

# Finding Freedom Counseling

## Client Intake Form

(Please print)

Date: \_\_\_\_\_ Referred by \_\_\_\_\_ May we thank them for the referral? Yes \_\_\_ No \_\_\_

How did you find us? Google Ad \_\_\_ Theravive \_\_\_ Other Counseling Directory Site? \_\_\_ If other, which one? \_\_\_\_\_

## **Identification**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Marital status: \_\_\_\_\_ Male \_\_\_ Female \_\_\_ If client is a minor, resides with: Father \_\_\_\_\_ Mother \_\_\_\_\_ Both \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **Contact Information**

### **Ok to leave a message?**

Home Phone: \_\_\_\_\_ Yes \_\_\_ No \_\_\_

Work Phone: \_\_\_\_\_ Yes \_\_\_ No \_\_\_

Cell Phone: \_\_\_\_\_ Yes \_\_\_ No \_\_\_

Email: \_\_\_\_\_ Yes \_\_\_ No \_\_\_

## **Responsible Party** (Person responsible for payment if different from above)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **Marital History**

Spouse's Name	Years Married	Relational Issues?

## **Children**

Name	Age	Gender	School & Grade	Behavioral or Adjustment	Quality of Relationsh

Client: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

*Note: This will only be used in the event of a medical or psychological emergency in our offices.*

**Medical Care**

**Please list all Physicians you see regularly**

\_\_\_\_\_  
Name Phone Reason

\_\_\_\_\_  
Name Phone Reason

\_\_\_\_\_  
Name Phone Reason

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

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

**Serious accidents, illnesses, or hospitalizations (please list):**

\_\_\_\_\_  
Incident Year

\_\_\_\_\_  
Incident Year

\_\_\_\_\_  
Incident Year

**Health Issues**

**Appetite:** Good \_\_\_ Average \_\_\_ Poor \_\_\_

**Sleep:** Good \_\_\_ Average \_\_\_ Poor \_\_\_

**Alcohol:** \_\_\_ drink(s) per \_\_\_\_\_

**Tobacco:** Yes \_\_\_ No \_\_\_

**Recreational Drugs:** Yes \_\_\_  
No \_\_\_

**High Blood Pressure:** Yes \_\_\_ No \_\_\_

**Thyroid problems:** Yes \_\_\_  
No \_\_\_

**Diabetes:** Yes \_\_\_ No \_\_\_

Any current medical problems? (Please list) \_\_\_\_\_

**Employment**

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

How long? \_\_\_\_\_ Any issues with work? \_\_\_\_\_

Previous Occupation(s): \_\_\_\_\_

How long? \_\_\_\_\_ Any issues with work? \_\_\_\_\_

Client: \_\_\_\_\_

**Family of Origin**

Relative	Name	Age	Illness?	Education	Occupation	Quality of Relationsh
Father						
Mother						
Step-Father						
Step-Mother						
Sibling						
Sibling						
Sibling						
Sibling						

**Reasons for Seeking Counseling:**

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How have you attempted to solve the problems that have brought you to therapy?

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**Previous Counseling Experience**

Therapist's Name	Clinic/Office Name	When/How Long?	City, State	Reason(s)

What was helpful about these experiences? What was unhelpful?

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Are you a member of, or involved in, a church or religious group? If so, which one.

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Client: \_\_\_\_\_

**PLEASE NOTE: If you feel suicidal after office hours or you are unable to reach your counselor at any time, please call the suicide hotline at 1-800-227-8922. Finding Freedom Counseling, LLC does not operate as a crisis center and we do not carry pagers. We are only available during the hours your counselor is in the office. The assessment staff at Peachford Hospital is also available at 770-455-3200.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client: \_\_\_\_\_

**Please review and discuss any questions you may have with your counselor.**

The following information pertains to the treatment and financial policies of **Finding Freedom Counseling, LLC** Please sign and date this form at the bottom of the page. We will be happy to provide a copy for your records.

**I. COUNSELING SERVICES:** Counseling/Therapy is not easily described in general statements. It may vary depending on the personality of the client and the counselor and the specific problems being addressed. There are a number of different approaches that can be utilized to work on the problems you hope to address. It is different from medical treatment in that it requires a very active effort and commitment on your part. In order to be successful, you will need to work both in session and at home. There are both benefits and risks to counseling. The risks include experiencing uncomfortable levels of anxiety, sadness, anger, frustration, and a variety of other emotions. Counseling has also proven to have many benefits for people who undertake it. It often leads to a significant reduction of feelings of distress, and better relationships and resolutions of specific problems. There are no guarantees about what will happen. Please discuss any reactions and emotions experienced during therapy with your counselor. By the end of the evaluation, your counselor will be able to offer you some initial impressions of what your work will include and an initial treatment plan, if you decide to continue. You should evaluate this information along with your own assessment about whether you feel comfortable working with your counselor. Therapy involves a commitment of time, money, and energy. If there are any questions about procedures, please discuss them with your counselor when the issues arise. If your doubts persist, we will be happy to help you with a referral to another mental health professional.

