ASSOCIATES FOR PSYCHOTHERAPY & EDUCATION, PC
NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. <u>Please review it carefully</u>.

The Health Insurance Portability and Accountability Act of 1996, (HIPAA), effective April 14, 2003, mandates that health care providers inform individuals of their rights with regard to Protected Health Information, (PHI) (information that is personally identifiable; your name, address, phone number, social security number, etc.). To this end we have listed below the individuals who have access to your PHI and the circumstances in which we would use or disclose your PHI:

Associates for Psychotherapy & Education, PC (any and all employees) will use and disclose PHI for the following reasons:

1. With consent from the Client or Parent should the client be a minor.
2. Where legal regulations explicitly demand disclosure without the client's consent. *Client is a danger to self or others, in the case of known or suspected child abuse or neglect, we may inform law enforcement officials, (i.e., Police, Sheriff's Dept., Department of Social Services) and when ordered to by a court order, court ordered subpoena, administrative tribunal, (social security admin).*
3. With your consent we will share information to coordinate your care with your primary care physician.
4. At your request we will send service information and diagnosis to your insurance company for claims payment. We will also abide with Quality Assurance practices of the insurance company if we send in claims to them.
5. At your request we will send information regarding your services to your attorney or other selected individual.
6. In the case of a mandatory employee assistance referral we will, with your consent, send compliance information to the appropriate person at work.
7. The department of Health & Human Services (HHS) can view your PHI as a part of a compliance audit with the HIPAA standards.

Associates for Psychotherapy & Education, PC (any and all employees) **will not** use or disclose PHI for monetary gain from advertising or marketing or as a part of independent or cooperative research.

The following are your rights to your PHI in our office:

1. Right of Notice – You have the right to read this privacy notice and know how Associates for Psychotherapy & Education, PC uses the clients' PHI.
2. Right to Protect – You have the right to control the use of your PHI. HIPAA dictates that if you don't wish to give consent for disclosure of your PHI we will not take action against you.
3. Right to Access – You have the right to look at your PHI.
4. Right of Accounting – You get to know where your PHI goes.
5. Right of Amendment – You have the ability to request that the health care provider amend or modify the PHI.

Ironically, HIPAA also mandates that you be informed that Associates for Psychotherapy is not required to honor the previous requests. We will make every effort to comply with your requests.

I have read and understand My HIPPA privacy rights. Additional information is available to further explain your rights should you need additional assistance. Ask for and review it if you need additional explanation of your rights.

MENTAL HEALTH PROFESSIONAL'S DISCLOSURE

1. The practice of licensed or registered persons in the field of psychotherapy is regulated by the Mental Health Licensing Section of the Division of Registrations. The Department of Regulatory Agencies can be reached at 1560 Broadway, Suite 1550, Denver, CO 80202, 303-894-7855. As to the regulatory requirements applicable to mental health professionals:
   - ✓ Registered psychotherapist is a psychotherapist listed in the State's database and is authorized by law to practice psychotherapy in Colorado but is not licensed by the state and is not required to satisfy any standardized educational or testing requirements to obtain registration from the state.
   - ✓ Certified Addiction Counselor I (CACI) must be a high school graduate, complete required training hours and 1,000 hours of supervised experience.
   - ✓ Certified Addiction Counselor II (CACII) must complete additional required training hours and 2,000 hours of supervised experience.
   - ✓ Certified Addiction Counselor III (CACIII) must have a bachelor's degree in behavioral health, complete additional required training hours and 2,000 hours of supervised experience.
   - ✓ Licensed Addiction Counselor must have a clinical master's degree and meet the CAC III requirements.
   - ✓ Licensed Social Worker must hold a master's degree in social work.
   - ✓ Psychologist Candidate, a Marriage and Family Therapist Candidate and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure.
   - ✓ Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Licensed Professional Counselor must hold a master's degree in their profession and have two years of post-master's supervision.
   - ✓ A Licensed Psychologist must hold a doctorate degree in psychology and have one year of post-doctoral supervision.
2. You are entitled to receive information from your therapist about the methods of therapy, the techniques used, the duration of your therapy (if known), and the fee structure. You can seek a second opinion from another therapist or terminate therapy at any time.
3. In a professional relationship, sexual intimacy is never appropriate and should be reported to the board that licenses, registers, or certifies the licensee, registrant or certificate holder.
4. Generally speaking, the information provided by and to the client during therapy sessions is legally confidential and cannot be released without the client's consent. There are exceptions to this confidentiality, some of which are listed in section 12-43-218 of the Colorado Revised Statutes, and the HIPAA Notice of Privacy Rights you were provided as well as other exceptions in Colorado and Federal law. For example, mental health professionals are required to report suspected child abuse to authorities. If a legal exception arises during therapy, if feasible, you will be informed accordingly. Mental Health Practice Act (CRS 12-43-101, et seq.) is available at http://www.dora.state.co.us/mentalhealth/Statute.pdf.

