

CONFIDENTIAL CLIENT INFORMATION: SPOUSE #1

Client Name _____ DOB _____ Age _____

Address _____

City _____ State _____ Zip _____

Phone: Work _____ Home _____ Cell _____

Email _____

Employer _____ Occupation _____

Marital Status: ___ Single ___ Married ___ Divorced ___ Separated ___ Widowed

Race: ___ African American ___ Asian ___ Caucasian ___ Latino/Hispanic ___ Native American ___ Other

Religion: ___ Christianity ___ Buddhism ___ Hinduism ___ Islam ___ Judaism ___ Other ___ None

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone Number: _____

Did you hear of RPC from a Church, Physician, or other Counseling Professional? Yes ___ No ___

If yes, please specify _____

If no, how did you hear about RPC? _____

Have you ever been seen by a Counselor at Restoration Place? If yes, please name counselor and approximate date of last treatment _____

What would you like to gain from counseling?

What are the most significant stresses that you are currently dealing with?

For Office Use Only

Counselor Initials: _____

Start Date: _____ Age: _____ Race: C AA L/H A NA O Marital Status: S M D Sep W

Fee Info: Insurance \$ _____ Diag Code _____ SS \$ _____ Referred to RPC: _____

Chief Complaint: _____ HO ___ (SS) ___ (TN) ___ (CC)

Marital Satisfaction Assessment (for Spouse #1)

Please rate each of the following in regard to satisfaction in your marriage.

5 = Very Satisfied 4 = Satisfied 3 = Neutral 2 = Dissatisfied 1 = Very Dissatisfied

What is your current level of relationship satisfaction	1	2	3	4	5
What is your current level of commitment	1	2	3	4	5
Degree to which you feel loved by spouse/partner	1	2	3	4	5
The amount of trust you have in your spouse/partner	1	2	3	4	5
Level of communication with your spouse/partner	1	2	3	4	5
Financial health of your relationship	1	2	3	4	5
Level of satisfaction in your sexual relationship	1	2	3	4	5
Frequency of sexual relations with your spouse	1	2	3	4	5
Level of spiritual connection with your spouse/partner	1	2	3	4	5
Level of satisfaction with your spouse's parenting style	1	2	3	4	5
Level of support received from family/friends	1	2	3	4	5

Please list three strengths of your current relationship:

Please list three areas of weakness in your current relationship:

Please make one suggestion as to something you could personally do to improve your marriage, regardless of what your partner does. _____

Thank you for your time in giving us this information.
We pray this journey will be one leading to healing and wholeness in your life.

CONFIDENTIAL CLIENT INFORMATION: SPOUSE #2

Client Name _____ DOB _____ Age _____
Address _____
City _____ State _____ Zip _____
Phone: Work _____ Home _____ Cell _____
Email _____
Employer _____ Occupation _____

Marital Status: ___ Single ___ Married ___ Divorced ___ Separated ___ Widowed
Race: ___ African American ___ Asian ___ Caucasian ___ Latino/Hispanic ___ Native American ___ Other
Religion: ___ Christianity ___ Buddhism ___ Hinduism ___ Islam ___ Judaism ___ Other ___ None

Emergency Contact Name: _____ Relationship: _____
Emergency Contact Phone Number: _____

Did you hear of RPC from a Church, Physician, or other Counseling Professional? Yes ___ No ___
If yes, please specify _____
If no, how did you hear about RPC? _____
Have you ever been seen by a Counselor at Restoration Place? If yes, please name counselor and
approximate date of last treatment _____

What would you like to gain from counseling?

What are the most significant stresses that you are currently dealing with?

Marital Satisfaction Assessment (for Spouse #2)

Please rate each of the following in regard to satisfaction in your marriage.

