

Stokan & Associates
23501 Cinco Ranch Blvd., Ste. G270
Katy, Texas 77494

Client- LPC-A Agreement - Child

Practitioner: Kiana Burchett MS, LPC-A (Supervised by Dr. Maria Peters)

Welcome to Stokan & Associates. This agreement contains important information about my professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and client rights regarding the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment and health care operations. HIPAA requires that Stokan & Associates share with you a Notice of Privacy Practices for use and disclosure of PHI for treatment and health care operations. The Notice, which accompanies this Agreement, explains HIPAA and its application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that Stokan & Associates has provided you with this information. Although these documents are long and sometimes complex, it is important that you read them carefully. We can discuss any questions you have about the procedures. When you sign that you have received this document, it will also represent an agreement between us. You may revoke this Agreement in writing at any time. That revocation will be binding on me unless I have taken action in reliance on this agreement.

SERVICES

Psychotherapy is not an exact science; it can have both benefits and risks. In order for it to be most helpful to you, it will require a very active effort on your part. There are no guarantees regarding the outcome. Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include and devise a treatment plan to follow. You should evaluate this information along with your own opinions of whether you feel comfortable working with me and make your own decisions about whether this is the course you wish to follow. Therapy involves a large commitment of time, money, and energy, so you should be careful about the therapist you select. For therapy to be most effective, you will need to put forth active effort both during sessions and in-between them as well. Throughout our work together I will continue to elicit your views and feedback about your treatment and progress. If you ever have questions about any aspect of your treatment, I encourage you to bring them to me. The more involved, honest, and open you are throughout the therapy process, the more effective it will be for you.

BENEFITS AND RISKS

Therapy has both benefits and risks. While a majority of individuals who undertake therapy benefit from the process, there are no guarantees. Therapy often leads to a significant reduction in feelings of distress, better relationships, and resolutions of specific problems. Success may vary depending on the particular problems being addressed. Since therapy often requires discussing unpleasant aspects of your life, risks sometimes include experiencing uncomfortable feelings such as unhappiness, anger, guilt, or frustration for example. These are a natural part of the therapy process and often provide the basis of change.

Confidentiality

The law protects the privacy of communications between a client and therapist. In most situations, I can release information about your treatment to others only if you sign a written authorization form. There are a few situations requiring only that you provide written, advanced consent. Your signature on this Agreement provides consent for those activities, as follows:

- ❖ I may occasionally find it helpful to consult other health and mental health professionals about a case. During consultation, I make every effort to avoid revealing the identity of my client. The other professionals are legally bound to keep the information confidential.

- ❖ If a patient seriously threatens to harm himself/herself, I may be obligated to seek hospitalization for him/her, or to contact family members or others who can provide protection. Texas law provides that a mental health professional may disclose confidential information only to medical or law enforcement personnel if the professional determines that there is a probability of imminent physical injury by the patient to himself/herself or others.

There are some situations where I am permitted or required to disclose information without either your consent or authorization:

- ❖ If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, such information is protected by the psychotherapist-patient privilege law. I cannot provide any information without your (or your legal representative's) written authorization or a court order. If you are involved in, or are contemplating litigation, you should consult your attorney to determine if a court would be likely to order me to disclose information.

- ❖ If a government agency is requesting information for health oversight activities, I may be required to provide it to them.

There are some situations in which I am legally obligated to take action, which I believe are necessary to attempt to protect others from harm, and I may have to reveal some information about a client's treatment. These situations are unusual in my practice.

- ❖ If I have cause to believe that a child under 18 has been or may be abused or neglected (including physical injury, substantial threat of harm, mental or emotional injury, or any kind of sexual contact or conduct), or that child is a victim of a sexual offense, or that an elderly or disabled person is in a state of abuse, neglect or exploitation, the law requires that I make a report to the appropriate governmental agency. Once a report is filed, I may be required to provide additional information.
- ❖ If I determine that there is a probability that the patient will inflict imminent physical injury on another, or that the patient will inflict imminent physical, mental, or emotional harm upon himself/herself, I may be required to take protective action by disclosing information to medical or law enforcement personnel.

