



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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## CHILD & FAMILY INTAKE FORM

Please complete all pages of form.

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

Child's Full Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_

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

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

Child lives with:  Both  Mother  Father  Other: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_

Child's 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

### PRIMARY INSURANCE INFORMATION

(information found on insurance card)

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

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

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

Subscriber's Address: \_\_\_\_\_

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

### SECONDARY INSURANCE INFORMATION

(information found on insurance card)

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

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

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

Subscriber's Address: \_\_\_\_\_

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

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

Date	Dx code	Dx	Provider Signature

## CHILD'S MEDICAL HISTORY

How is your child's general health?    Excellent    Good    Fair    Poor

Briefly describe your primary concerns and why you have brought your child to the office:

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When was your child's last comprehensive medical evaluation? \_\_\_\_\_

Has your child ever been hospitalized for psychological reasons?    Yes    No

If yes, when and where? \_\_\_\_\_

Please check whether your child currently has, or has ever had any of the following:

- |  |  |  |                                      |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> drug/alcohol abuse                                    | <input type="checkbox"/> sleeping problems               | <input type="checkbox"/> changes in appetite                         | <input type="checkbox"/> flashbacks  |
| <input type="checkbox"/> running away  | <input type="checkbox"/> frequent headaches              | <input type="checkbox"/> epilepsy or seizures                        | <input type="checkbox"/> ulcers      |
| <input type="checkbox"/> disturbing thoughts                                   | <input type="checkbox"/> lack of interest                | <input type="checkbox"/> sexual abuse                                | <input type="checkbox"/> depression  |
| <input type="checkbox"/> memory problems                                       | <input type="checkbox"/> low self-esteem                 | <input type="checkbox"/> speech problems                             | <input type="checkbox"/> confusion   |
| <input type="checkbox"/> irritability  | <input type="checkbox"/> emotional abuse                 | <input type="checkbox"/> hearing problems                            | <input type="checkbox"/> stress      |
| <input type="checkbox"/> bowel problems  | <input type="checkbox"/> irregular heartbeat             | <input type="checkbox"/> visual problems                             | <input type="checkbox"/> bedwetting  |
| <input type="checkbox"/> suicidal ideations/attempts                           | <input type="checkbox"/> feelings of hopelessness        | <input type="checkbox"/> homicidal thoughts                          | <input type="checkbox"/> weight loss |
| <input type="checkbox"/> sexual concerns                                       | <input type="checkbox"/> difficulty managing anger       | <input type="checkbox"/> asthma                                      | <input type="checkbox"/> head trauma |
| <input type="checkbox"/> chronic illnesses                                     | <input type="checkbox"/> family/relationship issues      | <input type="checkbox"/> communication problems                      | <input type="checkbox"/> mood swings |
| <input type="checkbox"/> phobias: _____  | <input type="checkbox"/> hormone disorder                | <input type="checkbox"/> difficulty concentrating                    | <input type="checkbox"/> anxiety     |
| <input type="checkbox"/> physical abuse or neglect                             | <input type="checkbox"/> panic attacks                   | <input type="checkbox"/> serious infection                           | <input type="checkbox"/> allergies   |
| <input type="checkbox"/> racing thoughts                                       | <input type="checkbox"/> frequent stomachaches           | <input type="checkbox"/> feelings or paranoia                        |                                      |
| <input type="checkbox"/> broken bones  | <input type="checkbox"/> school/work difficulties        | <input type="checkbox"/> blood pressure concerns                     |                                      |
| <input type="checkbox"/> problems with coordination                            | <input type="checkbox"/> frequent or uncontrolled crying | <input type="checkbox"/> self-destructive or self-injurious behavior |                                      |
| <input type="checkbox"/> Other physical or emotional issues (please describe): |  |  |                                      |

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Is your child currently taking medication?    Yes    No

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

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

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

List any serious illnesses for which the child required hospitalization or surgical operation:

Illness	Year	Doctor	Hospital

Has your child ever received psychological, substance abuse, or psychiatric services?

Service	Year	Doctor	Issue at Time

**FAMILY SITUATION**

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

Names and ages of other adults & children residing in the home:

Name	Age	Relationship to Client

**Mother's-**

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

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

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

**Father's-**

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

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

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

Are there any family members experiencing significant medical problems or substance abuse?

**(Please indicate relationship to child):**

Medical Problems-

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

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

Alcohol Use-

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

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

Drug Use-

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

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

Tobacco Use-

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

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

Caffeine Use-

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

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

Has your child had previous counseling?    Yes    No

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

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

**GOALS FOR THERAPY**

What are the goals and outcomes you would like to achieve for your self/child with therapy?

