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***centerforprofessionalpsych.com***

Dear Prospective Patient:

Thank you for the opportunity to work with you and/or your child. I look forward to providing top-quality psychological services. Enclosed in this packet is important information about the services I offer and forms for you to complete in preparation for your initial appointment.

You will need to complete all of the enclosed paperwork and gather other records before your first appointment. It helps if you can return the materials before your appointment in order to provide me time to review the information and create your chart. To assist you in preparing for the first appointment, a checklist of the materials needed is listed below:

Forms included in this packet:

- Contact Information Form
- History Form (**child/adolescent version and adult version attached; please complete the appropriate form**)
- Informed Consent Information Packet
- Notice of Privacy Practices
- Consent documentation

Other materials needed that are not included in this packet:

- Insurance card (if you would like assistance filing a claim with your insurance company)
- Government ID for patient (acceptable identification includes: Driver's license, state-issued ID card, social security card, passport, etc.) – **Please note: This request for patient identification is required by HIPAA**
- Copies of previous evaluations (if applicable)
- Custodial documentation (if applicable)

I may also request additional records and materials in order to provide quality services. Please call me if you have any questions or concerns. I want to make this a helpful experience for you. I truly appreciate the chance you have given me to be of professional service to you, and look forward to a successful relationship with you. If you are satisfied with my services as we proceed, I (like any professional) would appreciate your referring other people to me who might also be able to make use of my services.

Sincerely,

Narissa R.Griffin, Ph.D., PLLC  
Licensed Psychologist  
AR#: 11-21P

## Contact Information Form

Date \_\_\_\_\_ Patient's Social Security # \_\_\_\_\_ Chart # \_\_\_\_\_  
 Patient's First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_ Gender \_\_F\_\_M Race \_\_\_\_\_  
 Name of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Person Responsible for Payment \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
 Signature of Person Responsible for Payment **X** \_\_\_\_\_ (Must be signed for services to begin)

### Emergency Information

In case of emergency, contact:

Name (1) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Work \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Physician \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Psychiatrist \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Medications \_\_\_\_\_  
 Allergies \_\_\_\_\_

### Employment Information (If patient is a child, use parent's employment)

Patient/Guardian: Place \_\_\_\_\_ Phone \_\_\_\_\_ Hrs \_\_\_\_\_  
 Spouse: Place \_\_\_\_\_ Phone \_\_\_\_\_ Hrs \_\_\_\_\_

### Referral Source

How did you hear of my office (or from whom)? \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Relationship to referral source \_\_\_\_\_

<b>Contact Information:</b>	
<b>Telephone</b>	
<b>Email (password protected)</b>	
<b>Mail</b>	
<b>Please indicate if there is a method you prefer that Dr. Griffin may <i>not</i> contact you or leave messages.</b>	

**Patient History (if the patient is <18 years of age)**

Patient's name: \_\_\_\_\_ Date: \_\_\_\_\_

Gender: \_\_\_ F \_\_\_ M Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade in school: \_\_\_\_\_

Form completed by (if someone other than patient): \_\_\_\_\_

**If you need any more space for any of the following questions please use the back of the sheet.**

Primary reason(s) for seeking services:

Anger management     Anxiety     Coping     Depression  
 Eating disorder     Fear/phobias     Mental confusion     Sexual concerns  
 Sleeping problems     Addictive behaviors     Alcohol/drugs     Hyperactivity  
 Attention problems     Learning/School     Motivation     Developmental  
 Autism     Challenging behaviors (please specify): \_\_\_\_\_

Other mental health and/or behavioral concerns (specify): \_\_\_\_\_

**Family History****Parents**

With whom does the child live at this time? \_\_\_\_\_

Are parent's divorced or separated? \_\_\_\_\_

If Yes, who has legal custody? \_\_\_\_\_

Were the child's parents ever married? \_\_\_ Yes \_\_\_ No

**Patient's Mother**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Where employed: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mother's education: \_\_\_\_\_

Is the child currently living with mother? \_\_\_ Yes \_\_\_ No

\_\_\_ Natural parent \_\_\_ Step-parent \_\_\_ Adoptive parent \_\_\_ Foster home

\_\_\_ Other (specify): \_\_\_\_\_

Is there anything notable, unusual or stressful about the child's relationship with the mother?

\_\_\_ Yes \_\_\_ No If Yes, please explain: \_\_\_\_\_

How is the child disciplined by the mother? \_\_\_\_\_

For what reasons is the child disciplined by the mother? \_\_\_\_\_

**Patient's Father**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Where employed: \_\_\_\_\_ Work phone: \_\_\_\_\_

Father's education: \_\_\_\_\_

Is the child currently living with father?  Yes  No

Natural parent  Step-parent  Adoptive parent  Foster home

Other (specify): \_\_\_\_\_

Is there anything notable, unusual or stressful about the child's relationship with the father?

Yes  No If Yes, please explain: \_\_\_\_\_

How is the child disciplined by the father? \_\_\_\_\_

For what reasons is the child disciplined by the father? \_\_\_\_\_

**Patient's Siblings and Others Who Live in the Household**

Names of Siblings	Age	Gender	Lives	Quality of relationship with the patient		
				home	away	
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> home <input type="checkbox"/> away	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> home <input type="checkbox"/> away	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> home <input type="checkbox"/> away	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> home <input type="checkbox"/> away	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good
Others living in the household			Relationship (e.g., cousin, foster child)			
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	_____	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	_____	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	_____	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good
_____	_____	<input type="checkbox"/> F <input type="checkbox"/> M	_____	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good

Comments: \_\_\_\_\_

\_\_\_\_\_

**Family Health History**

Have any of the following diseases occurred among the child's blood relatives? (parents, siblings, aunts, uncles or grandparents) Check those which apply:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Allergies         | <input type="checkbox"/> Deafness            | <input type="checkbox"/> Muscular Dystrophy        |
| <input type="checkbox"/> Anemia            | <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Nervousness               |
| <input type="checkbox"/> Asthma            | <input type="checkbox"/> Glandular problems  | <input type="checkbox"/> Perceptual motor disorder |
| <input type="checkbox"/> Bleeding tendency | <input type="checkbox"/> Heart diseases      | <input type="checkbox"/> Mental Retardation        |
| <input type="checkbox"/> Blindness         | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Seizures                  |
| <input type="checkbox"/> Cancer            | <input type="checkbox"/> Kidney disease      | <input type="checkbox"/> Spinal Bifida             |
| <input type="checkbox"/> Cerebral Palsy    | <input type="checkbox"/> Mental illness      | <input type="checkbox"/> Suicide                   |
| <input type="checkbox"/> Cleft lips        | <input type="checkbox"/> Migraines           | <input type="checkbox"/> Other (specify): _____    |
| <input type="checkbox"/> Cleft palate      | <input type="checkbox"/> Multiple sclerosis  | _____  |

Comments re: Family Health: \_\_\_\_\_

\_\_\_\_\_

## Childhood/Adolescent History

### Pregnancy/Birth

Has the child's mother had any occurrences of miscarriages or stillborns?  Yes  No

If Yes, describe: \_\_\_\_\_

Was the pregnancy with child planned?  Yes  No Length of pregnancy: \_\_\_\_\_

Mother's age at child's birth: \_\_\_\_\_ Father's age at child's birth: \_\_\_\_\_

Child number  of  total children.

