



Welcome to "Family Perspectives." We are honored that you have chosen to begin a process of change with us. It is our pleasure to help you reach your individual and/or family goals. This will take work on your part, but we are confident that the fruits of your labor will make it worth it.

This document contains important information about our professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a new federal law that provides new privacy protections and new patient rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations. HIPAA requires that we provide you with a Notice of Privacy Practices (Arizona Notice Form) for use and disclosure of PHI for treatment, payment and health care operations. The Notice, which is attached to this Agreement, explains HIPAA and its applications to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that we have provided you with this information. Although these documents are long and sometimes complex, it is very important that you read them carefully before our next session. We can discuss any questions you have about the procedures at that time. When you sign this document, it will also represent an agreement between us. You may revoke this agreement in writing at any time. That revocation will be binding on us unless we have taken action in reliance on it; if there are obligations imposed on us by your health insurer in order to process or substantiate claims made under your policy; or if you have not satisfied any financial obligations you have incurred.

### **Procedures and goals of treatment**

The therapeutic process is not easily described in general statements. It varies depending on the personalities of the therapist, the client, and the issues the client is experiencing. There are many different methods we may use to deal with the problems that you hope to address. Psychotherapy is not like the passive experience of surgery or many other medical interventions in that therapy requires a very active effort on your part. In order for the experience to be most successful, you will have to work on things we talk about outside of the therapy session.

Therapy can have benefits and risks. Because therapy often involves discussing unpleasant aspects of life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. Still, therapy has also been shown to have many benefits. Therapy often leads to improved relationships with self and others, solutions to specific problems, and significant reductions in or management of feelings of distress. The hope of therapy is that resolution of issues and personal growth comes at a faster rate than "braving it alone." But there are no guarantees of what you will experience.

There are some circumstances under which we are required to refer. For example, we do not have specialized training for working with substance addictions (meaning alcohol or other drugs) or process addictions (such as gambling or sex), therefore, to assure we are not working outside of our scope and you get the best treatment, we would refer you to someone who was qualified to the best of our ability and knowledge. Rules of confidentiality still apply, so we would not contact these people for a client but will let the client know how to contact them.

We will begin with one or more evaluation sessions and then we will develop a treatment plan. You have the right to participate in treatment decisions and in the development and periodic review and revision of your treatment plan. You have the right to refuse any recommended treatment or to withdraw informed consent to treatment and to be advised of the consequences of such refusal or withdrawal.

### **Limits of confidentiality**

In most situations we can only release information about your treatment to others if you sign a written authorization form that meets certain legal requirements imposed by the Health Insurance Portability and Accountability Act (HIPAA). However, there are some situations where we are permitted or required to

disclose information without either your consent or authorization. These situations will be discussed in detail during your first visit. Finally, there are some situations in which we are legally obligated to take action in an attempt to protect others from harm and may have to reveal some information about a client's treatment.

- If we have reason to believe that a child under 18 is or has been the victim of injury, sexual abuse, neglect or deprivation of necessary medical treatment, the law requires that we file a report with the appropriate government agency, usually the Office of Child Protective Services. Once such a report is filed, we may be required to provide additional information.
- If we have reason to believe that any adult client who is either vulnerable and/or incapacitated and who has been the victim of abuse, neglect or financial exploitation, the law requires that we file a report with the appropriate state official, usually a protective services worker. Once such a report is filed, the counselor maybe required to provide additional information.
- If a client communicates an explicit threat of imminent serious physical harm to a clearly identified or identifiable victim and we believe that the patient has the intent and ability to carry out such threat, we must take protective actions that may include notifying the potential victim, contacting the police, or seeking hospitalization for the client.

It is common practice for therapists to discuss cases with other professional colleagues to facilitate continued professional growth and so that clients benefit from a variety of professional expertise. No identifying information is released in the peer consultation process. I reserve the right to share personally identifiable information with the owner of Family Perspectives, LLC, Kim Romen, or to whomever might be on-call for me (typically Kim Romen) for coordination of care or in the event that I am unavailable or out of town to facilitate the coverage of your care in my absence.

