

LAKEVIEW COUNSELING, PC
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WHAT YOU SHOULD KNOW ABOUT COUNSELING

What is counseling? The word "counseling" is interchangeable with the word "therapy".

Counseling is a relationship in which a professionally trained person (therapist) helps you to better understand yourself and solve problems. Seeking counseling is not a sign of weakness. Many people find that professional assistance is a mature and positive step toward success.

Counseling takes place in a private, secure, uninterrupted setting.

Counseling is a collaborative process in which the therapist acts as a facilitator so that awareness and change can take place. One goal is for you to learn new skills to help you resolve your current problems and become more capable of solving new problems on your own in the future.

Counseling involves talking about yourself, including your family and personal history as well as your thoughts and feelings.

Counseling is also referred to as "therapy" or "outpatient mental health services".

What to expect in the first session

After you have scheduled your first appointment, you may find yourself experiencing anxiety and wondering what you will talk about. This worrying is normal. Therapists are aware that meeting with a "stranger" to discuss personal concerns can be intimidating. Remember that your therapist is a *trained professional* who will work at establishing a comfortable and supportive environment for you. Your therapist will want to focus on *you* and may ask you a number of questions about yourself, your history and your current problems. An appointment "hour" is typically 50 minutes and is scheduled on a weekly basis to begin with. Your therapist will also discuss your insurance coverage and/or payment arrangements with you. If the therapist determines that you would benefit from additional services, this will be discussed with you and referral(s) made.

What is expected of you?

To attend sessions and let your therapist know 24 hours in advance if you will need to cancel and/or reschedule an appointment.

To talk openly and honestly about yourself.

To complete tasks or homework assignments.

To let your therapist know if you have questions about the counseling or feel that you are not making any progress.

To let your therapist or the business office know if you are having difficulty paying your bill.

What is a Treatment Plan?

During the course of counseling, the therapist develops a written Treatment Plan which is a plan of action based on the principles, methods and theories of counseling. The Treatment Plan is aimed toward the prevention, treatment and resolution of problems and/or mental health disorders. The plan includes a descriptive statement of each problem and specifies goals, objectives and interventions. The purpose of a written Treatment Plan is to document the course of treatment, provide a structure for measuring progress, and allow for accountability. Client collaboration and cooperation is important for developing and complying with the Treatment Plan.

WHAT YOU SHOULD KNOW ABOUT COUNSELING continued

How is therapy paid for?

Depending on the type of education and experience of the provider, fees can range from \$50 - \$200 an hour. Many people have health insurance that includes some type of coverage for mental health services. You can discuss your coverage with your insurance company, human resource person at your place of employment, or with the therapist. Often, insurance covers a large portion of the fee and you have a co-pay. Managed care insurance plans may require authorization for services. You must sign an Authorization for Treatment and Billing Services form in order for us to bill charges to your insurance plan. If you are uninsured, your insurance does not cover counseling, or you chose not to use your insurance, you are responsible for full payment at the time of service. It is acceptable to discuss payment arrangements (credit card, special arrangements for payments, collection practices) with your therapist. If you would like to use a credit card to pay for services, you can do so by logging on to the website www.professionalcharges.com. Click on the "Make a Payment" button and complete the Payment Form. You will need to enter the Lakeview Counseling Tax ID number...**383269851**. Charges will appear on your credit card statement as "ProfessionalCharges.com".

Understanding the different types of therapists

Psychiatrists are medical doctors (M.D. after the name). They have completed medical school and a residency in psychiatry. They are able to write prescriptions and administer medication(s).

Psychologists have a Doctorate degree in psychology (PhD after the name) and are licensed to practice in their state. They have completed graduate school, including a doctoral program. They are able to provide a variety of forms of testing and therapy.

Social Workers have completed a Master's degree in Social Work (MSW, LMSW, or ACSW after the name). They are licensed to practice in their state and have unique training in order to provide services for individual and family problems.

All therapists at Lakeview Counseling have completed the following education and training requirements:

- completion of a Master of Social Work degree or a PhD in Clinical Psychology
- completion of a minimum of 5 years postgraduate supervised clinical experience
- licensure as a "Certified Social Worker" or "Clinical Psychologist" with the State of Michigan
- membership in the National Association of Social Workers or American Psychological Association
- acceptance into the Academy of Certified Social Workers
- participation in continuing education activities

To file a complaint about a therapist, you can contact the State of Michigan, Department of Community Health, or the national association in which the therapist has membership.

