



Cinnamon Tree *Child and Adolescent Counseling*

## Client Information Form

Today's Date \_\_\_\_\_

Client's Name (your child/adolescent) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Male       Female

### PARENT/ LEGAL GUARDIAN INFORMATION

Name(s) \_\_\_\_\_

Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Where would you like me to leave you messages?

Home       Work       Cell       E-mail       None

If there is an emergency at the office and we must cancel your appointment, where should we call?  Home       Work       Cell       E-mail       None

Employer-Self \_\_\_\_\_ Occupation \_\_\_\_\_

Employer-Spouse \_\_\_\_\_ Occupation \_\_\_\_\_

If your child does not reside with both biological/adoptive parents due to a divorce or change in custody, please provide a current copy of the custody agreement or court order, as well as any applicable part of the divorce decree. This document must state who is able to seek medical/psychological help for this minor. **Custody/guardianship paperwork is required before a minor can be seen in a counseling session.**

I acknowledge that no Divorce Decree, Custody Agreement nor Court Order has been filed by the courts for this minor. Signature: \_\_\_\_\_

If one of the aforementioned documents does become applicable to this minor, please provide the document.

Why are you seeking counseling?

---

---

---

Is the client currently in counseling elsewhere?  Yes  No ***If yes, do not complete this form.***

How were you referred to my office? \_\_\_\_\_ If by internet, please list the directory you used \_\_\_\_\_.

**WHO IS FINANCIALLY RESPONSIBLE FOR THIS ACCOUNT (PERSON INSURED)?**

Name \_\_\_\_\_ Relationship to Client \_\_\_\_\_

Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc Sec No. \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Insurance Carrier** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Insurance ID # \_\_\_\_\_ Group # \_\_\_\_\_

Benefit/Eligibility Phone Number \_\_\_\_\_ Deductible \_\_\_\_\_

**PLEASE PROVIDE A COPY OF YOUR INSURANCE CARD/ID. IF YOUR DEDUCTABLE HAS NOT BEEN MET, YOU WILL BE RESPONSIBLE FOR THE COST OF EACH SESSIONS UNTIL IT IS MET.**

**ABOUT CLIENT**

Is the client in elementary, middle, or high school? \_\_\_\_\_/grade level \_\_\_\_\_

What is the name of school? \_\_\_\_\_

What is the name of the school district? \_\_\_\_\_

If client is in college/vocational school, what is the name? \_\_\_\_\_

How long has the client attended college/vocational school? \_\_\_\_\_

If client is not attending college, are there any plans to further education? \_\_\_\_\_

If so, when and where? \_\_\_\_\_

**ABOUT CLIENT'S HEALTH**

Doctor's name \_\_\_\_\_

When was the last visit? \_\_\_\_\_

List any concerns shared by the doctor that may be helpful:

\_\_\_\_\_

Describe any allergies the client may have:

\_\_\_\_\_

Are there any chronic medical concerns? \_\_\_\_\_ Please list below:

Mental Health diagnosis? If so, which one

\_\_\_\_\_

Is client under the care of a Psychiatrist? If so, whom \_\_\_\_\_

Has client been prescribed any drugs by your Psychiatrist?  Yes  No

List all medications or drugs (legal or illegal) taken in the last year:

\_\_\_\_\_

List all diseases, illnesses, important accidents and injuries, periods of loss of consciousness, convulsions/seizures, and any other medical condition past or present that the minor has been treated for:

\_\_\_\_\_

\_\_\_\_\_

Any additional information can be added: \_\_\_\_\_

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

## **Professional Disclosure Statement And Informed Consent**

### **PLEASE INITIAL EACH ITEM:**

\_\_\_\_\_ I understand that my therapist from Cinnamon Tree Counseling is Cynthia Kearney and is an Licensed Professional Counselor in the state of Texas.

\_\_\_\_\_ I understand that Cynthia B. Kearney, LPC does not provide 24-hour crisis counseling. Should I experience an emergency necessitating immediate mental health attention, I will immediately call 9-1-1 or go to an emergency room for assistance.

