1650 Oregon St. ste. 102, Redding, CA 96001; Office 530.768.1031 Cell 530.227.7737 Fax 530.768.1032

Email: ron@ronbridgescounseling.com Web site: www.ronbridgescounseling.com

Page 1

**Couples Information Form**  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Client Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_ Male\_\_\_\_\_ Female\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_

Phone Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SSN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_

**Spouse/Partner Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_ Male\_\_\_ Female\_\_\_

Address of Partner (If living separate)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_ Zip\_\_\_\_\_\_

Phone Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_

Which Spouse/Partner is primarily responsible for payment of counseling:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best ph. for above person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insurance?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cash?\_\_\_\_\_\_\_\_

Do you text? yes\_\_\_\_ no\_\_\_\_ Are you ok with texting appt. times and changes? yes\_\_\_\_\_\_ no\_\_\_\_\_\_\_\_

Emergency Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationsip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referred By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ how did you find Ron? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were you referred by Your Employer EAP? Yes\_\_\_\_ No\_\_\_\_; By Victim Witness? Yes\_\_\_\_\_\_ No \_\_\_\_\_\_

Name of EAP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If VW, What County? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Billing and Insurance Information: How do you intend to pay for counseling services***?

Cash\_\_\_\_\_\_ Check\_\_\_\_\_\_ Credit/Debit Card\_\_\_\_\_\_ Insurance\_\_\_\_\_ Co-pay\_\_\_\_\_\_\_3rd Party\*\_\_\_\_\_\_\_

***If Insurance:*** Primary Insured\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_ Relationship to Client\_\_\_\_\_ Insurance Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_ SSN# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Co-Pay amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*(It’s the Client's responsibility to discover their insurance co-pay. Please call Insurance prior to 1st visit)

***\* Fill in the following section only if a 3rd party is paying for the Counseling services for the clients.***

***3rd party refers to a Parent, Sibling, Child, Relative or Other. Completion of the next three lines gives the attending Therapist permission to possibly release only necessary client information to the 3rd party for payment.***

Name of 3rd Party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Clients\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_Zip\_\_\_\_\_\_ 3rd Party SSN# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3rd party contact Phone no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Important: Please read and sign below:***

***I, the undersigned, have insurance coverage with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I assign my Insurance Company to directly pay Ron Bridges for all mental and behavioral health benefits assigned to me. Further, if My Insurance Company determines that Ron Bridges is not on their provider/benefits panel; I will pay Ron Bridges out of pocket for each session and will seek my own insurance reimbursement. Lastly, I understand that I am financially responsible for all charges (including the cost of scheduled appointments I miss without the proper 24-hour notice) whether or not any or all of my counseling charges have or have not been paid by my insurance Company or EAP.***

**Personal Information**

Page 2

Are You Married? yes\_\_\_\_\_ no\_\_\_\_\_ If so, how long? \_\_\_\_\_\_\_\_\_\_\_ Date of Anniversary\_\_\_\_\_\_\_\_\_\_\_\_

Were you married in a Church? yes\_\_\_\_\_ no\_\_\_\_ did you have Pre-marital counseling? Yes\_\_\_\_ no \_\_\_

If not married, do you live together? yes\_\_\_\_\_ no\_\_\_\_\_\_ How Long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any Previous marriages by either spouse/partner? Please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Names & ages of children living in your home either full time or part time (please indicate first name of **Biological parent** with each child) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Step-children names and ages living in your home either full time or part time (Please Indicate **Step- parent** first name with each child) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Reason for Visit**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you *as a couple* ever been in counseling before for any of the above issues? yes\_\_\_\_\_\_ no\_\_\_\_\_\_\_

If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Therapist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Out come? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**As a couple,** please rate on a scale of 1-10, 1 means extremely poor and 10 means excellent, the following items: **Communication**\_\_\_\_\_\_ **Sexual life**\_\_\_\_\_\_ financial **agreement**\_\_\_\_\_\_ **In-laws**\_\_\_\_\_\_

**Spiritual life**\_\_\_\_\_ **Friendship/Companionship**\_\_\_\_\_\_\_ **Date life**\_\_\_\_\_\_\_ **Things in common**\_\_\_\_\_\_\_\_\_

Explain any low answers above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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As a couple, how do you resolve conflict? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has there ever been any physical violence in the relationship? yes\_\_\_\_\_ no\_\_\_\_\_ if so, explain\_\_\_\_\_\_\_

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

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Any other things you would like Ron to Know about your relationship?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(Please be sure to read and sign the “Informed Consent” form next page)**

***Informed Consent/ Billing Fees*** Page 3

*Welcome to the Counseling office of Ronald F. Bridges. It will be my privilege to invest my training, experience, and heart into your world in order to encourage your life, your marriage your family or your past towards discovery, healing and growth. It will be my commitment to develop a genuine and compassionate relationship towards earning your trust. But I will also be honest and direct when such times may be necessary. The therapeutic process may be difficult at times, but if entered into with a genuine goal to improve your condition, then the process is worth it. Let's start your journey together.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Confidentiality***

It is my commitment to you that all information shared in sessions will be strictly confidential. The only exceptions are:

* Suspected Child Abuse, Elder Abuse, Dependant Adult Abuse, Neglect, or Emotional Abuse.
* A serious threat to harm yourself or others.
* Your Insurance Company paying for your service has the right to review your records.
* You waive your right to privilege and give consent to limited disclosure of information to a

specific person for a specific time frame.

