

# GEN LLC/Geneva Wallace M.Ed., LMFT, LCADC

## PATIENT REGISTRATION FORM

Patient Name: (Last): \_\_\_\_\_ (First) : \_\_\_\_\_ (Mid) Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt # \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell # \_\_\_\_\_

Marital Status: \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Employer: \_\_\_\_\_ Work # \_\_\_\_\_ Retired \_\_\_\_\_

Contact in Case of Emergency: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

### Spouse/Responsible Party

Spouse Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security # \_\_\_\_\_ Employer: \_\_\_\_\_ Work # \_\_\_\_\_

## PATIENT INSURANCE INFORMATION

Primary Insurance: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

Insured Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group Number: \_\_\_\_\_

## SECONDARY INSURANCE INFORMATION

Secondary Insurance: \_\_\_\_\_

Insured Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group Number: \_\_\_\_\_

I hereby consent to treatment by Gen LLC. I assign all medical benefits to which I may be entitled directly to **Gen LLC** I understand that I am ultimately responsible for all charges, regardless of insurance coverage or lack thereof. Should a check be returned due to insufficient funds, a fee of \$25.00 will be charged to my account. Checks returned more than once will be assigned to a collection agency. In the event that my account is referred to a collection agency due to lack of payment on my part, I agree to pay all collection and legal fees that may be added to my account. I agree that there will be a 50% additional fee for all accounts turned over to collections. I hereby authorize the release of any medical information required by my insurance company.

Date: \_\_\_\_\_ Patient/Responsible Party Signature: \_\_\_\_\_

## GEN LLC

2298 W Horizon Ridge Parkway, Suite 201  
Henderson, Nevada 89052  
(702) 363-7284, Fax (702)-242-5252

### **DISCLOSURE STATEMENT**

#### *Confidentiality*

My professional code of AAMFT ethics prevents me from disclosing information that is shared in therapy or releasing information without your written consent. I cannot guarantee the confidentiality of other participants who are involved in your therapy process. The only exceptions to confidentiality are stated in the family therapy rights section of this disclosure statement.

\_\_\_\_\_ I understand that case notes are used for clinical purposes only, and are not subject to release for other legal or medical issues. In the event that documentation of therapy attendance, progress, prognosis, diagnosis, is needed, a letter stating these facts may be fashioned by Geneva Wallace/Gen LLC at such time only upon my specific written consent. I will explain during my first session with Ms. Wallace any pending legal, medical, or otherwise conflicting issues or matters such as mandated therapy, medical disability, custody cases, etc.

\_\_\_\_\_ If you are participating in couples or family counseling sessions, understand that all information shared in a joint session is open to all participants. Any information shared in an individual session is kept confidential with exception of behaviors that are damaging to the relationship. If this occurs the therapist will address this behavior in the couple's session.

\_\_\_\_\_ I understand in order for Geneva Wallace/Gen LLC to provide optimal therapy, certain cases may be reviewed with other experienced and licensed therapists and trainers/trainees who are furthermore bound to the same provisions of client confidentiality and privacy. In these circumstances, all identifying information is withheld.

\_\_\_\_\_ I understand that electronic modes of communication with Geneva Wallace/Gen LLC cannot, in most instances assure the highest level of confidentiality and may not be HIPPA, or otherwise compliant with state law governing confidentiality. I understand that Geneva Wallace/Gen LLC will only initiate phone, e-mail, and text communication per my request which may consist of my initial phone, e-mail, or text communication with her. I understand there may be instances of confidentiality breeches when communicating with Geneva Wallace outside of her office. I will notify Geneva Wallace/Gen LLC in writing if I do not wish to receive electronic communication in the future.

\_\_\_\_\_ I understand that any audio or video taping of the session without prior authorization is strictly prohibited.

*Fee Schedule and Financial Policy:*

**Sessions are 45 to 50 minutes long.** The charge per session if not through your insurance, will be determined at the time of your initial appointment. Sessions that run over 50 minutes will be billed in 10 minute blocks of time, according to the same rate.