## **Fees**

Fees are due at each meeting unless you have made prior arrangements with us. Payment can be made via cash or personal check. Missed appointments and appointments cancelled less than twenty-four hours in advance are charged at the rate of \$55 and must be paid no later than the end of the next session. Balances are not carried for clients because this turns the therapeutic relationship into a debtor/creditor relationship.

- In-office prices given at a 50 minute hour.
- \$90/50 minutes for individual therapy
- \$115/50 minutes for family or couples therapy
- The first session is usually a maximum of 80 minutes. Longer or shorter sessions are prorated from this basic fee.
- When clients arrive to session late, the full session amount is still charged and the session will still end at the planned time.
  
- In-home prices given at a 50 minute hour for the first hour.
- \$120 for a 50 minute appointment
- \$160 for an 80 minute appointment
- \$195 for a one hour 50 minute appointment

There is a \$10 extra fee for each 1-5 miles from the Tempe office. On-line counseling is charged at the in-office counseling rate.

Other services include coordination of care with other professionals you have authorized, preparation of records or treatment summaries, and the time spent performing any other service you may request of us. These along with telephone calls are charged at the case management rate of \$20 per 15 minute increment rounded up from eight minutes or down from seven minutes. There will be a 15 minute charge for information that takes more than 5 minutes to review/work on. There is a \$35 fee for bounced checks.

Letter writing is charged at same rate as the in-office rate.

### **Court Services/considerations**

Some of our professionals are hired as expert witnesses to provide professional opinions about mental health issues. It is a conflict of interest for a therapist to provide opinions or recommendations and treat the same client. We can be hired as an expert witness or as a treating therapist, but we are not able to play both roles. If a client has these expectations, it can effect their willingness to disclose personal information vital to treatment. If a court appearance is required of us the fee is \$250 per hour for each hour of preparation time, related phone calls, travel from office to the court and back, deposition time, testimony time, and any unforeseen related expenses or uses of our time with a two hour minimum. Copying fees will be based on cost of copies and amount of time needed to complete and/or mail them. A retainer of \$2500 will be required at least ten business days before the court date. Since there is a large amount of time set aside for depositions or testimonies, \$500 of the \$2500 will not be returned if the deposition or testimony is cancelled or postponed within five business days. We accept cash, check, or money order as form of payment for retainers or any amounts over \$500. If there is a balance due after the court service, the remaining amount must be paid to Family Perspectives within two weeks from the day of court. We have the right to charge 10% interest if the remaining amount is not paid on time.

### **Health Insurance**

Family Perspectives is able to provide clients with a "superbill," which is a receipt of services that many insurance companies accept if a client has out of network benefits. It is the client's responsibility to check with their insurance company to see what their benefits are. Some insurance companies will not reimburse for in-home services. We at Family Perspectives have chosen not to be on any insurance panels at this time for several reasons from confidentiality to some insurance companies dictating treatment.

### **Payment method**

Payment is required at the time services are rendered and may be made by check, money order, cash, credit card, debit, or HSA card.

### **Cancellation policy**

If you are unable to keep an appointment, please notify the office immediately. You will be billed for appointments canceled or missed with less than 24 hours prior notice. The fee is \$55.00. If 3 late cancellations or missed appointments occur within a 12 month period, we will discuss your options as scheduling appointments in advance will no longer be an option.

### **Professional records**

The laws and standards for behavioral health professionals in Arizona require that the agency keeps treatment records. You are entitled to receive a copy of the records upon written request. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. It is recommended that you review them in the counselor's presence in order to discuss the contents. Clients will be charged at the same rate as a regular counseling service prorated accordingly for any time spent in preparing information requests.

### **Contacting your therapist**

Some of our therapists offer the option of phone support that can be used between meetings. Some individuals or/and families feel assured to know that they have support between visits and that they have a

place to call when things are especially difficult. It is easy to continue with the same habits when under pressure. You will be able to call for emotional support or coaching. This can be a great way to receive an extra "push" and encouragement. Your therapist will let you know if they offer this option.

Telephone support services are \$20 per 15 minute increment rounded up from eight minutes or down from seven minutes. There will be a 15 minute charge for any telephone conversation lasting more than 5 minutes. We will make all necessary actions to be available as immediately as possible, but in certain circumstances we will not be able to return calls until the following business day. In situations where the person calls and gets our voice mail and feels they cannot wait for a response, a state crisis hotline (Maricopa Crisis) number is also available 24/7 and can be reached at 602-222-9444.

