

NEW CLIENT INFORMATION

WELCOME TO OUR OFFICE

THERAPIST _____ DATE _____

CLIENTS NAME: _____ DOB ____/____/____
 LAST M FIRST

HOME ADDRESS: _____
 STREET CITY STATE ZIP

EMAIL ADDRESS: _____

HOME PHONE (____) _____ CELL (____) _____

S.S.# _____ GENDER: MALE ____ FEMALE ____ AGE _____

SCHOOL ATTENDING & GRADE: _____

PARENT EMPLOYER _____

PARENT NAME _____ DOB ____/____/____ S.S.# _____

RELATIVE TO NOTIFY IN CASE OF EMERGENCY _____

RELATIONSHIP _____ PHONE _____

INSURANCE INFORMATION

PLEASE PRESENT INSURANCE CARD TO OFFICE STAFF

INSURANCE COMPANY _____

ID# (SS#) _____ GROUP ID# _____ PHONE # _____

INSURED NAME _____ DOB ____/____/____

RELATIONSHIP TO CLIENT _____

EMPLOYER NAME _____

EMPLOYER ADDRESS _____

CITY _____ STATE _____ ZIP _____

PLEASE LIST EVERYONE IN YOUR FAMILY WITH WHOM YOU PRESENTLY LIVE:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>NAME</u>	<u>RELATIONSHIP</u>
_____		_____	
_____		_____	

PREVIOUS TREATMENT DATES FOR MENTAL HEALTH, OUTPATIENT CARE _____

HOSPITALIZATION DATES _____ FACILITY _____

CURRENT MEDICATIONS: _____

SUBSTANCE USE HISTORY:	<u>CURRENT/AMOUNT</u>	<u>PAST USAGE/DATE</u>
ALCOHOL	_____	_____
MARIJUANA	_____	_____
COCAINE/CRACK	_____	_____
OTHER	_____	_____

LIST ALLERGIES, IF ANY _____

PRIMARY CARE PHYSICIAN _____ PHONE _____

ADDRESS _____

PRESENTING PROBLEM (be specific, when did it start, how it affects you...)? _____

ESTIMATE SEVERITY OF PROBLEM: MILD _____ MODERATE _____ SEVERE _____

WHAT DO YOU EXPECT FROM THERAPY? _____

ALL PROFESSIONAL SERVICES RENDERED ARE CHARGED TO THE CLIENT. NECESSARY FORMS WILL BE COMPLETED TO EXPEDITE INSURANCE CARRIER PAYMENTS. IT IS CUSTOMARY TO PAY FOR SERVICES WHEN RENDERED UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE. INSURANCE AUTHORIZATION AND ASSIGNMENT I HEREBY AUTHORIZE BEHAVIORAL HEALTH SERVICES OF LKN TO FURNISH INFORMATION TO INSURANCE COMPANIES AND REFERRING PHYSICIANS CONCERNING MY TREATMENT AND I HEREBY ASSIGN TO THE PROVIDER ALL PAYMENTS FOR PROFESSIONAL SERVICES RENDERED TO MYSELF OR MY DEPENDENTS. I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY AMOUNT NOT COVERED BY INSURANCE. THERE WILL BE NO DIVISION OF ACCOUNTS.

DATE _____ SIGNATURE _____

Consent for Treatment of Minor

I/We, _____

Parent(s)/legal guardians(s) of _____
(Print name)

Voluntarily give consent for him/her to receive counseling/psychotherapy services with Emily Nesbitt, MSW, LCSWA

I/We agree to work cooperatively with Emily Nesbitt, MSW, LCSWA, to provide the most timely and effective treatment for the above listed minor and understand that it may be necessary to schedule some appointments during school hours to achieve this goal.

