



**INTAKE FORM**

We welcome you to Holy Family Counseling Center, a faith based, independent private practice. It is the goal of your counselor to help you through the difficulties you are experiencing by addressing the whole person and family with dignity. Your counselor will strive to form a collaborative relationship with you in order to assist you in finding healthy solutions to your problems. Although we are independent of the Catholic Archdiocese of Atlanta, Holy Family Counseling Center strives to serve its people by providing evidenced based mental health services that are consistent with Catholic teaching. These pages contain information regarding office policies. Please read them and discuss any questions with your counselor. Your signature where indicated signifies that you have read, understand and agree to abide by these policies.

**Please fill out the following forms to help us assess your needs:**

Date: \_\_\_\_\_ Client(s) Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

You were referred by: \_\_\_\_\_

Preferred phone to contact you: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Sex: M / F

**Would you like to receive information from our email list? Yes or No**

**Marital Status:** S/M/D/W      **Number of Years:** \_\_\_\_\_

Is client under age 18? Yes or No

If yes, Name of Parent/Legal Guardian bringing child to appointment: \_\_\_\_\_

**IN CASE OF EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

LIST ALL FAMILY MEMBERS *(starting with self)*:

Name	DOB	School/Place of Employment	Relationship to Client
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____



**CLIENT CONTRACT AND CONSENT**

Client(s) Name: \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

I(We) \_\_\_\_\_ voluntarily request counseling/psychotherapy.

**Counseling Fees and Consent to Treatment:** Counseling fee for each counseling session is \$125.00.

If you wish to be considered for a discounted fee based on financial need, please indicate your gross annual family income below. This will be discussed with your counselor at your first session.

**Gross Annual Family Income (including child support, trusts, inheritance, disability, etc.)**

\$25,000 or less _____	\$55,000 to \$70,000 _____	\$100,000 to \$115,000 _____	Over \$150,000 _____
\$25,000 to \$40,000 _____	\$70,000 to \$85,000 _____	\$115,000 to \$130,000 _____	
\$40,000 to \$55,000 _____	\$85,000 to \$100,000 _____	\$130,000 to \$150,000 _____	

**CONTRACT TERMS AND CONDITIONS (please initial each)**

- \_\_\_ 1. I agree to pay a counseling fee of \$125.00 per each 50-minute session. If I qualify for a discount, the counseling fee will then be \$ \_\_\_\_\_. I understand that in order to qualify for a discounted counseling fee, I will need to provide my counselor with the requested documentation which may include a copy of my latest tax return and/or pay stub. I understand that any discounted counseling fee will be reevaluated every 6 months or as the conditions of my income change and that this discounted counseling fee may also change.
- \_\_\_ 2. I understand that **payment is due at time of service**. If you are unable to keep an appointment, **kindly give 24 hours' notice**, or the counseling fee agreed upon will apply and be charged.
- \_\_\_ 2b. **I understand that if my counseling fees are being paid for by a third party and if I fail to give 24 hours' notice before missing an appointment, I am responsible for payment of the counseling fee to Holy Family Counseling Center for the missed appointment. If I do not pay the counseling fee for the missed appointment, the third party will be notified accordingly.**
- \_\_\_ 3. I understand there will be a \$25.00 returned check fee.
- \_\_\_ 4. I understand that I will receive a form that normally suffices for insurance reimbursement.
- \_\_\_ 5. I have read The Privacy Policy and Informed Consent which follows.
- \_\_\_ 6. **IN CASE OF EMERGENCY**, please go to your nearest Emergency Room or call 911.
- \_\_\_ 7. I understand that Holy Family Counseling Center services do not include court case appearances. If we are subpoenaed for any reason, there will be a special rate assessed for this service. **Please be aware that court involvement can have a deleterious effect on the therapeutic relationship.**
- \_\_\_ 8. I understand that all information disclosed within session(s) is confidential and may not be revealed to anyone outside Holy Family Counseling Center without my written permission. The only exception is in situations where disclosure is required by law:
  - a) If I present an imminent threat of harm to myself or to others.
  - b) When there is an indication of abuse of a child or vulnerable adult.
  - c) If I become gravely disabled.
  - d) By court order or subpoena.

