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(PLEASE PRINT)

**Personal Information**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Last Name First Name Initial  
 Address \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Sex \_\_\_ M \_\_\_ F Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Single \_\_\_ Married \_\_\_ Widowed \_\_\_ Separated \_\_\_ Divorced \_\_\_  
 Patient Employed by \_\_\_\_\_ Occupation \_\_\_\_\_  
 Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Have you sought previous counseling? \_\_\_\_\_  
 What prompted you to call at this time? \_\_\_\_\_  
 Whom may we thank for referring you? \_\_\_\_\_  
 In case of emergency whom should we notify? \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Family History**

Fill in information about your family

Name of Each Family Member	Relationship to Client	Birthdate	Place of Employment/Position or School/Grade

**Medications**

Are you currently taking any medications? \_\_\_ Yes \_\_\_ No

Name of Medication	Prescribing Physician	Length of Time Taken

I understand that the standard charge for the initial consultation is \$150 per counseling hour and \$100 for subsequent visits. Initial appointments must be paid in full at the time of service unless other arrangements have been agreed upon prior to appointment. Any payment made by your insurance carrier shall be reimbursed directly to you upon receipt. Thereafter, designated copayments are acceptable for ongoing counseling sessions and must be paid at the time of service. Appointments not cancelled 24 hours in advance are subject to charge since appointments consist of time especially reserved for me. Additional counseling time which is requested and is not covered by insurance will be billed at the customary \$100 hourly rate. These counseling services not covered by insurance will not be billed to your insurance company. You will be advised of such non-covered services at time of service.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# CONFIDENTIALITY

All communication and records which involve mental health or substance abuse treatment are confidential and privileged protected by 43A OS Section 1-101 et. Seq.. However, current laws permit or require the release or disclosure of such confidential information under certain circumstances:

1. Information may be released if a patient's or legal guardian's consent is obtained prior to the release
2. Release may be ordered by a court, or may be subject to release in the case of legal action related to the records or to a patient's physical, mental or emotional condition.
3. Notification of state authorities is required by law if I have reason to suspect child neglect of abuse or I suspect the abuse, neglect or exploitation of an elderly or incapacitated adult.
4. If a patient indicated that he or she may present a danger to self or others I may breach confidentiality to try to ensure the safety of anyone involved. Possible actions could include notification of a family member, notification of law enforcement authorities, notification of individuals at risk of harm, or arrangement for voluntary or involuntary hospitalization.
5. Information may be released if necessary to collect fees owed for professional services, provided that only information relevant to the financial resolution may be disclosed.
6. If any legal proceedings or any complaints with a licensing board or regulatory body are initiated against a healthcare provider, information necessary for response to such a claim or action may be disclosed.

Other law may dictate the release of information in other specific circumstances. For example, non-custodial parents may be granted the access to confidential records as the custodial parents. Also, information will not be afforded the usual confidentiality protections when professional services are provided for the purpose of child custody or visitation evaluation; in the course of a court-ordered evaluation; or in the case of future legal action involving child custody, visitation or parental rights.

Oklahoma law states that mental health treatment records may be released to a patient, a parent or guardian only in response to a court order or after the treatment provider certifies that the release is in the best interest of the patient. A patient may authorize release of records to an attorney or other third party, but that authorization does not permit the patient's personal access to such records. A fee may be charged for copying records to be released.

## A word about insurance...

Most health insurance plans or other third-party payers (such as Medicaid) require the release of confidential information in order to process and review claims. This information may include diagnoses, specific treatment plans or goals, details of a patient's history or symptoms, or even more specific details of evaluation or therapy sessions. These third parties may or may not have restrictions on the use or disclosure of such information. No responsibility or liability can be accepted for subsequent use or misuse of information under your authorization for the filing of insurance claims. If you have specific questions or concerns regarding this, you should discuss them with me and/or your health plan administrator.

## Risks associated with psychological services...

While the benefits of psychological evaluation, psychotherapy, or other psychological treatments are generally likely to outweigh possible risks, the outcomes and side effects cannot be predicted with certainty. Persons being evaluated or involved in treatment may experience a wide range of emotions, and it is not unusual to feel vulnerable or stressed. The experience may arouse feelings or produce insights of which you were unaware or which you might not wish to experience. While the goals of psychological services are generally to advance the understanding of problems and increased functioning and well being, it is sometimes possible that symptoms may not improve. Any problems or uncomfortable feelings may be discussed in our sessions.

I certify that I have legal standing to authorize these professional services.

## Fee Agreement:

I understand that I will assume financial responsibility for all fees or charges arising from the services provided, whether requested by me or necessitated by other circumstances including, but not limited to, subpoena or other court process. I understand that I will pay any charges which are not covered by insurance or other third party payers including but not limited to deductible, exclusions, copayments, and so on.