How many pounds did the mother gain during the pregnancy? \_\_\_\_\_

While pregnant did the mother smoke?  Yes  No If Yes, what amount: \_\_\_\_\_

Did the mother use drugs of alcohol?  Yes  No If Yes, type/amount: \_\_\_\_\_

While pregnant, did the mother have any medical or emotional difficulties? (e.g., surgery, hypertension, medication)  
 Yes  No

If Yes, describe: \_\_\_\_\_

Length of labor: \_\_\_\_\_ Induced:  Yes  No Caesarean?  Yes  No

Baby's birth weight: \_\_\_\_\_ Baby's birth length: \_\_\_\_\_

Describe any physical or emotional complications with the delivery: \_\_\_\_\_

Describe any complications for the mother or the baby after the birth: \_\_\_\_\_

Length of hospitalization: Mother: \_\_\_\_\_ Baby: \_\_\_\_\_

### Infancy/Toddlerhood Check all which apply:

<input type="checkbox"/> Breastfed	<input type="checkbox"/> Milk allergies	<input type="checkbox"/> Vomiting	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Bottle fed	<input type="checkbox"/> Rashes	<input type="checkbox"/> Colic	<input type="checkbox"/> Constipation
<input type="checkbox"/> Not cuddly	<input type="checkbox"/> Cried often	<input type="checkbox"/> Rarely cried	<input type="checkbox"/> Overactive
<input type="checkbox"/> Resisted solid food	<input type="checkbox"/> Trouble sleeping	<input type="checkbox"/> Irritable when awakened	<input type="checkbox"/> Lethargic

### Developmental History Please note the age at which the following behaviors took place:

Sat alone: \_\_\_\_\_ Dressed self: \_\_\_\_\_

Took 1st steps: \_\_\_\_\_ Tied shoelaces: \_\_\_\_\_

Spoke words: \_\_\_\_\_ Rode two-wheeled bike: \_\_\_\_\_

Spoke sentences: \_\_\_\_\_ Toilet trained: \_\_\_\_\_

Weaned: \_\_\_\_\_ Dry during day: \_\_\_\_\_

Fed self: \_\_\_\_\_ Dry during night: \_\_\_\_\_

The child's development was:  slow  average  fast

Age for following developments (fill in where applicable)

Began puberty: \_\_\_\_\_ Menstruation: \_\_\_\_\_

Voice change: \_\_\_\_\_ Convulsions: \_\_\_\_\_

Breast development: \_\_\_\_\_ Injuries or hospitalization: \_\_\_\_\_

Issues that affected child's development (e.g., physical/sexual abuse, inadequate nutrition, neglect, etc.)

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

**Education**

Current school: \_\_\_\_\_ School phone number: \_\_\_\_\_  
 Type of school:  Public  Private  Home schooled  Other (specify): \_\_\_\_\_  
 Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ School Counselor: \_\_\_\_\_  
 In special education?  Yes  No If Yes, describe: \_\_\_\_\_  
 In gifted program?  Yes  No If Yes, describe: \_\_\_\_\_  
 Has child ever been held back in school?  Yes  No If Yes, describe: \_\_\_\_\_  
 Which subjects does the child enjoy in school? \_\_\_\_\_  
 Which subjects does the child dislike in school? \_\_\_\_\_  
 What grades does the child usually receive in school? \_\_\_\_\_  
 Have there been any recent changes in the child's grades?  Yes  No  
 If Yes, describe: \_\_\_\_\_  
 Has the child ever undergone psychological testing?  Yes  No  
 If Yes, describe: \_\_\_\_\_  
 Check the descriptions which specifically relate to your child.

**Feelings about School Work:**

Anxious  Passive  Enthusiastic  Fearful  
 Eager  No expression  Bored  Rebellious  
 Other (describe): \_\_\_\_\_

**Approach to School Work:**

Organized  Industrious  Responsible  Interested  
 Self-directed  No initiative  Refuses  Does only what is expected  
 Sloppy  Disorganized  Cooperative  Doesn't complete assignments  
 Other (describe): \_\_\_\_\_

**Performance in School (Parent's Opinion):**

Satisfactory  Underachiever  Overachiever  
 Other (describe): \_\_\_\_\_

**Child's Peer Relationships:**

Spontaneous  Follower  Leader  Difficulty making friends  
 Makes friends easily  Long-time friends  Shares easily  
 Other (describe): \_\_\_\_\_

Who handles responsibility for your child in the following areas?

School:  Mother  Father  Shared  Other (specify): \_\_\_\_\_  
 Health:  Mother  Father  Shared  Other (specify): \_\_\_\_\_  
 Problem behavior:  Mother  Father  Shared  Other (specify): \_\_\_\_\_

If the child is involved in a vocational program or works a job, please fill in the following:

What is the child's attitude toward work?  Poor  Average  Good  Excellent  
 Current employer: \_\_\_\_\_ Position: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
 How have the child's grades in school been affected since working?  Lower  Same  Higher  
 How many previous jobs or placements has the child had? \_\_\_\_\_  
 Usual length of employment: \_\_\_\_\_ Usual reason for leaving: \_\_\_\_\_

**Leisure/Recreational**

Describe special areas of interest or hobbies (e.g., art, books, crafts, physical fitness, sports, outdoor activities, church activities, walking, exercising, diet/health, hunting, fishing, bowling, school activities, scouts, etc.)

Activity	How often now?	How often in the past?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Medical/Physical Health**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Abortion            | <input type="checkbox"/> Hayfever           | <input type="checkbox"/> Pneumonia                    |
| <input type="checkbox"/> Asthma              | <input type="checkbox"/> Heart trouble      | <input type="checkbox"/> Polio                        |
| <input type="checkbox"/> Blackouts           | <input type="checkbox"/> Hepatitis          | <input type="checkbox"/> Pregnancy                    |
| <input type="checkbox"/> Bronchitis          | <input type="checkbox"/> Hives              | <input type="checkbox"/> Rheumatic Fever              |
| <input type="checkbox"/> Cerebral Palsy      | <input type="checkbox"/> Influenza          | <input type="checkbox"/> Scarlet Fever                |
| <input type="checkbox"/> Chicken Pox         | <input type="checkbox"/> Lead poisoning     | <input type="checkbox"/> Seizures                     |
| <input type="checkbox"/> Congenital problems | <input type="checkbox"/> Measles            | <input type="checkbox"/> Severe colds                 |
| <input type="checkbox"/> Croup               | <input type="checkbox"/> Meningitis         | <input type="checkbox"/> Severe head injury           |
| <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Miscarriage        | <input type="checkbox"/> Sexually transmitted disease |
| <input type="checkbox"/> Diphtheria          | <input type="checkbox"/> Multiple sclerosis | <input type="checkbox"/> Thyroid disorders            |
| <input type="checkbox"/> Dizziness           | <input type="checkbox"/> Mumps              | <input type="checkbox"/> Vision problems              |
| <input type="checkbox"/> Ear aches           | <input type="checkbox"/> Muscular Dystrophy | <input type="checkbox"/> Wearing glasses              |
| <input type="checkbox"/> Ear infections      | <input type="checkbox"/> Nose bleeds        | <input type="checkbox"/> Whooping cough               |
| <input type="checkbox"/> Eczema              | <input type="checkbox"/> Other skin rashes  | <input type="checkbox"/> Other                        |
| <input type="checkbox"/> Encephalitis        | <input type="checkbox"/> Paralysis          | _____   |
| <input type="checkbox"/> Fevers              | <input type="checkbox"/> Pleurisy           | _____   |

