



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

Client number: \_\_\_\_\_

## FairView Counseling and The Play Therapy Center Office Policies and Consent for Treatment

### WELCOME!

Thank you for choosing FairView Counseling and The Play Therapy Center. As a non-profit counseling agency, our mission is to foster the health and welfare of children by providing quality, mental health treatment. This document is designed to ensure that you understand our professional relationship.

### CANCELLATION & ATTENDANCE

Our office is open Monday through Thursday 8:30am – 7:30pm. Appointment times vary by clinician and last approximately 50 minutes. Therapy appointments, particularly evening appointments, are in high demand. Your cancelled appointment may be a valuable scheduling opportunity for another client. In the event that you cannot make your scheduled appointment, please contact our office at least 24 hours in advance. Inactive client charts are closed after 60 days.

You may leave a voicemail 24 hours a day, 7 days a week.  
There is a fee for NO SHOW or SAME DAY CANCELLATIONS.  
Inconsistent attendance may result in the termination of service.

**Illness** - We want to keep everyone healthy. If your child arrives for therapy and is visibly ill and potentially contagious, we reserve the right to refuse treatment in order to protect the wellness of other children and our staff. If your child is ill and stays home from school on the day of your scheduled appointment, please call us as soon as possible. Please **DO NOT BRING YOUR CHILD** if he/she is SICK. Exceptions to the late cancellation fee would be made in such situations. FVC requires our clients to follow the immunization guidelines recommended by the American Academy of Pediatrics. *Parents who choose to not vaccinate are advised to seek treatment for their children elsewhere.*

**Weather** - Our office is generally open and DOES NOT follow school district closings for inclement weather. You may refer to the WFMZ-TV STORMCENTER online at [www.WFMZ.com](http://www.WFMZ.com) or Channel 69 news for weather closing.

**Emergencies** - As a client in outpatient treatment, you are expected to manage your day-to-day functioning. In the case of emergency in which you fear you may harm yourself or someone else, call 911 or go to the emergency room.

### CONFIDENTIALITY & RECORD KEEPING

Confidentiality pertains to the treatment of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others without permission. FairView Counseling protects the confidentiality of client information in accordance with legal and ethical requirements of Pennsylvania Code and Federal Law.

On occasion, your therapist may seek the professional consultation of another therapist within the agency to better enhance your treatment. However, any communication outside of FairView Counseling and The Play Therapy Center requires your written consent. Exceptions to confidentiality include child abuse, adult and domestic abuse and serious threat to health/ safety and are reviewed in detail in our Notice of Privacy Practices (HIPAA).

FairView Counseling maintains client records as required by law. Clients may request to review, inspect and/or obtain a copy of their records.

### COMMUNICATION POLICY

If you need to speak with your therapist or change an appointment always do so by calling the front office. Emails and faxes are not private, and this type of communication can be intercepted. It is your informed decision to email or fax documents to this office.



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

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**COURT POLICY**

FVC therapists do not provide custody evaluation services. Often parents in high conflict separations/divorces want their child therapist to make recommendations regarding custody. American Psychological Association (APA) guidelines make a clear distinction between forensic evaluations and the services that therapists provide to families, children and parents in the course of psychotherapy. In order for children to feel that their concerns can be safely discussed, they must know that the content of their therapy sessions will remain confidential and that their therapist will remain neutral and uninvolved in any parental custody determinations. *If you are looking for expert witness testimony regarding custody recommendations for your child, we can refer you to a forensic evaluator.*

**If a therapist is asked by a parent or subpoenaed by an attorney** to provide clinical input based on treatment intended for custody recommendations - doing so would be both a conflict of interest, beyond our bounds of competence, and would violate several provisions of Professional Ethical Principles and Code of Conduct. Such actions may result in termination of the therapeutic contract.

**PSYCHOTHERAPY SERVICES**

Our intake session allows your therapist to get to know you and assess your needs for treatment. After the intake session(s), your therapist will be able to offer you a clinical impression, what therapy will include, and a general treatment plan. If you have questions about your therapist’s procedures, you should discuss them whenever they arise.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, psychotherapy may elicit uncomfortable thoughts and feelings. Psychotherapy also leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. There are no guarantees of what you will experience.

