



Ivyland Counseling Center

1210 Old York Road • Suite 202 • Warminster • PA 18974 • 215.444.9204

Welcome to Ivyland Counseling Center.

In seeking counseling, you have taken an important step. We often find it to be a turning point in one's life. It not only takes wisdom to recognize the need for counseling, but it takes courage to face decisions that have to be made. To save you time and worry, let us offer a few important ideas about the counseling experience awaiting you.

First – Your counselor will try to merit your confidence. We know it is not easy to talk to a stranger, especially about intimate things that come out in counseling. Therefore, we will try and establish a level of acceptance and understanding as soon as possible. What we share together will remain completely confidential. There are only three exceptions. As required by law, we have to disclose what you say if we believe you are a danger to yourself, someone else, or can no longer take care of basic responsibilities such as food, shelter and clothing. One additional case for children and elder/dependent adults is if we believe that someone is or has harmed you, we may need to report that information to the proper agencies. These are the only exceptions. If you have any questions or concerns with this or any other issue in your counseling experience with us, do not hesitate to talk with your counselor about it.

Second – It is important you tell the whole story. We know that personal, marital, and family problems can be quite complex. Conflicts in relationships are rarely one-sided. Evaluations must be made from varied perspectives. An open mind is as valuable as the time spent in counseling. Let's tackle the problem and not decide whose fault it is.

Third – If your problem is important enough to bring you into counseling, don't expect it to be resolved in one interview. The number of sessions needed is primarily dependent on the number of individuals involved and the intensity/complexity of the problems described. We have had clients come in for years, and some as few as ten sessions. Terminating or changing the frequency of your sessions is best decided when we agree that your goals have been satisfied.

Fourth – Our clients are charged according to the counselor they see and the client's individual financial situation. A typical counseling session is approximately 45 minutes to an hour in length.

Fifth – Our staff of licensed counselors currently includes Clinical Psychologists, Marriage, Family and Child Counselors and Clinical Social Workers. In addition, we will occasionally have psychologist interns and marriage, family and child counseling interns. All interns are fully supervised by the licensed and experienced professionals on our staff.

Sixth – Your counseling session is reserved for you and your counselor. You will need to call and cancel if you are not able to make your scheduled appointment, so your counselor may schedule other clients during that time. Your consideration of this point will be greatly appreciated. Each counselor will establish a minimum cancellation time with you that may result in a fee if dishonored.

Seventh – Counseling sessions usually take place weekly. What you do during the rest of your week will determine the success of counseling. There are no pat formulas that guarantee success. We will not judge or moralize. We do not give "advice" and demand that you accept it. We try to point out guidelines and help you explore your individual possibilities, but the decisions and choices are yours. You have to live with them.

Eighth – Your files are not open to anyone except your counselor.

We hope these guidelines help you to achieve maximum success in your counseling experience with us.



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Consent for Outpatient Treatment

1. Outpatient treatment may include diagnostic services, crisis intervention, individual, group, or family therapy, or case management services. Outpatient services are provided by a qualified professional staff member of the Ivyland Counseling Center.
2. Outpatient treatment consists of face-to-face contact between a qualified professional and the individual focusing on the presenting problem and associated feelings, assessing possible causes of the problem and previous attempts to cope with it, and possible alternative courses of action and their consequences. The frequency and type of treatment will be decided between you and your therapist.
3. You are expected to benefit from therapy, but there is no guarantee that you will. Maximum benefits will occur with regular attendance, but you may feel temporarily worse while in treatment.
4. You will be expected to pay all or some part of the cost of treatment services received. The therapist in advance of commencing treatment negotiates the amount you pay for treatment. If legal action is initiated to collect your bill, you will be responsible for paying all reasonable attorneys' fees and court costs in addition to any judgment rendered against you.
5. Failure to keep your appointments or to follow treatment recommendations may result in your treatment being discontinued. If you cannot keep your appointment, you are expected to notify your therapist as soon as possible. If you do not notify your therapist in sufficient time for him/her to adjust his/her schedule, you will be responsible for any standard payment associated with the scheduled session.
6. All information and records obtained in the course of treatment shall remain confidential and will not be released without your written consent except under the following conditions:
 - a. You are a non-emancipated minor, ward of the court, or an LPS conservatee.
 - b. To governmental law agencies to protect the lives of federal and state elective constitutional officers and their families.
 - c. To the courts if ordered by a Judge or if otherwise necessary to the administration of justice
 - d. To prevent bodily harm to another person (Tarasoff vs. Regents of University of California, 1976).
 - e. To juvenile authorities when child abuse is observed or suspected (Penal Code Section 11165, et seq.).
 - f. Under certain circumstances as set forth in Welfare and Institutions Code Sections 5328 through 5328.9, which you may read upon request.
 - g. To prevent self induced harm or death (Johnson vs. County of Los Angeles, 1983).
7. You have a right to accept, refuse, or stop treatment at any time.
8. For the duration of treatment, I authorize Ivyland Counseling Center or Glenn A. Heinrichs, Ph.D. to receive payment of medical benefits for any and all health insurance plans for which I am covered.