List any current health concerns: \_\_\_\_\_  
 \_\_\_\_\_

List any recent health or physical changes: \_\_\_\_\_  
 \_\_\_\_\_

**Nutrition**

Meal	How often (times per week)	Typical foods eaten	Typical amount eaten
Breakfast	___ / week	_____	___ No ___ Low ___ Med ___ High
Lunch	___ / week	_____	___ No ___ Low ___ Med ___ High
Dinner	___ / week	_____	___ No ___ Low ___ Med ___ High
Snacks	___ / week	_____	___ No ___ Low ___ Med ___ High
Comments: _____			

**Most recent examinations**

Type of examination	Date of most recent visit	Results
Physical examination	_____	_____
Dental examination	_____	_____
Vision examination	_____	_____
Hearing examination	_____	_____

Current prescribed medications	Dose	Dates	Purpose	Side effects
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Current over-the-counter meds	Dose	Dates	Purpose	Side effects
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Chemical Use History**

Does the child/adolescent use or have a problem with alcohol or drugs? \_\_\_ Yes \_ No

If Yes, describe: \_\_\_\_\_  
 \_\_\_\_\_

**Counseling/Prior Treatment History**

Information about child/adolescent (past and present):

	Yes	No	When	Where	Reaction or overall experience
Counseling/Psychiatric treatment	___	___	_____	_____	_____
Suicidal thoughts/attempts	___	___	_____	_____	_____
Drug/alcohol treatment	___	___	_____	_____	_____
Hospitalizations	___	___	_____	_____	_____

**Behavioral/Emotional**

Please check any of the following that are typical for your child:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Affectionate           | <input type="checkbox"/> Frustrated easily    | <input type="checkbox"/> Sad                  |
| <input type="checkbox"/> Aggressive             | <input type="checkbox"/> Gambling             | <input type="checkbox"/> Selfish              |
| <input type="checkbox"/> Alcohol problems       | <input type="checkbox"/> Generous             | <input type="checkbox"/> Separation anxiety   |
| <input type="checkbox"/> Angry                  | <input type="checkbox"/> Hallucinations       | <input type="checkbox"/> Sets fires           |
| <input type="checkbox"/> Anxiety                | <input type="checkbox"/> Head banging         | <input type="checkbox"/> Sexual addiction     |
| <input type="checkbox"/> Attachment to dolls    | <input type="checkbox"/> Heart problems       | <input type="checkbox"/> Sexual acting out    |
| <input type="checkbox"/> Avoids adults          | <input type="checkbox"/> Hopelessness         | <input type="checkbox"/> Shares               |
| <input type="checkbox"/> Bedwetting             | <input type="checkbox"/> Hurts animals        | <input type="checkbox"/> Sick often           |
| <input type="checkbox"/> Blinking, jerking      | <input type="checkbox"/> Imaginary friends    | <input type="checkbox"/> Short attention span |
| <input type="checkbox"/> Bizarre behavior       | <input type="checkbox"/> Impulsive            | <input type="checkbox"/> Shy, timid           |
| <input type="checkbox"/> Bullies, threatens     | <input type="checkbox"/> Irritable            | <input type="checkbox"/> Sleeping problems    |
| <input type="checkbox"/> Careless, reckless     | <input type="checkbox"/> Lazy                 | <input type="checkbox"/> Slow moving          |
| <input type="checkbox"/> Chest pains            | <input type="checkbox"/> Learning problems    | <input type="checkbox"/> Soiling              |
| <input type="checkbox"/> Clumsy                 | <input type="checkbox"/> Lies frequently      | <input type="checkbox"/> Speech problems      |
| <input type="checkbox"/> Confident              | <input type="checkbox"/> Listens to reason    | <input type="checkbox"/> Steals               |
| <input type="checkbox"/> Cooperative            | <input type="checkbox"/> Loner                | <input type="checkbox"/> Stomach aches        |
| <input type="checkbox"/> Cyber addiction        | <input type="checkbox"/> Low self-esteem      | <input type="checkbox"/> Suicidal threats     |
| <input type="checkbox"/> Defiant                | <input type="checkbox"/> Messy                | <input type="checkbox"/> Suicidal attempts    |
| <input type="checkbox"/> Depression             | <input type="checkbox"/> Moody                | <input type="checkbox"/> Talks back           |
| <input type="checkbox"/> Destructive            | <input type="checkbox"/> Nightmares           | <input type="checkbox"/> Teeth grinding       |
| <input type="checkbox"/> Difficulty speaking    | <input type="checkbox"/> Obedient             | <input type="checkbox"/> Thumb sucking        |
| <input type="checkbox"/> Dizziness              | <input type="checkbox"/> Often sick           | <input type="checkbox"/> Tics or twitching    |
| <input type="checkbox"/> Drugs dependence       | <input type="checkbox"/> Oppositional         | <input type="checkbox"/> Unsafe behaviors     |
| <input type="checkbox"/> Eating disorder        | <input type="checkbox"/> Over active          | <input type="checkbox"/> Unusual thinking     |
| <input type="checkbox"/> Enthusiastic           | <input type="checkbox"/> Overweight           | <input type="checkbox"/> Weight loss          |
| <input type="checkbox"/> Excessive masturbation | <input type="checkbox"/> Panic attacks        | <input type="checkbox"/> Withdrawn            |
| <input type="checkbox"/> Expects failure        | <input type="checkbox"/> Phobias              | <input type="checkbox"/> Worries excessively  |
| <input type="checkbox"/> Fatigue                | <input type="checkbox"/> Poor appetite        | <input type="checkbox"/> Other:               |
| <input type="checkbox"/> Fearful                | <input type="checkbox"/> Psychiatric problems | _____   |
| <input type="checkbox"/> Frequent injuries      | <input type="checkbox"/> Quarrels             | _____   |

Please describe any of the above (or other) concerns: \_\_\_\_\_

How are problem behaviors generally handled? \_\_\_\_\_

What are the family's favorite activities? \_\_\_\_\_

What does the child/adolescent do with unstructured time? \_\_\_\_\_

Has the child/adolescent experienced death? (friends, family pets, other) \_\_\_ Yes \_\_\_ No

At what age? \_\_\_\_\_ If Yes, describe the child's/adolescent's reaction: \_\_\_\_\_

Have there been any other significant changes or events in your child's life? (family, moving, fire, etc.)

\_\_\_ Yes \_\_\_ No If Yes, describe: \_\_\_\_\_

Are you (on behalf of your child) or your child involved in any legal proceedings? (custody, probation, etc.)

Any additional information that you believe would assist me in understanding your child/adolescent?

Any additional information that would assist me in understanding current concerns or problems?

What are your goals for the current consultation, evaluation, or therapy request? \_\_\_\_\_

What family involvement would you like to see? \_\_\_\_\_

Do you believe the child is suicidal at this time? \_\_\_ Yes \_\_\_ No

If Yes, explain: \_\_\_\_\_

**For Psychologist's Use**

Psychologist's comments: \_\_\_\_\_

Psychologist's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



**Parental Information**

Parents legally married                       Mother remarried      Number of times: \_\_\_\_\_  
 Parents have ever been separated       Father remarried      Number of times: \_\_\_\_\_  
 Parents divorced

Special circumstances (e.g., raised by person other than parents, information about spouse/children not living with you, etc.): \_\_\_\_\_

**Development**

Are there special, unusual, or traumatic circumstances that affected your development?

