

CLIENT INFORMATION

Legal Name: _____ DOB(Age): _____

Preferred Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

School/Employer: _____

Medications: _____

Significant Medical Concerns: _____

REFERRAL

How did you hear about us? _____

Reason for seeking treatment? _____

EMERGENCY CONTACT

Name: _____

Relationship: _____ Phone: _____

CLINICAL CONTRACT

Thank you for selecting Insight Into Action Therapy (IIAT). We are committed to providing the best care we can in each of our clinical relationships. This agreement outlines how we practice and is intended to give structure and clarity to our professional relationship.

CONFIDENTIALITY:

All clinical information is considered confidential, with the following exceptions:

1. You authorize IIAT to release or exchange information if you hereafter sign a release form
2. If we suspect sexual abuse, child abuse or elder abuse, we are required to report it
3. If you are expressing serious, imminent, foreseeable harm to yourself or someone else
4. If a court order is issued requiring us to produce records or provide information
5. To consult with IIAT staff, clinicians and consultants to coordinate your care

EMERGENCY:

IIAT is not a 24-hour facility. If an emergency does arise and you are unable to reach your clinician, please go to your nearest emergency facility or dial 911.

AVAILABILITY AND SCHEDULING:

IIAT clinicians maintain their own schedules and may offer sessions in the evenings and weekends. All scheduling will be decided between you and your clinician. If, at any time, you are dissatisfied with the availability of your clinician, you are invited to contact IIAT and we will assist you.

In order to achieve your treatment goals in the most effective way, our experience has proven that consistency of sessions is recommended. Initially, it may be recommended that you engage in weekly appointments. The actual frequency of sessions will be determined by you and your clinician and based on your needs. If you are undergoing psychiatric or psychological assessment you and your psychiatrist/psychologist will determine the number of sessions needed to complete your evaluation.

LENGTH OF SESSION AND FEES:

Therapy sessions are scheduled for 50 minutes in length except for groups, which are 60 minutes. To meet the needs of all of our clients, it is our policy to start on time and finish on time; therefore, if you arrive late, your session will finish at the scheduled time. The fees for services are as follows:

| | | |
|-----------------------|------------------------|-----------------------|
| Diagnostic Evaluation | Psychiatric Evaluation | Psychological Testing |
|-----------------------|------------------------|-----------------------|

| | | |
|---|-----------------------------|---------------------------------------|
| Substance Use & Process Addictions Evaluation | Medication Management | Couples Evaluation |
| Dual Diagnosis Recovery Program Group [®] - Adolescent (3 groups on one night) | Individual Psychotherapy | Couples Therapy |
| Dual Diagnosis Recovery Program Group [®] - Young Adult | Play Therapy | Family Psychotherapy (with client) |
| Dual Diagnosis Recovery Program Group [®] - Adult | Counseling | Family Psychotherapy (without client) |
| Alcohol Moderation | Court Appearance (Per Hour) | Case Management |
| Relapse Prevention | 10-Panel Urine Drug Screen | 80-Hour Alcohol Test |

PSYCHOLOGICAL TESTING:

There are numerous types of psychological assessments that require varying amounts of instruments and time. Assessments typically include a diagnostic interview, face-to-face testing, record review, scoring and interpreting tests, writing a report, and a feedback session. Fees for testing are \$175 per hour. Your psychologist will review your testing goals with you and determine what the anticipated fee for your evaluation will be prior to engaging services.

MISSED SESSIONS:

There is a 24-hour cancellation policy. Sessions canceled with less than 24-hours notice are billed at the normal rate. The bill reflects a missed appointment, not a clinical session.

PAYMENT AND INSURANCE:

Payment is expected at the time of service. We accept cash, check, and all major credits cards. It is IAT policy not to let outstanding bills exceed \$200 without payment. If a credit card chargeback/reverse or returned check fee occurs, you will be responsible for those fees. IAT does not participate in any insurance provider networks. We will provide you with an invoice for services that contains the information that most insurance companies request. It will be your responsibility to submit your bills for reimbursement. If you request, we will complete forms that are required by your insurance provider once you have signed a release of information authorizing us to provide information about your treatment.

Please note that the diagnostic and clinical information that is released will become part of the insurance company's records. Each company has its own procedures for handling and storing your information. We cannot guarantee that they will handle with the appropriate confidentiality once it leaves our office. If you have TRICARE insurance there is an additional form that needs to be reviewed and signed in order for you to seek reimbursement.

MEDICATION:

If you are taking medication, IIAT will ask you to sign a release of information so that we can coordinate care with your doctor. If we determine that medication may be helpful for your recovery we can assist you with a referral. It is important that you keep your IIAT clinician updated on any medication changes, side effects, symptoms, and that you do not stop medication without the guidance of your doctor.

Please inform your IIAT treating psychiatrist of any sudden, unexpected or drastic changes in your condition, 2) any new lab results you may receive, 3) any new information about your medical status, and 4) any new prescriptions from other physicians, as soon as possible (by phone), so that he can make his best judgment as to how to properly advise/treat you in such instances.

Abrupt cessation /stoppage of your medication is never advisable. It may result in sudden return of or worsening of your symptoms, serious withdrawal symptoms and even life-threatening consequences in some cases. Please first discuss any medication concerns with your IIAT psychiatrist before changing/stopping medications, so that you can receive appropriate medical recommendations beforehand.

While every effort will be made to ensure that you have an adequate amount of medication in between outpatient appointments, you are responsible for notifying your IIAT psychiatrist if you are about to run out of medications and if you cannot make your upcoming appointment.

Please call at least 48 hours in advance before you run out of your medications so that they can be called in for you. If you miss your appointment (without notice) and then require a new refill of medications through to your next appointment, you will incur a charge of \$35.