Signature of Parent/Legal Guardian

Date

Signature of 2nd Parent/Legal Guardian (if applicable)

Date

Service Agreement & Professional Disclosure Statement for Counseling

**Emily E. Nesbitt, MSW, LCSWA
107 Kilson Drive Suite 202
 Mooresville, NC 28117
704-660-8321**

You have taken the important first step to pursue counseling with Emily Nesbitt, MSW, LCSWA. I realize that starting counseling is a major decision, and you may have many questions. This document contains valuable information about my background, professional services, and your rights. If you have any questions about what is stated in this document or about something not covered in this document, please ask so we may discuss it.

Counseling with Emily Nesbitt:

I believe that taking care of your mental health is an important part of ensuring you are living life to the fullest. Mental health can be confusing for children and that is something that I like to help children overcome. I am passionate about broadening my clients' perspectives in life and helping them reach their goals.

I graduated from Western Carolina University with my Bachelor's in Social Work and Winthrop University with my Master's in Social Work. I am now a Licensed Clinical Social Worker Associate and Student Assistance Program Coordinator for Iredell Statesville Schools.

I enjoy working with children and adolescents. I have worked with school aged children from kindergarten to seniors in high school and loves to engage parents or caregivers as well as their entire family unit along the way. I believe that building a relationship with the whole family is important in helping children overcome challenges and reach their goals.

I have experience working with children and families at a Child Advocacy Center, working as a school social worker, and now a student assistance program coordinator in the public-school system. I specialize in depression, anxiety, behavior disorders, trauma, and grief. I have a passion for implementing evidence-based techniques as well as client-centered and solution focused.

Therapy is collaborative between the therapist and client. Throughout the therapeutic process you will be asked to challenge yourself not only in session but outside of session as well, where homework, written exercises, verbal exercises and other tasks may be asked of you. Diagnosis is established using the guidelines identified in the DSM-V. If a diagnosis is identified, it is communicated to the client and will become a PERMANENT PART of the client's record.

Professional Orientation:

I am bound by the rules and ethical codes of the National Association of Social Work and the North Carolina Social Work Certification and Licensure Board, and I take these responsibilities seriously. During my time as a LCSWA, I am clinically supervised and supported by Leigh Ann Darty, MSW, LCSW and Mike Rife, LCAS, LCMHC, SAP. While professional therapy has been shown to have many benefits such as solutions to specific problems, healthier relationships and improved overall health, there are no guarantees that your problems will be solved by participating in therapy with me. Growth through a time like this can be hard, and it may bring up difficult feelings which may cause emotional difficulty during our time together as we process during our time together.

Appointments and Cancellations:

A counseling session is usually 50 minutes. A missed appointment is a lost opportunity for both you and the counselor. The counselor has reserved that time for you. Other clients have not had access to that appointment time because it was held for you. In addition, your counselor considered that appointment time as an important part of your counseling. While unforeseen emergencies occur, please make every effort to keep your appointment as scheduled. When on occasion I will be unavailable for appointments, I will make every attempt to inform you of this in advance. If I will be unavailable for an extended time, I will provide you with the name of a colleague to contact if necessary. ***To avoid being charged for a scheduled appointment it must be rescheduled or canceled at least 24 hours in advance; however, a fee of \$50 will be applied to your account for no-shows and cancellations made with less than 24 hours' notice.***

Please Initial:

_____ I understand I will be charged \$50 for no show/late cancelation fees as detailed above.

Unfortunately, I am not available 24/7 so if you are in an emergency and need immediate assistance, call 911 or go to the nearest emergency room. Additionally, if you are experiencing a mental health, substance abuse, or developmental disability crisis, you may call Iredell County's Mobile Crisis Team at **866-275-9552**, and they will assess your urgent needs. Mobile Crisis is available 24/7.

Professional Fees and Payment:

A therapy hour is equal to 50 minutes of direct contact with the remaining 10 minutes generally devoted to documentation. The billable rate for the Initial Assessment is \$150 and follow-up sessions are set at \$120. Self-pay rate is set at \$75 per session. Payments may be made by cash, check, credit card or debit card.