There are many treatment methods that your therapist may use to deal with the concerns that you hope to address. Psychotherapy calls for an active effort on your part. For therapy to be successful, you will have to work on things we talk about both during our sessions and at home.

When clinically appropriate, touch may be used in combination with other therapeutic interventions during play therapy. Physical contact often occurs naturally during a child’s play but may also be used for modeling relaxation and coping skills and/or to help maintain your child’s safety. You are encouraged to discuss this with your child’s therapist if you have concerns.

**CONSENT FOR TREATMENT**

For children under 14, FVC requires a signed ‘Consent for Treatment’ from BOTH PARENTS REGARDLESS of marital status. You must bring two signed consent forms with you on the day of intake or you will not be seen for your scheduled appointment.

Signing below indicates that you have reviewed and understand the information described above and agree to abide by the contents and terms of this agreement.

**PRINT Client name** \_\_\_\_\_

**Client signature (age 14+)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT Parent/Guardian name (if client is a child)** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Copy Given to Client \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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

Client number: \_\_\_\_\_

**FairView Counseling and The Play Therapy Center**  
**Acknowledgement of Privacy Practices**

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A copy of the Privacy Practices is provided in the waiting room and at reception and is located on our website.

I acknowledge Notice of Privacy Practices, (HIPAA) effective April 14, 2003.

**PRINT Client name** \_\_\_\_\_

**Client signature (age 14+)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT Parent/Guardian name (if client is a child)** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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

Client number: \_\_\_\_\_

**FairView Counseling and The Play Therapy Center**  
Authorization to Exchange Information with PCP/ School

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FairView Counseling emphasizes communication among treating professionals. We would like to send a brief summary after the intake session so that your Primary Care Physician is aware of your diagnosis and treatment plan and can better address your needs.

\_\_\_\_\_ **Yes, I authorize FVC to communicate with my PCP**

\_\_\_\_\_ **No, I do not authorize.**

Physician Name \_\_\_\_\_

Practice Name \_\_\_\_\_

Fax \_\_\_\_\_

(if client is an adult- skip this section)

We would like to send a Teacher Feedback form to your child's teacher and/or guidance counselor so that we may better understand how he/she functions at school. Your therapist will discuss the feedback with you.

\_\_\_\_\_ **Yes, I authorize FVC to communicate with my child's school.**

\_\_\_\_\_ **No, I do not authorize.**

Name of School \_\_\_\_\_

Name of teacher/guidance \_\_\_\_\_

Address \_\_\_\_\_

**PRINT Client name** \_\_\_\_\_

**Client signature (age 14+)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT Parent/Guardian name (if client is a child)** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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

Client number: \_\_\_\_\_

## FairView Counseling and The Play Therapy Center Financial Policy & Contract for Clients Utilizing Insurance

We accept cash, check, and most credit cards.  
If you are using an insurance plan, your co-pay is due at the beginning of each session.  
Fees incurred for returned checks are the client's responsibility.

Client Name \_\_\_\_\_ Effective Date of Policy Coverage \_\_\_\_/\_\_\_\_/\_\_\_\_

Insurance Company Name \_\_\_\_\_ Ins. Phone # \_\_\_\_\_

Policy/ID # \_\_\_\_\_ Group # \_\_\_\_\_ Subscriber's Employer \_\_\_\_\_

Insurance Subscriber's Name \_\_\_\_\_ Relationship to Client \_\_\_\_\_

Subscriber's SS # \_\_\_\_\_ Subscriber's Phone \_\_\_\_\_ Subscriber's DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Subscriber's Address \_\_\_\_\_

- You are responsible to know the coverage for services and levels of payment by your insurance company. You are responsible for any amounts not covered by your plan.
- If Fairview Counseling is an in-network provider with your insurance plan, we will bill your insurance company for reimbursement. If our charges apply to your deductible or are not covered by your plan, you will be responsible for the unpaid amounts.
- If Fairview Counseling is not an in-network provider with your insurance plan, you will be charged the full fee for our services, and a receipt will be provided for you to submit to your insurance company for reimbursement.
- **Supplementary Correspondence** such as completing forms, writing letters, copying therapy records, etc. requires therapist time away from patient care. We may require payment at a rate of \$25.00 per 15-minute unit of time depending on the length and complexity of your request. \*These fees are your direct responsibility and will not be billed to your insurance company.  
\*FVC reserves the right to change fees without notice.