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Signature

Date

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Signature

Date

## Primary Insurance

Subscriber \_\_\_\_\_  
Last Name First Name Initial

Relation to Patient \_\_\_\_\_ Birth date \_\_\_\_\_ Soc. Sec # \_\_\_\_\_

Address (If different from patient's) \_\_\_\_\_  
Phone \_\_\_\_\_

Subscriber Employed by \_\_\_\_\_ Occupation \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Name of other dependents covered under this plan \_\_\_\_\_  
\_\_\_\_\_

Authorization Number (if applicable) \_\_\_\_\_ # of visits \_\_\_\_\_

## Additional Insurance

Is patient covered by additional insurance?  Yes  No

Subscriber Name \_\_\_\_\_ Relation to Patient \_\_\_\_\_ Birth date \_\_\_\_\_

Address (If different from patient's) \_\_\_\_\_ Phone \_\_\_\_\_

Subscriber Employed by \_\_\_\_\_ Business Phone \_\_\_\_\_

Names of other dependents covered under this plan \_\_\_\_\_  
\_\_\_\_\_

Authorization Number (if applicable) \_\_\_\_\_ # of visits \_\_\_\_\_

## SIGNATURE ON FILE

I authorize use of this form on **all** my insurance submissions.

I authorize release of my information to all my **Insurance Companies**.

I authorize my therapist to act as **my** agent in helping me obtain payment from my Insurance Companies.

I authorize payment direct to my therapist.

I permit a copy of this authorization to be used in place of the original.

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

Patient Name (Please Print) \_\_\_\_\_

# Notice of Policies and Practices to Protect The Privacy of Your Health Information

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This notice describes how psychological and medical information about you may be used and disclosed and how you can get access to this information. Please review this notice carefully.

## I. 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 health care. I may disclose your PHI to your health insurer for payment activities such as: determining eligibility and coverage under a health-care plan, reviewing services to determine medical necessity, and participating in utilization review activities.
  - 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, case management and care coordination, and providing reminders of appointment times.
- ◆ **"Use"** applies only to activities within my office such as sharing, examining, and analyzing information that identifies you.
- ◆ **"Disclosure"** applies to activities outside my office such as releasing, transferring, or providing access to information about you to other parties.

## II. Uses and Disclosures Requiring Authorization

- ◆ I may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when I am asked for information for purposes outside of treatment, payment, and health care operations, I will obtain an authorization from you before releasing this information.
- ◆ I will also need to obtain an authorization before releasing your psychotherapy notes in the event that I determine releasing those notes is appropriate and consistent with Oklahoma statutes governing mental health records. "Psychotherapy notes" are notes I have made about our conversations during a private, group, joint, or family counseling session, which I have kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.
- ◆ I will also obtain an authorization from you before using or disclosing PHI in a way that is not described in this Notice.

## III. Uses and Disclosures with Neither Consent nor Authorization

I may use or disclose PHI without your consent or authorization in the following circumstances:

- ◆ **Child Abuse:** If I have reason to believe that a child under the age of 18 years is the victim of abuse or neglect, the law requires that I report to the appropriate government agency, usually, the Oklahoma Department of Human Services. Once this report is filed, I may be required to provide additional information.
- ◆ **Adult and Domestic Abuse:** If I have reason to believe that a vulnerable adult (defined below) is suffering from abuse, neglect, or exploitation, I am required by law to make a report either to the Oklahoma Department of Human Services, the district attorney's office or the municipal police department as soon as I become aware of the situation. Once a report is filed, I may be required to provide additional information.

A "vulnerable adult" means an individual who is an incapacitated person or who because of physical or mental-disability, incapability, or other disability, is substantially impaired in the ability to provide adequately for the care or custody of him or herself, or is unable to manage his or her property and financial affairs effectively, or to meet essential requirements for mental or physical health or safety, or to protect him or herself from abuse, neglect, or exploitation without assistance from others.

- ◆ **Health Oversight:** If you file a disciplinary complaint against me with the Oklahoma State Board of Examiners of Licensed Social Workers, the Board would have the right to view your relevant confidential information as a part of the proceedings.
- ◆ **Judicial or 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 the information without written authorization from you or your personal or legally appointed representative, or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.
- ◆ **Serious Threat to Health or Safety:** If you communicate to me an explicit threat to kill or inflict serious bodily injury upon a reasonably identifiable person, and you have the apparent intent and ability to carry out that threat, I have the legal duty to take reasonable precautions. These precautions may include disclosing relevant information from your mental health records, which is essential to

protect the rights and safety of others. I also have such a duty if you have a history of physical violence of which I am aware, and I have reason to believe there is a clear and imminent danger that you will attempt to kill or inflict serious bodily injury upon a reasonably identifiable person.

- ◆ **Worker's Compensation:** If you file a worker's compensation claim, you will be giving permission for the Administrator of the Worker's Compensation Court, the Oklahoma Insurance Commissioner, the Attorney General, a district attorney (or a designee for any of these individuals) to examine your records relating to the claim.
- ◆ **Use and Disclosure Allowed Under Other Sections of Section 164.512:** When the use and disclosure without your consent or authorization is allowed under other sections of Section 164.512 of the Privacy Rule and the state's confidentiality law. This includes certain narrowly-defined disclosures to law enforcement agencies, to a health oversight agency (such as HHS or a state department of health), to a coroner or medical examiner, for public health purposes relating to disease or FDA-regulated products, or for specialized government functions such as fitness for military duties, eligibility for VA benefits, and national security and intelligence.