Confidentiality:

Mental health professionals have an ethical responsibility and a professional duty to safeguard clients from unauthorized disclosures of information given in the therapeutic relationships. As part of our relationship, I will keep confidential anything stated to me. There are limitations to the scope of confidentiality and privileged communication with the counseling relationship. These limits include:

1. You direct me in writing to disclose information to someone else.
2. It is determined you are a danger to yourself or others (including child or elder abuse)
3. I am ordered by a court to disclose information.

The National Association of Social Work (NASW) Ethical Standards also require that social workers secure the safe and confidential maintenance of client record. This includes creating, maintaining, transferring, or destroying records whether they are written, taped, computerized or stored in another medium.

Registering Complaints:

Although I encourage you to discuss any concerns with me, you may file a complaint if the issue is not resolved. You may file a complaint with the North Carolina Social Work Certification and Licensure Board. The Board may be reached by calling 336-625-1679, or emailing epope@ncswboard.org. Information about the ethical complaint process and complaint forms may be found on the Board's web site at www.ncswboard.org. The Board also maintains a listing of social workers who have been found in violation of ethical standards and that information is found on the Board's web site as well. I abide by the NASW Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>)

NCSWCLB
P.O. Box 1043
Asheboro, NC 27204

Acceptance of Terms

We agree to these terms and will abide by these guidelines.

Client: _____ Date: _____

Parent or guardian: _____ Date: _____

Therapist: _____ Date: _____

EMILY NESBITT, MSW, LCSWA

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I, _____ acknowledge that I have received a copy of EMILY NESBITT'S Notice of Privacy Practices. This notice describes how Emily Nesbitt may use and disclose my protected health information, certain restrictions on the use and disclosure of my healthcare information, and rights I may have regarding my protected health information.

(Signature of Patient, or Personal Representative)

(Date)

(Relationship to Patient)

FINANCIAL WAIVER:

INSURANCE INFORMATION NEEDS TO BE CURRENT AND ACCURATE. OUR OFFICE WILL FILE INSURANCE CLAIMS AS **A COURTESY TO YOU**. YOU ARE EXPECTED TO **PAY ALL DEDUCTIBLE AND CO-PAYMENT AMOUNTS AT THE TIME OF EACH VISIT. ALL COSTS NOT COVERED BY YOUR INSURANCE COMPANY WILL BE YOUR RESPONSIBILITY** OR IN CASE OF A MINOR, THE PARENT/GUARDIAN'S RESPONSIBILITY.

SIGNATURE: _____ DATE: _____

PATIENT RIGHTS AND RESPONSIBILITIES

EMILY NESBITT, MSW, LCSWA

107 KILSON DRIVE, SUITE 202

MOORESVILLE, NC 28117

Confidentiality

Privacy and confidentiality are of the utmost importance to the clinical relationship. Information given by the client remains private and confidential. The therapist will not share information with any person without your written permission, except as required by law or in a situation deemed potentially life-threatening. I grant permission to the therapist to communicate with my emergency contact person if a situation is deemed potentially life-threatening.

Financial

Insurance information needs to be current and accurate. Our office will file insurance claims as a courtesy to you unless you indicate otherwise. You are expected to pay all deductible and co-payment amounts at the time of each visit. Clients are responsible for the payment of all applicable fees at the time of the visit. If you are the parent or guardian of a minor, all costs not covered by your insurance company will be your responsibility. The office does not become involved with division of accounts between divorced parents.

Appointments

*Appointments are scheduled as a forty-five to fifty-minute therapeutic hour. In the event that you must cancel an appointment, please call the office at **704-660-8321** at least 24 hours in advance. **Failure to give adequate notice may result in your being billed for the appointment.***

Managed Care Clients

Most managed care plans require pre-approval for mental health and chemical dependency services. Non-compliance could lead to denial of benefits (payments for services). If you have entered therapy with this office under a managed care plan, please check with the office manager to verify approval for services.

