

### Client Insurance Information

Name (please print): \_\_\_\_\_ Date \_\_\_\_\_

Gender: M F Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Primary address: \_\_\_\_\_

\_\_\_\_\_

Guarantor (client or guardian, if client is a minor)

\_\_\_\_\_

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

Primary Health Insurance Company: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Identification number: \_\_\_\_\_ Group number: \_\_\_\_\_

Insured Person's Date of Birth: \_\_\_\_\_

By signing the two following bolded statements, I authorize A Listening Ear, LLC to bill my insurance company using SIGNATURE ON FILE (SOF) as the authorizing signature.

**PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.**

**INSURED'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize payment of medical benefits to the undersigned physician or supplier for services described below.**

Print Name and Signature: \_\_\_\_\_

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

## Service Contract and Disclosure Statement

This document contains important information about my professional services and business practices. Please read it carefully and write down any questions you might have so that we can discuss them. When you sign this document, it will represent an agreement between us.

### Counseling Services:

I am a Doctorate level counselor with a doctorate degree in counseling psychology from Alaska Pacific University and a graduate degree in mental health counseling from Southern University and A & M College with training and experience diagnosing and treating a variety of emotional and psychological problems. I am a registered play therapist supervisor and have experience working with children and adolescents doing individual therapy, family therapy, and group therapy. I also have experience working with adults doing individual therapy, couples therapy, group therapy, and family therapy. I help clients overcome the following issues: transitional or major life changes, grief and loss, addiction issues, mood and anxiety disorders, trauma and dissociation, managing stress and emotions, attachment issues, personality disorders and somatic issues. As a chemical dependency counselor, I also have experience working with the substance use issues. I use an eclectic and person centered approach to address these issues, however, I am trained in the following modalities: Play therapy, CBT (cognitive behavioral therapy), Solution-Focused Therapy, Mindfulness Therapy, and Motivational Interviewing. I continually participate in on-going trainings and consultation groups for the above modalities as well as other areas of clinical interest to ensure that I am facilitating your treatment with the latest research and evidenced based practices.

Therapy can have benefits and risks. Since therapy often involves discussing unpleasant areas in your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, therapy has also been shown to have benefits for people who participate in it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. There are however no guarantees for a particular outcome even if you attend sessions on a weekly basis. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and most importantly outside of sessions.

### Client Responsibilities:

*Clients are responsible for payment for services.*

We will discuss payment arrangements during the first session. Insurance billing may be processed by this office and if so I bill claims electronically and only bill primary insurance. Clients are responsible to pay for deductibles and copay/co-insurance at the time of service. If for some reason a client gets behind payment more than 60 days and arrangements for payment have not been made, then I may use legal means such as a collection agency or small claims court to secure payment. Personal information such as name, services provided, and amount due could be released. Note: I prefer to work through these issues together than use legal means to secure payment.

*Clients are responsible for attending sessions as scheduled.*

Therapy sessions are by appointment only and because your appointment time is reserved only for you, it is necessary to charge for appointments that are not canceled 24 hours in advance as I can often fill these appointments with notice. **Note: insurance does not pay for missed appointments.** The fee charged for missed appointments is \$100. Exceptions are made for

illness or circumstances which we both define as unavoidable emergencies or otherwise beyond your control. Please contact me at 907-351-8438; if I do not answer, leave a message stating you will be unable to attend the scheduled session. If you miss or cancel three sessions in a row you will be discharged from services due to non-participation.

*Clients are responsible for their well-being.*

Due to the nature of my business I am often not immediately available by telephone and therefore, unable to provide immediate crisis intervention. You are responsible for using your own crisis plan between appointments and during times I cannot be reached by telephone. If you do not have a crisis plan I will assist you to develop one. **If you are experiencing an emergency or are in crisis call the 24 hour Crisis Emergency Hot-line at (907) 563-3200, call 911 or go to our nearest hospital emergency room as they are prepared to handle psychiatric emergencies.**

*Clients are responsible for communicating appropriately to receive full benefit of therapy.*

Email and texts will not be used for primary communication between the therapist and client. I do not do therapy by email or text message, since there is too much information I am unable to see or hear. If you prefer you may contact me via text message or email **ONLY** in regards to rescheduling, pending appointments, or if you are running late. **Note: email and text messaging is not a secure form of communication and because of the nature of the internet, I cannot guarantee your confidentiality if you choose to use this method.** Please let me know if you wish to contact me via email or text message as there is a special policy and information related to this. I check my voicemail daily and make every effort to return calls the same day but if I do not return your call the same day I will contact you the following day. Note: there are times that I'm unable to return your call that includes: Holidays and weekends (outside of my office hours). If I will be unavailable for an extended period of time, I will provide you with the name of a colleague to contact, if necessary.