If such a situation arises, I will make every effort to discuss it with you before taking action, and I will limit my disclosure to what is necessary. While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have now or in the future. The laws governing confidentiality can be quite complex, and I am not an attorney. In situations where specific advice is required, formal legal advice may be needed.

MINORS

If you are under eighteen years of age, please be aware that the law may provide your parents or guardian the right to examine your treatment records. I generally provide only general information to parents about our work together, unless I feel there is a high risk that you will seriously harm yourself or someone else. In this case, I will notify them of my concern. Before giving them this information, I will discuss the matter with you, if possible, and do my best to manage any objections you may have with what I am prepared to discuss.

APPOINTMENTS

A scheduled appointment means that a 45-minute session is reserved only for you. Typically, appointments are scheduled weekly, but this can vary. If an appointment is missed or canceled with less than 24 hours notice, you will generally be billed directly according to the scheduled fee. An exception to this policy may be made if we agree that there were circumstances beyond your control.

BILLING AND PAYMENTS

You will be expected to pay for each session at the time it is held. Payment schedules for other professional services will be agreed to when they are requested.

PROFESSIONAL FEES

My fees are \$175.00 for the initial intake session and \$135.00 for a 45-minute psychotherapy session. For other professional services you may need outside of our scheduled sessions, I will bill you on a prorated basis. These services may include telephone conversations lasting longer than fifteen minutes, extensive coordination of care, consulting with other professionals with your permission, report writing, preparation of records or treatment summaries, and the time spent performing any other service you may request of me. In the unusual circumstance that you are involved in a legal proceeding that requires my participation, I may charge a higher fee for my professional time due to the complexity and difficulty of legal involvement.

CONTACTING ME

Due to my work schedule, I am often not immediately available by telephone. I do not answer the telephone when I am with a client. I will make every effort to return your call on the same day you place it. This may not always include weekends or holidays. If you have an emergency that cannot reasonably wait until the end of the business day, you are urged to call 911 or contact the nearest emergency room and ask for the psychiatrist on call.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS. YOUR SIGNATURE ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED THE HIPAA NOTICE FORM DESCRIBED ABOVE.

Client Signature: _____

Client's Printed Name: _____

Date: _____

If signing for a minor, Guardian's Signature: _____

Minor's Name: _____

Date: _____



CREDIT CARD AUTHORIZATION FORM

We accept HSA/FSA, Visa, Master Card, American Express, and Discover Cards.
Payment is rendered at the time of visit.

We ask that our clients complete a credit card authorization form which is included in this packet of new client forms and documents. This form is kept secure on file here in our office and is only accessible by management staff.

This form authorizes payments to Stokan & Associates as a provider of services for:

Primary Credit Card Type: VISA, MASTER CARD, DISCOVER, AMEX

Credit Card Number: _____

Expiration Date: _____ Security Code (CVV): _____

Address: _____

Name as it appears on card: _____

Signature: _____ Date: _____

2nd Credit Card Type: VISA, MASTER CARD, DISCOVER, AMEX

Credit Card Number: _____

Expiration Date: _____ Security Code (CVV): _____

Address: _____

Name as it appears on card: _____

Signature: _____ Date: _____

=====

Taken by: _____ ***Date:*** _____



LPC-A - Child Intake Form - (Ages 4 - 12)

Please answer all of the following questions to the best of your ability.

IDENTIFYING INFORMATION

Name: _____ Today's Date: _____

Date of Birth: _____ Age: _____ Grade: _____ School: _____

Name of Parents: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Cell phone: _____

Is it OK to contact you at home? Yes No OK to leave a message? Yes No

Special calling instructions? Yes No

REASON FOR SEEKING TREATMENT

Please describe your greatest concerns for your child presently.

