



# Mental Health Services for Children, Adolescents & Adults

2110 Iron Street  
 Bellingham, WA 98225  
 phone: 360.734.2664  
 fax: 360.671.8006  
 www.freedman-associates.com

## Authorization for Disclosure of Healthcare Information

Client Name: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS#: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_ Address: \_\_\_\_\_

Freedman & Associates Treating Provider: \_\_\_\_\_

**Information is to be disclosed to  and/or received from** :

Name of Person/Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

For purposes of: \_\_\_\_\_ evaluation \_\_\_\_\_ treatment \_\_\_\_\_ forensic assistance \_\_\_\_\_ other: \_\_\_\_\_

**I authorize Freedman & Associates to release my:**

\_\_\_\_\_ General Mental Health Record

\_\_\_\_\_ Information related to chemical dependency/substance abuse

\_\_\_\_\_ Psychotherapy Notes (the private content of your conversations with your therapist)

\_\_\_\_\_ Information related to HIV/AIDS and/or sexually transmitted diseases

\_\_\_\_\_ Other: \_\_\_\_\_

*I understand that I may revoke this Authorization at any time except to the extent that action has been taken in reliance on it, and that in any event this Authorization expires 12 months after the last dated signature.*

\_\_\_\_\_  
 Signature of Client Date

**Parent/Guardian signature** is required for all children under age 13. For children age 13 and over, we encourage the parent/guardian to sign, but it is not required. *I understand that the information being requested for the above named minor child may include information regarding myself, the parent/legal guardian, relevant to my child's condition and treatment. I consent to the disclosure of such information.*

\_\_\_\_\_  
 Signature of Parent/Guardian Date

\_\_\_\_\_  
 Signature of Witness Date

### [12 Month Signature Updates]

\_\_\_\_\_  
 Signature of Client/Parent/Guardian or Authorized Representative Date

\_\_\_\_\_  
 Signature of Client/Parent/Guardian or Authorized Representative Date



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## CLIENT INTAKE FORM

Please complete both sides of form.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_  day  evening OK to leave msg? YES NO

Work Phone: \_\_\_\_\_  day  evening OK to leave msg? YES NO

Cell Phone: \_\_\_\_\_  day  evening OK to leave msg? YES NO

Date of Birth: \_\_\_\_\_ Gender:  MALE  FEMALE

Referred by: \_\_\_\_\_ Primary Care Physician: \_\_\_\_\_

### PRIMARY INSURANCE INFORMATION (on card)

Insurance Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

ID#: \_\_\_\_\_ Group/Plan #: \_\_\_\_\_

### SECONDARY INSURANCE INFORMATION (on card)

Insurance Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

ID#: \_\_\_\_\_ Group/Plan #: \_\_\_\_\_

### PERSONAL INFORMATION

Where were you born/raised? \_\_\_\_\_

Religion: \_\_\_\_\_

Important in up-bringing? \_\_\_\_\_ Now? \_\_\_\_\_

Educational Level (Circle): 8 9 10 11 12 13 14 15 16 17 18 19+

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ For how long? \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone #(s): (1) \_\_\_\_\_ (2) \_\_\_\_\_

### COUNSELOR'S NOTES (for office use only)

Date	dx code	dx	Counselor Signature

## MEDICAL HISTORY

(All current medications-including herbal and over-the-counter)

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Date Started: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Date Started: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Date Started: \_\_\_\_\_

Significant Medical Problems-

Past: \_\_\_\_\_

Present: \_\_\_\_\_

Allergies: \_\_\_\_\_

Alcohol Use-

Past: \_\_\_\_\_

Present: \_\_\_\_\_

Drug Use-

Past: \_\_\_\_\_

Present: \_\_\_\_\_

Tobacco Use-

Past: \_\_\_\_\_

Present: \_\_\_\_\_

Caffeine Use-

Past: \_\_\_\_\_

Present: \_\_\_\_\_

Have you had previous counseling?  Yes  No

If yes, with whom? \_\_\_\_\_ When? \_\_\_\_\_

Would it help to contact your previous counselor (s)?  Yes  No

## FAMILY SITUATION

Relationship/Marital Status:  Single  Involved  Engaged  Cohabiting  
 Married  Separated  Divorced  Widowed

Marriages, Significant relationships, and children:

Partner/Spouse	From (Year)	To (Year)	Names & ages of children from relationship	Where/with whom do they live?

## GOALS FOR THERAPY

What would you like to see happen as a result of your work here?