Yes  No

If Yes, please describe: \_\_\_\_\_

Has there been history of child abuse?     Yes  No

If Yes, which type(s)?     Sexual     Physical     Verbal

If Yes, the abuse was as a:                       Victim                       Perpetrator

Other childhood issues:                       Neglect                       Inadequate nutrition

Other (please specify): \_\_\_\_\_

Comments re: childhood development: \_\_\_\_\_

**Social Relationships**

Check how you generally get along with other people: (check all that apply)

Affectionate     Aggressive     Avoidant     Fight/argue often     Follower  
 Friendly                       Leader                       Outgoing     Shy/withdrawn     Submissive  
 Other (specify): \_\_\_\_\_

Sexual orientation: \_\_\_\_\_      Comments: \_\_\_\_\_

Sexual dysfunctions?     Yes     No

If Yes, describe: \_\_\_\_\_

Any current or history of being as sexual perpetrator?     Yes     No

If Yes, describe: \_\_\_\_\_

**Cultural/Ethnic**

To which cultural or ethnic group, if any, do you belong? \_\_\_\_\_

Are you experiencing any problems due to cultural or ethnic issues?     Yes     No

If Yes, describe: \_\_\_\_\_

Other cultural/ethnic information: \_\_\_\_\_

**Spiritual/Religious**

How important to you are spiritual matters?     Not     Little     Moderate     Much

Are you affiliated with a spiritual or religious group?     Yes     No

If Yes, describe: \_\_\_\_\_

Were you raised within a spiritual or religious group?     Yes     No

If Yes, describe: \_\_\_\_\_

Would you like your spiritual/religious beliefs incorporated into the counseling?

Yes     No

If Yes, describe: \_\_\_\_\_

**Legal**

**Current Status**

Are you involved in any active cases (traffic, civil, criminal)?  Yes  No  
If Yes, please describe and indicate the court and hearing/trial dates and charges: \_\_\_\_\_

Are you presently on probation or parole?  Yes  No  
If Yes, please describe: \_\_\_\_\_

**Past History**

Traffic violations:  Yes  No                      DWI, DUI, etc.:  Yes  No  
Criminal involvement:  Yes  No  
Civil involvement:  Yes  No

If you responded Yes to any of the above, please fill in the following information. \_\_\_\_\_

Charges	Date	Where (city)	Results
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Education**

Fill in all that apply: Years of education: \_\_\_\_\_  
Currently enrolled in school?  Yes  No  
 High school grad/GED  
 Vocational: Number of years: \_\_\_\_\_ Graduated:  Yes  No  
Major: \_\_\_\_\_  
 College: Number of years: \_\_\_\_\_ Graduated:  Yes  No  
Major: \_\_\_\_\_  
 Graduate: Number of years: \_\_\_\_\_ Graduated:  Yes  No  
Major: \_\_\_\_\_  
Other training: \_\_\_\_\_  
Special circumstances (e.g., learning disabilities, gifted): \_\_\_\_\_

**Employment**

Begin with most recent job, list job history: \_\_\_\_\_

Employer	Dates	Title	Reason left the job	How often miss work?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Currently:  FT  PT  Temp  Laid-off  Disabled  Retired  
 Social Security  Student  
 Other (describe): \_\_\_\_\_

**Military**

Military experience? \_\_\_\_\_ Yes \_\_\_\_\_ No Combat experience? \_\_\_\_\_ Yes \_\_\_\_\_ No

History: 4

Where: \_\_\_\_\_

Branch: \_\_\_\_\_ Discharge date: \_\_\_\_\_

Date drafted: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

Date enlisted: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

**Leisure/Recreational**

Describe special areas of interest or hobbies (e.g., art, books, crafts, physical fitness, sports, outdoor activities, church activities, walking, exercising, diet/health, hunting, fishing, bowling, traveling, etc.)

Activity	How often now?	How often in the past?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Medical/Physical Health**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> AIDS            | <input type="checkbox"/> Dizziness              | <input type="checkbox"/> Nose bleeds             |
| <input type="checkbox"/> Alcoholism      | <input type="checkbox"/> Drug abuse             | <input type="checkbox"/> Pneumonia               |
| <input type="checkbox"/> Abdominal pain  | <input type="checkbox"/> Epilepsy               | <input type="checkbox"/> Rheumatic Fever         |
| <input type="checkbox"/> Abortion        | <input type="checkbox"/> Ear infections         | <input type="checkbox"/> STD's                   |
| <input type="checkbox"/> Allergies       | <input type="checkbox"/> Eating problems        | <input type="checkbox"/> Sleeping disorders      |
| <input type="checkbox"/> Anemia          | <input type="checkbox"/> Fainting               | <input type="checkbox"/> Sore throat             |
| <input type="checkbox"/> Appendicitis    | <input type="checkbox"/> Fatigue                | <input type="checkbox"/> Scarlet Fever           |
| <input type="checkbox"/> Arthritis       | <input type="checkbox"/> Frequent urination     | <input type="checkbox"/> Sinusitis               |
| <input type="checkbox"/> Asthma          | <input type="checkbox"/> Headaches              | <input type="checkbox"/> Smallpox                |
| <input type="checkbox"/> Bronchitis      | <input type="checkbox"/> Hearing problems       | <input type="checkbox"/> Stroke                  |
| <input type="checkbox"/> Bed wetting     | <input type="checkbox"/> Hepatitis              | <input type="checkbox"/> Sexual problems         |
| <input type="checkbox"/> Cancer          | <input type="checkbox"/> High blood pressure    | <input type="checkbox"/> Tonsillitis             |
| <input type="checkbox"/> Chest pain      | <input type="checkbox"/> Kidney problems        | <input type="checkbox"/> Tuberculosis            |
| <input type="checkbox"/> Chronic pain    | <input type="checkbox"/> Measles                | <input type="checkbox"/> Toothache               |
| <input type="checkbox"/> Colds/Coughs    | <input type="checkbox"/> Mononucleosis          | <input type="checkbox"/> Thyroid problems        |
| <input type="checkbox"/> Constipation    | <input type="checkbox"/> Mumps                  | <input type="checkbox"/> Vision problems         |
| <input type="checkbox"/> Chicken Pox     | <input type="checkbox"/> Menstrual pain         | <input type="checkbox"/> Vomiting                |
| <input type="checkbox"/> Dental problems | <input type="checkbox"/> Miscarriages           | <input type="checkbox"/> Whooping cough          |
| <input type="checkbox"/> Diabetes        | <input type="checkbox"/> Neurological disorders | <input type="checkbox"/> Other (describe): _____ |
| <input type="checkbox"/> Diarrhea        | <input type="checkbox"/> Nausea                 | _____  |

List any current health concerns: \_\_\_\_\_

List any recent health or physical changes: \_\_\_\_\_

**Nutrition**

Meal	How often (times per week)	Typical foods eaten	Typical amount eaten
Breakfast	___ / week	_____	___ No ___ Low ___ Med ___ High
Lunch	___ / week	_____	___ No ___ Low ___ Med ___ High
Dinner	___ / week	_____	___ No ___ Low ___ Med ___ High

Snacks \_\_\_ / week \_\_\_\_\_ \_\_\_ No \_\_\_ Low \_\_\_ Med \_\_\_ High

Comments: \_\_\_\_\_

Current prescribed medications	Dose	Dates	Purpose	Side effects
--------------------------------	------	-------	---------	--------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Current over-the-counter meds	Dose	Dates	Purpose	Side effects
-------------------------------	------	-------	---------	--------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Are you allergic to any medications or drugs? \_\_\_ Yes \_\_\_\_\_ No