In most cases we will also be available to receive and send emails if needed to review information outside of sessions or for support outside of sessions, but there will be a charge if. As with cordless telephones, internet communication is not 100% secure. Confidentiality can be compromised even in the best of circumstances. Our counselors take their responsibility to protect your privacy very seriously. We will do everything in our power to safeguard our interactions, whether in person, phone, or online.

**Acknowledgement of that I have received, read and understood the above four-page document along with the HIPPA (Arizona Notice) form that was given to me. For minors, I understand that it is my responsibility to inform the child's other parent that I am seeking therapy services our child and that the other parent must agree to therapy.**

\_\_\_\_\_  
Print Name of client

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Guardian if client is a minor

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Print Name

\_\_\_\_\_  
Witness Sign Name

\_\_\_\_\_  
Date



## New Client Information

Referred By: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### I. Client Information

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

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: Male Female

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Guardian's Work Phone (for minor): \_\_\_\_\_

Email: \_\_\_\_\_

Would you like to be added to our newsletter list?: yes / no

Would you be interested in completing a survey about your therapy experience? yes/ no

*In case of emergency, please notify:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

*Please complete this section for others residing in the client's home:*

Name	Birth Date	Age	Relationship to Client	Gender

### II. Occupational/Educational Status

Client currently employed? Yes/No If yes, Full-Time/Part-Time Occupation: \_\_\_\_\_

Spouse currently employed? Yes/No If yes, Full-Time/Part-Time Occupation: \_\_\_\_\_

For minor: Father currently employed? Yes/No If yes, Full-Time/Part-Time Occupation: \_\_\_\_\_

For minor: Mother currently employed? Yes/No If yes, Full-Time/Part-Time Occupation: \_\_\_\_\_

If guardian/s not employed, please check any of the following: Retired Unemployed Disability Student

### III. Client's Health Status

Current or chronic medical issues: \_\_\_\_\_

Primary Care Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

### IV. Client's Medication History

Have you previously taken medications for emotional/substance abuse problems? YES \_\_\_ NO \_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Dose (mg): \_\_\_\_\_ Dose (mg): \_\_\_\_\_ Dose (mg): \_\_\_\_\_  
 Frequency: \_\_\_\_\_ Frequency: \_\_\_\_\_ Frequency: \_\_\_\_\_  
 Are you currently taking any medications for emotional/substance abuse problems? YES \_\_\_ NO \_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Dose (mg): \_\_\_\_\_ Dose (mg): \_\_\_\_\_ Dose (mg): \_\_\_\_\_  
 Frequency: \_\_\_\_\_ Frequency: \_\_\_\_\_ Frequency: \_\_\_\_\_

Other medications: \_\_\_\_\_  
 Prescribing Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

**V. Client's Mental Health History**

Have you had prior mental health related services? YES \_\_\_ NO \_\_\_

	Therapist/Facility	Date	Duration	Outcome
<b>Prior Therapy</b>	1)	1)	1)	1)
	2)	2)	2)	2)
	3)	3)	3)	3)
<b>Prior Hospitalization(s)</b>	1)	1)	1)	1)
	2)	2)	2)	2)
	3)	3)	3)	3)

**VI. Problem Category** (please check all that apply):

Emotional Health      Family issues      Work-related      Financial  
 Substance use/abuse      Eating disorder      Children      Legal  
 Suicide Risk      Abuse/Violence      Health-related      Marital/Relationship issues  
 Parent-Child issues      Other: \_\_\_\_\_

**VII. Family history**

Describe any family behavioral health issues or diagnosis.