Under some managed care plans, the therapist is required to provide clinical information to a case manager after the initial session if additional sessions are needed. If you have any questions about this procedure, please feel free to discuss this with the therapist. Managed care companies are often required to carry out quality assurance practices. Audits by the managed care plan may be conducted, but information identifying your participation in the program will not be disclosed to the auditor.

SIGNATURE: _____ **DATE:** _____

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW EMILY NESBITT, MSW, LCSWA MAY USE AND DISCLOSE YOUR HEALTHCARE INFORMATION AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

EMILY NESBITT, MSW, LCSWA is required by law to maintain the privacy of your protected health information. This information consists of all records related to your health, including demographic information, either created by Emily Nesbitt, LCSWA or received by Emily Nesbitt, MSW, LCSWA from other healthcare providers.

We are required to provide you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this notice. Emily Nesbitt, MSW, LCSWA will abide by the terms of this notice, or the notice currently in effect at the time of the use or disclosure of your protected health information.

EMILY NESBITT, MSW, LCSWA reserves the right to change the terms of this notice and to make any new provisions effective for all protected health information that we maintain. Patients will be provided a copy of any revised notices upon request. An individual may obtain a copy of the current notice from our office at any time.

Uses and disclosures of your protected health information not requiring your consent

Emily Nesbitt, MSW, LCSWA may use and disclose your protected health information, without your written consent or authorization for certain treatment, payment and healthcare operations. There are certain restrictions on uses and disclosures of treatment records, which include registration and all other records concerning individuals who are receiving, or who at any time have received services for mental illness, developmental disabilities, alcoholism, or drug dependence. There are also restrictions on disclosing HIV test results.

Treatment may include:

- Providing, coordinating, or managing healthcare and related services by one or more healthcare providers;
- Consultations between healthcare providers concerning a patient;
- Referrals to other providers for treatment;
- Referrals to nursing homes, foster care homes, or home health agencies.

For example, Emily Nesbitt, MSW, LCSWA may determine that you require the services of a specialist. In referring you to another doctor, Emily Nesbitt, LCSWA may share or transfer your healthcare information to that doctor.

Payment activities may include:

- Activities undertaken by Emily Nesbitt, MSW, LCSWA to obtain reimbursement for services provided to you;
- Determining your eligibility for benefits or health insurance coverage;
- Managing claims and contacting your insurance company regarding payment;
- Collection activities to obtain payment for services provided to you;
- Reviewing healthcare services and discussing with your insurance company the medical necessity of certain services or procedures, coverage under your health plan, appropriateness of care, or justification of charges;
- Obtaining pre-certification and pre-authorization of services to be provided to you.

For example, Emily Nesbitt, MSW, LCSWA will submit claims to your insurance company on your behalf. This claim identifies you, your diagnosis, and the services provided to you.

Healthcare operations may include:

- Contacting healthcare providers and patients with information about treatment alternatives;
- Conducting quality assessment and improvement activities;
- Conducting outcomes evaluation and development of clinical guidelines;
- Protocol development, case management, or care coordination;
- Conducting or arranging for medical review, legal services, and auditing functions.

For example, Emily Nesbitt, MSW, LCSWA may use your diagnosis, treatment and outcome information to measure the quality of the service that we provide, or assess the effectiveness of your treatment when compared to patients in similar situations.

Emily Nesbitt, MSW, LCSWA may contact you, by telephone or mail, to provide appointment reminders. You must notify us if you do not wish to receive appointment reminders.

We may not disclose your protected health information to family members or friends who may be involved with your treatment or care without your written permission. Health information may be released without written permission to a parent, guardian, or legal custodian of a child; the guardian of an incompetent adult; the healthcare agent designated in an incapacitated patient's healthcare power of attorney; or the personal representative or spouse of a deceased patient.