*Clients are responsible to not attend sessions under the influence to receive full benefit of therapy.*

It is not necessary to "prepare" for a session, although clients may wish to do so. It is recommended that clients do not use mood-altering substances for at least 24 hours before our session, as this affects how you think and feel, and may impede your therapeutic progress. This includes, but not limited to, alcohol and marijuana. If you arrive intoxicated by a substance this may be a barrier to treatment and if so your appointment will be rescheduled.

### **Services for Minors:**

If you are under eighteen years of age, please be aware that the law provides your parents the right to examine your treatment records. It is my policy to request an agreement from parents that they agree to give up access to your records. If they agree, I will provide them only with general information about our work together, unless I feel there is a high risk that you will seriously harm yourself or someone else, have been assaulted, or are engaging in illegal activity which includes drug use. In this case, I will notify them of my concern. Before giving them any information, I will discuss the matter with you, one or more family members in treatment sessions. A schedule for such sessions may be determined following the initial evaluation session or be set up on an "as needed" basis.

## **Therapist Responsibilities:**

### *Protecting client confidentiality*

I am required by law and ethical principles to protect your confidentiality. You may authorize me to release oral or written information regarding your care with others by signing a Release of Information form however there are a few exceptions which are as follows:

1. The law requires that I notify others if I judge that a client has made a clear threat of violence to an identifiable victim.
2. If I access that client is highly suicidal or unable to take care of themselves, I may notify proper authorities to arrange for hospitalization.
3. I am obligated by law to report suspected physical or sexual abuse or severe neglect of children, elderly or the handicapped.
4. In cases of criminal liability or child custody disputes, my records may be subpoenaed by a legitimate court of law. \*
5. When insurance reviewers request information about your therapeutic progress, I will release information only as requested. \*
6. I may release your name for bill collections processing. No treatment related content will accompany this disclosure. Since payment usually occurs at each session, this is very rare.
7. To provide my clients the best standard of care I periodically seek consultation and clinical direction from other professionals if this occurs, your confidentiality will be maintained and your name and identify will be disclosed only in compliance with AS 08.29.200. The consultants are also bound to keep the information confidential. If your case is discussed at consultation, a note will be placed in your clinical record.

\*I will do my best to protect your confidentiality within the limits of the law. If you foresee any possible legal issues, such as divorce or custody battles, please inform me. I am not trained in the legal profession, I do not do forensic or parental evaluations and I prefer to stay out of the courtroom. If I am called to court for any reason by a person/court in regard to your care, you are responsible for paying for my time and will be charged \$1,500 for the court date and then my hourly rate if I am called to appear again thereafter.

\* You should also be aware that most insurance companies require a clinical diagnosis to authorize services for reimbursement. Sometimes I have to provide additional clinical information such as treatment plans or summaries, or copies of the entire record (in rare cases). Any requested information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, I have no control over what they do with it once it is in their hands.

## **Professional Fees:**

120-minute intake session:	\$350
55-minute individual psychotherapy session:	\$250
55-minute family therapy session:	\$250
60-minute group therapy session:	\$150

Cash, checks and credit cards are accepted forms of payment.

**Note:** Private pay clients will be given a 50% discount on all psychotherapy services.

There will be a \$25 charge for all checks returned for non-sufficient funds.

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records, or a summary of your visits can be prepared for you instead. Fees for documentation such as copies of records, letters or reports start at \$35. If the time goes beyond 20 minutes, then I charge an hourly rate of \$150 for the time it takes to complete your requested task. Please allow 1 – 2 weeks for your records to be prepared. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that we review them together so that we can discuss the contents; or I can send them to another mental health professional who is working with you.