5 = Very Satisfied 4 = Satisfied 3 = Neutral 2 = Dissatisfied 1 = Very Dissatisfied

What is your current level of relationship satisfaction	1	2	3	4	5
What is your current level of commitment	1	2	3	4	5
Degree to which you feel loved by spouse/partner	1	2	3	4	5
The amount of trust you have in your spouse/partner	1	2	3	4	5
Level of communication with your spouse/partner	1	2	3	4	5
Financial health of your relationship	1	2	3	4	5
Level of satisfaction in your sexual relationship	1	2	3	4	5
Frequency of sexual relations with your spouse	1	2	3	4	5
Level of spiritual connection with your spouse/partner	1	2	3	4	5
Level of satisfaction with your spouse's parenting style	1	2	3	4	5
Level of support received from family/friends	1	2	3	4	5

Please list three strengths of your current relationship:

Please list three areas of weakness in your current relationship:

Please make one suggestion as to something you could personally do to improve your marriage, regardless of what your partner does. _____

Thank you for your time in giving us this information.
We pray this journey will be one leading to healing and wholeness in your life.

FEES FOR SERVICES AGREEMENT

Standard 1-hour sessions at RPC are billed at \$100.00 per session. We offer a significantly discounted sliding fee scale for those clients who are not covered by insurance or who choose not to utilize insurance coverage to pay for services.

Please read and initial each term of this fees and services agreement as explained below.

___ **Payment Responsibility** The client is responsible for payment of his/her own bill. In the case of a minor, the parent or guardian who signs this form is responsible for payment. Payment includes co-pay, deductible, or co-insurance for clients with eligible coverage through insurance and/or fees based on our sliding scale. Fees for clients without eligible coverage through insurance will automatically be calculated based on our sliding scale. The client will be responsible for claims that are denied.

___ **Annual Household Income (AHI) Documentation** Clients using the RPC Sliding Scale are required to annually complete the Sliding Scale Eligibility Worksheet and provide proof of total Annual Household Income (AHI) in order to determine their placement on our sliding scale of fees. Clients who do not provide current AHI will be subject to our standard fee. AHI includes all adults living within the home who contribute to household expenses. Acceptable forms of AHI include most recent tax return, W-2, 2 or more paystubs, letter from employer, self-employment ledger, social security or unemployment benefits letter, or termination paperwork.

___ **Fees for Phone Consultation, Documentation, Court Appearances** Any phone contact between client and counselor other than scheduling appointments, including but not limited to phone sessions, writing letters, appearing in court, etc., is considered consultation and will be charged at an hourly rate of **\$50.00**, pro-rated by the quarter hour.

___ **Payment Terms** All payments, including co-pays and/or deductibles, are due at the beginning of each session. ***If payment is not made at that time, your session will be rescheduled.*** Fees are payable by cash, check or major credit card. There is a convenience fee of \$2.00 for all credit card payments. For clients with insurance coverage, if your insurance fails to pay, you will be responsible for the full payment of the allowable amount contracted and set by the insurance company. Any client with two (2) outstanding invoices will not be scheduled for a session until balance is paid in full. Prepaid balances of funds less than \$25 will not be refunded after 90 days following the treatment termination.

___ **Fees for No-Shows or Late-Cancelled Appointments** It is our policy to require 24 business hours notification for any cancellation or rescheduling of appointments. All clients not adhering to this policy will be charged a fee of **\$40** for each no show or late-cancelled appointment, regardless of their sliding scale fee or insurance coverage. Insurance does not pay for missed or late cancelled appointments; therefore, the client will be responsible for the full amount of this fee. All clients are required to have a current credit card on file. Card will be automatically charged for no shows and late cancels unless otherwise paid within the allotted time frame. Email and text reminders are a courtesy only. It is the client's responsibility to attend all scheduled appointments. Lack of receipt of either of these reminders does not excuse a late cancellation or no-show appointment as RPC cannot guarantee delivery of such reminders.

___ **Returned Checks** All checks returned as NSF (insufficient funds) require a cash payment of the check amount plus a \$25 service fee prior to scheduling additional sessions with counselor.

