CONFIDENTIAL CLIENT INFORMATION FORM

CLIENT INFORMATION

Date: _____ Referred by: □Internet □Friend □ Other:_____

Full Name: _____

Name you prefer: _____Age:_____ Date of Birth:_____

Employer:_____

Length of Employment:_____

Occupation: _____

Highest Schooling Completed: □9 □10 □11 □12 □GED College: □1 □2 □3 □4 □Other:_____

CONTACT INFORMATION

Address: _____ City: _____State: _____

Zip Code: _____ May we send mail here: □ Yes □ No

Cell Phone: (_____) _____-_____ May we leave a message here: □ Yes □ No

Email Address: _____May we send a message here: □ Yes □ No

*Please be aware of the limits of security in electronic communications.

REASONS FOR COUNSELING AND GOALS

What do you hope to gain or change by coming for counseling?

_____

_____

LEVEL OF DISTRESS

Indicate how distressed you are by circling on the scale below

(1= Very Little Distress; 10=Extreme Distress):

1 2 3 4 5 6 7 8 9 10

Are you currently experiencing any suicidal thoughts? □ Yes □ No.

Have you had them in the past? □ Yes □ No

Have you ever attempted suicide? □ Yes □ No

If yes, when & how?_____

PREVIOUS COUNSELING

Please list any previous counseling, psychiatric treatment, or residential/in-patient care you have received:

Location	Therapist	Dates	Reason

LEGAL HISTORY

Are you facing any pending civil or criminal litigation? □ Yes □ No

Have you been subject to a restraining order in the last 10 years? □ Yes □ No

Have you filed for a restraining order in the last 10 years? □ Yes □ No

Experienced any litigation relating to divorce or child custody in the last 10 years? □ Yes □ No

Do you anticipate the possibility of litigation relating to divorce or child custody in the next 5 years? □ Yes □ No

CURRENT STATUS

Please check any of the following physiological symptoms that apply to you presently or in the recent past:

Headaches□ Past □ Present Visual Trouble□ Past □ Present Weakness □ Past □ Present
Insomnia □ Past □ Present Change in Appetite □ Past □ Present Hearing Voices □ Past □ Present
Dizziness□ Past □ Present Sleep Trouble □ Past □ Present Tension □ Past □ Present
Intestinal Trouble□ Past □ Present Tiredness □ Past □ Present Seeing Things □ Past □ Present
Stomach Trouble□ Past □ Present Trouble Relaxing □ Past □ Present Rapid Heart Rate □ Past □ Present Hearing Noises□ Past □ Present Pain □ Past □ Present Other □ Past □ Present
How has your weight changed in the last 2-3 months? (If so, how?) _____

Please check any of the following problems that apply to you and/or your family.

Abortion□ You □ Family Eating Problems □ You □ Family Trouble with Job □ You □ Family
Ambition □ You □ Family Being a Parent □ You □ Family Disaster □ You □ Family
Anxiety□ You □ Family Depression □ You □ Family Terminal Illness □ You □ Family
Bad Dreams □ You □ Family Unwanted Thoughts□ You □ Family Impulsive Behavior □ You □ Family
Career Choices □ You □ Family Children □ You □ Family Recent Loss □ You □ Family
Communication □ You □ Family Verbal Abuse□ You □ Family Anger□ You □ Family
Concentration □ You □ Family Memory□ You □ Family Self-Control □ You □ Family
Grief□ You □ Family Alcoholism □ You □ Family Fears □ You □ Family
Hopelessness □ You □ Family Loneliness □ You □ Family Friends □ You □ Family
Making Decisions □ You □ Family Finances □ You □ Family Other□ You □ Family
Marriage □ You □ Family Emotional Abuse □ You □ Family Temper □ You □ Family
Nervousness□ You □ Family Unhappiness□ You □ Family Apathy□ You □ Family
Physical Abuse □ You □ Family Sexual Abuse □ You □ Family Aggressiveness □ You □ Family