I have read the above and I agree to accept treatment, and I further agree to all conditions set forth herein. I acknowledge that I have received a copy of this agreement.

Client: _____

Parent/Guardian/Conservator: _____

Date: _____



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Initial Contact Form

For Office Use:

I

C

Dx

Identifying Data

Date: _____

Name: _____ DOB: _____

Address: _____ SSN: _____

_____ Cell Phone: _____

(City/State/Zip Code)

OK to text??? Y N

Occupation: _____ Home Phone: _____

Sex: _____ Ethnicity: _____ Age: _____ Work Phone: _____

Birthplace: _____ Religion: _____ Sexual Orientation: _____

Email: _____ Is it ok to contact online? Y N

Relational Status: Single/Married/Remarried/Separated/Divorced/Life Partner/Widowed/Other

Is it ok to send mail (statements/correspondence) in an envelope with an ICC return address label? Y N

Family

Spouse/Partner Name: _____ Age: _____

Children's Names and Ages: _____

Emergency Contact _____

Name

Phone

Briefly list the reason for coming here today: _____

How did you hear about Ivyland Counseling Center?



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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. EFFECTIVE 04/14/03

Your health information is personal and private, and we must protect it. This notice tells you how the law requires or permits us to use and disclose your health information. It also tells you what your rights are and what we must do to use and disclose your health information.

We must by law:

- keep your health information (also known as “protected health information” or “PHI”) private
- give you this Notice of our legal duties and privacy practices regarding your PHI
- obey the terms of the current Notice in effect

Changes to this Notice: We have the right to make changes to this Notice and to apply those changes to your PHI. If we make changes, you have the right to receive a copy of them in writing. To obtain a copy, you may ask your service provider or any staff person.

HOW THE LAW PERMITS US TO USE AND DISCLOSE INFORMATION ABOUT YOU

We may use or give out your health information (PHI) for treatment, payment or health care operations. These are some examples:

- **For Treatment:** Health care professionals, such as doctors and therapists working on your case, may talk privately to determine the best care for you. They may look at health care services you had before or may have later on.
- **For Payment:** We need to use and disclose information about you to get paid for services we have given you. For example, insurance companies ask that our bills have descriptions of the treatment and services we gave you to get payment.
- **For Health Care Operations:** We may use and disclose information about you to make sure that the services you get meet certain state and federal regulations. For example, we may use your protected health information to review services you have received to make sure you are getting the right care.

USES AND DISCLOSURES THAT DO NOT NEED YOUR AUTHORIZATION

- **To Other Government Agencies Providing Benefits or Services:** We may give information about you to other government agencies that are giving you benefits or services. The information we release about you must be necessary for you to receive those benefits or services.
- **To Keep You Informed:** We may call or write to let you know about your appointments. We may also send you information about other treatments that may be of interest to you.
- **Research:** We may give your PHI to researchers for a research project that has gone through a special approval process. Researchers must protect the PHI they receive.
- **As Required by Law:** We will give your PHI when required to do so by federal or state law.
- **To Prevent a Serious Threat to Health or Safety:** We may use and give your PHI to prevent a serious threat to your health and safety or to the health and safety of the public or another person.
- **Workers' Compensation:** We may give your PHI for worker's compensation or programs that may give you benefits for work-related injuries or illness.
- **Public Health Activities:** We may give your PHI for public health activities, such as to stop or control disease, stop injury or disability, and report abuse or neglect of children, elders and dependent adults.
- **Health Oversight Activities:** We may give your PHI to a health oversight agency as authorized by law. Oversight is needed to monitor the health care system, government programs and compliance with civil rights laws.
- **Lawsuits and Other Legal Actions:** If you have a lawsuit or legal action, we may give your PHI in response to a court order.
- **Law Enforcement:** We may give your PHI when asked to do so by law enforcement officials:
 - In response to a court order, warrant, or similar process;
 - To find a suspect, fugitive, witness, or missing person;
 - If you are a victim of a crime and unable to agree to give information
 - To report criminal conduct at any of our locations; or
 - To give information about a crime or criminal in emergency circumstances.
- **Coroners and Medical Examiners:** We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.