LAKEVIEW COUNSELING, PC

WHAT YOU SHOULD KNOW ABOUT CONFIDENTIALITY

The security and confidentiality of all records is protected by both Federal and State law. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) outlines regulations related to the release of information about you.

What is protected:

- any information about a person's health, health care or payment of health care--this includes mental health and behavioral health issues
- information that identifies a person
- information created or received by a covered health care plan or provider
- all medical records and other individually identifiable health information used or disclosed by a covered entity *in any form*, whether electronically, on paper, or orally

Protected health information may not be disclosed by the clinic or a therapist without the informed and voluntary written consent or authorization of the client.

The clinic is required to obtain a client's consent for use or disclosure of client information for purposes of:

- health care treatment
- payment
- operations

Any conversations or communications you have with your therapist are private and confidential except under the following circumstances:

- disclosures required by law
- disclosure about victims of abuse, neglect or domestic violence
- emergency circumstances
- identification of the body of a deceased person or the cause of death
- permitted disclosures for public health activities (ie: reporting diseases, collecting vital statistics)
- research, generally limited to when a waiver of authorization is independently approved by a privacy board or Institutional Review Board
- oversight of the health care system
- limited law enforcement activities
- judicial and administrative proceedings
- disclosure to avert a serious threat to health or safety; activities related to national defense and security
- case consultation (client name and demographics are not disclosed)
- audited review by your insurance carrier
- malpractice complaint or investigation

Please be aware that psychotherapy notes are held to a higher standard of protection because they are not part of a medical record and are never intended to be shared with anyone else.

LAKEVIEW COUNSELING, PC
CLIENT REGISTRATION (Minor)

LEGAL NAME: _____ Today's Date: _____

Date of Birth: _____ Age: _____ Sex: _____ M _____ F

MINOR'S SOCIAL SECURITY NUMBER: _____

SOCIAL SECURITY # and NAME OF PARENT/GUARDIAN: _____

Address: _____

City: _____ State: _____ Zip: _____

BEST Contact Phone Number: _____ Contact Person: _____

CONTACT IN CASE OF EMERGENCY:

Name: _____ Phone : _____

Father's Name: _____ Address: _____

_____ Phone: _____

Mother's Name: _____ Address: _____

_____ Phone: _____

If child is NOT living with either parent, Name and Address of Guardian(s):

Name/age of others living in the home: _____

EMAIL OF PARENT/GUARDIAN: _____

DEVELOPMENTAL HISTORY

When the mother was pregnant with this child did she have (check all that apply):

___ Excessive Weight Gain ___ Bleeding or Spotting ___ High Blood Pressure

___ Measles, Mumps, ___ Use of alcohol ___ Use of nicotine

 ___ Chicken Pox

___ Use of drugs ___ Other:

Any complications during labor and delivery:

Was the child premature? YES/NO

Did the child spend time in the hospital after birth? YES/NO

Details:

Any concerns about child's developmental milestones (sitting, crawling, walking, talking, etc.)

HEALTH INFORMATION

PHYSICIAN: _____ PHONE: _____

Date of Last Physical Exam: _____

Was the child sick but failed to get medical care in the last year? YES/NO

Please list all MEDICATIONS the child is taking. Include those purchased without a Doctor's prescription:

Medication Name: _____	Dosage/Frequency: _____	Medication Name: _____	Dosage/Frequency: _____
_____	_____	_____	_____
_____	_____	_____	_____

Please list any ALLERGIES: _____

Has the child had (Please check any that apply):

- | | | |
|---|--------------------|---------------------------------|
| ___ Measles | ___ German Measles | ___ Mumps |
| ___ Chicken Pox | ___ Scarlet Fever | ___ Rheumatic Fever |
| ___ Polio | ___ Roseola | ___ Tuberculosis |
| ___ Diabetes | ___ Pregnancy | ___ Whooping cough |
| ___ Migraines | ___ Asthma | ___ Heart Problems |
| ___ Cancer | ___ Diabetes | ___ Hearing Problems |
| ___ Problems with Eyesight | | ___ Epilepsy/Seizures |
| ___ Attention Deficit Disorder | | ___ Diabetes |
| ___ Sexually Transmitted Disease | | ___ Sexual assault/molestation |
| ___ Problems with alcohol/drug use or abuse | | ___ Problems with weight/eating |

Other:

Has the child ever been hospitalized? YES/NO If yes, please explain:

FAMILY HEALTH HISTORY

Please give the following information about the child's immediate family:

<u>Family Member</u>	<u>Age if Living</u>	<u>Age at Death</u>	<u>State of Health or Cause of Death</u>	<u>Illness (which family member)</u>
Father: _____				Alcoholism _____
Mother: _____				Drug Dependence _____

FAMILY HEALTH HISTORY (continued)

Please give the following information about the child's immediate family:

Family Member	Age if Living	Age at Death	State of Health or Cause of Death	Illness (which family member)
Brother(s):				<u>Anxiety Disorders</u>
_____				<u>Bipolar/Manic Depression</u>
_____				<u>Blood Disease</u>
_____				<u>Cancer</u>
_____				<u>Dementia/Alzheimer's</u>
Sister(s):				<u>Diabetes</u>
_____				<u>Epilepsy</u>
_____				<u>Glaucoma</u>
_____				<u>Heart Disease</u>
_____				<u>High Blood Pressure</u>
_____				<u>Rheumatoid Arthritis</u>
_____				<u>Schizophrenia</u>
_____				<u>Tuberculosis</u>
_____				<u>Other Disorder:</u>

SCHOOL INFORMATION

Is child currently in school? YES/NO Name of School: _____

Grade Level: _____ Any grades skipped ? _____ Any grades failed? _____

Has the child been in special education classes/programs: YES/NO

If YES, please explain:

Did the child miss more than ten days of school last year due to illness: YES/NO

Does the child have any of the following problems in school? Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Truancy/ Unexcused absences | <input type="checkbox"/> Relationships with peers |
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Relationships with adults |
| <input type="checkbox"/> Difficulty following directions | <input type="checkbox"/> Difficulty completing assignments |
| <input type="checkbox"/> Aggression | <input type="checkbox"/> Disorganization |
| <input type="checkbox"/> Shy/ Withdrawn | <input type="checkbox"/> Tired/lack of energy |
| <input type="checkbox"/> Bullying | |

LEGAL HISTORY

Has the child ever been arrested? _____ If yes, please explain:

Has the child ever been on probation? _____ If yes, please explain:

Is the child currently on probation? _____ If yes, please explain:

County of Probation: _____ Name of Probation Officer: _____

SOCIAL INFORMATION

Languages other than English spoken in the home: _____

Do you know or suspect that your child is harming him/herself physically?

Please list any of the child's stressful life experiences and include dates:

Organized activities in which child participates (ie: sports, scouts, clubs, music, camp, youth group (please list):

CURRENT PROBLEMS

Please state the reason(s) you are seeking services at this time: _____

Has the child been involved in counseling before? _____ If yes, please explain:

How did you learn of Lakeview Counseling?