I give FairView Counseling and The Play Therapy Center permission to release any information that is necessary to support any insurance claims on my account and secure timely payments due to the assignee or myself. I hereby assign medical benefits, including those from government sponsored programs and other health plans, to be paid to FairView Counseling. I have read, understand, and agree to abide by this financial contract.

**PRINT Client name** \_\_\_\_\_

**Client signature (age 14+)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT Parent/Guardian name (if client is a child)** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Copy Given to Client \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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

Client number: \_\_\_\_\_

### FairView Counseling and The Play Therapy Center Financial Policy & Contract for Clients Utilizing Sliding Fee Scale

We accept cash, check, and most credit cards.  
If you are using our Slide Fee Scale, your contracted fee is due at the beginning of each session.  
Fees incurred for returned checks are the client's responsibility.

Client name \_\_\_\_\_

- **Verification of income is required at the initial session or full fee will be charged.**
- **Supplementary Correspondence** such as completing forms, writing letters, copying therapy records, etc. requires therapist time away from patient care. We may require payment at a rate of \$25.00 per 15-minute unit of time depending on the length and complexity of your request. *\*These fees are your direct responsibility.*

Household Member Name	Gross Income Amount (before deductions)	Pay Frequency	Yearly Income
	\$ _____	<input type="checkbox"/> Weekly(x 52) <input type="checkbox"/> Bi-Weekly(x26) <input type="checkbox"/> Monthly(x12)	\$ _____
	\$ _____	<input type="checkbox"/> Weekly(x 52) <input type="checkbox"/> Bi-Weekly(x26) <input type="checkbox"/> Monthly(x12)	\$ _____
	\$ _____	<input type="checkbox"/> Weekly(x 52) <input type="checkbox"/> Bi-Weekly(x26) <input type="checkbox"/> Monthly(x12)	\$ _____
<b>Child Support and/or Alimony</b>		Weekly Amount \$ _____ x 52 =	\$ _____
<b>Unemployment Compensation</b>		Weekly Amount \$ _____ x 52 =	\$ _____
<b>Other Income:</b> _____ (Worker's compensation, social security, etc)	\$ _____	<input type="checkbox"/> Weekly(x 52) <input type="checkbox"/> Bi-Weekly(x26) <input type="checkbox"/> Monthly(x12)	\$ _____
<b>Total Yearly Household Income:</b>			<b>\$ _____</b>

*To be completed by office staff only*

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree to pay the sliding scale rates of:

\$ \_\_\_\_\_ for the initial intake evaluation/s (For clients 13 yrs & under the initial intake evaluation consists of 2 sessions)

\$ \_\_\_\_\_ for regular therapy sessions.

I understand that this rate will be reviewed every 6 months and could change, depending on my financial situation. If there is a change in your financial situation, prior to your 6 month review, please notify us so that your information can be updated appropriately.

\* FVC reserves the right to change fees without notice.

**PRINT Client name** \_\_\_\_\_

**Client signature (age 14+)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT Parent/Guardian name (if client is a child)** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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## FairView Counseling and The Play Therapy Center Adult Questionnaire