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- **National Security and Intelligence Activities:** We may give your PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- **Protective Services for the President and Others:** We may give your PHI to authorized federal officials so they may protect the President and other heads of state or do special investigations.

Other uses and disclosures of your PHI, not covered by this Notice or the laws that apply to us, will be made only with your written authorization. If you give us authorization to use or give out your PHI, you can change your mind at any time by letting your service provider know in writing. If you change your mind, we will stop using or disclosing your PHI, but we cannot take back anything already given out. We must keep records of the care that we gave you.

YOUR RIGHTS ABOUT YOUR PROTECTED HEALTH INFORMATION (PHI)

- **Right to See and Copy:** Federal regulations say that you have the right to ask to see and copy your PHI. However, psychiatric and drug and alcohol treatment information is covered by other laws. Because of these laws, your request to see and copy your PHI may be denied. You can get a handout about access to your records by asking your health care provider. A therapist will approve or deny your request. If approved, we may charge a fee for the costs of copying and sending out your PHI. We may also ask if a summary, instead of the complete record, may be given to you. If your request is denied, you may appeal and ask that another therapist review your request.
- **Right to Ask for an Amendment:** If you believe that the information we have about you is incorrect or incomplete, you may request changes be made to your PHI as long as we maintain this information. While we will accept requests for changes, we are not required to agree to the changes. We may deny your request to change PHI if it came from another health care provider, if it is part of the PHI that you were not permitted to see and copy, or if your PHI is found to be accurate and complete.
- **Right to Know to Whom We Gave Your PHI:** You have the right to ask us to let you know to whom we may have given your PHI. Under federal guidelines, this is a list of anyone that was given your PHI not used for treatment, payment and health care operations or as required by law mentioned above. To get the list, you must ask your service provider in writing for it. You cannot ask for a list during a time period over six years ago or before April 14, 2003. The first list you ask for within a 12-month period will be free. For more lists, we may charge you for the cost of copying and sending the list. We will let you know the cost, and you may choose to stop or change your request before it costs you anything.
- **Right to Ask Us to Limit PHI:** You have the right to ask us to limit the PHI that the law lets us use or give about you for treatment, payment or health care operations. *We don't have to agree to your request.* If we do agree, we will comply with your request unless the PHI is needed to give you emergency treatment. To request limits, you must ask your service provider in writing. You must tell us (1) what PHI you want to limit; (2) whether you want to limit its use, disclosure or both; and (3) to whom you want the limits to apply.
- **Right to Ask for Privacy:** You have the right to ask us to tell you about appointments or other matters related to your treatment in a specific way or at a specific location. For example you can ask that we contact you at a certain phone number or by mail. To request that certain information be kept private, you must ask your service provider in writing. You must tell us how or where you wish to be contacted.
- **Right to a Paper Copy of This Notice:** You may ask us for a copy of this Notice at any time. Even if you have agreed to receive this Notice by e-mail, we will give you a paper copy of this Notice. You may ask any staff person for a copy.

COMPLAINTS

If you believe your privacy rights have been violated, you may submit a complaint with us or with the Federal Government.

Filing a complaint will not affect your right to further treatment or future treatment.

To file a complaint with Ivyland Counseling Center, contact:

Glenn A. Heinrichs, Ph.D.

1210 Old York Road, Suite 202

Warminster, PA 18974

Phone # 215.444.9204

Fax# 215.444.9206

E-mail: Dr.GAH@IvylandCounselingCenter.com

To file a complaint with the Federal Government, contact:

Secretary of the U.S. Department of Health and Human Services, Office of Civil Rights, Region III, Regional Manager, Paul Cushing 150 S. Independence Mall West, Suite 372, Public Ledger Bldg, Philadelphia, PA 19106-9111 - Phone 215-861-4441 - Web site www.hhs.gov/region3 - Hotline 800-368-1019 - Fax 215-861-4431 - TDD 215-861-4440 - E-mail Paul.Cushing@hhs.gov

For additional information call (800) 368-1019 or (866) 627-7748 or fax the U.S. Office of Civil Rights at (415) 437-8329 or (866) 788-4989 TTY or (415) 437-8311 TDD.