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

**VIII. Client Background information**

*The following information is optional but will help us to better serve you.*

<b>Ethnicity</b> American Indian/Alaskan Native      Caucasian/White Asian or Pacific Islander      Bi-Racial African-American/Black      Multi-Racial Hispanic/Latino/a      _____	<b>Highest Level of Education of primary Guardian</b> No High school      Associate's Degree Some High school      Bachelor's Degree High School Diploma      Master's Degree Technical School      Doctoral Degree Degree in: _____
<b>Marital Status of parent's</b> Living Together/Not Married      Separated Married      Divorced Widowed	<b>Sexual Orientation</b> Heterosexual      Transgendered Gay/Lesbian      Not sure/questioning Bisexual
<b>Religious/Spiritual Affiliation:</b>	



# Treatment Plan

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

Please rate each concern on a scale of 1-10 with 1 being the mildest symptom, 10 being the worst, and 0 being no symptoms.

- |                                       |                                    |                                |
|---------------------------------------|------------------------------------|--------------------------------|
| ___ ADD/ADHD                          | ___ Anger Issues                   | ___ Anxious Mood               |
| ___ Dependency                        | ___ Depressed Mood                 | ___ Employment Stressors       |
| ___ Financial Stressors               | ___ Grief                          | ___ Manic Symptoms             |
| ___ Medical Problems                  | ___ Obsessive Compulsive Behaviors | ___ Phobias                    |
| ___ Racing Thoughts                   | ___ Relational Conflict            | ___ Sexual Abuse               |
| ___ Sleep difficulties                | ___ Substance Abuse/Dependency     | ___ Other _____                |
| ___ Child-behavior problems at school | ___ Child-disobeying at home       | ___ Child-low grades at school |

Other concerns not listed above/ specific symptoms of concern:

Goals for counseling:

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### Interventions:

- \_\_\_ Assertiveness training    \_\_\_ Anger Management    \_\_\_ Cognitive Restructuring    \_\_\_ Grief therapy    \_\_\_ Problem Solving    \_\_\_ Stress Management
- \_\_\_ Solution Focused    \_\_\_ Psychoeducation/Skills training    \_\_\_ Individual therapy    \_\_\_ Couples therapy    \_\_\_ Family therapy

I acknowledge my participation in the development of this treatment plan.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_ Review plan date \_\_\_\_\_ Client Signature for review \_\_\_\_\_ Date \_\_\_\_\_

Other Signature \_\_\_\_\_ Date \_\_\_\_\_ Review plan date \_\_\_\_\_ Other Signature for review \_\_\_\_\_ Date \_\_\_\_\_

Matt Slavsky, LCSW, (Therapist) Date \_\_\_\_\_ Review plan date \_\_\_\_\_ Matt Slavsky, LCSW Date \_\_\_\_\_

# ARIZONA NOTICE FORM

## Notice of Policies and Practices to Protect the Privacy of Your Health Information

THIS NOTICE DESCRIBES HOW PSYCHOLOGICAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

### **I. Uses and Disclosures for Treatment, Payment, and Health Care Operations**

I may use or disclose your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your *consent*. To help clarify these terms, here are some definitions:

- "*PHI*" refers to information in your health record that could identify you.
- "*Treatment, Payment and Health Care Operations*"
  - *Treatment* is when I provide, coordinate or manage your health care and other services related to your health care. An example of treatment would be when I consult with another health care provider, such as your family physician or another psychologist.
  - *Payment* is when I obtain reimbursement for your healthcare. Examples of payment are when I disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
  - *Health Care Operations* are activities that relate to the performance and operation of my practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- "*Use*" applies only to activities within my [office, clinic, practice group, etc.] such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- "*Disclosure*" applies to activities outside of my [office, clinic, practice group, etc.], such as releasing, transferring, or providing access to information about you to other parties.

### **II. Uses and Disclosures Requiring Authorization**

I may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your appropriate authorization is obtained. An "*authorization*" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when I am asked for information for purposes outside of treatment, payment or health care operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your Psychotherapy Notes. "*Psychotherapy Notes*" are notes I have made about our conversation during a private, group, joint, or family counseling session, which I have kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or Psychotherapy Notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) I have relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, law provides the insurer the right to contest the claim under the policy.