___ **Release of Information/Assignment of Benefits** Clients who choose to utilize insurance as payment or to file other insurance for reimbursement give authorization to Restoration Place Counseling to release information to their insurance company relating to all claims for benefits. For clients requesting reimbursement by their non-accepted insurance company, the billing administrator will sign off on insurance forms for you to submit to your insurance company; however, full payment of your determined fee is due at the time of the session.

Read the following and select one:

_____ I choose for RPC to file BlueCross BlueShield/Cigna insurance on my behalf for counseling services.

_____ I choose to use the RPC Sliding Scale.

If the second option was chosen, please complete the Sliding Scale Table below.

As explained on page 1 of the Fees for Services Agreement, the Sliding Fee Scale is calculated according to the Annual Household Income for one year. All parties / adults who contribute to the household income should be included. Updated proof of AHI will be required annually for the duration of the client's treatment.

Directions: Based on your AHI documentation, fill in your total annual household income (gross) at the top of the chart and then initial beside the corresponding tier of fees. Clients who do not provide proof of income will be charged the standard rate of \$100/session until that proof is received.

Client's AHI: \$ _____		
Initial	If your household income is:	Then your fee per session is:
	Under \$30,000	\$25.00
	\$30,000 - 34,999	\$30.00
	\$35,000 - 39,999	\$35.00
	\$40,000 - 44,999	\$40.00
	\$45,000 - 49,999	\$45.00
	\$50,000 - 54,999	\$50.00
	\$55,000 - 59,999	\$55.00
	\$60,000 - 69,999	\$60.00
	\$70,000 - 79,999	\$70.00
	\$80,000 - 89,999	\$80.00
	\$90,000 - 99,999	\$90.00
	\$100,000 + (Standard Rate)	\$100.00

By initialing the terms on page 1 and signing below, I acknowledge that I have read, understood, and accepted these terms of my financial responsibility.

By completing the scale above and signing below, I acknowledge that the information presented is current and true.

Client's signature _____ Date _____

SLIDING SCALE ELIGIBILITY WORKSHEET

All clients who wish to take advantage of our sliding scale of discounted fees must complete this form annually and provide the necessary documentation. Acceptable forms of documentation include most recent tax return, W-2, 2 or more paystubs, letter from employer, self-employment ledger, social security or unemployment benefits letter, or termination paperwork.

Client Name _____ Today's Date ____/____/_____

# of Members in the Household _____ (including client; please list below)		
Name	Relationship (spouse, child, etc.)	Age
1) Client	Client	
2)		
3)		
4)		
5)		
6)		

Household Member Salary/Wages including Tips (gross amount BEFORE taxes are taken out)			
Name	Avg Amount	Pay Frequency... (circle one)	Employer
Client	\$	weekly bi-weekly bi-monthly monthly yearly	
	\$	weekly bi-weekly bi-monthly monthly yearly	
	\$	weekly bi-weekly bi-monthly monthly yearly	
	\$	weekly bi-weekly bi-monthly monthly yearly	
	\$	weekly bi-weekly bi-monthly monthly yearly	
	\$	weekly bi-weekly bi-monthly monthly yearly	

Other Monthly Income for ALL Household Members (including minors)	
Social Security	\$
Disability	\$
Alimony/Separation Payments	\$
Child Support	\$
Retirement Pension	\$
Interest Income	\$
Rental Income	\$
Unemployment Benefits	\$
Family Member Support	\$
Other	\$

PAY FREQUENCY

Weekly = paid every week.
Bi-Weekly = paid every other week.
Bi-Monthly = paid 2 times per month.
Monthly = paid 1 time per month.

SLIDING SCALE ELIGIBILITY WORKSHEET CONT'D

If you do **NOT** fall in our lowest fee tier of \$25 based on your annual household income and you wish to be considered for a further discount because of extenuating financial circumstances, please indicate that by checking this box and following the instructions below.

