

A COUNSELING CENTER, P.C.

www.kevinfitzmaurice.com

3323 North 109th Plaza, Omaha, NE 68164-2908

VOICE: 402.573.7277 FAX: 402.573.7360 PAGER: 402.233.9626

Thank you for coming in early to complete some of the paperwork. You will NOT be charged for the time you spend in the waiting area filling out your paperwork. Your filling out the paperwork will allow the counseling time to be used more for counseling and less for paperwork. Thank you for your patience and understanding.

Please read everything and sign only what you understand. Please print slowly and carefully. Thank you.

Please ask questions now and later.

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PAPERWORK AND COUNSELING

There is only one way to avoid the paperwork now required for counseling: You pay privately and write a letter to your counselor requesting that no records be kept other than the letter requesting that no records be kept. You must include your rationalization for NOT wanting records kept. For example, you may feel records could be used against you someday to deny you health insurance and therefore you do NOT want any records kept. Or, perhaps you only feel free to talk openly if no records are being kept. However, even then, minimal records must be kept.

If you want insurance to pay all or part of your bill, or if you have Medicaid, Medicare, or some other form of payment assistance—then the only way to be able to bill such insurance is to keep detailed records.

You will always retain the right to ask that some things NOT be included in the record. Please review the handout on confidentiality as you can say some things that your counselor cannot keep out of your record.

Do the best that you can on the forms. The more that you do, the less time will be needed to be spend on them during session time. Your counselor will check the forms to make sure they are all complete and you are encouraged to ask any questions you had about any of the paperwork at that time.

You can leave blank any questions that you do not understand. You can skip around if you need to. Just do your best and your COUNSELOR will help you with the rest. Thank you.

CONSENT TO SERVICES: While it may seem obvious that you are consenting to have services or else you would NOT be here, we still need this in writing. Please read and sign the *Consent for Services Agreement* form included. As always, please ask any questions that you may have *before* signing anything. Thank you.

FINANCES: The *Intake Financial Form* covers some of the releases we need to bill your insurance, Medicaid, Medicare, etc. It also explains your responsibilities for payments and the cancellation/no-show policy.

RELEASES: There are 3 blank *Authorization for the Release of Information* forms in your paperwork packet. Please fill out one for your insurance company (1) so that we can do case reviews with them to ensure they continue paying for your services. Please fill out one for your (2) family doctor so that we may contact him/her in case of a medical emergency. Please fill one out for any past therapy treatments (3) that you may have had, especially all psychiatric hospitalizations. It is important that we send for previous counseling records in order to ensure we are treating you properly. Please also fill out releases of information for any of the following that may apply to your case: Child Protective Services (CPS), psychiatrist, lawyer, CASA worker, case manager, guardian, Guardian ad Litem, spouses, parents, and any others that you might want to discuss your case with your counselor. Some reasons/purposes for releases include: Referral for services and-or treatments; Assistance in assessment, evaluation, diagnosis, and-or treatment planning; Case consultation, case coordination, case monitoring, case management, and-or case collaboration; Managed-care company's and-or insurance provider's screenings, case reviews, utilization reviews, and service authorizations.

PROGRESS NOTES: During and at the end of each session we will complete a progress note. Initially, you complete all the information up to section #2. The COUNSELOR fills in some during the session and completes it at the end of the session by questioning you for information regarding the session. The COUNSELOR can fill out the entire form, however, it saves counseling time if you fill out the form up to section #2 each time. Thank you.

MISCELLANEOUS PAPERWORK: Some of the paperwork needs to be filled out by your counselor. However, you can help by filling out the top portions ahead of time: name, SSN, etc.

SOCIAL HISTORY: The *Personal History Questionnaire* is the longest form in the packet. Save it for last. You may need to take it home to complete by your next session. It is needed by the second session as your counselor must review it with you then and complete it by your third session.

MEDICATION: There are two very long medication forms included in your packet. These are NOT needed by everyone. If you do NOT take any medications now and have NOT in the past 6 months, then you do NOT need to fill these two separate forms out. In such cases, the *Personal History Questionnaire* will have sufficient room for you medication history. Thank you again for your patience with the evaluation and intake process.

GOOD NEWS: The good news is that typically there is only one form to complete during each session: the progress note. The rationales for your helping are: (1) to save time; (2) to inform you of your record's contents; (3) to enable us to afford to take insurance payments. Once again, thank you for your help with the intake process.