I have read the preceding information**;** it has also been provided verbally, and I understand my rights as a client or as the client's responsible party.

_____ _____

Client's or Responsible Party's Signature Print Client's name

_____ If signed by Responsible Party, state relationship

Date to client and authority to consent: _____

_____

ASSOCIATES FOR PSYCHOTHERAPY AND EDUCATION, PC

417 W 13th St.
PUEBLO, CO 81003

NO SHOW / CANCELLATION/LATE POLICY

When we schedule your appointment, this is your time that has been reserved with your therapist. In order to provide the best care and service to our clients, we ask that you notify us 24 hours in advance to cancel and/or reschedule your appointment.

You will be charged a $55.00 fee for missed appointments or appointments cancelled with less than 24-hour notice and a $25.00 "time lost amount" for emergency cancellations.

After 3 NO-SHOWS OR CANCELLATIONS, you may be discharged from our care as a direct result of being "non-compliant to treatment."

If you are a new or established client and are late 15 minutes or more than your scheduled appointment time, the remainder of your appointment time will be considered a complete session.

We value our client/therapist relationship and will do everything we can to accommodate you and to achieve a positive outcome at our office.

I have read this carefully. I understand the above policy and agree to be bound by this policy.

Signature	Relationship to patient	Date

Therapist's Signature	Date

Form date 4-2020

ASSOCIATES FOR PSYCHOTHERAPY AND EDUCATION, PC
CONFIDENTIAL CLIENT INFORMATION

Client Information

Name _____
Home Address _____
City _____ State _____ Zip _____
Home phone_____
Work phone_____ Cell _____
May we call or leave a message at home / cell? YES NO
May we call or leave a message at work? YES NO
Email address_____
Date of Birth _____ Age _____ Sex _____
Social Security No. _____
Level of Education _____

Responsible Party Information

Name _____
Home Address _____
City _____State_____Zip_____
Home phone _____
Work phone_____ Cell_____
Relationship to Client: Parent _ Spouse _ Other _
Referral Source _____
For Minors: Name(s) of Custodial Parent(s)
Guardian(s):_____
_____
_____

INSURANCE INFORMATION

Name of Policy Holder_____ Policy Holder's SSN (REQUIRED)_____
Policy Holder's Employer _____
Primary Insurance Co _____ Member ID#_____ GROUP# _____
Secondary Insurance Co _____ Member ID# _____ GROUP# _____

OFFICE USE ONLY

Intake Date: _____ **Discharge Date**: _____

Received Therapist Information ____
Signed Mental Health Disclosure ____
Received Professional's Client Rights & Responsibilities ____

Diagnosis: _____
Emergency Contact _____ Phone # _____
Therapist: _____

Information Released

To_____ Info_____ Date_____ By_____
To_____ Info_____ Date_____ By_____
To_____ Info_____ Date_____ By_____
To_____ Info_____ Date_____ By_____

NOTICE: FURTHER DISCLOSURE OF THIS INFORMATION IS PROHIBITED BY FEDERAL LAW (42 C.F.R., PART 2)

NAME: _____

CLIENT RIGHTS AND RESPONSIBILITIES

Treatment Philosophy-Explanation of Brief Therapy

Brief therapy is goal-directed, problem-focused treatment. This means that treatment goal/goals are established after a thorough assessment. All treatment is then planned with the goal(s) in mind and progress is made toward meeting the goal(s) in a time efficient manner. I will take an active role in setting and achieving my treatment goals. My commitment to this treatment approach is necessary for me to experience a successful outcome. If I ever have any questions about the nature of the treatment or care, I will not hesitate to ask.

INITIAL HERE: _____

Limits of Confidentiality Statement

All information between practitioner and client is held strictly confidential. There are legal exceptions to this:

1. The client authorizes a release of information with a signature.
2. The client's mental condition becomes an issue in a lawsuit.
3. The client presents as a physical danger to self.
4. The client presents as a danger to others.
5. Elderly or child abuse and/or neglect are suspected.
6. The violation of psychotherapy licensing laws is suspected.