Only those clients who attend regular sessions and are invested in counseling will be considered for further discount. Please use the space provided below to explain in detail why you should be considered for an additional discount. In addition to proof of income documentation, attach documentation of ALL monthly expenses. (This includes regular monthly bills, medical bills, debts, all monies going out of household on a monthly basis.)

I affirm that the information provided on this eligibility worksheet is true and correct to the best of my knowledge. I agree that any misleading or falsified information, and/or omissions may disqualify me from further consideration for the sliding scale fee option. I further agree to inform RPC if there is a significant change in my income and/or financial circumstance. I acknowledge that I have read and fully understand the Sliding Scale Eligibility Worksheet. (If you have requested an additional discount above, RPC will review your request and provided documentation. You will be notified of a decision within 7-10 days. A discounted fee can be any amount on our scale but will be no less than \$25 per session.)

Printed Name _____ Date: ___/___/_____

Signature _____

For RPC Office Use Only	
Salary/Wages Total	\$
Other Income Total	\$
AHI Total	\$
Sliding Scale Fee	\$
Adjusted Fee (if applies)	\$
Approved By	

INSURANCE INFO FORM

ALL CLIENTS: Please check one of the boxes below. If you have BCBS or CIGNA coverage and choose to file claims for services at RPC, please complete this entire form. (Clients must present a current, valid insurance card at the first appointment in order to use insurance.)

- I do not have insurance coverage and will be using the RPC sliding scale.
- I have other insurance coverage not accepted at RPC. I will be using the RPC sliding scale. For our information, please list your coverage provider not accepted at RPC: _____
- I have coverage through Blue Cross Blue Shield.
- I have coverage through Cigna.

Client Name (as listed on the insurance policy): _____

Client's Individual Subscriber ID # (please include all letters/numbers): _____

Group # (if applicable): _____

Client's Date of Birth (mm/dd/yyyy): ____/____/____

Client's Relationship to Subscriber: Self Spouse Child

If you are the Spouse or Child of the policy subscriber, please complete the following:

Subscriber's Name (as listed on the insurance policy): _____

Subscriber's Date of Birth (mm/dd/yyyy): ____/____/____

Subscribers Complete Address: _____

Subscriber's Gender: Male Female

- Check one:
- I have not met my deductible.
 - I have met my deductible.
 - I have met my out of pocket amount for this benefit period.
 - I have a copay only for mental health services.
 - I am unsure of my coverage details.

***Please alert RPC immediately if you have any changes in coverage type or benefits.

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU GET ACCESS TO THIS INFORMATION. PLEASE READ THIS NOTICE CAREFULLY. YOUR PRIVACY IS IMPORTANT TO US.

Your record contains personal information about you and your health. This information that may identify you and that relates to your past, present or future physical or mental health condition and related health care services is referred to as Protected Health Information (PHI). This Notice of Privacy Practices describes how we may use or disclose your PHI in accordance with applicable law. It also describes your rights regarding how you may gain access to and control you PHI.

We are required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices. We reserve the right to change the terms of our Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at the time. We will provide you with a copy of the revised Notice of Privacy Practices by sending a copy to you in the mail upon request or providing one to you at your next appointment.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:

FOR TREATMENT: Your PHI may be used or disclosed by those involved in your care for providing, coordinating, or managing your health care treatment and services. We may disclose PHI to other consultants only with your authorization.

FOR PAYMENT: We may use and disclose PHI so that we can receive payment for the treatment services provided to you. This will only be done with your authorization. Examples are making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities.

FOR HEALTHCARE OPERATIONS: We may use and disclose, as needed, your PHI in order to support our business activities. For example, we may share your PHI with third parties that perform various business activities (e.g. billing or data entry services) provided we have a written contract with the business that requires it to safeguard the privacy of your PHI. For training and teaching purposes, PHI will be disclosed only with your authorization. We may use your PHI to call or write to you of appointments and to inform you of additional services or treatment alternatives that are available to you.

REQUIRED BY LAW: Under the law, we must make disclosures of your PHI to you upon your request. In addition, we must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigation or determining our compliance with the requirements of the Privacy Rule.