### **III. Uses and Disclosures with Neither Consent nor Authorization**

I may use or disclose PHI without your consent or authorization in the following circumstances:

- *Child Abuse* - I am required to report PHI to the appropriate authorities when I have reasonable grounds to believe that a minor is or has been the victim of neglect or physical and/or sexual abuse.
- *Adult and Domestic Abuse* - If I have the responsibility for the care of an incapacitated or vulnerable adult, I am required to disclose PHI when I have a reasonable basis to believe that abuse or neglect of the adult has occurred or that exploitation of the adult's property has occurred.
- *Health Oversight Activities* - If the Arizona Board of Psychological Examiners is conducting an investigation, then I am required to disclose PHI upon receipt of a subpoena from the Board.
- *Judicial and Administrative Proceedings* - If you are involved in a court proceeding and a request is made for information about the professional services I provided you and/or the records thereof, such information is privileged under state law, and I will not release information without the written authorization of you or your legally appointed representative or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.

- **Serious Threat to Health or Safety** - If you communicate to me an explicit threat of imminent serious physical harm or death to a clearly identified or identifiable victim(s) and I believe you have the intent and ability to carry out such a threat, I have a duty to take reasonable precautions to prevent the harm from occurring, including disclosing information to the potential victim and the police and in order to initiate hospitalization procedures. If I believe there is an imminent risk that you will inflict serious harm on yourself, I may disclose information in order to protect you.
- **Worker's Compensation** - I may disclose PHI as authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

#### **IV. Patient's Rights and Psychologist's Duties**

##### **Patient's Rights:**

- **Right to Request Restrictions** - You have the right to request restrictions on certain uses and disclosures of protected health information. However, I am not required to agree to a restriction you request.
- **Right to Receive Confidential Communications by Alternative Means and at Alternative Locations** - You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing me. On your request, I will send your bills to another address.)
- **Right to Inspect and Copy** - You have the right to inspect or obtain a copy (or both) of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. I may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. On your request, I will discuss with you the details of the request and denial process.
- **Right to Amend** - You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. I may deny your request. On your request, I will discuss with you the details of the amendment process.
- **Right to an Accounting** - You generally have the right to receive an accounting of disclosures of PHI. On your request, I will discuss with you the details of the accounting process.
- **Right to a Paper Copy** - You have the right to obtain a paper copy of the notice from me upon request, even if you have agreed to receive the notice electronically.

##### **Psychologist's Duties:**

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.
- If I revise my policies and procedures, I will provide you a copy during one of our sessions or in the mail.

#### **V. Questions and Complaints**

If you have questions about this notice, disagree with a decision I make about access to your records, or have other concerns about your privacy rights, you may contact me at (480) 277-0049.

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. I can provide you with the appropriate address upon request.

You have specific rights under the Privacy Rule. I will not retaliate against you for exercising your right to file a complaint.

#### **VI. Effective Date, Restrictions, and Changes to Privacy Policy**

This notice will go into effect on March 1st, 2007

I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. I will provide you with a revised notice either in person or by mail.



## Credit Card Authorization Form

Please complete the following information. This form will be securely stored in your clinical file and may be updated upon request at any time.

I authorize Family Perspectives, LLC, to charge my credit/debit/HSA card for professional services as follows:

Please Initial each of the following except the first sentence unless applies:

\_\_\_\_\_ Recurring charges for services in the amount of \$\_\_\_\_\_ per visit.

\_\_\_\_\_ \$55 for cancellations with less than 24 hours notice and for appointments I miss without notice.

\_\_\_\_\_ Individual appointments I choose to pay by credit card.

\_\_\_\_\_ I understand that my card will be charged for returned checks for the amount of the check plus \$35 per check.

\_\_\_\_\_ Balances of charges not paid including fees incurred in phone or internet treatment without payment rendered for 7 days.

\_\_\_\_\_ I will not dispute charges for sessions I have received, appointments I have missed, or charges due to bounced checks.

I, \_\_\_\_\_, am authorizing Family Perspectives, LLC to bill my credit card in the even of any appropriate scenario initialed above.

Charges will appear on your credit card statement as [familyperspectives@gmail.com](mailto:familyperspectives@gmail.com) 480-277-0049

Card Type (circle one):    Visa    MasterCard    Discover    American Express

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

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

Name as Printed on Card: \_\_\_\_\_

Verification/Security Code (3-digit code on back by signature line-MC/Visa/Discover; code above card number, upper-right hand side-AmEx): \_\_\_\_\_

Billing Address: \_\_\_\_\_  
(Street, City, State & Zip)

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

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