation: _____

Name: _____ Date of Birth: _____ Age: _____

Name of Significant Other: _____ Date of Birth: _____ Age: _____

Home Address: _____ City/Zip: _____

Home phone: () _____ Cell phone: () _____

Work phone: () _____ Fax: () _____

If we call, can we identify ourselves as counselors from Life Practice Counseling? Yes___ No ___

Can we contact you by email? Yes___ No___ Email Address: _____

Emergency contact: _____ Phone: _____

Emergency contact: _____ Phone: _____

Highest Grade Completed in School: _____ Monthly Income: _____ (Couples combine)

Physician: _____ Phone: _____ Last Checkup Date: _____

Medications currently taking: _____

Reason for Counseling: _____

Previous psychotherapy? Yes ___No ___Year and reason: _____

On average how many days/week do you drink alcohol? _____ **How many drinks/day?** _____

Have you ever tried drugs? ___ **What types?** _____ **Currently using?** ___ **How often?** _____

How did you find us? Yahoo Google Yellowpages.com Craigslist Facebook Other: _____

May we know who referred you? _____

Termination of Therapy: You have the right to terminate therapy at any time and as you reach the end of your goals, you and your counselor will discuss termination. Therapy can be terminated if either of you feel you are not benefiting from therapy, if the counselor can no longer be objective, if you have not paid for the last two sessions, or failed to provide a 24-hr notice of cancellation two or more times. Treatment alternatives will be provided.

Your signature: _____ Date: _____



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HIPAA Notice of Privacy Practices

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

2. I have a legal duty to safeguard your protected health information (PHI) when I transmit information electronically. I am legally required to protect the privacy of your PHI, which includes information that can be used to identify you that I've created or received about your past, present, or future health or condition, the provision of health care to you, or the payment of this health care.

I must provide you with this Notice about my privacy practices, and such Notice must explain how, when and why I will "use" and "disclose" your PHI. A "use" of PHI occurs when I share, examine, utilize, apply, or analyze such information within my practice; PHI is "disclosed" when it is released, transferred, has been given to, or is otherwise divulged to a third party outside of my practice. With some exceptions, I may not use or disclose any more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made.

By signing this notice you acknowledge we may use your PHI, but may not disclose your PHI without further written authorization by you. We do not keep separate treatment notes and psychotherapy notes, all of our notes are treatment notes and can be found in the client file. Your PHI will not be disclosed for marketing purposes. Your PHI will not be sold without your authorization. You will not be contacted for fundraising purposes. If you pay for any service out-of-pocket, then you have the right to restrict disclosures of PHI to health plans from that service. If there is a breach of your unsecured PHI, you will receive notification.

However, I reserve the right to change the terms of this Notice and my privacy policies at any time. Any changes will apply to PHI on file with me already. Before I make any important changes to my policies, I will promptly change this Notice and post a new copy of it in my office and on my website. You can also request a copy of this Notice from me, or you can view a copy of it in my office or at my website.

Please sign this Notice, stating that you acknowledge receipt of this Notice of Privacy Practices of Life Practice Counseling Group.

I _____ was or _____ was not offered a copy of this notice.

Signature: _____ Date: _____

_____ Initial here if you decline to receive a copy of this notice.

Please check the feelings that apply to you today:

AI

- 1. I feel tense most of the time.
- 2. I have a lot of physical problems that can't be explained.
- 3. I worry most of the time.
- 4. I have compulsions such as constant hand washing, checking the door locks repeatedly, or other rituals that interfere with my daily activities.
- 5. I have nightmares and/or "flashbacks" that I can't get out of my head.
- 6. I have experienced sensations of shortness of breath, heart palpitations or shakiness while resting.
- 7. I avoid social situations because I am fearful.
- 8. There are some things I am really afraid of.
- 9. I am afraid to leave my house.
- 10. I think about dying or killing myself.
- 11. I have thoughts constantly in my mind, which interfere with my ability to concentrate and function effectively.

DI

- 1. I no longer have any interest in the things that used to interest me.
- 2. I feel hopeless about the future.
- 3. I can't make decisions because I have a difficult time concentrating.
- 4. I feel sluggish or restless.
- 5. I am gaining or losing weight without trying to.
- 6. I get tired for no reason.
- 7. I am sleeping too much, or too little.
- 8. I feel unhappy.
- 9. I become irritable or anxious easily.
- 10. I think about dying or killing myself.
- 11. I have spontaneous urges to cry.