LIMITED RIGHT TO USE NON-IDENTIFYING PERSONAL INFORMATION FROM BIOGRAPHIES, LETTERS, NOTES, AND OTHER SOURCES: Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of Restoration Place Counseling. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for fund-raising and promotional purposes that are directly related to our mission. Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without the client's express advanced permission.

You may specifically request that NO information be used whatsoever for promotion purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.

THE FOLLOWING IS A LIST OF THE CATEGORIES OF USES AND DISCLOSURES PERMITTED BY HIPAA WITHOUT AUTHORIZATION:

Abuse and Neglect	Judicial/Administrative Proceedings	Emergencies
Law Enforcement	National Security	Public Safety (Duty to Warn)

Applicable law and ethical standards permit us to disclose information about you without your authorization only in a limited number of other situations. The types of uses and disclosures that may be made without your authorization are those that:

- Required by law, such as the mandatory reporting of child abuse or neglect or mandatory government agency audits or investigations (such as state licensing boards or health department).
- Required by Court Order
- Necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. If information is disclosed to prevent or lessen a serious threat, it will be disclosed to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

YOUR RIGHTS REGARDING YOUR PHI: You have the following rights regarding your personal PHI maintained by our office.

- **Right of Access to Inspect and Copy** You have the right, which may be restricted only in exceptional circumstances, to inspect and copy PHI that may be used to make decisions about your care. Your right to inspect and copy PHI will be restricted only in those situations where there is compelling evidence that access would cause serious harm to you. We reserve the right to charge a reasonable fee for copies.
- **Right to Amend** If you feel that the PHI we have about you is incorrect or incomplete, you may ask us to amend the information, although we are not required to agree to the amendment.
- **Right to an Accounting of Disclosures** You have the right to request an accounting of certain of the disclosures that we make of your PHI. We may charge you a reasonable fee if you request more than one accounting in any 12-month period.
- **Right to Request Restrictions** You have the right to request a restriction or limitation on the use or disclosure of your PHI for treatment, payment, or health care operations. We are not required to agree with the request.
- **Right to Request Confidential Communication** You have the right to request that we communicate with you about medical matters in a certain way or in a certain location.
- **Right to a Copy of this Notice**
- **Electronic Transaction Standards**

QUESTIONS AND COMPLAINTS: If you have questions about this notice or think your privacy rights have been violated by us, or you want to complain to us about our privacy practices, please contact Ms. Cindy Mondello, Executive Director of Restoration Place Counseling, at 336-542-2060. You may also send a written complaint to the United States Secretary of the Department of Health and Human Services. If you file a complaint, we will not take any retaliatory action against you or change our treatment of you in any way.

Signature

Date

CONSENT FOR SERVICES at RESTORATION PLACE COUNSELING

This document contains important information about our professional services and business policies. The law requires that we obtain your signature acknowledging that we have provided you with this information before we begin sessions. When you sign this document, it will also represent an agreement between us. You may revoke this Agreement at any time in writing.

SESSIONS, FEES, AND CONTACTING OUR OFFICE

Sessions are typically one hour unless prearranged differently. Because other clients may be scheduled before and after you, RPC asks that you arrive on time. As well, the RPC staff is committed to respecting your time and following the appointment schedule. If an emergency occurs that prevents a therapist from beginning your session on time, your therapist will step out and inform you of this. If you are unable to keep an appointment, please call to cancel or reschedule at least 24 hours in advance to avoid late cancellation or no-show fees.

Payment is expected at the beginning of each session, payable by check, cash, or credit/debit card. Please see the attached Fees for Services Agreement for details regarding payment, amount of session fee, etc. RPC files BCBS health insurance only, and is willing to give you a receipt for any other coverage provider for which to file yourself. Health insurance companies often require that agencies provide a diagnosis and indicate the reason for treatment before they agree to reimburse you. In the event a diagnosis is required, your therapist will inform you of the diagnosis prior to submission to the health insurance company. Any diagnosis made will become part of your permanent insurance record.