**By signing this form, you are affirming that you have read, understand, and agree to its contents.**

\_\_\_\_\_  
 (Signature of Client(s) and parent or guardian)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



## PRIVACY OF INFORMATION POLICIES

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

**Our Legal Duties:** State and Federal law require that we keep your medical records private. Such laws require that we provide you with this notice informing you of our privacy of information policies, your rights, and our duties. We are required to abide by these policies until replaced or revised. We have the right to revise our privacy policies for all medical records, including records kept before the policy changes were made. Any changes in this notice will be made available upon request before changes take place. The contents of material disclosed to us in an evaluation, intake, or counseling session are covered by the law as private information. We respect the privacy of the information you provide us and we abide by ethical and legal requirements of confidentiality and privacy of records.

**Use of Information:** Information about you may be used by Holy Family Counseling Center personnel for diagnosis, treatment planning, treatment, and continuity of care. We may disclose it to health care professionals who provide you with treatment, such as doctors, nurses, mental health professionals, mental health interns, and mental health professionals or business associates of Holy Family Counseling Center such as billing, quality enhancement, training, audits, and accreditation providers. Both verbal information and written records about a client cannot be shared outside Holy Family Counseling Center without the written consent of the client or the client's legal guardian or personal representative. There are certain emergency situations or exceptions in which client information can be disclosed to others without written consent. Some of these situations are noted below, and there may be other provisions provided by legal requirements. \_\_\_\_\_ *Initial*

**Duty to Warn and Protect:** When a client discloses intentions or a plan to harm another person or persons, the mental health professional is required to warn the intended victim(s) and report this information to legal authorities. In cases which the client discloses or implies a plan for suicide, the mental health professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

**Public Safety:** Health records may be released for judicial and administrative proceedings, law enforcement purposes, serious threats to public safety, military, and when complying with worker's compensation laws.

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

**Prenatal Exposure to Controlled Substances:** Mental health professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

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

**Judicial or Administrative Proceedings:** Mental health professionals are required to release records of clients when a court order has been placed. There must be consent for our counselors to disclose information which the couple or family deemed therapeutic or necessary for treatment of the individual, couple, or family. Holy Family Counseling Center services do not include court case appearances. If we are subpoenaed for any reason, there will be a special rate assessed for this service. **Please be aware that court involvement can have a deleterious effect on the therapeutic relationship.**

**By signing this form, you are affirming that you have read, understand, and agree to its contents.**

**Client Signature/Date:** \_\_\_\_\_



**INFORMED CONSENT FOR COUNSELING SERVICES**

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Services and Staff:** I understand that Holy Family Counseling Center is a professional agency offering a wide range of counseling services, and that these counseling services are provided by licensed psychotherapists, master level therapists/counselors, certified addiction counselors, and graduate level interns. In all cases, trainees are supervised by licensed mental health professionals. Unless you have otherwise designated, all cases are discussed within a team supervision setting in order to enhance and assure your quality of care. In addition to providing direct counseling services, Holy Family Counseling Center provides training and consultation.

**Confidentiality:** I understand that all information disclosed within session(s) is confidential and may not be revealed to anyone outside Holy Family Counseling Center without my written permission. The only exception is in situations where disclosure is required by law:

1. If I present an imminent threat of harm to myself or to others.
2. When there is an indication of abuse of a child or vulnerable adult.
3. If I become gravely disabled.
4. By court order or subpoena.

**Electronic Mail:** With respect to electronic mail (e-mail), I understand that e-mail is not a confidential means of communication. Furthermore, Holy Family Counseling Center cannot ensure that e-mail messages will be received or responded to if my counselor is not available. I understand that e-mail is not the appropriate way to communicate confidential, urgent, or emergency information, or to schedule/modify/cancel appointments unless you have arranged this with your counselor.

**Emergency:** Go to the nearest Emergency Room or call 911.

**Session Recording:** I understand that my interviews may be video or audio recorded for the purpose of continued staff training and clinical supervision. The recordings are treated confidentially and are erased after they are used. Any concerns I have about session recording will be addressed by my counselor. I will never be video or audio recorded without my permission or knowledge.

\_\_\_\_\_ *Initial to grant permission for session recording*

**Risk and Benefits:** I understand that there is a possibility of risks and benefits which may occur in counseling. Counseling may involve the risk of remembering unpleasant events and may arouse strong emotional feelings. Counseling can impact relationships with significant others. The benefits from counseling may be an improved ability to relate with others; a clearer understanding of self, values, and goals; increased academic productivity; and an improved ability to deal with everyday stress. Taking personal responsibility for working through these issues increases the likelihood of greater growth.