\_\_\_\_\_ I understand that during the time that we work together, we will meet weekly for approximately 50 minutes. While our sessions may be very intimate psychologically, ours is a professional relationship rather than a social one.

\_\_\_\_\_ I also understand our contact will be limited to counseling sessions except, only in case of emergency, you may call Cynthia B. Kearney, LPC at (940) 282-7373

\_\_\_\_\_ I understand that, at any time, I may initiate a discussion of possible positive or negative effects of entering into the counseling relationship and that specific results are not guaranteed although benefits are expected from counseling.

\_\_\_\_\_ I understand that counseling can improve as well as upset the equilibrium in any person or family. Counseling is a personal exploration and may lead to changes in my life perspectives and decisions. These changes could be temporarily distressing.

\_\_\_\_\_ I understand that I am in control of the counseling relationship and may choose at any time to end our therapeutic relationship. If at any time I am dissatisfied with Cynthia B. Kearney, LPC, services as a therapist, I have a right to let her know. If I have questions regarding my services or to file a formal complaint I may contact the **Texas State Board of Examiners of Professional Counselors at 1-800-942-5540.**

\_\_\_\_\_ I understand that our paths may cross in social situations but that our therapeutic relationship comes first, along with protection of my confidentiality, and that any Cynthia B. Kearney, LPC does not initiate the greetings.

\_\_\_\_\_ Should I believe that a referral is needed, Cynthia B. Kearney, LPC will provide some alternatives including programs and/or people who may be able to assist me.

\_\_\_\_\_ I understand that the rate for individual counseling sessions is \$70.00 to \$80.00 for a 60-minute session. Sliding scale may be applicable with approval of time and duration.

\_\_\_\_\_ I understand that the rate for family counseling is \$100.00 for a 50-minute session.

\_\_\_\_\_ I understand that all fees for counseling are due at the end of each session.

\_\_\_\_\_ I understand that the rate for all subsequent therapy services such as: attending parent/teacher conferences, attending ARD meetings, conducting classroom observations, participating in legal depositions, interactions with insurance companies, phone calls over 5 minutes, etc. will be billed at \$80.00 per hour in 10-minute increments.

\_\_\_\_\_ I understand that conducting expert witness and testimonial services is not an area of interest of Cynthia B. Kearney, LPC. If subpoenaed in your case, Cynthia B. Kearney, LPC as a factual case witness or involve him/her in any court-related processes, Cynthia B. Kearney, LPC charges a fee of \$2,500.00, with an additional \$200.00 every hour she is involved in legal depositions, case preparation, travel, and witness time.

\_\_\_\_\_ I understand that if a check is returned, a processing fee of \$35.00 will be assessed to my account. Additionally, I will need to make a cash or money order payment for the returned check and \$35.00 processing fee. After a returned check, the office of Cynthia B. Kearney, LPC may require cash payment of future appointments.

\_\_\_\_\_ I understand that if a returned check is not cleared up in 30 days, Cynthia B. Kearney, LPC will file a suit with the Tarrant County District Attorney's Office or collection agency.

\_\_\_\_\_ I understand that I am responsible for any appointments that are not canceled at least 24 hours prior to my appointment time, with the EXCEPTION OF AN EMERGENCY.

\_\_\_\_\_ I understand that if I do not cancel my appointment 24 hours ahead of time, the fee for calling to cancel on the day of my appointment will be half of the session cost.

\_\_\_\_\_ I understand that if I do not show up for an appointment it could result in my being charged for the full missed session.

\_\_\_\_\_ I understand that my records and all of our communications become part of the clinical record. Records are the property of Cynthia B. Kearney, LPC and considers retaining full records for adults until five (5) years after the last date of service contact.

\_\_\_\_\_ I understand that while most of our communication is confidential there are, however, circumstances when disclosure can occur without my prior consent. The following are typical, but not exhaustive, examples of situations and circumstances under which information may be disclosed without prior consent:

- You are a danger to yourself or someone else.
- In situations of suspected child, spouse, or elder abuse, it is the duty of the mental health provider to notify medical, legal, or other authorities.
- You disclose sexual contact with another mental health professional.
- If you are involved in legal action/proceedings, your records may be subject to subpoena or lawful directive from a court.
- Cynthia B. Kearney, LPC is ordered by a court to disclose information.
- Cynthia B. Kearney, LPC is otherwise required by law to disclose information.
- You direct Cynthia B. Kearney, LPC in writing to release your records.