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**Dorcas Nung, MA, LMFT**

2110 Iron Street  
Bellingham, WA 98225  
(360) 734-2664 x 20

Licensed Marriage and Family Therapist #LFLF60139053

**Terms of Service/Professional Disclosure Statement**

*Welcome to my practice.* I am pleased that you have chosen me to be your therapist. This document is designed to ensure that you understand your rights as well as my treatment philosophy, methods and service policies. Please read this information carefully and ask me to explain anything that you don't understand. This statement, in its entirety, serves as our agreement to our respective rights and responsibilities as therapist and client. You will be asked to sign it after reading it and before we begin therapy together.

EDUCATION & SPECIALIZED TRAINING

2004 M.A. Clinical Psychology, Antioch University Los Angeles.

2008 Completion of Post-Graduate "Infancy Childhood Relationship Enrichment" Didactic Training Program and Reflective Supervision, L.A. County/USC Violence Intervention Program.

PHILOSOPHY AND APPROACH

I take an individualized, collaborative approach to therapy and use psychodynamic, marriage and family/systems, and cognitive-behavioral modalities. My work with individual adults embraces the belief that our earliest relationships shape who we are and how we relate to others. When we are stressed, overwhelmed, or anxious, we may revert to old patterns of relating – patterns so old that they reach back to our very beginnings. By addressing and altering these patterns of relating, thinking, and behaving, positive and lasting change occurs. I believe that by looking at our own childhood issues and working through them to a place of strength and understanding, we not only become better people; we have the chance to become better parents to our children and better partners to those we love.

CONFIDENTIALITY & PRIVACY

Your privacy is important to me; I will keep everything you say and all information about you confidential, including the fact that you are my client, except in specific circumstances. These include: If I suspect that a child or dependent person is being abused, if you intend to seriously harm yourself or someone else, or if a judge subpoenas my records.

PEER REVIEW/CONSULTATION

Freedman & Associates is a consultative group of experienced therapists. Good clinical practice requires occasional peer review and clinical consultation within this group. Please be aware that your case may be clinically reviewed in this or other consult settings.

I have been provided a copy of Dorcas Nung, LMFT's "Terms of Service/Professional Disclosure" and "Notice of Practices Regarding Protected Health Information" and read and understand the information provided.

**Initial here to acknowledge receipt \_\_\_\_\_**

## Office Policies, Procedures, and Fees

### APPOINTMENTS/CANCELLATIONS

Your appointment times are reserved for you alone. I try very hard to begin and end on time out of respect to both of our schedules. If you need to cancel your appointment for any reason, appointments must be cancelled **24 hours in advance**. Otherwise, **you, not your insurance company**, will be charged a cancellation fee equal to the full fee for the session missed. No shows for appointments will also be charged at full fee. Telephone therapy time is prorated at the same rate as in-office therapy.

### FEES AND PAYMENT

Unless otherwise arranged with me, my fees are as follows:

Initial Interview	\$150
Individual Therapy	\$100/hr
Family Therapy	\$125/hr
Court preparation (reports, letters)	\$100/per half hour

Payment for services will be due at the beginning of each session. In some cases, your insurance company may pay a percentage of the cost of your therapy session. In this case, your co-pay becomes your fee, while I collect the remainder of your fee from the insurance company. In addition, I hold a certain number of spaces for Adjusted Fee situations on a "space available" basis. The adjusted fee will be determined between the two of us at the initial interview session. Costs per session will be determined at the first session and will remain at that level for six months, when it will be renegotiated.

### EMERGENCIES

If you have an emergency between sessions, I can be reached by office telephone at: (360)734-2664 ext. 20. I will keep phone conversations as brief as possible, as it is normally not an appropriate method of conducting therapy. If you are unable to reach me when you feel the need for emergency help, Freedman & Associates has a 24-hour on-call therapist who can be reached by calling (360) 325-3999. You can also call the 24-hour crisis hotline at: **1(800) 584-3578**. In the case of a life-threatening emergency, please call **911**.

### COMPLAINTS

If at any time, for any reason, you are dissatisfied with my services, please let me know. If I am not able to resolve your concerns, you may report your complaint to: Washington State Department of Health, Health Professions Quality Assurance, P.O. Box 47869, Olympia, WA 98504.