Signature of parent/legal guardian completing this Registration DATE

Problem Behavior Inventory for: _____ Date: _____

Please mark any problems that apply to the child

- | | |
|---|--|
| <input type="checkbox"/> Abnormal sexual development | <input type="checkbox"/> Hypochondriasis |
| <input type="checkbox"/> Abuse, physical | <input type="checkbox"/> Imaginary playmates/fantasy |
| <input type="checkbox"/> Abuse, sexual | <input type="checkbox"/> Isolation, withdrawal |
| <input type="checkbox"/> Academic difficulties | <input type="checkbox"/> Learning disability |
| <input type="checkbox"/> Alcohol use/abuse | <input type="checkbox"/> Legal difficulties |
| <input type="checkbox"/> Anxiety, fears, phobias | <input type="checkbox"/> Low self-esteem |
| <input type="checkbox"/> Attention seeking behaviors | <input type="checkbox"/> Lying |
| <input type="checkbox"/> Argumentative | <input type="checkbox"/> Name calling |
| <input type="checkbox"/> Autistic | <input type="checkbox"/> Need for supervision at home |
| <input type="checkbox"/> Avoids physical contact | <input type="checkbox"/> Neglected |
| <input type="checkbox"/> Behavior problems in school setting | <input type="checkbox"/> Nervous habits (ie: nail biting) |
| <input type="checkbox"/> Non-compliance | <input type="checkbox"/> Nightmares/night terrors |
| <input type="checkbox"/> Bossy | <input type="checkbox"/> Poor toilet training/habits |
| <input type="checkbox"/> Bullies/ intimidates others | <input type="checkbox"/> Obsessive |
| <input type="checkbox"/> Low concentration/distractible | <input type="checkbox"/> Odd facial grimaces |
| <input type="checkbox"/> Clingy, insecure | <input type="checkbox"/> Oppositional |
| <input type="checkbox"/> Clumsy | <input type="checkbox"/> Overactive/restless |
| <input type="checkbox"/> Compulsive exercise | <input type="checkbox"/> Relationships |
| <input type="checkbox"/> Conflicts with parents/authority | <input type="checkbox"/> Removed from biological parent(s) |
| <input type="checkbox"/> Cries easily, whines | <input type="checkbox"/> Repetitive behavior/compulsions |
| <input type="checkbox"/> Cruelty to pets or children | <input type="checkbox"/> Running away, wandering off |
| <input type="checkbox"/> Dawdles/lingers in: dressing, eating,
bedtime, homework, chores | <input type="checkbox"/> Sleep problems |
| <input type="checkbox"/> Daydreaming | <input type="checkbox"/> Self-abusive behavior |
| <input type="checkbox"/> Death/loss of loved one | <input type="checkbox"/> Separated from siblings |
| <input type="checkbox"/> Dependency | <input type="checkbox"/> Sexual acting-out with others |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Sexually oriented play |
| <input type="checkbox"/> Destruction of property | <input type="checkbox"/> Shyness |
| <input type="checkbox"/> Developmental delays | <input type="checkbox"/> Speech difficulties |
| <input type="checkbox"/> Divorce (parents) | <input type="checkbox"/> Steals |
| <input type="checkbox"/> Drug use/abuse | <input type="checkbox"/> Swearing |
| <input type="checkbox"/> Eating (binge/purge/starvation) | <input type="checkbox"/> Temper tantrums |
| <input type="checkbox"/> Elective mutism | <input type="checkbox"/> Thumb sucking |
| <input type="checkbox"/> Encopresis (soiling self) | <input type="checkbox"/> Tics |
| <input type="checkbox"/> Enuresis(urinating at night or in clothing) | <input type="checkbox"/> Victim of sexual abuse |
| <input type="checkbox"/> Engages in dangerous/risky behavior | <input type="checkbox"/> Victim of rape or sexual assault |
| <input type="checkbox"/> Fire setting | <input type="checkbox"/> Perpetrator of sexual abuse |
| <input type="checkbox"/> Forgetful | <input type="checkbox"/> Perpetrator of sexual assault |
| <input type="checkbox"/> Health/medical problems | |
| <input type="checkbox"/> Humiliated/shamed | |
| <input type="checkbox"/> Hyperactivity | <input type="checkbox"/> revised 12/2011 |

LAKEVIEW COUNSELING P. C.

Please indicate how we may contact you:

_____ Home : _____

(Phone Number)

_____ I give consent to leave messages on my voicemail.

Initial

_____ Work: _____

(Phone Number)

_____ I give consent to leave messages on my voicemail.

Initial

_____ Cell Phone: _____

(Phone Number)

_____ I give consent to leave messages on my voicemail.

Initial

_____ Email: _____

(Email Address)

_____ I give consent to send messages to my Email.

Initial

Please note that our email system is NOT encrypted. For this reason, we will not exchange clinical information via email. You CAN use email to arrange appointments or provide insurance information.

_____ Other: _____

_____ I give consent to leave messages.

Initial

Lakeview Counseling adheres to the following policies regarding provision of services to children whose parents are divorced or in the process of divorce.

1. Parents with *legal custody* have the right to know that their child is receiving counseling services, the name of the provider and any relevant clinical information. Involvement and input from each parent is welcomed and can contribute greatly to the success of counseling.

Initial

- _____ The child lives with both parents, who have full legal custody.
- _____ I have sole legal custody of the child.
Lakeview Counseling may request proof that a parent has *legal custody* .
- _____ I have joint legal custody *
- _____ Other: _____ Foster Parent _____ Legal Guardian

* The Name and address of the other parent with legal custody of the minor child:

Name of Parent

Street Address

City	State	Zip Code
------	-------	----------

Phone Numbers with Area Code(s)

2. The parent/guardian giving permission for treatment is *responsible* for all therapy costs outside of those covered by a health insurance plan or other third party entity. Lakeview Counseling does NOT bill parents separately for portions of shared costs. **Parent/Guardian's initials** _____

LAKEVIEW COUNSELING, PC
AUTHORIZATION FOR TREATMENT AND BILLING SERVICES

CLIENT NAME: _____

Date of Birth: _____

If minor child, name of Parent/Guardian: _____

I understand the following:

- * I am requesting outpatient mental health services at Lakeview Counseling.
- * These services are confidential and information cannot be released without my written consent.
- * If I feel my civil, treatment, or personal rights have been violated, I can report it to the *State of Michigan*, and/or the *Department of Mental Health*, and/or the *Department of Commerce*.
- * I am fully responsible for paying any fees not covered by my insurance company or other third party payment source.
- * Payment is required at the time of service unless other arrangements have been made. A monthly late fee may be charged if monthly payments are not received.
- * I must inform Lakeview Counseling of any changes in my insurance benefits.
- * I must give a *minimum* of 24 hours notice if I cancel an appointment. Failure to do so may result in a \$35.00 fee. Failure to keep an appointment may result in a \$35.00 fee.
- * Accounts which are delinquent will be subject to a collection process.
- * I must inform Lakeview Counseling of any changes to my contact information (i.e. address, name, phone numbers etc.)

I authorize the release of any information necessary to process insurance/billing claims as well as payment of all Mental Health insurance benefits to be made directly to Lakeview Counseling. I have received the Notice of Privacy Practices and have been provided with an opportunity to review it. I have been provided with the HIPAA information.

Client or Parent/Guardian Signature

Date

Spouse Signature (if conjoint therapy is taking place)

Date

FOR TREATMENT OF PERSON(S) UNDER THE AGE OF 18

Based on the laws of the State of Michigan and the guidelines of the therapist's profession, the rules concerning privacy will be used. I can maintain contact with the therapist via telephone or per a scheduled appointment time. I can request a written report or summary of services provided to the minor. I agree that I am the parent accepting responsibility for provision of insurance or other third party information and the payment of fees. I understand that Lakeview Counseling cannot charge or bill any other parent, guardian or third party entity without their permission.

My signature below means that I understand and agree with the points stated above.

I, _____, the parent/legal guardian
(Parent/Guardian Name) (Social Security Number)

of the minor, _____, give my permission for this
(Name of child/youth)

minor to receive therapy services at Lakeview Counseling, PC.

Client or Parent/Guardian Signature

Date

LAKEVIEW COUNSELING
BILLING INFORMATION

❖❖❖ CLIENT NAME: _____ DOB: _____

❖❖❖ PRIMARY INSURANCE: _____

Insurance Company Phone Number(s): _____

Contract #: _____ Group #: _____

Subscriber's Name: _____ DOB: _____ SS#: _____

Subscriber's Relationship to Client: _____ Subscriber's Employer: _____

Subscriber's Address if different than client's _____

OFFICE USE: Date Called: _____ Spoke with _____

MSW/ACSW Covered? Y N Policy Year: Calendar/Renewal Month _____ COB? Y N

Deductible: _____ Deductible amount met: _____

Co-pay: _____ Max. DOS/Policy Yr: _____

Authorization Required: ___ yes ___ no Auth Phone #: _____

Authorization Obtained: ___ yes, # _____

Claims address: _____

❖❖❖ SECONDARY INSURANCE: _____

Insurance Company Phone Number(s): _____

Contract #: _____ Group #: _____

Subscriber's Name: _____ DOB: _____ SS#: _____

Subscriber's Relationship to Client: _____ Subscriber's Employer: _____

Subscriber's Address if different than client's _____

OFFICE USE: Date Called: _____ Spoke with _____

MSW/ACSW Covered? Y N Policy Year: Calendar or Renewal Month _____

Deductible: _____ Deductible amount met: _____

Co-pay: _____ Max. DOS/Policy Yr: _____

Authorization Required: ___ yes ___ no Auth Phone #: _____

Authorization Obtained: ___ yes, # _____

Claims address: _____

OFFICE USE: AUTHORIZATION INFORMATION

Date Called: _____ Phone or Fax #: _____ Made By: _____

Authorization Obtained: Start Date: _____ End Date: _____

of Sessions Auth/Allowed Rate: 90801 _____ 90806 _____ 90847 _____

Authorization #: _____

Lakeview Counseling P.C.
YOU CAN PAY YOUR BALANCE USING
MASTERCARD, VISA, OR DISCOVER

THREE SIMPLE STEPS:

- (1) Log onto www.professionalcharges.com
- (2) Click on the "Make a Payment" button.
- (3) Complete the Payment Form. You will need to enter the Tax ID# for Lakeview Counseling, PC: **383269851**

Charges will appear on your credit card statement as ***ProfessionalCharges.com***

If you have any questions, please contact us.

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