#### IV. Patient's Rights and Licensed Clinical Social Worker's Duties

##### **Patient's Rights:**

- ◆ **Right to Request Restrictions:** You have the right to request restrictions on certain uses and disclosures of PHI. However, I am not required to agree to a restriction you request.
- ◆ **Right to Receive Confidential Communications by Alternative Means and at Alternative Locations:** You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. For example, you may not want a family member to know that you are seeing me. Upon your request, I will send your bills to another address designated by you.
- ◆ **Right to Inspect and Copy:** You have the right to inspect and/or obtain a copy of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. I may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. On your request, I will discuss with you the details of the request and denial process. This right does not apply to a very narrow category of medical information referred to as "psychotherapy notes."
- ◆ **Right to Amend:** You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. I may deny your request. On your request, I will discuss with you the details of the amendment process.
- ◆ **Right to an Accounting:** You generally have the right to receive an accounting of disclosures of PHI regarding you. You may request one free listing of disclosures every 12 months. Your request must state a time period which may not be longer than six years and may not include dates before April 14, 2003.
- ◆ **Right to Notice:** You have the right to obtain a paper copy of the notice.
- ◆ **Right to Restrict Disclosures When You Have Paid for Your Care Out-of-Pocket.** You have the right to restrict certain disclosures of PHI to a health plan when you pay out-of-pocket in full for my services.
- ◆ **Right to Be Notified if There is a Breach of Your Unsecured PHI.** You have a right to be notified if: (a) there is a breach (a use or disclosure of your PHI in violation of the HIPAA Privacy Rule) involving your PHI; (b) that PHI has not been encrypted to government standards; and (c) my risk assessment fails to determine that there is a low probability that your PHI has been compromised.

You must submit a written request to exercise any of these rights. You may request forms to exercise these rights by contacting my privacy office as follows:

Privacy Officer  
4870 S Lewis Ave, Suite 230  
Tulsa, Oklahoma 74105

##### **Licensed Clinical Social Worker'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, I will provide written notice in the first treatment session following the change or by mail if you are no longer in treatment and if it has been less than six years since the last date of treatment.

#### V. Complaints

If you are concerned that I may have violated your privacy rights, or you disagree with a decision I have made about access to your records, you may contact my privacy officer as noted above. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The privacy officer will provide you with the appropriate address upon request.

I will not retaliate against you if you file a complaint against me.

This notice takes effect April 14, 2003.

Charles McGowen, MSW, LSW  
4870 S Lewis Ave, Suite 230  
Tulsa, OK 74105

## NOTICE OF PRIVACY PRACTICES ACKNOWLEDGMENT AND CONSENT

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### ACKNOWLEDGMENT OF NOTICE OF PRIVACY PRACTICES:

The Notice of Privacy Practices tells you how I may use and disclose your protected health information (PHI). **Please read the notice carefully.**

- I will use and disclose your PHI to treat you and to bill for the services I provide.
- I will use and disclose your PHI to run my business.
- I will use and disclose your PHI as required by law.

All the ways I may use and disclose your PHI are explained in more detail in the Notice of Privacy Practices.

You have the following rights with respect to your PHI:

1. You have the right to look at and receive a copy of your PHI.
2. You have the right to receive a list of individuals or agencies to whom I have given your PHI.
3. You have the right to ask for an amendment in your PHI.
4. You have the right to ask that I not use or disclose your PHI.
5. You have the right to ask that I change the way I contact you.
6. You have the right to restrict certain disclosures of PHI to a health plan when you pay out-of-pocket in full for my services.
7. You have a right to be notified if: (a) there is a breach (a use of disclosure of your PHI in violation of the HIPAA Privacy Rule) involving your PHI; (b) your PHI has not been encrypted to government standards; and (c) my risk assessment fails to determine that there is a low probability that your PHI has been compromised.

All of these rights are explained in more detail in the Notice of Privacy Practices.

I have received a copy of Charles McGowen's Notice of Privacy Practices.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Of patient or Legal Representative)  
**Capacity of Legal Representative** (if applicable)\*: \_\_\_\_\_

### CONSENT:

I **consent** to the use and disclosure of my protected health information (PHI) for treatment payment, and operation purposes as described in the Notice of Privacy Practices.

Oklahoma law (63 OS, Sec, 1-502.2) requires that I advise you that the **information authorized for disclosure may include records which may indicate the presence of a communicable or non-communicable disease. It also may include mental health or other sensitive information.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Of Patient or Legal Representative)  
**Capacity of Legal Representative** (if applicable)\*: \_\_\_\_\_

\* May be requested to provide verification of representative status.