\_\_\_\_\_ Fees can be paid by cash, check or major credit card. Return check fee is \$25.00  
Letters or report fees are \$60 per request and require 10 business days notice with prepayment of fee.

Prepayments are non refundable and are valid for one (1) calendar year of payment.

If using health insurance, you are responsible for the knowledge of your benefits and co-pay therein. Please discuss with Geneva Wallace at the initial session.

*Cancellations:*

\_\_\_\_\_ Your appointment time has been reserved for you because your time is valuable. You may call and leave a message on my confidential voice mail to cancel prior to your session.

**Sessions must be canceled within a minimum of 24 hours prior to your scheduled appointment. However, if you call on a weekend or holiday this is not considered within regular business hours and will not qualify for the 24 hour policy. Should you choose to not call within 24 hrs to cancel an appointment and do not show up for your scheduled time, you will be charged in accordance to our fee agreement. Please note, I do enforce this policy.**

*Your rights as a family therapy consumer are:*

To receive information concerning the methods of therapy employed, the techniques used, the duration of therapy (If known), and the fee structure for services provided.

To seek a second opinion, if needed, I can provide you with names of other qualified professionals.

To terminate therapy at any time without any moral, legal, or financial obligations other than those already accrued.

To know our therapeutic relationship is confidential except under the following conditions: a) if you threaten bodily harm or death to yourself or another person;

b) If you reveal information about physical abuse, sexual abuse or neglect in regard to a child or elder; c) if you are in court ordered therapy; d) if a court of law issues a legitimate subpoena.

Agreement:

- 1) I have read and understand the above policies.
- 2) I have read and understand the financial obligations.
- 3) I have been informed of my rights as a client.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client or parent/guardian

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

GEN LLC

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Phone (702) 363-7284 Fax (702) 242-5252

## Fee Agreement

Client Name: \_\_\_\_\_

**For cash pay clients:** I agree to pay the amount of \$ \_\_\_\_\_ per session at the time of the appointment.

**For clients using insurance:** I agree to pay the deductible, coinsurance or copay rates for my insurance plan.

**For all clients:**

Should I be unable to make my scheduled appointment including my initial intake session and fail to give Geneva Wallace/Gen LLC a minimum of 24 hours notice, I understand that I will be charged the **full session fee** which will be charged on my credit card. If you are using your insurance policy, you will be billed a **\$100.00** fee for the missed session. **Please note, I do enforce this policy.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Client or parent/guardian

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Therapist

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**Credit Card Authorization-(VISA or MasterCard Only)**  
**I DO NOT ACCEPT AMERICAN EXPRESS**

Cardholder's Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CSC: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

I give Geneva Wallace/Gen LLC full authorization to charge my credit card regarding missed or canceled appointments. I understand that after 60 days from date of service, Geneva Wallace/Gen LLC may charge any outstanding fees including copays, unpaid insurance claims or deductible amounts on my credit card I have given.

# Telehealth Informed Consent

## GEN LLC/GENEVA WALLACE M.Ed., LMFT, LCADC TELETHERAPY PROGRAM

### TELETHERAPY PATIENT CONSENT FORM

**Client Name:** \_\_\_\_\_

I agree to participate in teletherapy therapy to include evaluation and on-going treatment. By signing this agreement, I authorize the electronic transmission of my medical information and/or videoconference session so that it can be viewed by a therapist and other persons involved in my mental health care. [Note: The likelihood of this transmission being intercepted by persons other than those at the consulting site is extremely small].

I understand that I can withdraw my permission at any time and that I do not have to answer any questions that I consider to be inappropriate or am unwilling to have heard by other persons. I understand that if I do not choose to participate in a teletherapy session, no action will be taken against me that will cause a delay in my care and that I may still pursue face-to-face consultation

I understand that therapeutic and/or medical records of teletherapy services will be kept at the referring site facility and any recording of sessions by my therapist or me must be disclosed in writing prior to recording.

IF YOU DECLINE PLEASE INITIAL BELOW (initials of patient)

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