#### **MENTAL STATUS INFORMATION IF APPLICABLE**

Has the client ever attempted suicide or self-harmed in any way?  Yes  No

Is the client currently thinking about suicide or harming self in any way?  Yes  No

Has the client had any thoughts, even once, in the past, including the past few days or weeks, of suicide or harming yourself in any way?  Yes  No

Is the client having any thoughts about harming anyone else in any way?  Yes  No

#### **STATEMENT OF UNDERSTANDING**

I have read the above and understand the nature of service providers and the Limits of Confidentiality outlined above and I solemnly swear that all of the above information is true to the best of my knowledge

---

Client Signature

Date

**AGREEMENT FOR THERAPY**

I, \_\_\_\_\_

- Agree to receive therapeutic services provided by Cynthia B. Kearney, LPC and Cinnamon Tree Counseling.
- I have read, understood, and signed the informed consent related to therapy and I understand the risks and benefits of receiving these services and the risks and benefits of not receiving these services, for both myself and my family.
- Furthermore, I understand that I am expected to be an active participant in this process.
- I acknowledge that I have received and understand the Notice of Privacy Practices for this office.
- My signature below means that I understand and agree with all of the points above.

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

**HEALTH PROVIDER'S STATEMENT**

I have inquired to insure that the patient understood the above description of the limits on confidentiality.

\_\_\_\_\_  
Health Provider's Signature Date

## **HIPAA Notice of Privacy Practices**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. This notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that is related to your past, present, or future physical or mental health or condition and related health care services.

### **Uses and Disclosures of Protected Health Information**

Your protected health information may be used and disclosed by your therapist and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the therapist's practice as necessary, and any other use required by law.

Treatment: We will use and disclose your protected health information as necessary to provide, coordinate, or manage your health care and any related services. This includes the coordination of management of your health care with a third party. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you; or your protected health information may be provided to a physician to whom you have referred to insure that the physician has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay or a higher level of treatment may require that your relevant protected health information be disclosed to the health plan to obtain approval for admission.

Healthcare Operations: We may use or disclose, as needed, your protected health information to support the business activities of your therapist's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of therapists associated with this practice, licensing, marketing and fund raising activities, and conducting or arranging for other business activities. For example, we may call you by name in the waiting room when the therapist is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. We may use or disclose your protected health information in the following situations without your authorization: communicable diseases, abuse or neglect, food and drug administration requirements, legal proceedings, law enforcement, coroners, and if you present a threat to yourself or to others.

Other Permitted and Required Uses and Disclosures will be made only with your consent, authorization and opportunity to object unless required by law. You may revoke this authorization at any time, in writing, except to the extent that your therapist or the therapist's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

**Acknowledgement of Receipt of HIPAA Notice of Privacy Practices**

I acknowledge that I have received and understood the HIPAA Notice of Privacy Practices for this office:

---

Client signature (parent or guardian if minor patient)

Date

Consent for Use and Disclosure of Health Information:

I hereby permit and release Cynthia B. Kearney, LPC to release and furnish all medical and financial data related to my care that may be necessary now or in the future for purposes of treatment, payment, or healthcare operations to assist with, aid in, or facilitate the collection of data for purposes of utilization review, quality assurance, or medical outcomes evaluation purposes. Such information may be released to HMOs, PPOs, managed care organizations, IPAs, or other governmental or third party payers, or any organization contracting with any of the above entities to perform such functions.

---

Client signature (parent or guardian if minor patient)

Date

You have the right to request restrictions of uses and disclosures of your health information; however, this office is not required to agree to a requested restriction. You have the right to revoke this consent in writing, except to the extent that this office has previously taken action in reliance on this consent. Your treatment by this office is conditional on your signing this consent.

Do you have any questions or concerns related to this document? Yes or No