If Yes, describe: \_\_\_\_\_

	Date	Reason	Results
--	------	--------	---------

Last physical exam	_____	_____	_____
Last doctor's visit	_____	_____	_____
Last dental exam	_____	_____	_____
Most recent surgery	_____	_____	_____
Other surgery	_____	_____	_____
Upcoming surgery	_____	_____	_____

Family history of medical problems: \_\_\_\_\_

Please check if there have been any recent changes in the following:

\_\_\_ Sleep patterns      \_\_\_ Eating patterns      \_\_\_ Behavior      \_\_\_ Energy level  
 \_\_\_ Physical activity level      \_\_\_ General disposition      \_\_\_ Weight      \_\_\_ Nervousness/tension

Describe changes in areas in which you checked above: \_\_\_\_\_

### Chemical Use History

	Method of use and amount	Frequency of use	Age of first use	Age of last use	Used in last 48 hours		Used in last 30 days	
					Yes	No	Yes	No
Alcohol	_____	_____	_____	_____	_____	_____	_____	_____
Barbiturates	_____	_____	_____	_____	_____	_____	_____	_____
Valium/Librium	_____	_____	_____	_____	_____	_____	_____	_____
Cocaine/Crack	_____	_____	_____	_____	_____	_____	_____	_____
Heroin/Opiates	_____	_____	_____	_____	_____	_____	_____	_____
Marijuana	_____	_____	_____	_____	_____	_____	_____	_____

PCP/LSD/Mescaline

History: 6

Inhalants	_____	_____	_____	_____	_____	_____	_____	_____
Caffeine	_____	_____	_____	_____	_____	_____	_____	_____
Nicotine	_____	_____	_____	_____	_____	_____	_____	_____
Over the counter	_____	_____	_____	_____	_____	_____	_____	_____
Prescription drugs	_____	_____	_____	_____	_____	_____	_____	_____
Other drugs	_____	_____	_____	_____	_____	_____	_____	_____

Substance of preference

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**Substance Abuse Questions**

Describe when and where you typically use substances: \_\_\_\_\_

Describe any changes in your use patterns: \_\_\_\_\_

Describe how your use has affected your family or friends (include their perceptions of your use): \_\_\_\_\_

Reason(s) for use:

Addicted       Build confidence       Escape       Self-medication  
 Socialization       Taste       Other (specify): \_\_\_\_\_

How do you believe your substance use affects your life? \_\_\_\_\_

Who or what has helped you in stopping or limiting your use? \_\_\_\_\_

Does/Has someone in your family present/past have/had a problem with drugs or alcohol?

Yes    No      If Yes, describe: \_\_\_\_\_

Have you had withdrawal symptoms when trying to stop using drugs or alcohol?       Yes    No

If Yes, describe: \_\_\_\_\_

Have you had adverse reactions or overdose to drugs or alcohol? (describe): \_\_\_\_\_

Have drugs or alcohol created a problem for your job?  Yes    No

If Yes, describe: \_\_\_\_\_

**Counseling/Prior Treatment History**

Information about Patient (past and present):

	Yes	No	When	Where	Your reaction to overall experience
Counseling/Psychiatric treatment	_____	_____	_____	_____	_____
Suicidal thoughts/attempts	_____	_____	_____	_____	_____
Drug/alcohol treatment	_____	_____	_____	_____	_____
Hospitalizations	_____	_____	_____	_____	_____
Involvement with self-help groups (e.g., AA, Al-Anon, NA, Overeaters Anonymous)	_____	_____	_____	_____	_____



If Yes, explain: \_\_\_\_\_

History: 8

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**For Psychologist's Use**

Psychologist's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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# Informed Consent Information

## Policies & Procedures for Psychological Services

This Informed Consent form is designed to explain the policies and procedures for psychological services at my office. The document delineates what my responsibilities are to you and what your responsibilities are to me as we work together. Please thoroughly review this entire document as it contains information that is very important for you to know.

### Psychological Services Offered

I offer three primary types of psychological services: therapy, evaluations, and consultations. I will describe each of these services separately.

#### Therapy Services

If you are seeking therapy services, the first appointment will consist of a diagnostic interview. During this appointment, we will discuss what you are seeking help for and I will gather background information. We will also review the informed consent materials and discuss the therapy process. I will also describe the treatment strategies that I think will be most beneficial for addressing your concerns. For instance, I may suggest cognitive-behavioral interventions for addressing symptoms of anxiety or a more interactive approach for addressing challenging behaviors.

I think of my approach to helping people with their problems as an educational and collaborative one. I want my patients to be able to use the tools they gain from therapy without me. I view therapy as a partnership between us. You define the problem areas to be worked on; I use some special knowledge to help you make the changes you want to make. Psychotherapy is not like visiting a medical doctor. It requires your very active involvement.

#### Evaluation Services

The evaluation process takes place in four primary stages:

1. **Diagnostic Interview** to obtain a history, review concerns, discuss the reason for the evaluation, determine what testing needs to be done, and review informed consent and evaluation procedures
2. **Testing** may take place in one 3-hour or 4-hour session, a series of 1-hour or 2-hour appointments, or other arrangement based on your child's needs as determined during the diagnostic interview
3. **Scoring, interpretation, and report writing** by the psychologist
4. **Parent conference** to provide interpretation about testing results, diagnostic impressions, and treatment recommendations, about 2 to 4 weeks after completion of the testing process

In addition to the stages of the evaluation described above, other services are sometimes needed. It is often helpful for me to speak with other professionals who are working or who have worked with your child. This could include pediatricians, mental health therapists or counselors, teachers, speech and language therapists, occupational therapists, or other individuals. If this is needed, you will need to sign additional written consent(s). Also, depending on your child's situation, I may request to do a school observation. This helps me get a better idea of how your child is functioning in an educational setting.

A comprehensive written report will be generated and copies will be provided to you as part of the evaluation costs. Typically, the written report is provided to you at the time of the Parent Conference. The results of the evaluation may not answer all questions about you or your child's situation. Therefore, other referrals may also be made to other service providers.

#### Consultation Services

Individuals and their families request consultation services for a variety of reasons including:

- Evaluation of the success for implemented interventions
- Identification of behaviors that may benefit from intervention(s)
- Determination of factors which contribute to challenging behaviors
- Evaluation of progress towards meeting developmental milestones
- Additional education and training on topics related to child development and mental health
- Recommendations for how to address challenging behaviors in the classroom, socially, or at home

Parents, health care professionals, and educators often have questions about a child's development and behavior and a consultation can help address these questions. When I conduct a consultation, I typically start the process with a 60 minute diagnostic interview. The diagnostic interview is conducted with the parent(s) to obtain a history, to review the informed consent documents, and to review the consultation procedures. At this meeting, I may ask for releases of information to obtain copies of records or consent to contact other individuals who may have information relevant to the

consultation. If you have previous testing results, educational materials, or other records it is often useful to bring these items to the diagnostic interview. During this meeting, we will also review the procedures to be used for completing the consultation and the amount of time I expect will be required to address your questions.