In the latter three cases, the practitioner is required by law to inform potential victims and legal authorities so that protective measures can be taken. All written and spoken material from any and all sessions is confidential unless written permission is given to release all or part of the information to a specified person, persons, or agency. If group therapy is utilized as part of the treatment, details of the group discussion are not to be discussed outside of the counseling sessions.

INITIAL HERE: _____

Release of Information

I authorize release of routine information to my insurance company for claims, certification, case management, quality improvement, and benefit administration, understanding that information may be shared with other therapists at Associates for Psychotherapy for emergency on-call purposes and clinical supervision.

INITIAL HERE: _____

Consent for Telehealth Services

I agree to receive telehealth services telephonically, via doxy.me or zoom during a time of crisis or if an occasion arises where it's inconvenient to attend sessions.

INITIAL HERE: _____

After Hours and Emergency Access:

An on-call practitioner is available after hours to handle current client's urgent calls. By calling the main office number after hours, I will be instructed how to contact the on-call practitioner. I can also call Colorado Crisis Services at 1-844-493-8255.

INITIAL HERE: _____

Financial Terms: Cash payment, Deductibles and Co-payments

Associates will send claims to my primary insurance company, at no charge. A charge of $55.00 will be assessed for missed appointments or appointments cancelled with less than 24-hour notice. Emergency cancellations will be assessed a $25.00 "time lost amount". Office services including phone calls will be charged at the same rate as my therapist's fee for service. The above fees are not covered by insurance plans. I am responsible for obtaining prior authorization for treatment from my insurance carrier when necessary. I am responsible for co-payment and deductibles as set by my benefit plan. I authorize Associates for Psychotherapy to send claims to and receive payment from my insurance plan for all current and future claims. Should my account become delinquent, I authorize a reasonable collection fee on any unpaid balance. Co-payment amounts are set by my benefit plan. Payment is due and payable at each appointment. A $5.00 billing fee will be charged if my portion is not paid at time of service. **I understand that the information I receive regarding insurance coverage for my services (including copayment/coinsurance) is an estimate based on information received from my insurance company. Should the actual claims payment amount be different from this estimate, I agree that I am responsible to pay any additional amount.** I understand that I

(PLEASE CONTINUE ON BACK SIDE)

NAME: _____

will be told of any costs for services beyond or outside of insurance benefits, or for special modalities of treatment not covered by benefit plan. A written agreement will be signed between this office/ practitioner and me. This agreement will outline the understanding of what service is not a covered benefit. If I change insurance coverage, it is my responsibility to inform this office. If at any time during treatment I become ineligible for insurance coverage, I will notify the office and become responsible for any balance due.

INITIAL HERE: _____

Cancellation and Missed Appointment Policy

Associates for Psychotherapy understands emergencies but, my appointment time is reserved especially for me. I understand that I will be charged for missed or canceled appointments if I give less than 24-hour notice. Repeated "no-show" appointments could result in a referral back to the insurance company for assignment to another practitioner. My insurance will not be billed for missed or canceled appointments.

INITIAL HERE: _____

Case Closure

Please note that your file may be closed if we do not have any contact with you for 90 days. Feel free to contact us if future services are desired.

INITIAL HERE: _____

Appeals and Grievances

Associates for Psychotherapy therapists' goal is to provide the best service appropriate to your needs. Any time I have questions, comments or complaints about services, I can feel free to contact Dr. Annette Long, Clinical Director of Associates for Psychotherapy & Education at 417 W. 13th St. Pueblo, CO 81003. The practice of psychotherapy is regulated by the Department of Regulatory Services, and questions or complaints may also be addressed to them at 1560 Broadway, Suite 1340, Denver 80203, 303-894-7766.

INITIAL HERE: _____

I also understand that I may submit a complaint (a Grievance) to Associates for Psychotherapy at any time to register a complaint about my care or I may send the complaint directly to my insurance company. Associates for Psychotherapy has access to information and forms to facilitate this.