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I must provide you with this Notice about my privacy practices, and such Notice must explain how, when and why I will "use" and "disclose" your PHI. A "use" of PHI occurs when I share, examine, utilize, apply, or analyze such information within my practice; PHI is "disclosed" when it is released, transferred, has been given to, or is otherwise divulged to a third party outside of my practice. With some exceptions, I may not use or disclose any more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made.

By signing this notice you acknowledge we may use your PHI, but may not disclose your PHI without further written authorization by you. We do not keep separate treatment notes and psychotherapy notes, all of our notes are treatment notes and can be found in the client file. Your PHI will not be disclosed for marketing purposes. Your PHI will not be sold without your authorization. You will not be contacted for fundraising purposes. If you pay for any service out-of-pocket, then you have the right to restrict disclosures of PHI to health plans from that service. If there is a breach of your unsecured PHI, you will receive notification.

However, I reserve the right to change the terms of this Notice and my privacy policies at any time. Any changes will apply to PHI on file with me already. Before I make any important changes to my policies, I will promptly change this Notice and post a new copy of it in my office and on my website. You can also request a copy of this Notice from me, or you can view a copy of it in my office or at my website.

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Signature: _____ Date: _____



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Health Insurance Agreement/Patient Responsibility

Life Practice currently only accepts these Medi-cal Plans: Healthnet, Anthem, or Aetna.

I _____ (print your name) am using _____
Insurance to cover the cost of my services. My subscriber ID is _____ and my
date of birth is _____. With my insurance there is no co-pay I have to pay at the time of
my service. I understand that my insurance only covers the cost of the services provided if I attend
my counseling appointment. I understand that if I do not show up for my appointment, do not
provide the 24-hour notice of cancellation, or show up more than 23 minutes late that I will be
charged for my missed appointment at the rate of \$_____ per session missed. And that I will need to
pay \$_____ for each session missed, out of pocket with cash, check, or credit card before or at the
start of my next session. _____

Initials

If I cancel my insurance or for some reason I am no longer covered, I understand it is my responsibility
to let my counselor know. _____

Initials

I also understand that I am responsible for any fees that are not covered by my insurance. _____

Initials

I understand that Life Practice will bill my insurance and will make every effort to insure the insurance
company reimburses for the services, but I fully understand that if the insurance does not pay for the
service, that I am responsible for the fees incurred and will pay for the unpaid balance out of pocket
with either cash, check, or credit card. _____

Initials

"I _____ (print name) have read and understand the terms of using
my health insurance. I understand that I am responsible for any missed appointments or any unpaid
balances. Any questions I have about this practice have been answered and I give my full consent
and agree to pay out of pocket if I miss a session, do not provide the 24-hour notice of cancellation,
or if my insurance does not cover the services provided."

Print your name: _____

Your Signature Agreeing to the Patient Responsibility

Today's Date



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Credit Card Agreement

Please Note: New clients are required to keep a valid credit card number on file. Please complete the following information and provide your credit card to your therapist at your initial session. This is set up for your convenience.

Credit Card Type: MasterCard Visa American Express Discover Other: _____

Name as shown on card: _____

Credit Card Number: _____ exp: ____/____

3 digit security code on back of the card: _____

If American Express, code on front of the card: _____

Billing Address associated with the card: _____

City, state, zip: _____

Email Address: _____

This card may be charged for (Please initial each one):

_____ Regular session fees (at your request, as a convenience to you)
Initials

_____ Fees for same-day cancellation
Initials

_____ Fees for cancellation without _____ hours notice (according to your counselor's policy)
Initials

_____ Delinquent session fees (fees more than 30 days overdue)
Initials

_____ I understand there are no refunds given
Initials

"I _____ (print name) have read and understand the terms of providing my credit card to Life Practice Counseling Group. I understand that my credit card may be charged for the reasons indicated above. I also understand there are No refunds given. Any questions I have about this practice have been answered and I give my full consent to charge my credit card under the circumstances checked above."

Your Signature Consenting to Charges

Today's Date

Valid Until