**Eligibility, Appropriateness, Referrals:** The delivery of services from Holy Family Counseling Center to me shall be contingent upon whether the counselor and I can agree that the services are appropriate given the needs and conditions I present. If it is decided that Holy Family Counseling Center is not the appropriate agency to meet my needs, I understand that I will be given referrals to resources more appropriate to my needs and goals.

**I HAVE HAD THE OPPORTUNITY TO DISCUSS ANY QUESTIONS I HAVE ABOUT THIS INFORMATION.**

**Client's Signature:** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**I HAVE DISCUSSED THIS INFORMATION WITH THE CLIENT.**

**Staff Signature:** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_



**INITIAL ASSESSMENT (Please print)**

*(Page 1 of 2)*

Date: \_\_\_/\_\_\_/\_\_\_ Client: \_\_\_\_\_

**Each client must complete a separate assessment.** For example, husband, wife, and child each fill out a separate form.

1. **Do you have any chronic medical conditions or serious illness?** \_\_\_ Yes \_\_\_ No. If yes, please describe.

\_\_\_\_\_

2. **Are you taking any medications?** \_\_\_ Yes \_\_\_ No. If yes, which ones? \_\_\_\_\_

\_\_\_\_\_

For how long and for what reason? \_\_\_\_\_

Any allergies or drug sensitivities? \_\_\_\_\_

3. **Do you have military experience?** \_\_\_ Yes \_\_\_ No. If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

4. **Are you experiencing a great deal of emotional stress or problems in your life?**

\_\_\_ Yes, a lot \_\_\_ More than usual \_\_\_ Occasionally \_\_\_ Rarely

5. **Do you have relationship problems with (check all that apply):**

\_\_\_ Spouse/significant other \_\_\_ Remarried family members \_\_\_ Immediate Family \_\_\_ Family of Origin  
 \_\_\_ Extended Family (In-Laws) \_\_\_ People at work \_\_\_ Specific friends \_\_\_ Other \_\_\_\_\_

**Check items that apply to your situation. Use C for current and P for past.**

- |                              |                          |                              |                                |
|------------------------------|--------------------------|------------------------------|--------------------------------|
| ___ headaches                | ___ financial problems   | ___ feel like crying         | ___ hard time with friendships |
| ___ dizziness                | ___ use of pornography   | ___ panicky feelings         | ___ feel apart from people     |
| ___ tremors or tics          | ___ sexual compulsions   | ___ frightened, scared       | ___ loss of interest in things |
| ___ difficulty concentrating | ___ sexual problems      | ___ people are out to get me | ___ can't make decisions       |
| ___ stomach trouble          | ___ drinking problems    | ___ unusual thoughts         | ___ put up a good front        |
| ___ bowel trouble            | ___ drug problems        | ___ anger/temper problems    | ___ lonely                     |
| ___ eating problems          | ___ compulsive spending  | ___ ready to explode         | ___ low self esteem            |
| ___ appetite change          | ___ legal problems       | ___ irritable                | ___ unable to have a good time |
| ___ weight loss or gain      | ___ feel tense, uptight  | ___ feel I will lose control | ___ depressed/down             |
| ___ sleep problems           | ___ unable to relax      | ___ angry a lot              | ___ feel worthless             |
| ___ always tired or fatigued | ___ anxiety /worries     | ___ temper problems          | ___ suicidal thoughts          |
| ___ nightmares               | ___ always worried       | ___ hyper/too much energy    | ___ suicidal actions           |
| ___ family conflicts         | ___ feel loss of control | ___ misunderstood            |                                |



**INITIAL ASSESSMENT (Please print)**  
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**6. How is your spiritual life right now?**

In good shape     Developing     Needs a lot of work     Very poor

**7. How many changes would you like to make in your life?**

Very many     Several     A few     None

**8. Have you ever spoken with anyone (psychologist, counselor, psychiatrist, etc.) about any of your personal problems?**

(If yes, who and when?) \_\_\_\_\_  
\_\_\_\_\_

**9. Please describe any past hospitalizations in a mental health facility.**

\_\_\_\_\_

**10. Please list the things/problems or events that are creating the most stress in your life at the present time as well as significant losses and changes in your life.**

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

**Goals in Counseling - Please list up to three goals you hope to achieve in counseling. Please be as specific as possible**

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

**11. How strongly would you like to talk to a counselor here about any of your concerns?**

very much     much     a little     not really

**12. Please state any other concerns, questions, or comments:**

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



**REQUEST FOR RELEASE/EXCHANGE OF CLIENT INFORMATION**

I (We) \_\_\_\_\_ HEREBY AUTHORIZE \_\_\_\_\_  
(Client Name) (Requesting Therapist Name)

to release/exchange information contained in my client records to the following individual(s) and/or organization

\_\_\_\_\_  
(Name and phone number of person to be contacted)

The type of information to be released might include records or information concerning attendance, treatment plan, clinical assessment, psychological history, goals and progress, prognosis, or other information pertinent to the successful treatment of said client. The purpose for such disclosure/exchange might include continuity of treatment, family involvement, community support, aftercare planning, consultation with other staff therapists or referral.