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# Jayne D. Fergoda, LICSW

2110 Iron Street, Bellingham, WA 98225

360.734.2664 ext. 18

Licensed Independent Clinical Social Worker # LW5652

## TERMS OF SERVICE / DISCLOSURE STATEMENT

I am pleased that you have selected me as your therapist. This document is designed to ensure that you understand our professional relationship.

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### CONFIDENTIALITY AND PRIVACY:

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

### PEER REVIEW:

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 setting.

### OUR RELATIONSHIP:

Although you may at times feel very close to me, it is important for you to realize we have a professional relationship rather than a personal one. Professional ethics require that our contact be limited to the paid sessions you have with me. Please do not invite me to social gatherings, offer gifts, or ask me to relate to you in any way other than in the professional context of our counseling sessions. You will be best served if our relationship stays strictly professional and if our sessions concentrate exclusively on your concerns.

### FEES AND PAYMENT:

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

Initial Interview	\$150
Individual Therapy	\$100/hr
Couple/Family Therapy	\$125/hr

While this fee is usually collected in full at the beginning of each session, Freedman & Associates has agreements with Regence, Group Health Cooperative, and some other insurance companies to collect co-payments and co-insurance, if any, at the time of service and submit billings for the insurance company portion directly to them. They will pay Freedman & Associates directly for covered services. This billing procedure is a service to you provided through our arrangements with your insurer.

With other insurance carriers, we will decide together whether you will pay me the co-pay or co-insurance only or the full fee at the time of service. You are responsible for determining the specifics of your insurance coverage, as well as procuring relevant paperwork (such as primary care physician referrals) as your insurer may require. I will assist you by providing any necessary information.

**Please note that as the recipient of services, you are responsible for all charges not paid for by your insurance company. Payments will be due at the time the insurance company notifies us any unpaid portion.**

All insurance companies require that I diagnose your mental condition before they agree to pay for services. If you ask, I will inform you of the diagnosis I plan to render before I submit it to your insurance carrier. Also, some insurers require that I coordinate care with your primary care physician and/or a behavioral health care manager. If you have any questions about the details of your plan, please refer to your benefits booklet or contact your insurer.

APPOINTMENTS:

\_\_\_\_\_

Appointments are 50 minutes and 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/no show fee equal to **half of the fee** for the session missed. Telephone therapy time is prorated at the same rate as in-office therapy. Please initial in the box provided to acknowledge you have read and understand the Appointment and Cancellation/No Show Fee Policy.

ATTENDANCE:

\_\_\_\_\_

Attending scheduled appointments is critical to the success of counseling. If missed appointments become a concern, I will initiate a conversation about how to remain engaged in services. I may request that an attendance contract be discussed and signed. Please initial in the box provided to acknowledge that you have read and understand the Attendance Policy.

CANCELLATIONS:

**In the event that you are unable to keep an appointment, you must notify me 48 hours in advance. If I do not receive such advanced notice, you will be responsible for paying for the full fee for the session you missed. We cannot bill your insurance for missed sessions, and insurance will not pay for missed sessions.**

If you need to cancel or reschedule, you can leave a message on my voice mail at (360) 734-2664, ext 18. Also, please remember to leave your home and work phone numbers with every message as I am not always in the office when retrieving messages and may not be able to get back to you otherwise.

EMERGENCIES:

If you are unable to reach me when you feel the need for some emergency help, Freedman & Associates also has a 24-hour on-call therapist who can be reached by calling (360) 325-3999. There is no charge for on-call contacts less than 10 minutes. If a contact of more than 10 minutes is necessary, a fee will be charged at my usual hourly rate. In the case of a life-threatening emergency please call 911, go to the **Emergency Room**, or call the 24-hour Crisis Line at 1-800-584-3578.

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 complaints to The Department of Health, Health Professionals Quality Assurance Division, P.O. Box 47869, Olympia WA 98504-7869, or call them at (360) 236-4700.

*By signing below, I attest that I have read, understood, and agreed to these policies, and have received my own copy of this disclosure statement. I also give Freedman & Associates my permission to release to my insurance company any medical or other information necessary to receive payment for my sessions.*

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

\_\_\_\_\_  
Jayme D. Fergoda, LICSW

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please read the attached Notice of Privacy Practices for more information about your privacy rights, and initial here to acknowledge that you received a copy of the Notice: \_\_\_\_\_**

**Jayme D. Fergoda, LICSW**  
2110 Iron Street, Bellingham, WA 98225  
360-734-2664 ext. 18  
Licensed Independent Clinical Social Worker #LW5652

<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.