There are additional situations when Emily Nesbitt, MSW, LCSWA is permitted or required to use or disclose your protected health information without your consent or authorization. Examples include the following:

- As permitted or required by law.
In certain circumstances we may be required to report individual health information to legal authorities, such as law enforcement officials, court officials, or government agencies. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries. We are required to report gunshot wounds or any other wound to law enforcement officials if there is reasonable cause to believe that the wound occurred as a result of a crime.
Mental health records may be disclosed to law enforcement authorities for the purpose of reporting an apparent crime on our premises.
- For public health activities.
We may release healthcare records, with the exception of treatment records, to certain government agencies or public health authority authorized by law, upon receipt of written request from that agency. We are required to report positive HIV test results to the state epidemiologist. We may also disclose HIV test results to other providers or persons when there has been or will be risk of exposure.

This notice is prepared in accordance with the Health Insurance Portability and Accountability Act, 45 C.F.R. 164.520.

We may report to the state epidemiologist the name of any person known to have been significantly exposed to a patient who tests positive for HIV. We are required by law to report suspected child abuse and neglect and suspected abuse of an unborn child, but cannot disclose HIV test results in connection with the reporting or

prosecution of alleged abuse or neglect. We may release healthcare records including treatment records or HIV test results to the Food and Drug Administration when required by federal law. We may disclose healthcare records, except HIV test results, for the purpose of reporting elder abuse or neglect, provided the subject of the abuse or neglect agrees, or if necessary to prevent serious harm. Records may be released for the reporting of domestic violence if necessary to protect the patient or community from imminent and substantial danger.

- For health oversight activities.
We may disclose healthcare records, including treatment records, in response to a written request by any federal or state government agency to perform legally authorized functions such as management audits, financial audits, program monitoring and evaluation, and facility or individual licensure or certification. HIV test results may not be released to federal or state government agencies, without written permission, except to the state epidemiologist for surveillance, investigation, or to control communicable diseases.
- Judicial and Administrative Proceedings.
Patient healthcare records, including treatment records or HIV test results, may be disclosed pursuant to a lawful court order. A subpoena signed by a judge is sufficient to permit disclosure of all healthcare records except for HIV test results.
- For activities related to death.
We may disclose patient healthcare records, except for treatment records, to a coroner or medical examiner for the purpose of completing a medical certificate or investigation a death. HIV test results may be disclosed under certain circumstances.
- For research.
Under certain circumstances, and only after a special approval process, we may use and disclose your health information to help conduct research.
- To avoid a serious threat to health or safety.
We may report a patient's name and other relevant data to the Department of Transportation if it is believed the patient's vision or physical or mental condition affects the patient's ability to exercise reasonable or ordinary control over a motor vehicle. Healthcare information, including treatment records and HIV test results, may be disclosed where disclosure is necessary to protect the patient or community from imminent and substantial danger.
- For workers' compensation.
We may disclose your health information to the extent such records are reasonably related to any injury for which workers compensation is claimed.

Emily Nesbitt, MSW, LCSWA will not make any other use or disclosure of your protected health information without your written authorization. You may revoke such authorization at any time, except to the extent that Emily Nesbitt, LCSWA has taken action in reliance thereon. Any revocation must be in writing.

YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

You are permitted to request that restrictions be placed on certain uses or disclosures of your protected health information by Emily Nesbitt, LCSWA to carry out treatment, payment, or healthcare operations. You must request such a restriction in writing. We are not required to agree to your request, but if we do agree, we must adhere to the restriction, except when your protected health information is needed in an emergency treatment situation. In this event, information may be disclosed only to healthcare providers treating you. Also, a restriction would not apply when we are required by law to disclose certain healthcare information.

You have the right to review and/or obtain a copy of your healthcare records, with the exception of psychotherapy notes, or information compiled for use (or in anticipation for use) in a civil, criminal, or administrative action or proceeding. Emily Nesbitt, LCSWA may deny an access under other circumstances, in which case you have the right to have such a denial reviewed. We may charge a reasonable fee for copying your records.