I hereby release \_\_\_\_\_ from any and all liabilities, responsibilities, damages and claims  
(Requesting Therapist Name)  
which might arise from the release of the information authorized above. I understand that information may be transmitted by electronic means such as FAX and/or e-mail. Portions of the information provided may not pertain exclusively to my current diagnosis. I also understand that I may revoke this consent at any time or that it expires automatically as described below.

Date, Event, or Condition of expiration: \_\_\_\_\_

I further acknowledge that the information to be released was fully explained to me and this consent is given of my own free will.

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Parent, Guardian, or Authorized Representative)

\_\_\_\_\_  
(Relationship to Client)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)



**REQUEST FOR RELEASE/EXCHANGE OF CLIENT INFORMATION WHEN  
SESSIONS ARE PAID FOR BY A THIRD PARTY**

I (We) \_\_\_\_\_ **HEREBY AUTHORIZE** \_\_\_\_\_  
(Client Name) (Requesting Counselor Name)

to release/exchange information contained in my client records to the following individual(s) and/or organization

\_\_\_\_\_  
(Name and phone number of person to be contacted)

The type of information to be released might include records or information concerning attendance, treatment plan, clinical assessment, psychological history, goals and progress, prognosis, or other information pertinent to the successful treatment of said client. The purpose for such disclosure/exchange might include continuity of treatment, family involvement, community support, aftercare planning, and/or consultation with other staff therapists or referral.

Please initial below next to the information Holy Family Counseling Center can share with the Third-Party Provider referenced above in this document.

\_\_\_\_\_ Holy Family Counseling Center may send a bill to the provider referenced above which indicates information required by insurance companies to include the date of the session, the diagnostic code, the type of therapy and which therapist from Holy Family Counseling Center that I am seeing.

\_\_\_\_\_ Holy Family Counseling Center may give a brief update to the Third-Party Provider referenced above on my progress.

I hereby release \_\_\_\_\_ from any and all liabilities, responsibilities, damages and claims  
(Requesting Counselor's Name)  
which might arise from the release of the information authorized above. I understand that information may be transmitted by electronic means such as FAX, email and/or U.S. postal service. Portions of the information provided may not pertain exclusively to my current diagnosis. I also understand that I may revoke this consent at any time or that it expires automatically as described below.

Date, Event, or Condition of expiration: \_\_\_\_\_

I further acknowledge that the information to be released was fully explained to me and this consent is given of my own free will.

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Parent, Guardian, or Authorized Representative)

\_\_\_\_\_  
(Relationship to Client)

\_\_\_\_\_  
(Date)





**Credit Card Authorization Form**

The following information will be kept confidential; however, it may be shared with the billing staff of Holy Family Counseling Center and First Data Global Gateway Corporation, our billing provider.

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

Credit Card Type: \_\_\_\_ Visa \_\_\_\_ Master card \_\_\_\_ Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Card Identification Number (last 3 digits located on the back of the credit card): \_\_\_\_\_

Amount to Charge: \$ \_\_\_\_\_ (USD) per session. This includes the \$ \_\_\_\_\_ (USD) counseling fee per each 50-minute session and a \$3.00 (USD) service charge per credit card transaction of \$500.00 or less. This service charge may increase for an y credit card transaction greater than \$500.00.

I hereby authorize Holy Family Counseling Center to charge my credit card or bank account in conjunction with each date counseling services are provided. A receipt for each payment will be provided by my counselor and the charge from “Holy Family Counseling Center” will appear on my credit card or bank statement. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Holy Family Counseling Center in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing/session date. If the session date falls on a weekend, evening, or holiday, I understand that the payments may be executed within a week of client session. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that Holy Family Counselling Center may at its discretion attempt to process the charge again within 30 days and agree to an additional \$20 charge for each attempt returned NSF, which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company, so long as the transactions correspond to the terms indicated in this authorization form.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_