

## GENERAL PERSONAL AND FAMILY BACKGROUND

Name \_\_\_\_\_ M/F \_\_\_ Social Security # \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ School/Employer \_\_\_\_\_ Education Level \_\_\_\_\_

Name \_\_\_\_\_ M/F \_\_\_ Social Security # \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ School/Employer \_\_\_\_\_ Education Level \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Children:

Name \_\_\_\_\_ M/F \_\_\_ Social Security # \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ School/Employer \_\_\_\_\_ Education Level \_\_\_\_\_

Name \_\_\_\_\_ M/F \_\_\_ Social Security # \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ School/Employer \_\_\_\_\_ Education Level \_\_\_\_\_

Name \_\_\_\_\_ M/F \_\_\_ Social Security # \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ School/Employer \_\_\_\_\_ Education Level \_\_\_\_\_

Husband's Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Wife's Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Single [ ] Married [ ] Anniversary \_\_\_\_\_ Separated [ ] Divorced [ ]  
Other [ ] (Explain) \_\_\_\_\_

Were you married before? Yes [ ] No [ ] If yes, please answer the following:

Who was married?	Dates	Reason marriage ended
	From _____ To _____	
	From _____ To _____	
	From _____ To _____	
	From _____ To _____	

## RELIGIOUS AFFILIATION

Husband: \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_

Wife: \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_

Children: \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_



**HEALTH CARE INFORMATION**

Your Primary Physicians: \_\_\_\_\_ When Last Seen/Reason for Visit: \_\_\_\_\_  
Husband \_\_\_\_\_  
Wife \_\_\_\_\_  
Children \_\_\_\_\_

List any current health problems and/or medication:  
Husband \_\_\_\_\_  
\_\_\_\_\_  
Wife \_\_\_\_\_  
\_\_\_\_\_  
Children \_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS COUNSELING**

List all previous professional help you have received for personal, marital, or family concerns:

Name	Date	Therapist	Reason
	From _____ To _____		
	From _____ To _____		
	From _____ To _____		

Referral Source \_\_\_\_\_

Type of therapy requested:      Family \_\_\_\_\_      Couple \_\_\_\_\_      Individual \_\_\_\_\_

Please describe reason for which you are seeking counseling, and add any additional information which you feel may be useful to us:

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

By signing below, I affirm that the information given above is true and correct. I am also signifying that I have read, understand and am receiving a copy of the documents:

RIGHTS AS A THERAPY CLIENT UNDER HIPAA  
NOTICE OF PRIVACY PRACTICES OF SOUTHEASTERN COUNSELING CENTER

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



**NOTICE OF PRIVACY PRACTICES  
OF  
SOUTHEASTERN COUNSELING CENTER**

THIS NOTICE DESCRIBES HOW WE USE YOUR HEALTH INFORMATION, HOW WE MAY SHARE IT WITH OTHERS, AND HOW YOU MAY ACCESS THIS INFORMATION. PLEASE REVIEW CAREFULLY.

Our practice is dedicated to maintaining the privacy of your personal health information as part of providing professional care. We also are required by law to keep your information private. We will use the information you share in therapy, as well as information from other such as physicians, other counselors, social workers, etc., to provide you with treatment.

We protect your information in several ways. All counselors, interns, supervisors, and staff are required to sign confidentiality agreements promising not to look at or disclose clinical information except as a part of their regular duties. All therapy files and client information are stored in locked offices. In consultation with other professionals, all counselors, and supervisors release only the minimum necessary information.

Examples of ways we share a client's personal information may include: consultation with other professionals such as physicians, attorneys, social workers, etc.; supervision of therapy interns, and billing to third-party payers. In order for us to disclose your personal information we must have the signed consent of each person eighteen years of age or older, who participates in therapy. Exceptions to the requirement of a signed release are listed in the 'Counseling Agreement' document.

You have certain rights regarding your personal health information. Those rights are specified in the 'Rights of a Therapy Client Under HIPAA' document.

If you have any questions regarding this notice or your rights under HIPAA, please contact the Director of the Counseling Center.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY  
ACT OF 1996 (HIPAA)**

**RIGHTS AS A THERAPY CLIENT UNDER HIPAA**

1. As a client, you have the right to see your therapy records. However, any psychotherapy notes the counselor may keep for his/her own use in your treatment are afforded special privacy protection under the HIPAA regulations and are excluded from this right.
2. As a client, you have the right to receive a copy of your therapy records. You may be required to pay for copying fees for this information should you choose to receive a copy. However, any psychotherapy notes the counselor may keep for his/her own use in your treatment are afforded special privacy protection under the HIPAA regulations and are excluded from this right.
3. As a client, you have the right to request amendments to your therapy records. That request must be made in writing and be directed to the Director of the Counseling Center.
4. As a client, you have the right to restrict the use and the disclosure of your protected health information for the purposes of treatment, payment, and operations. If you choose to release any protected health information, you will be required to sign an authorization form detailing exactly to whom and what information you wish to be disclosed.
5. As a client, you have the right to register a complaint with the Director of the Counseling Center and the Secretary of Health and Human Services if you feel your rights, herein explained, have been violated.