Some of the information provided in this document is required by the Board of Professional Counselors and the Board of Psychologist and Psychological Associates which regulates all licensed professional counselors and psychologist.

**Board of Professional Counselors  
Division of Corporations, Business & Professional Licensing  
P.O. Box 110806  
Juneau, AK 99811-0806  
Phone: (907) 465-2550**

**Board of Psychologist and Psychological Associates Examiners  
Division of Corporations, Business & Professional Licensing  
P.O. Box 110806  
Juneau, AK 99811-0806  
Phone: (907) 465-2550**

### **Agreement and Consent for treatment**

My signature below acknowledges that I have read and received a copy of the above material (counseling services, meetings, professional fees, payment and insurance reimbursement, contacting me, professional records, services for minors and confidentiality). I hereby consent to abide by the terms outlined above. I understand that I am responsible for all fees at the time of service unless other arrangements have been made in advance and know that I am free to ask questions at any time for clarification. I consent to treatment by Janece W Richard, PsyD, LPC-S, CDC I, RPT-S

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Client Printed Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

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Legal Guardian Printed Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

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Janece W Richard, PsyD, LPC-S, CDC I, RPT-S \_\_\_\_\_ Date \_\_\_\_\_

My initials below acknowledge that I have read, understood, and received the following:

\_\_\_\_\_ Notice of Policies and Practices (HIPPA) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Service Contract and Disclosure Statement \_\_\_\_\_ Date \_\_\_\_\_

## PATIENT RECORD OF COMMUNICATION AND DISCLOSURES

**In general, the HIPPA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). (See HIPAA policy)**

In the event in which Janece W Richard, PsyD, LPC must telephone you for purposes such as appointment cancellations or reminders, or to give/receive other information, efforts are made to preserve confidentiality. Please list where I may reach you by phone and how you would like me to identify myself. For example, you might request that when I phone you at home or work, I do not say my name or the nature of the call, but rather my first name or first and last name only.

If this information is not provided to me (below), I will adhere to the following procedure when making phone calls: First I will ask to speak to the client (or guardian) without identifying the name of the clinic. If the person answering the phone asks for more identifying information I will say that is it a personal call. I will not identify the clinic (to protect confidentiality). If I reach an answering machine or voice mail I will follow the same guidelines.

**I wish to be contacted in the following manner (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Home Phone _____                           | <input type="checkbox"/> Written Communication                     |
| <input type="checkbox"/> OK to leave message w/detailed information | <input type="checkbox"/> OK to mail to my home                     |
| <input type="checkbox"/> Leave message w/call-back number only      | <input type="checkbox"/> OK to mail to work/office                 |
| <input type="checkbox"/> Work Phone: _____                          | <input type="checkbox"/> Fax _____                                 |
| <input type="checkbox"/> OK to leave message w/detailed information | <input type="checkbox"/> OK to fax to this number                  |
| <input type="checkbox"/> Leave message w/call-back number only      |  |
| <input type="checkbox"/> Cell Phone: _____                          | <input type="checkbox"/> <b>Email*:</b> _____                      |
| <input type="checkbox"/> OK to leave message w/detailed information | <input type="checkbox"/> OK to correspond via this email address*  |
| <input type="checkbox"/> Leave message w/call-back number only      | <input type="checkbox"/> OK for billing to use this email address* |
| <input type="checkbox"/> OK to correspond via <b>text</b> *         |  |

**\*Note:** For all electronic means of communication this is a non-secure means of communication due to possible third party access and not HIPAA compliant.

**My signature below acknowledges the fact that I have read the material and am informed about the above Alaska mental health laws, and the practices of this office. I understand the meaning and ramifications of the law, and know that I am free to ask questions at any time for clarification.**

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Printed Name and Signature

Date

**Demographic Information**

(If you are completing this for your minor child please use their information.)

Client's name: \_\_\_\_\_ Date: \_\_\_\_\_

Form completed by (*legal guardian*): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: Female Male

Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Physical Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Home Work

Is this number ok to leave a message? Yes\_\_\_ No\_\_\_

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

Emergency Contact Name \_\_\_\_\_

Relationship\_\_\_\_\_ Phone #: \_\_\_\_\_

How were you referred? \_\_\_\_\_