**II. PROFESSIONAL RECORDS:** Both legal and professional standards require the keeping of appropriate treatment records. Because these are professional records, they can be misinterpreted and/or can be very upsetting. If you wish to see your records, please submit a request to your counselor. It is strongly recommended that these records be reviewed with your counselor to discuss their content. Clients will be charged an appropriate fee for any preparation time that is required to comply with an information request.

**III. MINORS:** If you are under eighteen (18) years of age, please be aware that the law may provide your parents with the right to examine your treatment records. It is my policy to request an agreement from parents that they consent to give up access to your records. If they agree, I will provide them only with general information on how your treatment is proceeding unless I feel that there is a high risk that you will seriously harm yourself or another, in which case I will notify them of my concern. I will also provide them with a summary of your treatment when it is complete. Before any information is disclosed, I will discuss the matter with you and attempt to resolve any objections or concerns you might have.

**IV. CONFIDENTIALITY:** In general, the confidentiality of all communications between a client and a counselor or therapist is protected by law, and I can only release information about our work to others with your written permission. However, there are a number of exceptions. In most judicial proceedings, you have the right to prevent me from providing any information about your treatment. However, in some circumstances such as child custody proceedings and proceedings in which your emotional condition is an important element, a judge may require my testimony if he/she determines that resolution of the issues before him/her demands it. There are some situations in which I am legally required to take action to protect others from harm, even though it requires revealing some information about a client's treatment. If I believe that a child, an elderly person, or a disabled person is being abused, I am (may be) required to file a report with the appropriate state agency. If I believe that a client is threatening serious bodily harm to another, I am (may be) required to take protective actions, which may include notifying the potential victim, notifying the police, or seeking appropriate hospitalization. If a client threatens to harm him/herself, I may be required to seek hospitalization for the client, or to contact family members or others who can help provide protection. These are rare situations that have seldom arisen in my counseling practice. Should such a situation occur, I would make every effort to fully discuss it with you before taking any action. I may occasionally find it helpful to consult about a case with other professionals. In these consultations, I make every effort to avoid revealing the identity of my client. The consultant is, of course, also legally bound to keep the information confidential. Unless you object, I will not tell you about these consultations unless I feel it is important to our work together. While this summary of exceptions to confidentiality can be helpful in identifying potential problems, it is important that we discuss any questions or concerns that you may have at our next meeting. As you might suspect, the laws governing these issues are quite complex and I am not an attorney. While I am happy to discuss these issues with you, should you need specific advice, formal legal consultation may be desirable. If you request, I will provide you with relevant portions of summaries of the applicable state laws governing these issues. In order to insure the highest possible standard of care, Finding Freedom Counseling Group, LLC reserves the right to consult with staff members and appropriate professionals regarding your treatment. You will not be identified, and all consultation will be held in strict professional confidence. Your signature indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Guardian Signature for minor client): \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT AGREEMENT**

Professional fees are based on \$115 for a standard 50 minute session. If needed, additional psychological assessments, consultations and reports will be discussed with you during your session and price will be given at that time. Brief professional services are billed at \$25 per 15 minutes, or any part thereof, including telephone conversations. Fees will be periodically adjusted and clients will be notified in advance of the adjustment.

Professional fees will be assessed at the rate of \$185 per hour, or any part thereof, for any services related to litigation, defense or other court related or case related activities. Such activities include interviews, evaluations, research, reports, correspondence, testimony, communication with attorneys, travel, and on-site time. In case of overnight travel, the maximum daily rate will be \$750. Incidental expenses for professional services, such as, but not limited to, cost of travel, lodging, meals, will be billed to the client or his/her attorney.

Payment in full is expected at the time or in advance of services rendered. Statements will be provided for filing insurance claims for reimbursement. Nonpayment of fees will result in elimination of professional services and collection activity for amounts owed.

Since professional services are available only through prior scheduling, sessions canceled less than 24 hours in advance are charged at the full rate of the scheduled service.

Any variation from this payment agreement will require a separate, written agreement. I have read this agreement and agree to its terms.

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\_\_\_\_\_  
\_ Client/Legal Guardian

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

**PLEASE READ:** Form must be filled out by client (or guardian if a minor) to cover fee for canceled sessions with less than 24 hour notice.

# Finding Freedom Counseling

## Credit Card Authorization Form

Counselor: \_\_\_\_\_

Client(s) Name(s): \_\_\_\_\_

Credit Card#: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Card Type:    MasterCard    Visa    American Express

Expiration Date: \_\_\_\_\_

Card Verification Code: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_

I agree that the credit card listed above may be charged for the therapy sessions and/or assessments of the client(s) named and therapy sessions canceled with less than 24 hours notice. This form and my credit card information will be held in my confidential client file until all billing has been completed and then destroyed promptly at the end of that time period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date