There will be no call-in prescriptions for controlled substances. You will have to appear in person at the IIAT office (s) for your appointment if you are on a controlled substance.

You agree to allow IIAT to utilize the Virginia Prescription Monitoring Program (VA PMP) database prior to/during prescribing of any controlled substance prescriptions, in order to: 1) determine your history of prescriptions of controlled substances by other physicians in Virginia as well as other participating states 2) avoid duplicate prescribing of controlled substances, and 3) to address any prescription drug abuse issues in your history.

CLINICAL CORRESPONDENCE:

Please note what method you would prefer clinical correspondence such as invoices, letters, drug screen results, etc. to be delivered. Please understand that someone else may view your clinical correspondence without your authorization at the physical or electronic address that you provided, or if it is misplaced by the postal service. All client specific information sent via email should be encrypted or password protected. We recommend any updates or questions be done either in person or via telephone and that email and text messages be used only for scheduling.

Address: _____

Email: _____

Fax: _____

NOTE: In order to protect your confidentiality and preserve the therapeutic relationship, IIAT does not communicate with any clients through social media. Email and texting are only appropriate for scheduling matters.

COURT APPEARANCE:

With the exception of court ordered evaluation and treatment, if you request that your IIAT clinician appear in court on your behalf, be aware that this may require planning time, research, document review, correspondence, and collaboration with other professionals as well as travel and court appearance time. This will be billed at the rate of \$350 per hour. We will provide you with an invoice of the time involved in preparation for your matter. If we are required to testify, our testimony may include a report of your otherwise confidential information. Prior to requesting our court attendance, please discuss with your attorney how your clinician's testimony will benefit your case while balancing the possible emotional implications of having your confidential information become a part of a public court record.

TERMINATION OF TREATMENT:

You may terminate treatment with IIAT at any time. IIAT recommends discussing this process with your clinician so that we can make sure that we have achieved your goals and, if needed, we can identify additional resources. If we have not heard from you for more than 90 days, we will assume that you have terminated treatment and your file will be closed and confidentially maintained as is required for 7 years. You may contact IIAT at any time to re-initiate treatment.

If you have any questions regarding this Agreement, please discuss them with us. Your signature indicates understanding of the above terms.

Name _____

Date _____

Signature _____

Parent/Guardian Printed Name _____

Date _____

Parent/Guardian Signature (if applicable) _____

NOTICY OF PRIVACY

According to the HIPAA Omnibus Final Rule all health care providers and practitioners must maintain the privacy of Protected Health Information (PHI), provide a notice of legal responsibilities and privacy practices, and conduct business in accordance with the privacy notice. As providers we face legal consequences and potential fines if we do not keep your PHI private. Please review your rights to how Insight Into Action Therapy (IAT) may disclose your PHI:

TREATMENT: Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating, or managing your health care treatment and related services. This includes consultation with clinical supervisors or other treatment team members. We may not disclose PHI to anyone else unless we have your authorization.

PAYMENT: Your name and payment information will be entered into the IAT billing system that is secure and password protected. Your information is only accessible by your clinician and IAT management.

While HIPPA rules allow IAT providers to disclose certain PHI, as licensed clinicians, we adhere to more stringent guidelines according to the National Association of Social Workers' and the American Counseling Association's Codes of Ethics. Therefore IAT will not disclose any PHI, with the following exceptions:

1. You authorize me to release or exchange information by signing a release form,
2. I suspect sexual abuse, child abuse or elder abuse,
3. You are expressing serious, foreseeable, imminent harm to yourself or someone else,
4. A court order is issued in a judicial proceeding, or
5. To consult with other IAT clinicians who have expertise relevant to your needs.

You have the following rights with respect to your PHI:

- Right to Access, Copy, Inspect, and Amend
- Right to an Accounting of Disclosures
- Right to Request Restrictions
- Right to Request Confidential Communication
- Right to Breach Notification and what you can do to protect yourself
- Right to a Copy of this Notice

If you feel your privacy rights have been violated, you may make a complaint to:

Cynthia Turner, LCSW, LSATP, MAC at (703) 930-8753 or by email at cturner@insightactiontherapy.com or Secretary of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201 or by calling (202) 619-0257.

We will not retaliate against you for filing a complaint.

Client Name: _____

Client Signature: _____

_____ Check here if client refuses to sign

Effective Date: _____

CREDIT CARD CONSENT

This is to acknowledge that Insight Into Action Therapy (IIAT) has permission to hold my credit card information on the company's electronic health record. IIAT is authorized to charge my/our:

- Visa
- Master Card
- American Express
- Discover

Last four digits of credit of card _____

Expiration Date _____

for all services provided to the individual(s) named below. In addition to the clinical services, charges will include:

- MISSED SESSIONS at the regular session rate, in the event of a no show or cancellation is less than 24 hours of the appointment
- CASE MANAGEMENT &/OR CORRESPONDENCE, if there is a need for supplemental professional services (i.e., extended reports, inter-disciplinary meetings, court appearances) that have been discussed with you in advance.

Individual(s) receiving services

If a dispute arises regarding any charges made by IIAT, the signature below authorizes IIAT to submit a copy of this document and a copy of invoices to my Credit Card Company, bank, and/or merchant services as proof of my authorization for charges to the credit card number on this form. By signing below, IIAT is authorized to discuss any credit card disputes with my Credit Card Company, bank, merchant services, and responsible party.

Please treat this document as a copy of my signature on file. I understand that by signing this form I give authorization to IIAT to charge my credit card for services for the above listed individual(s) and agree to abide by the policies identified in the Therapy Agreement. There will be no refunds of any kind for these charges.

Please note that credit card statement charges should show as InsightThrpY but may also show as TheraNest or Braintree.

Signature _____

Date _____