What has happened to cause you to seek help NOW?

What goals do you have for your child, and what changes do you hope to see as a result of treatment?

What do you consider to be the stressors in your child's life?

HISTORY OF THE PROBLEM

When did your child first experience the problem(s) that brought you to the clinic today?

How often does the problem occur?

How long does it last?

Does your child currently have thoughts of harming him/herself? Yes No

Does your child currently have urges to hurt or harm someone else? Yes No

If yes, whom? _____

Has your child had previous therapy/counseling of any kind? Yes No

If yes, when and for how long?

What concerns were addressed in previous therapy?

Names and addresses of current or previous therapists:

Were any of the previous treatment experiences helpful? Yes No

Please explain how your child benefited from previous treatment if applicable:

Please explain any negative treatment experiences or ineffective treatments if applicable:

Please check any symptoms your child is currently or has recently experienced:

- | | |
|--|--|
| Depression: <input type="checkbox"/> | Extreme Mood Swings: <input type="checkbox"/> |
| Forgetful: <input type="checkbox"/> | Anxiety: <input type="checkbox"/> |
| Panic Attacks: <input type="checkbox"/> | Phobias: <input type="checkbox"/> |
| Sleep Disturbances: <input type="checkbox"/> | Hallucinations: <input type="checkbox"/> |
| Difficulty Finishing Tasks: <input type="checkbox"/> | Discipline Problems: <input type="checkbox"/> |
| Poor Concentration: <input type="checkbox"/> | Frequent Body Complaints: <input type="checkbox"/> |
| Eating Disorder: <input type="checkbox"/> | Body Image Problems: <input type="checkbox"/> |
| Repetitive Thoughts (Obsessions): <input type="checkbox"/> | Repetitive Behaviors: <input type="checkbox"/> |
| Argumentative: <input type="checkbox"/> | Low Self Esteem: <input type="checkbox"/> |
| Stress: <input type="checkbox"/> | Impulsive Behaviors: <input type="checkbox"/> |
| Anger: <input type="checkbox"/> | Fears: <input type="checkbox"/> |
| Rapid Speech: <input type="checkbox"/> | Sadness: <input type="checkbox"/> |
| Feeling Worthless: <input type="checkbox"/> | Unmotivated: <input type="checkbox"/> |
| Indecisiveness: <input type="checkbox"/> | Grief: <input type="checkbox"/> |
| Trouble Following Directions: <input type="checkbox"/> | Learning Difficulties: <input type="checkbox"/> |
| Vocal or Motor Tics: <input type="checkbox"/> | Startled Easily: <input type="checkbox"/> |
| Hyperactivity: <input type="checkbox"/> | Fatigue: <input type="checkbox"/> |
| Aggression: <input type="checkbox"/> | Difficulty Making Friends <input type="checkbox"/> |
| Easily Distracted <input type="checkbox"/> | Other: <input type="checkbox"/> _____ |

Who else lives with your child?

HEALTH/MEDICAL INFORMATION

Is your child currently receiving any medical treatments? Yes No
If yes, please provide physicians name & phone number: _____

Please list any significant medical problems/conditions, and indicate if your child is receiving treatment for them:

Do any of these problems affect his/her life? Yes No If yes, how?

Has your child ever had a serious head injury? Yes No If yes, please describe:

List all medications that your child is currently taking:

Please list any "alternative" therapies/treatments your child has experienced and the reason for each:

INTERESTS AND ACTIVITIES

Please list any activities (such as sports, clubs, religious organizations, etc.) that your child is currently involved in:

Please describe your child's personal strengths and characteristics:

Other information you feel is important in helping your child receive effective treatment?

Your child's comfort is very important, and some material is better discussed with them not present. Is there anything in the above information that you do not want your child to know?

**Thank you for taking the time to complete this questionnaire.
Please feel free to add any additional information that you feel would be helpful.**