Smile Counseling works

2508 Little Road, Suite 200

Arlington, Texas 76016 Phone: 903-345-5842

**Client Information**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of First Session (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OK to contact? \_\_Yes \_\_No

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OK to leave message? \_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OK to leave message? \_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_ ­ SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long? \_\_\_\_\_\_\_\_\_\_\_\_

Gender: \_\_\_\_\_\_\_\_ Relationship Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list present medications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of concern for your life and safety or the life and safety of others, your Counselor Intern may decide to notify the emergency contact person listed on this form. Your initials here indicate your permission and acceptance of this. \_\_\_\_\_\_\_\_

Previous counseling, if so when and with whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How were you referred to Smile Counseling Works? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your reasons for seeking counseling services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fears or concerns of counseling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal or expectation of counseling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Smile Counseling works

Welcome and thank you for choosing Smile Counseling Works. Every effort is made to provide you with the best possible experience. Your relationship with your Licensed Professional Counselor is important and confidential.

# Notice of Privacy Information

Your private information cannot be released regarding your counseling without your written permission unless disclosure is required by state law. Some examples are: 1) suspected abuse, neglect or exploitation of minors, elderly or disabled persons; 2) for third party payments such as insurance; 3) if you are involved in a legal case, your therapist may be required by law to release your records to attorneys or judges; 4) if you are dangerously close to harming yourself or others your Licensed Professional Counselor may notify emergency contact name provided and/or medical or law enforcement personnel.

**Information for Client**

**The 50 minute session you schedule is reserved for you**. If you have not notified Marcia at least 24 hours in advance, you will be billed $40 for “no showing” scheduled appointments. Unforeseen illnesses or medical emergencies situations will be an exception to the policy. Thank you in advance for your consideration and corporation. Payment is due at the time service is rendered. This enables our practice to remain fiscally sound, and therefore provide consistent quality service. Please be aware that you are responsible for the balance due should your insurance not pay for services. If you have difficulties with your insurance company, you can file a complaint with the Texas Department of Insurance at 800-252-3439 or at [www.tdi.state.tx.us](http://www.tdi.state.tx.us).

If you have concerns or problems with your counseling relationship or any questions about practice policies please talk directly with your Licensed Professional Counselor call the office at 903-345-5842. The consumer complaint hot line number for most Texas licensed counseling professionals is 1-800-942-5540.

In case of an after-business hour emergency situation where you are unable to reach your counselor and feel that you can’t wait for your call to be returned, contact your primary care physician, go to the nearest emergency room or call 911.

**Professional Fees & Fee Agreement/ Insurance**

1. Private pay is $100.00 for a 50-mintues counseling.

2. Your initials here **\_\_\_\_\_\_\_** indicate the fee agreement in the amount of $100.00 for counseling is between you and Smile Counseling Works.

3. Insurance Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card Holder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

**You are responsible for the balance due if your insurance does not pay for services.**

Your initials here \_\_\_\_\_ indicate youare responsible for the balance due if your insurance does not pay for services.

Your initials here \_\_\_\_\_\_\_ authorize the release of any medical or other information necessary to process an insurance claim.

Your initials here\_\_\_\_\_\_\_ indicate you have received a copy of the Smile Counseling Works Notice of Privacy Policies.

Your signature below indicates you have read, understand and accept the above policies. Thank you.

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature, Parent / Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licensed Professional Counselor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Copy-Please Review and Keep for Your Records**

Smile Counseling works

2508 Little Road, Suite 200

Arlington, Texas 76016 Phone: 903-345-5842

Welcome and thank you for choosing Smile Counseling Works. Every effort is made to provide you with the best possible experience. Your relationship with your Licensed Professional Counselor is important and confidential.

# Notice of Privacy Information

Your private information cannot be released regarding your counseling without your written permission unless disclosure is required by state law. Some examples are: 1) suspected abuse, neglect or exploitation of minors, elderly or disabled persons; 2) for third party payments such as insurance; 3) if you are involved in a legal case, your therapist may be required by law to release your records to attorneys or judges; 4) if you are dangerously close to harming yourself or others your Licensed Professional Counselor may notify emergency contact name provided and/or medical or law enforcement personnel.