INITIAL HERE: _____

Consent for Treatment

I authorize and request my practitioner carry out psychological exams, treatment and/or diagnostic procedures, which now, or during the course of my treatment, become advisable. I understand the purpose of these procedures will be explained to me upon my request and that they are subject to my agreement. I understand that while the course of my treatment is designed to be helpful, my practitioner can make no guarantees about the outcome of my treatment. Further, the psycho-therapeutic process can bring up uncomfortable feelings and reactions such as anxiety, sadness, and anger. I understand that this is a normal response to working through unresolved life experiences and that these reactions will be worked on between my practitioner and me.

INITIAL HERE: _____

_____ _____

Client/Guardian Signature Date

General Consent for Child or Dependent Treatment

I am the legal guardian or legal representative of the client and on the client's behalf I legally authorize the practitioner/group to bill for and accept payment for services under the health care benefit which I have provided. I accept responsibility for paying the financially responsible individual's portion of any fees. I also understand that all policies described in this statement apply to the individual I represent.

_____ _____

Client Name Client Social Security #

_____ _____

Signature of Legal Guardian/Legal Representative Date

_____ _____

Therapist Signature Date

CLIENT NAME: _____ DATE OF BIRTH _____

PATIENT HEALTH QUESTIONNAIRE-9 (PHQ-9)

Over the last 2 weeks, how often have you been bothered by any of the following problems? *(Use "√" to indicate your answer)*	Not at all	Several days	More than half the days	Nearly every day
1. Little interest or pleasure in doing things	0	1	2	3
2. Feeling down, depressed, or hopeless	0	1	2	3
3. Trouble falling or staying asleep, or sleeping to much	0	1	2	3
4. Feeling tired or having no energy	0	1	2	3
5. Poor appetite or overeating	0	1	2	3
6. Feeling bad about yourself--or that you are a failure or have let yourself or your family down	0	1	2	3
7. Trouble concentrating on things, such as reading the newspaper or watching television	0	1	2	3
8. Moving or speaking so slowly that other people could have noticed? Or the opposite—being so fidgety or restless that you have moving around a lot more than usual	0	1	2	3
9. Thoughts you would be better off dead or of hurting yourself in some way	0	1	2	3

Scoring Guide

0-4	Minimal depression
5-9	Mild depression
10-14	Moderate depression
15-19	Moderately severe depression
20-27	Severe depression

FOR OFFICE CODING__0__ + _____ + _____ + _____
=TOTAL: _____

If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?

☐ Not difficult at all ☐ Somewhat difficult ☐ Very difficult ☐ Extremely difficult

Therapist Signature: _____ DATE: _____

Client Name: _____ Date of Birth: _____

Generalized Anxiety Disorder 7-item (GAD-7) scale

Over the last 2 weeks, how often have you been Bothered by the following problems?	Not at all sure	Several days	Over half the days	Nearly every day
1. Feeling nervous, anxious, or on edge	0	1	2	3
2. Not being able to stop or control worrying	0	1	2	3
3. Worrying to much about different things	0	1	2	3
4. Trouble relaxing	0	1	2	3
5. Being so restless that it's hard to sit still	0	1	2	3
6. Becoming easily annoyed or irritable	0	1	2	3
7 Feeling afraid as if something awful might happen	0	1	2	3
	_____	_____	_____	_____
Add the score for each column		+	+	+
Total Scores (*add your column scores)* =	_____	_____	_____	_____

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people?
Not difficult at all _____
Somewhat difficult _____
Very difficult _____
Extremely difficult _____

Scoring Guide	
0-4	Minimal Anxiety
5-9	Mild Anxiety
10-14	Moderate Anxiety
15-21	Severe Anxiety

Therapist Signature: _____ Date: _____

BEHAVIOR QUESTIONNAIRE SCALE

CLIENT'S NAME: _____DOB: _____ DATE: _____

Below is a list of problems and areas of life functioning in which some people experience difficulties. Place an X on the response that best describes the degree of difficulty you have been experiencing in each area during the PAST MONTH. Please respond to each item. Do not leave any blank. If there is an area that you consider to be inapplicable, indicate that it is No Difficulty.