### **Benefits and Risks**

#### **Associated with Therapy**

As with any treatment, there are some risks as well as benefits with therapy. You should think about both the benefits and risks when making any treatment decisions. For example, in therapy, there is a risk that patients will, for a time, have uncomfortable levels of sadness, guilt, anxiety, anger, frustration, loneliness, helplessness, or other negative feelings. Patients may recall unpleasant memories. These feelings or memories may bother a patient at work or in school. In addition, some people in your community may mistakenly view anyone in therapy as weak, or perhaps as seriously disturbed or even dangerous. Also, patients in therapy may have problems with people important to them. Family secrets may be told. Therapy may disrupt a marital relationship and sometimes may even lead to a divorce. Sometimes, too, a patient's problems may temporarily worsen after the beginning of treatment. Most of these risks are to be expected when people are making important changes in their lives. Finally, even with our best efforts, there is a risk that therapy may not work out well for you.

While you consider these risks, you should know also that the benefits of therapy have been shown by scientists in hundreds of well-designed research studies. People who are depressed may find their mood lifting. Others may no longer feel afraid, angry, or anxious. In therapy, people have a chance to talk things out fully until their feelings are relieved or the problems are solved. Patients' relationships and coping skills may improve greatly. They may get more satisfaction out of social and family relationships. Their personal goals and values may become clearer. They may grow in many directions-as persons, in their close relationships, in their work or schooling, and the ability to enjoy their lives.

I do not take on patients I do not think I can help. Therefore, I will enter our relationship with optimism about our progress.

#### **Associated with Evaluations and Consultations**

I want you to be aware of both the benefits and the risks associated with an evaluation or consultation. The benefits of evaluation or consultation include diagnostic clarification, appropriate treatment recommendations to handle challenges and maximize strengths, having a written report that can be used to facilitate services at school or in the community, and insight into the nature of your or your child's strengths and weaknesses, among others.

Despite the benefits of evaluation, there may also be some risks involved. The person being evaluated may experience discomfort (including frustration, anxiety, embarrassment, etc.). Though rare, it is possible that the evaluation will not answer all of your questions, and further evaluation by another professional may be needed. While my testing and treatment recommendations are based on best practices, you or others may not agree with my professional judgment. No one is required to follow my recommendations, including you, as my reports do not carry the force of law.

### **Confidentiality**

As part of the psychologist-patient agreement, all of the information gathered about you and/or your child will be treated with great care. Legal and ethical considerations prevent my office from divulging information about you and/or your child, including information about whether you are a patient in my office, without your express written consent.

However, you should know before we begin our professional relationship that there are certain legal and ethical limits to confidentiality. In some circumstances, I am required to break confidentiality in order to protect you, your child, or others, for example:

- \*If a patient threatens grave bodily harm or death to another person, I may be required to inform appropriate legal authorities and the intended victim.
- \*If a patient expresses a serious intent to grievously harm himself/herself, I may be required to notify family members and/or persons authorized to respond to such emergencies, in order to protect the patient from harm.
- \*If I have good reason to suspect that a child is the victim of physical or sexual abuse, or a victim of neglect, I am required to report the abuse or neglect to the appropriate authority.
- \*If a patient is being evaluated in response to court order, the results of the evaluation will be revealed to the court.
- \*If a court of law issues a court order signed by a judge, I am required to provide information (though I will restrict the information to that which is specifically requested in the court order).

\*If your insurance company (or other third-party payer) requests information including diagnosis, reports, recommendations, and/or chart notes, this information must be provided.

\*If you fail to meet the financial obligations outlined in this form, I reserve the right to pursue collections or small claims court.

\*Please note that noncustodial parents can access a child's records, unless the parent's rights have been terminated. As a result, it is important for me to have a good understanding of the custody arrangements and parental rights at the start of services and if the circumstances change during the course of services.

Please be assured that I take your confidentiality very seriously, and I will make every effort to safeguard it. In any of the above situations, when I must break confidentiality, I will make every effort to discuss this with you ahead of time, unless there is a good reason not to do so. Additionally, I would only reveal the specific information required in the situation. Be aware that administrative personnel only have access to the minimum necessary amount of protected health information.

### **Financial Policy and Obligations**

I understand that obtaining psychological services can be a substantial financial commitment on your part. As such, I believe it is extremely important for you to know exactly what your financial obligations are. You are responsible for ensuring that all of the associated fees are paid on your account. Since you are responsible, this means that even if another person/entity, such as another parent or your insurance company, is expected to cover the charges and does not, you will be held financially responsible. If for any reason, your account is delinquent, I have the right to pursue collections action, either through a collections agency or in small-claims court. A monthly late-fee of \$25.00 will be applied to balances that remain unpaid for 30-days (unless prior payment plan arrangements have been made).

In the event that a check is returned to me because of insufficient funds, I will notify you that an alternative means of payment is required plus a \$25.00 returned check fee. I reserve the right to refuse to accept personal checks from persons who have previously written checks which were returned.

If you have insurance, I am happy to collect that information from you. As a courtesy, I will call your insurance company to verify your benefits; however, it is only an estimate. *You are strongly encouraged to confirm your benefits with your insurance carrier.* If you change insurance companies for any reason during the course of treatment, it is your responsibility to notify me prior to your next scheduled appointment so that insurance coverage can be verified.

If your health insurance will pay part of my fee, I will help you with your insurance claim forms if you would like or I will file the claims for you. I am considered an in-network provider with several insurance companies. If your insurance carrier indicates that pre-authorization is required for testing, I will complete the necessary paperwork after the Diagnostic Interview. I will keep track of the authorization process for you, but it is in your interest for you to keep track as well since you are responsible for all of the charges associated with testing and/or therapy.

The fee for the Diagnostic Interview is \$285 depending on the age of the patient (this fee is due at the first appointment). The fee for therapy is \$200 per hour. There is an additional \$28 charge for highly complex or interactive therapy. The charge for evaluation and testing services varies, although I will try to provide an estimate of the time for the process. In addition to the face-to-face testing done with the patient, I also charge for scoring the tests, contacting other professionals when needed, reviewing records, writing the report, and conducting the feedback session. However, in order to make the total charges for the evaluation more reasonable, I charge for only a portion of the time involved in scoring, report writing, and record review. The hourly fee for these services ranges from \$160.00 to \$215.00 given the complexity of the testing and the questions being answered. I ask that patients pay half of the fee for evaluation services at the time of the first testing appointment and the remaining balance at the feedback session. An evaluation may take 4-9 hours depending on the amount of testing required. Charges for time involved in patient letters will be \$95 for half hour and \$190 per hour.

Please note that if I am asked to testify in court, for a deposition, or consult as part of court proceedings, I charge \$350 per hour with a four hour minimum. The initial \$1400 deposit for my time and expertise is required at least 36 hours before the scheduled deposition or court appearance. Also, I charge \$250 an hour for my preparation time on all court-related matters.

I accept Mastercard, Visa, checks, and cash. We appreciate your cooperation with all billing matters and encourage you to be upfront and open about any questions or concerns regarding these policies.

### **Appointments and Scheduling**

I consider each scheduled appointment to be very important, and I ask you to do the same. Out of courtesy to me and to other patients who are also waiting for an appointment, please call as soon as you determine that you will be unable to keep your scheduled appointment, so that the time can be offered to another patient. If I must postpone an appointment, I will make every effort to reschedule you as quickly as possible. If you fail to show for an appointment, you will be asked to prepay for your next appointment.