Pregnancy ☐ You ☐ Family Trauma ☐ You ☐ Family Alcohol Use ☐ You ☐ Family
Racing Thoughts ☐ You ☐ Family Loss of Control ☐ You ☐ Family Compulsivity ☐ You ☐ Family
Recent Death ☐ You ☐ Family Inferiority Feelings ☐ You ☐ Family Shyness ☐ You ☐ Family
Sexual Problems ☐ You ☐ Family Legal Matters☐ You ☐ Family Drug Use ☐ You ☐ Family
Stress ☐ You ☐ Family Panic ☐ You ☐ Family Guilt ☐ You ☐ Family

PERSONAL STRENGTHS

Please list three things that you are proud of: Please list three personal strengths:

1) _____ 1) _____

2) _____ 2) _____

3) _____ 3) _____

RELATIONAL INFORMATION

Current Marital Status: ☐ Single ☐ Engaged ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

If married, how long? _____Number of previous marriages for you: _____

If separated or divorced, how long? _____ If widowed, how long?_____

Please list family members and other household members (continue on back if necessary):

Name:	In home or Out of home?	Age:	Gender:	Relationship:

MEDICAL INFORMATION

Primary Physician: _____City:_____ Zip:_____

Phone number: (_____) _____-_____ Fax number: (_____) _____-_____

Are you currently receiving medical treatment? ☐ Yes ☐ No. If yes, please specify:_____

List all current medications you are taking, including those you seldom use or take only as needed.

Medication	Dosage	Purpose for Medication

Are you taking these medication(s) according to your doctor's recommendations. ☐ Yes ☐ No. If no, briefly explain:

List significant conditions, illnesses, surgeries, hospitalizations, traumas, or treatments:

VOLUNTARY MEDICAL RELEASE OF INFORMATION

I authorize Ormond-by-the-Sea Counseling to release and or obtain medication records and relevant medical information from_____ (*doctor's name and office name*) for the purpose of providing continuity of quality mental health services.

I understand that I do not have to sign this authorization and my refusal to sign will not affect my ability to obtain treatment.

I understand that I may revoke this authorization at any time by written request to Ormond-by-the-Sea Counseling .

Print Name: _____

Date: _____

Client Signature: _____ Date:_____

Are you a recovering alcoholic or drug addict? □ Yes □ No □ Maybe

If yes, please explain:_____

TRAUMA/ABUSE HISTORY

Have you ever experienced a severe trauma? □ Yes □ No □ Maybe

Have you ever been physically abused? □ Yes □ No □ Maybe

Have you ever been emotionally abused? □ Yes □ No □ Maybe

Have you ever been sexually abused? □ Yes □ No □ Maybe

RELIGIOUS/SPIRITUAL INFORMATION

Is Faith, Religion or Spirituality important to you? □ Yes □ No □ Maybe. If yes or maybe, please explain.
_____

Would you like to include prayer as part of your counseling experience? □ Yes □ No

FEE

Whatever fee you choose is paid at the time of service. If you fail to show for a scheduled appointment or do not call to cancel 24 hours before a scheduled appointment, we require that you pay the full amount of the agreed upon fee.

The Rate I Choose (based on sliding scale): $_____

Initial: _____

TERMS OF SERVICE
I understand that it is customary to pay for professional services when rendered. I accept full responsibility for payment of any balance incurred for services. I further understand that without 24-hour notice of cancellation, I will be charged the full fee for professional service.

PAYMENT

All accounts are requested to have a credit card on file to reserve appointments. This information will be kept confidential and will only be used to process payments at your request or to bill for late cancellations and missed appointments.

Credit Card Number: _____ Exp Date: _____ Type of Card: □ AMEX □ VISA

□ MC Code on the back of card: _____

Name on card: _____

Billing Zipcode_____

Client Signature: _____ Date:_____

Therapist Signature: _____ Date:_____

CLIENT RIGHTS AND RESPONSIBILITIES

Ormond-by-the-Sea Counseling is committed to providing service to you, the client, without regard to race, sex, color, religion, handicapping condition, or national origin.

AS A CLIENT YOU HAVE THE RIGHT TO:

INDIVIDUAL DIGNITY, to be treated in a respectful and confidential manner.

