RESTORATION
Counseling Associates

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ADULT INTAKE FORM - PATIENT INFORMATION			Page 1 of 8
General Details			
First Name		Gender	
Last Name		Date of Birth	

Relationship Information			
Marital Status		Spouse's Name	
Years Married		If divorced, how long?	
Length of previous marriage(s)			

Contact Information			
Address			
City, State			
Zip Code			
Client Cell #			
May we leave a message?	Yes No	Okay to Text?	Yes No
Email			Okay to Email? Yes No

ADULT INTAKE FORM - PATIENT INFORMATION			Page 2 of 8
Occupation Information			
Occupation		**Hours per week**	
Employer			

Education Details			
School/University		**Highest level completed**	

Faith Details			
Faith Affiliation		**Active?**	

Payment Information	
Who will be responsible for payment?	
Relationship	
Address (if different)	
Phone/Email (if different)	

Lifestyle Details			
Do you have any current substance use?	**Yes No**	**If yes, how much and how often?**	
Do you engage in regular exercise?	**Yes No**	**If yes, what and how often?**	
Do you have a legal history?	**Yes No**	**If yes, please list dates and more information**	
Do you have adequate social support at this time?	**Yes No**	**If yes, please explain**	

Medical Information	
Primary Care Physician/Provider	
Describe any problems you have that require medication/physical care/treatment	
Current medications (including non-prescription drugs, vitamins, or supplements)	
Date of last physical	

Past Treatment	
Have you ever sought prior psychological treatment?	
If yes, list dates of treatment	
Provider(s)	
Reason for seeking past treatment	

Reason for Seeking Treatment	
Briefly describe what brings you to therapy	
How is the above issue presenting itself and/or impacting your current level of functioning	
Is there anything else that you believe might be important for your therapist to know?	

POLICIES & PROCEDURES REGARDING TREATMENT

The following information is provided to assist you in understanding polices and procedures regarding your counseling. All treatment is limited to the professional relationship between you and your individual therapist. It has no association to Restoration Counseling Associates, or any other therapist.

LIMITATIONS: We strive to provide you with the highest quality of care, however, like anything in life, psychological care offers no absolute guarantee of success and there are limitations to any form of care offered a patient. Please do not hesitate to ask questions of your therapist at any time about your treatment.

APPOINTMENTS: Since patients are seen by appointment only, the appointment time given is reserved for you. Please give at least twenty-four (24) hours notice if you must cancel your reserved time. You will be charged the usual fee for appointments not canceled twenty-four hours prior to your scheduled time. The office does have an answering machine so that you can leave cancellation notices at any time. We do recognize that illness and emergencies happen which may prevent you from keeping your reserved time, and do not charge for these infrequent occurrences.

EMERGENCIES: There may arise occasions where you need to talk with your therapist other than your regularly scheduled appointment times. If this need is NOT life threatening to yourself or another, you may leave a message on the office answering machine and your therapist will contact you on their next business day in the office. IF THE EMERGENCY IS LIFE THREATENING OR YOU DO NOT FEEL SAFE, CALL 911 OR GO TO YOUR NEAREST EMERGENCY ROOM.

FEES AND PAYMENT: Payment is required at the time of services unless another arrangement is agreed upon with your therapist. Fees will be discussed with you when you set up your first appointment. Appointments are 45 minutes in length unless otherwise agreed upon with your therapist. If your fees are not paid in accordance with the payment agreement, your therapist will discuss this with you. If after discussion payment is not made in the agreed upon time frame, your therapist retains the right to terminate treatment. More information regarding the specific cost of each service can be found in the Good Faith Estimate. You can find it on our website or ask your therapist for one at any time as part of the No Surprises Act.

TELEHEALTH: Telehealth can be a beneficial avenue for therapy as it is often more convenient. It does, however, have some added risks. More information regarding the specific benefits and risks of telehealth can be found in the Telehealth Informed Consent. You can find it on our website or ask your therapist for one at any time.

I_____ have read all of the information regarding the policies and procedures, including, but not limited to, policies regarding limitations, appointments, and emergencies. I understand and have been offered copies of a Good Faith Estimate as well as a Telehealth Informed Consent. I understand I have the right to review these documents before signing this acknowledgement form. My signature indicates my informed consent for care.

Patient Signature:_____

Date:_____

PATIENT NOTIFICATION OF PRIVACY RIGHTS

The Health Insurance Portability and Accountability Act (HIPAA) has created new patient protections surrounding the use of protected health information. Commonly referred to as the "medical records privacy law", HIPAA provides patients protections related to electronic transmission of data, ("the transaction rules"), the keeping and use of patient records ("privacy rules"), and storage and access to health care records ("the security rules").

As you might expect, the HIPAA law and regulations are extremely detailed and difficult to grasp if you do not have legal training. Our Patient Notification of Privacy Rights is our attempt to inform you of your rights in a simple yet comprehensive fashion. Please read this document as it is important for you to know what patient protections HIPAA affords all of us. In mental health care, confidentiality and privacy are central to the success of the therapeutic relationship and as such, you will find we will do all we can to protect the privacy of your health record. If you have any questions about any of the matters discussed in this document, please do not hesitate to ask your therapist for further clarification.

By law, we are required to secure your signature indicating you have received this Patient Notification of Privacy Rights Document. The HIPAA form can be found on our website and you can ask your therapist for a copy at any time.

My signature is acknowledgement that I have read and understand the Notice of Privacy Practices (HIPAA) Form.

I _____ , understand and have been offered a copy of the Patient Notification of Privacy Rights Document. Which provides a detailed description of the potential uses and disclosures of my protected health information as well as my rights on these matters. I understand I have the right to review this document before signing this acknowledgement form.

Patient Signature:_____

Date:_____