## **Requests for Forms, Letters and Reports**

A comprehensive written report is included in the charges for the evaluation. There is also no charge for completion of forms needed to secure pre-authorization for testing from your insurance company. However, the following charges will apply for other forms or letters that are needed, including but not limited to, letters to insurance companies for justification of diagnosis, evaluation, or treatment, letters or forms needed for schools or state agencies regarding diagnosis, treatment, or information for IEP planning, letters to attorneys, etc. The charge for completion of brief forms and letters is \$25.00. Each additional form requested at the same time will be charged at \$10.00 each. Charges for lengthy or more detailed letters will be at the hourly rate \$160/hour based upon the time involved in preparation. Payment for all forms must be made before the forms will be completed or the letter written. Please be aware there may be some forms issued to you that I am not capable of completing. Also, be aware that in most cases, I will not be able to complete forms on the same day as they are received and, in some instances, there may be a 10-day turn-around period for completion of forms or letters. However, I will make every effort to be as prompt as possible in addressing your request.

## **If You Need to Contact Me**

I cannot promise that I will be available at all times. You can leave a message on my voice mail or with my assistant and I will return your call as soon as I can. Please note that if you have an issue that requires more than a few minutes of time, then I may recommend that we schedule an appointment so we can more thoroughly address your concern.

If you have an emergency or crisis and cannot reach me immediately by telephone, then you or your family members should call 911 or go to the nearest hospital emergency room.

## **Statement of Principles and Complaint Procedures**

It is my intention to fully abide by all the rules of the American Psychological Association (APA) and by those of my state licenses in Arkansas.

Problems can arise in our relationship, just as in any other relationship. If you are not satisfied with any area of our work, please raise your concerns with me at once. Our work together will be slower and harder if your concerns with me are not worked out. I will make every effort to hear any complaints you have and to seek solutions to them. If you feel that I, or any other therapist, has treated you unfairly or has broken a professional rule, please tell me. You can also contact the state psychological association and speak to the chairperson of the ethics committee. The number is (501) 614-6500. He or she can help clarify your concerns or tell you how to file a complaint. You may also contact the Arkansas Psychology Board (501-682-6167). The office manager will direct you on the exact procedure of making a complaint. These are the organizations that license those of us in the independent practice of psychology. Furthermore, you have the right to complain to the Secretary of the U.S. Department of Health and Human Services. (1-800-368-1019). If you file a complaint, I will not retaliate in any way.

In my practice, I do not discriminate against patients because of any of these factors: age, sex, marital/family status, race, color, religious beliefs, ethnic origin, place of residence, veteran status, physical disability, health status, sexual orientation, or criminal record unrelated to present dangerousness. This is a personal commitment, as well as being required by federal, state, and local laws and regulations. I will always take steps to advance and support the values of equal opportunity, human dignity, and racial/ethnic/cultural diversity. If you believe you have been discriminated against, please bring this matter to my attention immediately.

### **Psychologist's Duties:**

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.
- If I revise my policies and procedures substantially, I will notify you at the earliest point available either by phone or by mail or in person if applicable.



**Narissa R. Griffin, Ph.D., PLLC**  
**Privacy Policies**  
**Center for Professional Psychology**  
**Current Privacy Officer: Janissa D. Jackson, Ph.D.**

**This form describes the confidentiality of your medical records, how the information is used, your rights, and how you may obtain this information.**

**My Legal Duties**

**Uses and Disclosures for Treatment, Payment, and Health Care Operations**

I may *use* or *disclose* your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your *consent*. To help clarify these terms, here are some definitions:

- “*PHI*” refers to information in your health record that could identify you.
- “*Treatment, Payment and Health Care Operations*”
  - *Treatment* is when I provide, coordinate or manage your health care and other services related to your health care. An example of treatment would be when I consult with another health care provider, such as your family physician or another psychologist.
  - *Payment* is when I obtain reimbursement for your healthcare. Examples of payment are when I disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
  - *Health Care Operations* are activities that relate to the performance and operation of my practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- “*Use*” applies only to activities within my [office, clinic, practice group, etc.] such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- “*Disclosure*” applies to activities outside of my [office, clinic, practice group, etc.], such as releasing, transferring, or providing access to information about you to other parties.

State and Federal laws require that I keep your medical records private. Such laws require that I provide you with this notice informing you of my privacy of information policies, your rights, and my duties. I am required to abide these policies until replaced or revised. I have the right to revise my privacy policies for all medical records, including 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 therapy session are covered by the law as private information. I respect the privacy of the information you provide us and I 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 my office for diagnosis, treatment planning, treatment, and continuity of care. I 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 my office such as billing, quality enhancement, training, and audits. In any disclosure, the minimum necessary will be disclosed in order to protect the privacy of the patient.

Both verbal information and written records about a patient cannot be shared with another party without the written consent of the patient or the patient's legal guardian or personal representative. It is the policy of my office not to release any information about a patient without a signed release of information except in certain emergency situations or exceptions in which patient 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 patient discloses intentions or a plan to harm another person or persons, the health care professional is required to report this information to legal authorities and may need to seek hospitalization for the patient. In cases in which the patient discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the patient.

**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. This could include Health Oversight Activities such as receiving a subpoena from the Arkansas Board of Examiners in psychology.

**Abuse**

If a patient 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 patient is the victim of abuse, neglect, violence, or a crime victim, and their

safety appears to be at risk, I may share this information with law enforcement officials to help prevent future occurrences and capture the perpetrator. This applies to adult and domestic abuse as well.

#### **For Operations**

I may use and give information about you to make sure that the services and benefits you get are correct and of high quality. I may share your health information with business partners who perform work for my office and I require that my business partners use the same level of privacy and security as I do when handling your health information.

#### **Judicial and Administrative Proceedings**

If you are involved in a court proceeding and a request is made for information about your diagnosis and treatment and the records thereof, such information is privileged under state law, and I will not release information without the written authorization of you or your legally appointed representative or a court order. The privilege does not apply when you are being evaluated by a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.

#### **In the Event of a Patient's Death**

In the event of a patient's death, the spouse or parents of a deceased patient 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.

#### **Minors/Guardianship**

Parents or legal guardians of non-emancipated minor patients or patients of any age having a legal guardian, the legal guardian retains the right to access the patient's records. Appropriate procedures to ensure the authority of that legal guardian will be made such as requesting court documentation.

#### **Worker's Compensation/Specialized Government Functions**

In the event that an employer seeks treatment on behalf of a patient, certain information is typically required to be reported to that employer. The patient must review and choose to authorize this information if it is required for payment. This does not apply to any psychotherapy notes. Furthermore, at times release of information is required by government functions such as fitness for military duties, eligibility for VA benefits, and national security and intelligence.

#### **Other Provisions**

When payment for services are the responsibility of the patient, or a person who has agreed to providing payment, and payment has not been made in a timely manner, collection agencies may be utilized in collecting unpaid debts or I may elect to pursue small claims court. The specific content of the services (e.g., diagnosis, treatment plan, progress notes, testing) is not disclosed. If a debt remains unpaid it may be reported to credit agencies, and the patient's credit report may state the amount owed, the time-frame, and the name of the office or collection source.

Insurance companies, managed care, and other third-party payers are given information that they request regarding services to the patient. Information which may be requested includes type of services, dates/times of services, diagnosis, treatment plan, description of impairment, progress of therapy, and summaries. The minimum necessary will be carefully determined by the treating psychologist.

Information may be disclosed to other entities that have a formal business associate contract with, in which they promise to maintain the confidentiality of this data except as is specifically allowed in the contract or otherwise specified by the law. If you wish, you may request and obtain a list of all current business associate contracts.

Information about patients may be disclosed in consultations with other professionals in order to provide the best possible treatment. In such cases the name of the patient, or any identifying information, is not disclosed. Clinical information about the patient is discussed.