QUALITY SERVICES, suited to your needs, administered skillfully, safely, humanely, with full respect for your dignity and personal integrity, and in accordance with all statutory and regulatory requirements.

WITHDRAW YOUR CONSENT for any specific activity.

CONFIDENTIALITY OF CLIENT RECORDS, Ormond-by-the-Sea Counseling has the obligation to obtain your written consent prior to any exchange of confidential information. There are a few exceptions to confidentiality listed below: If you present a danger to yourself or others, we are legally, ethically and morally required to protect the safety of threatened persons. If abuse or neglect of a child, elder or disabled person is known or suspected, we are required by law to report it to the Florida Abuse Hotline. If we receive a court order for client records, deposition or court testimony, we are required to comply. We are also required to report attendance compliance by court ordered clients. In the event that group or family services are provided, it is acknowledged that Ormond-by-the-Sea Counseling or its counselors/therapists cannot be held responsible for a breach of confidentiality on the part of a family member.

AS A CLIENT YOUR RESPONSIBILITIES INCLUDE:

APPOINTMENTS: Regular attendance is very important to ensure progress with the concerns and issues that have been presented. If there is an emergency and you need to cancel or reschedule an appointment, please call as soon as you know.

PARTICIPATION: Your honest and accurate reporting of dilemmas and concerns is vital to your progress. To the best of your ability you must be open and honest in your sessions.

SAFETY: It is important that you and your children exercise appropriate caution, control and safe behavior on the premises.

TERMINATION: Services may be discontinued for repeatedly missed appointments, if you come to appointments intoxicated and/or under the influence of substances, or if you show evidence of inappropriate behavior.

TRANSFER PLAN: Files/Records are the responsibility of your therapist as long as they work at Ormond-by-the-Sea Counseling.

THERAPY INFORMED CONSENT

SERVICES: We provide many different types of therapy and counseling. Counseling services can vary in length depending on the collaborative effort between therapist and client. The goals for counseling are developed with the therapist and are based on the client's needs and concerns, and are reviewed on a regular basis to monitor progress. Our counseling services are voluntary. If the client has court documentation for counseling a copy of this documentation must be provided by the next counseling session. When bringing children for counseling services, the adult providing transportation is required to stay on the premises during the session.

STAFF: Counselors providing services are Licensed or Registered Clinical Social Workers, Marriage and Family Therapists, Mental Health Counselors, or they are Master Degree Student Interns in these fields supervised by Licensed Therapists.

FEES: Counseling session fees are based on the client's agreed upon rate, set at the first counseling session. All fees are due at the end of each session.

AUDIO/VIDEO TAPES: Videotapes are used to assist with supervision, consultation and training of counselors working with their clients. These tapes are not considered part of client files and will be used only to assist the progress of the client's case. The tapes are the destroyed on a regular basis.

TERMINATION: The client is expected to inform the therapist if the client plans to discontinue counseling for any reason. If a client fails to show up or cancel two appointments, their file will be closed. Counselors may have to discontinue therapy if the client is currently involved in domestic violence, substance abuse, or has shown violent or threatening behavior. The client may be given a referral to other more appropriate services for issues of substance abuse, violence, or severe mental health issues.

BENEFITS/RISKS: The majority of individuals and families that obtain counseling, benefit from the process. Self exploration, gaining insight, exploring options, for dealing with problem behavior, learning new skills, or venting difficult feelings and experiences are generally quite useful. But, some risks do exist. As counseling is begun some individuals experience unwanted feelings. Examining ones' life can produce unhappiness, anger, guilt or frustration. These unwanted feelings are a natural part of the psychotherapeutic process and often provide the basis for change. Also, sometimes a decision that is positive for one family member will be viewed quite negatively by another.

QUESTIONS: Do not hesitate to discuss counseling goals, procedures, concerns, or your impression of services provided. If there is something you do not understand, please ask for a clarification.

I have read and understand the nature and limits of therapeutic services provided by Ormond-by-the-Sea Counseling. I have read and agree to the terms of the HIPPA notice form provided at intake.

Client:_____Date:_____

Counselor/Therapist:_____Date:_____