Client name \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_

**Describe your reason for seeking treatment**

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

**Check any of the following that is currently, or has been, a concern for you**

<input type="checkbox"/> Depressed mood	<input type="checkbox"/> Weight/appetite	<input type="checkbox"/> Sleep changes	<input type="checkbox"/> Phobia/fears
<input type="checkbox"/> Panic attacks	<input type="checkbox"/> Worthlessness	<input type="checkbox"/> Self-esteem	<input type="checkbox"/> Concentration
<input type="checkbox"/> Impulsivity	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Distractibility	<input type="checkbox"/> Hopelessness
<input type="checkbox"/> Thoughts of death	<input type="checkbox"/> Guilt	<input type="checkbox"/> Helplessness	<input type="checkbox"/> Suicidality
<input type="checkbox"/> Fear of going crazy	<input type="checkbox"/> Chills/flush	<input type="checkbox"/> Nausea	<input type="checkbox"/> Chest pain
<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Sweating	<input type="checkbox"/> Obsessions	<input type="checkbox"/> Anxiety/worry
<input type="checkbox"/> Rage attacks	<input type="checkbox"/> Dizzy	<input type="checkbox"/> Compulsions	<input type="checkbox"/> Anger
<input type="checkbox"/> Aggression	<input type="checkbox"/> Drug/alcohol	<input type="checkbox"/> Relationship problems	<input type="checkbox"/> Employment

### MEDICAL HISTORY

**CURRENTLY do you take prescription medications/over the counter/supplements/vitamins?**  None

Drug	Dosage/Frequency	Start Date	Reason	Prescribed by

**Have you ever taken medication for emotional/behavioral reasons?**  None

Drug	Dosage/Frequency	Start Date	Reason	Prescribed by

**Have you ever received mental health treatment? (psychiatrist/hospitalization/counseling)**  None

Agency /Provider	Dates	Reason

**Are there any additional physicians/ therapists/professionals involved in your care?**  No  Yes

If yes, describe \_\_\_\_\_

**Have you been treated for any the following?**

<input type="checkbox"/> Dizziness/fainting	<input type="checkbox"/> Encephalitis	<input type="checkbox"/> Hospitalizations	<input type="checkbox"/> Seizures
<input type="checkbox"/> Eating problem	<input type="checkbox"/> Head injury	<input type="checkbox"/> Broken bones	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Visual problems	<input type="checkbox"/> Cancer	<input type="checkbox"/> Hearing problems	<input type="checkbox"/> Surgeries
<input type="checkbox"/> Vascular problems	<input type="checkbox"/> Paralysis	<input type="checkbox"/> Frequent nosebleeds	<input type="checkbox"/> Loss of consciousness
<input type="checkbox"/> Headaches/migraines	<input type="checkbox"/> Skin conditions	<input type="checkbox"/> Suicide attempt/thoughts	<input type="checkbox"/> Memory problems
<input type="checkbox"/> Blood pressure	<input type="checkbox"/> Allergies	<input type="checkbox"/> Chronic conditions	<input type="checkbox"/> Disability
<input type="checkbox"/> Other (describe)			

## EMPLOYMENT /ACADEMIC HISTORY

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Are you a student?  No  Yes  Part-time  Full-time

School \_\_\_\_\_ Program/Degree \_\_\_\_\_

Are you employed?  No  Yes  Part-time  Full-time

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Length of time at current job \_\_\_\_\_ Job Satisfaction:  Poor  Fair  Good  Excellent

Highest level achieved in school:  GED  HS Diploma  Associates  Bachelors  Graduate Degree

## FAMILY /SOCIAL HISTORY

List family members and all others in the home

Name

Age

Relationship

<u>Name</u>	<u>Age</u>	<u>Relationship</u>

Current marital status (check all that apply)

Single  Married  Divorced  Separated  Remarried  Cohabiting

Relationship Satisfaction  Poor  Fair  Good  Excellent \_\_\_\_\_

Check if applicable

(Describe)

<input type="checkbox"/> Death of someone close	
<input type="checkbox"/> Legal trouble	
<input type="checkbox"/> Physical/ sexual abuse	
<input type="checkbox"/> Domestic violence	
<input type="checkbox"/> Emotional abuse	
<input type="checkbox"/> Family moves	
<input type="checkbox"/> Victim of a violent crime	
<input type="checkbox"/> Motor vehicle accident	
<input type="checkbox"/> Family drug/alcohol problems	
<input type="checkbox"/> Family history of mental illness	

What do you do for fun/hobbies/self-care? \_\_\_\_\_

Include any additional individual factors that may be relevant (cultural, financial) \_\_\_\_\_