In the event in which my office must telephone the patient for purposes such as appointment cancellations or reminders, or to give/receive other information, efforts are made to preserve confidentiality. Please notify me in writing where I may reach you by phone and how you would like me to identify myself. For example, you might request that when I phone you at home or work, I do not say the name of my office or the nature of the call, but rather my first name only. If this information is not provided to me (see first page of new patient paperwork), I will adhere to the following procedure when making phone calls: First I will ask to speak to the patient (or guardian) without identifying my full name. If the person answering the phone asks for more identifying information I will say that it is a personal call. I will not identify my office (to protect confidentiality). If I reach an answering machine or voice mail I will follow the same guidelines.

#### **Your Rights**

You have the right to request to review or receive your medical files. The procedures for obtaining a copy of your medical information is as follows. You may request a copy of your records in writing with an original (not photocopied) signature. If your request is denied, you will receive a written explanation of the denial. Records for non-emancipated minors must be requested by their custodial parents or legal guardians. The charge for this service is \$.15 per page, plus postage or if requested electronically, only the cost of the appropriate jump drive device will be assessed.

You have the right to cancel a release of information by providing me with written notice. If you desire to have your information sent to a location different than the address on file, you must provide this information in writing.

You have the right to restrict which information might be disclosed to others.

You have the right to request an amendment to your records. This request will be considered and a response will be given to you in writing as well as an explanation of your additional rights if this amendment is denied by the psychologist.

You have the right to request that information about you be communicated by other means or to another location. This request must be made to me in writing.

You have the right to disagree with the medical records in my files. You may request that this information be changed. Although I might deny changing the record, you have the right to make a statement of disagreement, which will be placed in your file.

You have the right to restrict disclosure of PHI to a health plan if you pay out of pocket in full for the healthcare service.

You have the right to be notified if there is a breach of any unsecured Protected Health Information.

You have the right to know what information in your record has been provided to whom. Request this in writing.

You must sign an authorization before we can release your PHI for any uses or disclosures not described in this privacy notice.

You will be given a written copy of this notice.

### **Complaints**

If you have any complaints or questions regarding these procedures, please contact our office, myself or Dr. Jackson. I will get back to you in a timely manner. You can also contact the state psychological association and speak to the chairperson of the ethics committee. The number is (501) 614-6500. He or she can help clarify your concerns or tell you how to file a complaint. You may also contact the Arkansas Psychology Board (501-682-6167). These are the organizations that license those of us in the independent practice of psychology. You may also submit a complaint to the Secretary of the U.S. Dept. of Health and Human Services(1-800-368-1019). If you file a complaint I will not retaliate in any way.

## **Private Practice Social Media Policy**

This document outlines office policies related to use of Social Media. Please read it to understand how we at Center for Professional Psychology conduct ourselves on the Internet as mental health professionals and how you can expect us to respond to various interactions that may occur between us on the Internet.

If you have any questions about anything within this document, we encourage you to bring them up during your next visit. As new technology develops and the Internet changes, there may be times when we need to update this policy. If we do so, we will notify you in writing of any policy changes and make sure you have a copy of the updated policy.

### **FRIENDING**

We do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). We believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

### **FOLLOWING**

Our primary concern is your privacy. If you share this concern, there are more private ways to follow us on Twitter (such as using an RSS feed or a locked Twitter list), which would eliminate your having a public link to our content. You are welcome to use your own discretion in choosing whether to follow us.

Note that we will not follow you back. We do not follow current or former clients on blogs or Twitter. Our reasoning is that we believe casual viewing of clients' online content outside of the therapy hour can create confusion in regard to whether it's being done as a part of your treatment or to satisfy our personal curiosity. In addition, viewing your online activities without your consent and without our explicit arrangement towards a specific purpose could potentially have a negative influence on our working relationship. If there are things from your online life that you wish to share with us, please bring them into your sessions where we can view and explore them together, during the therapy hour.

### **INTERACTING**

Please do not use SMS (mobile phone text messaging) or messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact us. These sites are not secure and we may not read these messages in a timely fashion. Do not use Wall postings, @replies, or other means of engaging with us in public online if we have an already established client/therapist relationship. Engaging with us this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your legal medical record and will need to be documented and archived in your chart.

If you need to contact us between sessions, the best way to do so is by phone.

### **USE OF SEARCH ENGINES**

It is NOT a regular part of our practice to search for clients on Google or Facebook or other search engines. Extremely rare exceptions *may* be made during times of crisis. If we have a reason to suspect that you are in danger and you have not been in touch with us via our usual means (coming to appointments, phone, or email) there *might* be an instance in which using a search engine (to find you, find someone close to you, or to check on your recent status updates) becomes necessary as part of ensuring your welfare. These are unusual situations and if we ever resort to such means, we will fully document it and discuss it with you at your next appointment.

### **GOOGLE READER**

We do not follow current or former clients on Google Reader and we do not use Google Reader to share articles. If there are things you want to share with us that you feel are relevant to your treatment whether they are news items or things you have created, we encourage you to bring these items of interest into our sessions.

### **BUSINESS REVIEW SITES**

You may find our psychology practice on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find our listing on any of these sites, please know that our listing is NOT a request for a testimonial, rating, or endorsement from you as our client.

The American Psychological Association's Ethics Code states under Principle 5.05 that it is unethical for psychologists to solicit testimonials: "Psychologists do not solicit testimonials from current therapy clients/patients or other persons who because of their particular circumstances are vulnerable to undue influence."

Of course, you have a right to express yourself on any site you wish. But due to confidentiality, we cannot respond to any review on any of these sites whether it is positive or negative. We urge you to take your own privacy as seriously as we take our commitment of confidentiality to you. You should also be aware that if you are using these sites to communicate indirectly with us about your feelings about our work, there is a good possibility that we may never see it.

If we are working together, we hope that you will bring your feelings and reactions to our work directly into the therapy process. This can be an important part of therapy, even if you decide we are not a good fit. None of this is meant to keep you from sharing that you are in therapy with us wherever and with whomever you like. Confidentiality means that we cannot tell people that you are our client and our Ethics Code prohibits us from requesting testimonials. But you are more than welcome to tell anyone you wish that you see a therapist here, or how you feel about the treatment we have provided to you, in any forum of your choosing.

If you do choose to write something on a business review site, we hope you will keep in mind that you may be sharing personally revealing information in a public forum. We urge you to create a pseudonym that is not linked to your regular email address or friend networks for your own privacy and protections.

If you feel we have done something harmful or unethical and you do not feel comfortable discussing it with us, you can always contact the Arkansas Psychology Board, which oversees licensing, and they will review the services we have provided.

**Arkansas Psychology Board**

**101 East Capitol, Suite 415**

**Little Rock, AR 72201**

**(501) 682-6167**

**[psychologyboard.arkansas.gov](http://psychologyboard.arkansas.gov)**

**LOCATION-BASED SERVICES**

If you use location-based services on your mobile phone, you may wish to be aware of the privacy issues related to using these services. We do not place our practice as a check-in location on various sites such as Foursquare, Gowalla, Loopt, etc. However, if you have GPS tracking enabled on your device, it is possible that others may surmise that you are a therapy client due to regular check-ins at our office on a weekly basis. Please be aware of this risk if you are intentionally “checking-in” from our office or if you have a passive LBS app enabled on your phone.

**REFERENCE**

Keely Kolmes, Psy.D. – Social Media Policy – 4/26/10