### TREATMENT CONSENT

I have been informed of the type of therapy I will receive from Dorcas Nung, LMFT, the methods and techniques used, her education, training, and experience and the cost of therapeutic services. Furthermore, I have received this information in writing.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Dorcas Nung, MA, LMFT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Dorcas Nung, MA, LMFT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**2110 Iron Street, Bellingham, WA 98225**  
**360.734.2664 ext. 20**  
Licensed Marriage and Family Therapist #LF60139053

<b>Notice of Privacy Practices Regarding Protected Health Information</b> <b>effective April 14, 2003</b>
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*To our clients:* We are required to give this notice to you under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). This notice describes how psychological/ medical information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

Your **Protected Health Information (PHI)** is any information about your past, present, or future physical or mental health conditions or treatment, or any other information that could identify you.

By initialing on the "Terms of Service" agreement, you are indicating that you received and reviewed this form, and you are giving consent for us to "**use**" your PHI within our practice group, or "**disclose**" your PHI to an outside entity for the following purposes:

- **Treatment:** providing, coordinating, or managing your health care and other services related to your health care. An example would be when your therapist consults with another health care provider, such as your family physician.
- **Payment:** obtaining reimbursement for your healthcare. Examples include when we disclose your PHI to your health insurer to obtain payment for your health care, or to determine your insurance eligibility or coverage.
- **Health Care Operations:** activities that relate to the performance and operation of our practice. Examples are quality assessment and improvement activities, business-related matters such as audits and administrative services, and clinical peer review.

II. Uses and Disclosures Requiring Authorization

Outside of routine treatment, payment, and health care operations, we will not release your PHI unless you sign an **Authorization Form** authorizing that specific disclosure.

We would also need to obtain your authorization before releasing your "**Psychotherapy Notes**" – notes your therapist has made about your conversations during a private, group, joint, or family counseling session, which are kept separate from the rest of your medical record. These notes are given a greater degree of protection than other PHI.

You may revoke all such authorizations (of PHI and/or Psychotherapy Notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) we have already released information based 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.

III. Uses and Disclosures with Neither Consent nor Authorization

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

- **Child Abuse:** If your therapist has reasonable cause to believe that a child has suffered abuse or neglect, she/he is required by law to report it to the proper law enforcement authorities.

- **Adult and Domestic Abuse:** If your therapist has reasonable cause to believe that abandonment, abuse, financial exploitation, sexual or physical assault, or neglect of a vulnerable adult has occurred, she/he must immediately report it to the appropriate authorities.
- **Health Oversight:** If the State Department of Health subpoenas your therapist as part of its investigations, hearings, or proceedings relating to the discipline, issuance, or denial of licensure to therapists, she/he must comply. This could include disclosing your relevant mental health information.
- **Judicial or Administrative Proceedings:** If you are involved in a court proceeding, we will release information only with the written authorization of you/your legal representative, or a subpoena of which you have been notified, or a court order. (This privilege does not apply when you are being evaluated for a third party or for the court. You will be informed in advance if this is the case.)
- **Serious Threat to Health or Safety:** We may disclose your mental health information to any person without authorization if we reasonably believe that disclosure will avoid or minimize imminent danger to your health or safety, or the health or safety of any other individual.
- **Worker's Compensation:** If you file a worker's compensation claim, we must make all mental health information in our possession that is relevant to the injury available to your employer, your representative, and the Department of Labor and Industries upon their request.

#### IV. Patient's Rights

- **Right to Request Restrictions:** You have the right to request restrictions on specific uses and/or disclosures of your PHI. However, we are not required to agree to a restriction you request.
- **Right to Receive Confidential Communications by Alternative Means at Alternative Locations:** You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations (for example, only calling you at work).
- **Right to Inspect and Copy:** You have the right to inspect and/or obtain a copy of PHI and Psychotherapy Notes in our mental health and billing records. We may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed.
- **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 if we believe the original information is accurate.
- **Right to an Accounting of Disclosures:** You have the right to receive a list of the disclosures that our office has made of your PHI. Some exceptions do apply.

#### V. Therapist's Duties

- We are required by law to maintain the privacy of your PHI and to provide you with this Notice of our legal duties and privacy practices with respect to PHI.
- We reserve the right to change the privacy policies and practices described in this Notice. Unless we notify you by mail of changes, we are required to abide by the terms in this Notice.

#### VI. Complaints

If you have a complaint about the way we have handled your privacy rights, you may contact please contact me at the above address or you may also send a written complaint to the Secretary of the U.S. Dept. of Health and Human Services. Our office can provide you with the appropriate address upon request.