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ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES AND PATIENT BILL OF RIGHTS

I acknowledge receipt of the Notice of Privacy Practices and a copy of the Patient Bill of rights, which explains my rights and the limits on ways in which Ivyland Counseling Center may use or disclose personal health information to provide service.

Client Name (printed)

Client Signature

Date _____

If signed by other than client, indicate relationship.

Note: Parents must have legal custody. Legal guardians and conservators must show proof.

OFFICE USE ONLY

Client did receive the Notice of Privacy Practices/Patient Bill of Rights but did not sign this Acknowledgement of Receipt because:

Client left office before Acknowledgement could be signed.

Client does not wish to sign this form.

Client cannot sign this form because: _____

Client did not receive the Notice of Privacy Practices/Patient Bill of Rights because:

Client required emergency treatment.

Client declined the Notice and signing of this Acknowledgement.

Other: _____

Name: _____

(Print name of provider or provider's representative)

Signed: _____

(Signature of provider or provider's representative)

45 CFR §164.520 Except in an emergency situation, ... make a good faith effort to obtain written acknowledgment of receipt of the Notice.... and if not obtained, document...good faith efforts to obtain such acknowledgment and the reason why...(it)...was not obtained.



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PATIENTS BILL OF RIGHTS

Benefits

Individuals have the right to be provided information from the purchasing entity (such as the employer or union or public purchaser) and the insurance/third party payer describing the nature and extent of their mental health and substance abuse treatment benefits. This information should include details on procedures to obtain access to services, on utilization management procedures, and on appeal rights. The information should be presented clearly in writing with language that the individual can understand.

Individuals have the right to receive full information from the potential treating professional about that professional's knowledge, skills, preparation, experience, and credentials. Individuals have the right to be informed about the options available for treatment interventions and the effectiveness of the recommended treatment.

Contractual Limitations

Individuals have the right to be informed by the treating professional of any arrangements, restrictions, and/or covenants established between the third party payer and the treating professional that could interfere with or influence treatment recommendations. Individuals have the right to be informed of the nature of information that may be disclosed for the purposes of paying benefits.

Appeals and Grievances

Individuals have the right to receive information about the methods they can use to submit complaints or grievances regarding provision of care by the treating professional to that profession's regulatory board and to the professional association. Individuals have the right to be provided information about the procedures they can use to appeal benefit utilization decisions to the third party payer systems, to the employer or purchasing entity, and to external regulatory entities.

Confidentiality

Individuals have the right to be guaranteed the protection of the confidentiality of their relationship with their mental health and substance abuse professional, except when laws or ethics dictate otherwise. Any disclosure to another party will be time limited and made with the full written, informed consent of the individuals. Individuals shall not be required to disclose confidential, privileged, or other information other than diagnosis, prognosis, type of treatment, time and length of treatment, and cost.

Entities receiving information for the purposes of benefits determination, public agencies receiving information for health care planning, or any other organization with legitimate right to information will maintain clinical information in confidence with the same rigor and be subject to the same penalties for violation as is the direct provider of care. Information technology will be used for transmission, storage, or data management only with methodologies that remove individual identifying information and assure the protection of the individual's privacy. Information should not be transferred, sold, or otherwise utilized.

Choice

Individuals have the right to choose any duly licensed/certified professional for mental health and substance abuse services. Individuals have the right to receive full information regarding the education and training of professionals, treatment options (including risks and benefits), and cost implications to make an informed choice regarding the selection of care deemed appropriate by individual and professional.



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Universal Acknowledgment of Receipt

I have received the welcome letter explaining how to get the most out of my therapeutic experience at Ivyland Counseling Center, Inc. and my therapist has explained it sufficiently to me so that I understand it completely.

Client Initials

I have received a copy of the Consent for Outpatient Treatment for Ivyland Counseling Center, Inc. and my therapist has explained it sufficiently to me so that I understand it completely.

Client Initials

I have received a copy of the HIPPA regulations for Ivyland Counseling Center, Inc. and my therapist has explained it sufficiently to me so that I understand it completely.

Client Initials

I have received a copy of the Patient Bill of Rights for Ivyland Counseling Center, Inc. and my therapist has explained it sufficiently to me so that I understand it completely.

Client Initials

I have received information either verbally or have filed paperwork regarding Psychiatric Advanced Directives from Ivyland Counseling Center, Inc. and my therapist has explained it sufficiently to me so that I understand it completely.

Client Initials

Client Signature

Legal Guardian Signature (when applicable)

Date

Witness (when applicable)

Date