



CLIENT INFORMATION – GROUP INTAKE

Please answer all information as completely as possible. Information will be managed as protected health information. If you need assistance, please ask. Your Counselor will review this information with you.

Client: _____ Date: _____
Last First

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ Work Phone: _____

May we leave message: YES NO May we leave message: YES NO May we leave message: YES NO

Appointment Reminders: YES NO Appointment Reminders: YES NO Appointment Reminders: YES NO

Best Phone to Contact you at Home Cell Work Best Time: _____

Email Contact: _____ May we contact you by email: YES NO

Gender: _____ DOB: _____ Age: _____ Race/Culture: _____ Occupation: _____

EMERGENCY CONTACT: _____
Name Relationship Phone

How did you find Treasure Wellness Counseling and Training Center? Referral If so, Who? _____

Web Search Psychology Today Website Other: _____

GROUP RULES AND GUIDELINES

R - Respect & Confidentiality O - Openness & Honesty
P – Participation E - Express Emotion
S - Sensitivity

To make group the most effective and beneficial to everyone there are some guidelines to follow.

- 1) You can discuss any topic brought up in the group, but not individuals by name, that are not present at the time. In other words discuss the problem not the person.
- 2) We would like everyone to participate but you do not have to speak unless you choose to.
- 3) You will not be forced to discuss anything personal or private unless you choose to do so.
- 4) Individual and independent thinking is encouraged.
- 5) Be courteous and aware of feelings of others. Listen to them, as you would like them to listen to you. Be an active listener by becoming aware of the feelings behind the words that are spoken.
- 6) Don't introduce a new topic until the last topic is finished. Try to provide a positive focus.
- 7) Confidentiality is important but cannot be guaranteed in a group setting. What is discussed within the group needs to stay in the group. You are more than welcome to discuss your own experiences and thoughts with others.

Signature

Date



CONSENT FOR TREATMENT AND ACKNOWLEDGMENT

I, hereby acknowledge that I have received, read and been given an opportunity to ask questions regarding the following Treasure Wellness Counseling and Training Center business documents. I understand that if I have any questions or concerns regarding these business documents, I may contact my clinician or the TWCTC office.

- Your Counselor's Informed Consent and Procedures
- Treasure Wellness Counseling and Training Center Informed Consent and Procedures
- Client Bill of Rights
- Agreement to Pay
- Cancellation/No Show Policy – May Be Subject to ½ Billable Rate
- Insurance Assignment of Benefits
- Emergency Procedures
- HIPAA-Notice of Privacy
- Authorization for Live Observation
- Authorization for Audio-Video Recording

I, voluntarily consent to the live observation of session by TWCTC Interns, Affiliates, Supervisors or Intern University Representative.

YES NO

I, voluntarily consent to audio-video recording of sessions by TWCTC Interns, Affiliates, or Supervisors for educational training use.

YES NO

I, voluntarily consent to participate in the intake, assessment and treatment process. I also acknowledge the following:

1. I have been given the opportunity for discussion of any concerns that I have regarding treatment.
2. I will be informed and take part in my treatment and goal planning.
3. I have been given no guarantee of treatment outcomes.
4. I have been informed of any and all fees associated with my treatment.
5. TWCTC will use and disclose personal health information for treatment and to receive payment for services provided.

Printed Name of Client

Signature of Client Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian Date

Printed Name of Counselor

Signature of Counselor Date