To what extent in the past month did you experience difficulty in the area of:	No Difficulty	A Little Difficulty	Moderate Difficulty	Quite a Bit of Difficulty	Extreme Difficulty
1. Managing day-to-day life (for example, getting places on time, handling money, making everyday decisions)					
2. Household responsibilities (for example, shopping, cooking, laundry, other chores)					
3. Work (for example, completing tasks, performance level, finding/keeping a job)					
4. School (for example, academic performance, completing assignments, attendance)					
5. Financial problems					
6. Leisure time or recreational activities					
7. Adjusting to major life stresses (Example: separation, divorce, moving, new job, new school, death of family/friend)					
8. Relationships with family members					
9. Getting along with people outside of the family					
10. Isolation or feelings of loneliness					
11. Being able to feel close to others					
12. Can't make friends					
13. Frequently feel guilty					
14. Feelings of suspiciousness or mistrust toward others					
15. Being realistic about yourself or others					
16. Feeling satisfaction with your life					
17. Lack of self-confidence, feeling bad about yourself					
18. Recognizing and expressing emotions appropriately					
19. Developing independence, autonomy					
20. Apathy, lack of interest in things					
21. Depression, hopelessness					
22. Fear, anxiety or panic					
23. Confusion, concentration, memory					
24. Can't make decisions					
25. Self-harm or suicidal thoughts now or previously					
26. Disturbing or unreal thoughts or beliefs					
27. Hearing voices that others do not hear					
28. See things others do not see					
29. Mood swings, unstable moods					
30. Uncontrollable, compulsive behavior (for example, eating disorder, hand-washing, hurting yourself)					
31. Physical symptoms (for example, headaches, aches or pains, sleep disturbance, stomach aches, dizziness)					
32. Victim of physical abuse					
33. Victim of sexual abuse					
34. Sexual activity or preoccupation					
35. Drinking alcoholic beverages					
36. Taking illegal drugs, misusing drugs					
37. Controlling temper, outbursts of anger, violence					
38. Past or present legal problems					

Therapist Signature_____ **For ages 12 and older**

MEDICAL HISTORY

NAME _____ Male__ Female___ DOB _____ DATE _____

FAMILY PHYSICIAN _____

A. Immediate Medical History:

Are you currently being treated for any medical or surgical condition? Yes _____ No _____

If yes, please explain _____

_____

If female, are you pregnant? Yes _____ No _____

Are you taking any medications now? List dosages and frequency. _____

_____

_____

Have you ever taken the following type of medications: Antidepressants, tranquilizers, Antabuse, pain or sleeping pills? Explain: _____

_____

Do you now have or have you ever had allergies and/or sensitivities? Yes _____ No _____

Please list: _____

Was there ever a time in your life you were using more alcohol or drugs than was good for you? What were the social, medical and/or legal complications?

_____

_____

B. List below any significant medical illnesses (present or past), injuries, and all surgeries you have undergone. Give year and place where treated.

_____

_____

_____

C. List below any significant health problems of parents, grandparents, and other close relatives:

_____

_____

_____

_____

D. Date of last medical assessment _____

_____ _____

Signature of Client Date

_____ _____ _____ _____

Signature of Parent or Legal Guardian Relationship Therapist's Signature Date 4/06

NOTICE: FURTHER DISCLOSURE OF THIS INFORMATION IS PROHIBITED BY FEDERAL LAW (42 C.F.R., PART 2)

ASSOCIATES FOR PSYCHOTHERAPY HEALTH CARE COORDINATION

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION TO PRIMARY CARE PHYSICIAN

Name: _____ DOB: _____

I hereby authorize the release of information listed below which may pertain to my medical history or treatment, including information relating to my mental health and/or substance abuse diagnosis or treatment to my primary care physician:

Physician Name _____

Address _____

Phone Number _____ Fax _____

I understand the purpose of the release is to permit my primary care physician to monitor and coordinate all care, which I may receive from specialists. This authorization is effective when signed, and may be revoked by me at any time, except to the extent action has been taken. If not earlier revoked, it shall automatically terminate in one year. Information authorized by this release will be provided to the authorized recipient only. I understand that additional information may be provided to this recipient only with signed consent from me, and further that I have a right to a copy of this authorization upon request.

_____ _____ _____

Signature of Client (15 years & older) Signature of Parent or Legal Guardian Date

_____

Signature of Witness

OFFICE USE

Dear Primary Care Physician:

I have seen your patient for services at Associates for Psychotherapy. The following information about the patient may be helpful for you in managing the patient's medical care.

Diagnosis: _____

_____

_____

Treatment Goals: _____

_____

_____

Additional Information: _____

_____

If you need additional information, contact me at Associates for Psychotherapy and Education 417 W 13th St. Pueblo, CO 81003, 719-564-9039, fax 719-561-8752.

It is a pleasure to assist you in the care of your patient.

_____ _____ _____

Name of Therapist Signature Date