**Information for Client**

**The 50-minute session you schedule is reserved for you**. If you have not notified Marcia at least 24 hours in advance, you will be billed $40 for “no showing” scheduled appointments. Unforeseen illnesses or medical emergencies situations will be an exception to the policy. Thank you in advance for your consideration and corporation. Payment is due at the time service is rendered. This enables our practice to remain fiscally sound, and therefore provide consistent quality service. Please be aware that you are responsible for the balance due should your insurance not pay for services. If you have difficulties with your insurance company, you can file a complaint with the Texas Department of Insurance at 800-252-3439 or at [www.tdi.state.tx.us](http://www.tdi.state.tx.us).

If you have concerns or problems with your counseling relationship or any questions about practice policies, please talk directly with your Licensed Professional Counselor call the office at 903-345-5842. The consumer complaint hot line number for most Texas licensed counseling professionals is 1-800-942-5540.

In case of an after-business hour emergency situation where you are unable to reach your counselor and feel that you can’t wait for your call to be returned, contact your primary care physician, go to the nearest emergency room or call 911.

Your initials here\_\_\_\_\_\_\_ indicate you have received a copy of the Smile Counseling Works Notice of Privacy Policies.

Your initials have \_\_\_\_\_\_ indicate youare responsible for the balance due if your insurance does not pay for services.

Your initials here \_\_\_\_\_\_ indicate the fee agreement in the amount of $100.00 for counseling is between you and Smile Counseling Works.

Your initials here \_\_\_\_\_\_\_ authorize the release of any medical or other information necessary to process an insurance claim.

Your signature here indicates you have read, understand and accept the above policies. Thank you.

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature OR Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Licensed Professional Counselor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ \_\_

**Smile Counseling Works**

Information cannot be released regarding your counseling without your written permission unless disclosure is required by state law. Some examples are: 1) suspected abuse of a minors, elders or disabled persons; 2) for third party payments such as insurance; 3) if you are involved in a legal case, your therapist may be required by law to release your records to attorneys or judges; 4) if you are dangerously close to harming yourself or others your Licensed Professional Counselor Intern may notify medical or law enforcement personnel.

**Legal Duties**

State and Federal laws require that your medical records be kept private. Such laws require that we provide you with this notice informing you of our privacy of information policies, your rights, and our duties. We are required to abide by these policies until replaced or revised. We have the right to revise our privacy policies for all medical records kept before policy changes were made. Any changes in this notice will be made available upon request before changes take place.

The contents of material disclosed to us in an evaluation, intake, or counseling session are covered by the law as private information. We respect the privacy of the information you provide us and we abide by ethical and legal requirements of confidentiality and privacy of records.

**Use of Information**

Information about you may be used by the personnel associated with this practice for billing, diagnosis, treatment planning, treatment and continuity of care. With signed consent, we may disclose it to health care providers who provide you with treatment, such as doctors, nurses, mental health professionals, and mental health students and mental health professionals or business associates affiliated with this practice such as billing, quality enhancement, training, and audits.

Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client’s legal guardian or personal representative. It is the policy of this practice not to release any information about a client without a signed release of information except in certain emergency situations or exceptions in which client information can be disclosed to others without written consent. Some of these situations are noted below, and there may be other provisions provided by legal requirements.

**Duty to Warn and Protect**

When a client discloses intentions or a plan to harm another person or persons, the health care professional is required to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify authorities and make reasonable attempts to notify the family of the client.

**Public Safety**

Health records may be released for the public interest and safety for public health activities, judicial and administrative proceedings, law enforcement purposes, serious threats to public safety, essential government functions, military, and when complying with worker’s compensation laws.

**Abuse**

If a client states or suggests that he or she is abusing a child or vulnerable adult, or has recently abused a child or vulnerable adult, or a child (or vulnerable adult) is in danger of abuse, the health care professional is required to report this information to the appropriate social service and/or legal authorities. If a client is the victim of abuse, neglect, violence, or a crime victim, and their safety appears to be at risk, we may share this information with law enforcement officials to help prevent future occurrences and capture the perpetrator.

**Prenatal Exposure to Controlled Substances**

Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

**In the Event of a Client’s Death**

In the event of a client’s death, the spouse or parents of a deceased client have a right to access their child’s or spouse’s records.

**Professional Misconduct**

Professional misconduct by a health care professional must be reported by other health care professionals. In cases in which a professional or legal disciplinary meeting is being held regarding the health care professional’s actions, related records may be released in order to substantiate disciplinary concerns.

**Judicial or administrative Proceedings:** Health care professionals are required to release records of clients when a court order has been placed.

**Minors/Guardianship:** Parents or legal guardians of non-emancipated minor clients have the right to access the client’s records.