You may request that Emily Nesbitt, MSW, LCSWA send protected health information, including billing information, to you by alternative means or to alternative locations. You may also request that Emily Nesbitt, MSW, LCSWA not send information to a particular address or location or contact you at a specific location, perhaps your place of employment. This request must be submitted in writing. We will accommodate reasonable requests by you.

You have the right to request that Emily Nesbitt, MSW, LCSWA amend portions of your healthcare records, as long as such information is maintained by us. You must submit this request in writing, and under certain circumstances the request may be denied.

You may request to receive an accounting of the disclosures of your protected health information made by Emily Nesbitt, MSW LCSWA for the six years prior to the date of the request, beginning with disclosures made after April 14, 2003. We are not required, however, to record disclosures we make pursuant to a signed consent or authorization.

You may request and receive a paper copy of this notice, if you had previously received or agreed to receive the notice electronically.

Any person or patient may file a complaint with Emily Nesbitt, MSW, LCSWA and/or the Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with Emily Nesbitt, LCSWA, please contact the Privacy Officer at the following:

EMILY NESBITT, MSW LCSWA
ATTN: PRIVACY OFFICER
107 KILSON DRIVE, SUITE 202, MOORESVILLE, NC 28117
704-660-8321

It is the policy of Emily Nesbitt, MSW, LCSWA that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance or violation of the privacy standards.

This Notice of Privacy Practices is effective April 14, 2003

Emily Nesbitt, MSW, LCSWA
107 Kilson Drive, Suite 202, Mooresville, NC 28117

Client Name: _____
DOB: _____ Record #: _____

AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

I _____ hereby authorize Emily Nesbitt, MSW, LCSWA to release specified information below
(Client or Personal Representative)
to _____. I also hereby authorize _____
to release specified information to Emily Nesbitt, MSW, LCSWA

Reason for Referral	History of Psychotropic Medication Use
Psychiatric	School Academic Achievement and Behavior
Psychological	Complete Medical Record for Monitoring and Review
Social	Complete Administrative Record
Medical Information	Substance Abuse Information
Current medications	Other:
HIV or AIDS related Information	Other:

I understand this information will be used for: _____.

I understand that this authorization will expire on the following date, event or condition: _____.

I understand that if I fail to specify an expiration date or condition, this authorization is valid for the period of time needed to fulfill its purpose for up to one year, except for disclosures for financial transactions, wherein the authorization is valid indefinitely. I also understand that I may revoke this authorization at any time and that I will be asked to sign the Revocation Section on the back of this form. I further understand that any action taken on this authorization prior to the rescinded date is legal and binding.

I understand that my information may not be protected from re-disclosure by the requester of the information; however, if this information is protected by the Federal Substance Abuse Confidentiality Regulations, the recipient may not re-disclose such information without my further written authorization unless otherwise provided for by state or federal law.

I understand that if my record contains information relating to HIV infection, AIDS or AIDS-related conditions, alcohol abuse, drug abuse, psychological or psychiatric conditions, or genetic testing this disclosure will include that information. I also understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment, payment for services, or my eligibility for benefits; however, if a service is requested by a non-treatment provider (e.g., insurance company) for the sole purpose of creating health information (e.g., physical exam), service may be denied if authorization is not given. If treatment is research-related, treatment may be denied if authorization is not given.

I further understand that I may request a copy of this signed authorization.

Signature of Client

Date

Signature of Personal Representative/Relationship

Date

Annual Renewal or Change of Guardianship:

Signature of Personal Representative

Signature of Personal Representative

Signature of Personal Representative

Date

Date

Date

Personal Representative Relationship/Authority

Personal Representative Relationship/Authority

Personal Representative Relationship/Authority

NOTE: This Authorization was revoked on _____
Date

Signature of Staff