## CLIENT RELEASE FORM

### Therapy release for consultation:

You, the client, may be seeing a marriage and family therapist-intern, a professional counselor-intern, or a social worker intern, under the direct supervision of a licensed supervisor or supervisor-in-training with the Southeastern Counseling Center. This intern may request professional consultation from time to time, to provide you with the most competent care possible. By signing below, you understand that you may be seeing one of the above mentioned interns under direct supervision, and that the supervisors are bound by the same ethics and confidentiality guidelines of this agency as the intern.

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Client signature

Date

### Release for video tape and viewing of therapy session(s):

Southeastern Counseling Center will capture sessions on video (not audio) for the protection of the client and therapist. By signing below you acknowledge that you are aware of the video and understand that the video is covered under the same ethics and confidentiality guidelines of this agency and as allowed by South Carolina state law.

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Client signature

Date



P.O. Box 339, 115 Children's Way, Duncan, SC 29334 · (864) 439-0259 · [www.sech.org](http://www.sech.org)

# COUNSELING AGREEMENT

I understand that I am entering into a therapeutic counseling relationship with Southeastern Counseling Center. I understand that I have the right to terminate this relationship upon due notice to Southeastern Counseling Center.

I also understand that all fees for services rendered are due at the time they are given unless previous arrangements have been made. I understand that failure to cancel a scheduled appointment twenty-four hours in advance may result in a full fee charge for that session.

I understand that I may be seeing a marriage and family therapist-intern, a professional counselor-intern, or a social work intern, under the direct supervision of a licensed supervisor or supervisor-in-training with the Southeastern Counseling Center. This intern may request professional consultation from time to time, to provide you with the most competent care possible. I also understand that all of the counselors at Southeastern Counseling Center have the right to consult among themselves as to my services and care, but they can not divulge information concerning me or my case outside of the center without my prior written consent.

I further understand that this agreement covers me and any minor children which I may include in therapy.

## **Exceptions to Confidentiality (Duty to Warn):**

Although shared personal information is confidential, there are exceptions to these confidences such as:

1. Suicidal threats or attempts
2. To prevent a clear and immediate danger to yourself or another person
3. Suspected child abuse or neglect
4. Suspected abuse or neglect of a vulnerable adult
5. A subpoena issued by a court of law or to report what is required by a court order or in order to defend myself against charges arising from therapy
6. Otherwise mandated or allowed by law or ethical codes for which I am responsible

**THESE EXCEPTIONS REQUIRE THE COUNSELOR OR INTERN TO NOTIFY THE APPROPRIATE AUTHORITIES.**

I HAVE READ AND UNDERSTAND THAT ABOVE INFORMATION AND GIVE CONSENT FOR TREATMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date



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## CANCELLATION POLICY

I understand that all appointments are made in good faith that I will attend and are set aside specifically for me. As such, any cancellations of appointments are required to be made 24-hours in advance to allow the time to be used if needed.

Additionally, to be fair to the therapeutic process, any client that arrives 15 minutes past the start of the session time will not be seen and must reschedule.

Any appointments not cancelled in advance or are considered “no shows” are subject to be charged at the full agreed upon rate of the session.

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Client

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Date

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Therapist

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Date

# STANDARD SLIDING SCALE (November 2018)

Number in the Household	1-2		3+	
	Intake	Regular	Intake	Regular
\$0 to \$19,999	\$75	\$40	\$65	\$30
\$20k to \$29,999	\$85	\$50	\$75	\$40
\$30k to \$39,999	\$95	\$60	\$85	\$50
\$40k to \$49,999	\$105	\$70	\$95	\$60
\$50k to \$59,999	\$115	\$80	\$105	\$70
\$60k to \$69,999	\$125	\$90	\$115	\$80
\$70k to \$79,999	\$135	\$100	\$125	\$90
\$80k and up	\$145	\$110	\$135	\$100

- 1) A sliding-fee scale is offered based upon gross household income and # of people living in the household.
- 2) Our “usual & customary fee” also applies to clients who choose not to provide gross household income information.
- 3) Fees are expected to be paid at the time of service.
- 4) A written application plus tax return and/or recent paystubs may be submitted for further hardship consideration (i.e. an adjusted fee).

**Call (864)439-0259 to get started today!**  
**115 Children’s Way**  
**Duncan, SC 29334**