Our office may be contacted Monday through Friday from 9am - 4:30pm. We make every effort to answer all phone calls; however, if we are unavailable or helping another client, your call will be transferred to a confidential voicemail. Calls will be returned within 24 hours, with the exception of weekends and holidays. If you are difficult to reach, please inform us of times when you will be available for a return call.

CONFIDENTIALITY AND SUPERVISION

In order to provide you with a trusting therapeutic environment, RPC will maintain confidentiality of our communication. This means that what you share is private and protected by law, and only under certain legal obligations or at your written consent is RPC able to disclose this privileged information. All communication, including diagnosis and treatment planning, becomes part of your permanent clinical record that is kept in a secure location at RPC. You have the right to request a copy of your record, and this request must be made in writing. In the case of unforeseen circumstances such as death or incapacitation, your files will remain held securely and confidentially by RPC.

The following are exceptions to confidentiality: (1) if you disclose that you intend to harm yourself or someone else; (2) if your counselor determines that you are a danger to yourself or someone else; (3) if information is revealed about alleged child, elder, or disabled adult abuse, even if suspected by a third party; (4) if your records are ordered from me by a court of law or if you subpoena your records; and, (5) if you take legal action against RPC, you forfeit your right to confidentiality. If you wish to contest the disclosure of your records under these (4, 5) circumstances, you may do so in writing within ten (10) days of our office receiving notice of the records request.

If you choose to communicate via e-mail or text message, please know that RPC cannot ensure nor will it be held responsible for a breach in confidentiality. E-mail and text messaging have no confidentiality in the view of the court, and RPC advises against its use. Each RPC counselor reserves the right to decide whether she will communicate in this way.

Please check the appropriate box below related to email and text message communications:

- _____ I agree to receive communication via email messages for appointment reminders and related information
- _____ I do NOT agree to receive communication via email messages
- _____ I agree to receive text messages for appointment reminders and related information
- _____ I do NOT agree to receive text messages for appointment reminders and related information

MINORS AND PARENTS

Clients under 18 years of age who are not emancipated (and their parents) should be aware that the law allows parents to examine their child’s treatment records unless we believe that doing so would endanger the child. Because privacy in services is often crucial to successful progress, particularly with teenagers, it is our policy to request from parents that they consent to give up their access to their child’s records. If they agree, during treatment, we will provide them only with general information about the progress of the child’s treatment, and the child’s attendance at scheduled sessions. Any other communication will require the child’s Authorization to Release Information, unless we feel that the child is in danger or is a danger to someone else, in which case, we will notify the parents of the concern. Before giving parents any information, we will discuss the matter with the minor, if possible, and will do our best to handle any objections the child may have.

CONSENT FOR EMERGENCY CARE

In the event of an emergency, you authorize RPC to seek emergency medical/dental care if you become ill or have an accident while participating in services. This shall include emergency first aid rendered by staff. You agree to hold harmless RPC and its personnel from liability caused by their taking any emergency procedures and or/contacts. You will assume the full responsibility of all incurred emergency treatment expenses.

ACCEPTANCE AND CLOSURE

Should your RPC counselor feel that she cannot continue to help you utilizing the techniques she has available, she will discuss this with you and refer you to another professional either within RPC or externally based on your preference. Should you decide to end counseling at any point, RPC will respect your decision and assist in transitioning you to another preferred provider.

AGREEMENT

Thank you for the privilege to serve you. Unless revoked in writing by you, this consent is valid until one year from the date this consent is signed, and will be updated annually.

Your signature below indicates that you understand and agree to all of the items outlined above and consent to services.

_____ **Print Name of Spouse/Client #1**

_____ **Date**

_____ **Signature of Spouse/Client #1**

_____ **Date**

_____ **Print Name of Spouse/Client #2**

_____ **Date**

_____ **Signature of Spouse/Client #2**

_____ **Date**