



Freedman & Associates

# Mental Health Services for Children & Families

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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& Associates

## 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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## Mica Richards

2110 Iron Street, Bellingham, WA 98225  
360.734.2664 ext.19

### Terms of Service/Counselor Disclosure Statement

Welcome. This document contains important information about my counseling services and policies. Please read it carefully and ask any questions at our next meeting. When you sign this document, it will represent an agreement between us.

Washington State Law requires that all counselors provide clients with written information about their qualifications, treatment philosophy and methods, and service policies. It is your right and responsibility to choose the provider and treatment that best suits your needs. To help you make your choice and to help facilitate our work together, here is some basic information about me and the counseling services I provide. 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 counselor and client. You will be asked to sign it after reading it and before we begin our therapy together.

#### **Education:**

I have earned a B.A. in psychology and am currently in the process of completing an M.S. in Mental Health Counseling at Western Washington University. As part of the requirements for my master's degree, I am currently working as an intern here at Freedman & Associates. Because I am still in training, I receive direct supervision from a licensed professional in this practice.

#### **Approach to Counseling:**

Psychotherapy is not easily described in general statements. It varies depending on the personality of the client, and the particular issue or problems you bring forward. Although I often use solution-focused techniques grounded in a person-centered approach, there are many different methods I may use to deal with issues or problems you hope to address. Also, I believe that effective therapy calls for a very active effort on your part. In our work together, we will identify your goals for counseling, develop an appreciation for your particular life patterns, and then work toward supporting you in attaining new skills, new ways of evaluating your situation, or different ways of relating to yourself and others.

#### **Confidentiality and Privacy:**

I will keep confidential anything you say to me, with a few exceptions as required by law.

Freedman & Associates is a consultative group of experienced therapists. Good clinical practice requires occasional peer review and consultation within this group. Please be aware that your case may be clinically reviewed in this or other consult settings. Additionally, I may occasionally consult with my supervisor and other mental health graduate students at Western Washington University. This is to facilitate my training as a counselor and to ensure the best possible quality of care for you. Rest assured that in the university setting, no identifying information will be shared and all consultations will be strictly confidential.

I have been provided a copy of the required disclosure information, the brochure "Terms of Service / Counselor Disclosure Statement," and the "Notice of Practices Regarding Protected Health Information" and read and understand the information provided.

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

**Appointments:**

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 will be charged a cancellation/no show fee equal to **the full fee** for the session missed. It is important to our work together that you attend sessions regularly. If you miss three consecutive sessions without canceling at least 24 hours in advance, I reserve the right to discontinue services.

**Billing practices:**

Payment for services will be due at each session. The fee for each session will be \$30. If you cannot make it to a session, please phone 24 hours in advance. Cancellations without 24 hours of notice and no shows will be charged at the full fee. Our practice follows the codes outlined in the Fair Debt Collection Practices Act, and any unpaid balances may be sent to collections.

**Emergencies:**

If there is an emergency between sessions, I can be reached by phone at 360/734-2664, ext 19. I would like to keep phone conversations as brief as possible, as it is normally not an appropriate method of conducting counseling. Please note that I am only in the office 3 days a week and I may not always be available. If you cannot reach me during normal business hours, you may also ask to speak with one of my clinical supervisors, Evan B. Freedman, Ph.D. or Elizabeth Snyder, MS, LMHC at 360/734-2664. If you need help after normal business hours, are unable to reach me or one of my supervisors during normal business hours, or feel the need for emergency help, Volunteers of America have a 24 hour on-call crisis line at **1-800-584-3578** or please call **911**.

**Treatment consent:**

I have been informed of the type of counseling I will receive from Mica Richards, the methods and techniques used, her education, training and experience and the cost of counseling services. I understand that Mica is a graduate student who is under the supervision of a licensed mental health professional in this practice. Furthermore, I have received this information in writing.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mica Richards, Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

## Mica Richards

2110 Iron Street, Bellingham, WA 98225

360.734.2664 ext.19

### Notice of Privacy Practices Regarding Protected Health Information

effective April 14, 2003

*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.