* I am ordered by a Judge of the Court in a legal proceeding.
* I am appointed by the Court to evaluate you.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Appointments/Cancellations***

We usually make appointments over the phone. Call my office and leave a message and I will return it within 24 hours. We can set appointment times, discuss my therapeutic orientations (Cognitive Behavioral Therapy [CBT]) and discuss costs and means of payment at that time. If it is your first visit, please come with the appropriate Counseling forms downloaded off my web site and filled out with your signatures. This will save much time. Additionally, when you arrive at our location please find our comfortable waiting area (suite 102) and relax. Bathrooms are at the building’s entrance, but we will need to provide you with a key. I will usually be in session when you arrive, but will come out to welcome you on the hour. At end of our session, I have a rear exit door for your exit in case you are feeling emotionally private with your thoughts.

Many of my existing clients enjoy the convenience of texting me for appointments. But, I cannot make an appointment by text for our first meeting. I am not usually available on weekends or Monday's, but emergencies are a priority regardless of what day they occur. In the event of vacation or a conference, another therapist will be covering for me. If you arrive more than 15 minutes late for a session, you will still be billed in full for that session. The hour has been committed to you so please give yourself the benefit of the full time-frame and be on time.

**Cancellation Policy: Appointments that are not cancelled within 24 hours in advance may be charged the rate of the session. You are responsible for late cancellations and no-shows. Insurance companies and Victim Witness will not reimburse you or me for missed appointments. You will be charged directly for missed sessions not cancelled within 24 hrs.**

***(Next Page for Billing Fees)***

***Fees/payments/Insurance billing*** Page 4

Payment of counseling services are expected by cash, check or debit/credit card. Currently, I take

Visa, Master Charge and Discover. Checks should be written out to Ron Bridges Counseling, or just Ron Bridges. Additionally, payment is best received at the beginning of our time together, as the end of our session will often provoke teachable thoughts that might be distracted if interrupted with payment transactions.

Further, please know there will be a $ 30.00 charge for all returned checks and, if for reasons of non-payment your account goes to collections, there will be a 25% fee added to your balance for the cost of collections. Fees are as follows and are subject to change;

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***FEE SCHEDULE\* (private pay) (Please cancel appointments within 24 hours to avoid fees)***

**Session Time Frame Cost per Session**

Individual or Couples therapy........................... 50 minutes.............................................. $ 75.00

Two hour Individual or Couples....................... 100 minutes ............................................$ 150.00

Group Therapy.......................................................... 50 minutes.............................................. $ 35.00

Emergency Sessions\*\*........................................... 60 minutes ..............................................$ 150.00

Report writing...................................................................................................................................$100.00 per hour

Court appearances (including subpoenas)...........................................................................$ 100.00 per hour

(Please note: Driving time will be added to time charged. $ 350.00 per half day

Also, all court appearances paid upon arrival) $ 700.00 per full day

Appointment phone calls.......................................Brief...........................................................$ No Charge

Consultation or Collaboration............................Up to 10 minutes...................................$ No Charge/$20 after

Crisis Calls....................................................................As needed.................................................$ $20/10 minutes

**\* please initial you have read and understood the above charges and cancellation policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**\*\* refers to weekends or after hours, 60 minute sessions either by phone or in office.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Sliding Fee Schedule***

Yes, I do have a sliding fee policy. Such a policy is in place for the needy. It will be discussed and applied on a case-by-case basis and it is not to be considered as a lengthy solution.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***INSURANCE BILLING***

Please authorize your Insurance Company to directly pay Ron Bridges Counseling for counseling services rendered to you**. It is also your responsibility to contact your insurance company to ascertain the co-payment fee, if any, and to determine if I am approved as a preferred provider on their provider insurance panel.** I have applied for preferred provider status with many different insurance companies, but it is often a lengthy process for approval and I may not have received approval yet with your particular company. If I am not, I am considered an out-of-area provider which means you are most likely responsible to **pay the fee in full at the time of our sessions** and then seek your own reimbursement with your insurance company.

**Please sign below indicating** **your understanding and agreement with this contract, including the cancellation policy and the above fees. Additionally, please acknowledge downloading and/or receiving our Notice of Privacy Practices.**

**Client Signiture\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notice of Privacy Practices**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

**PLEASE REVIEW IT CAREFULLY.**

I am required by law to maintain the privacy and security of your protected health information (PHI) and to provide you with this Notice of Privacy Practices (Notice). I must abide by the terms of this Notice, and I must notify you if a breach of your unsecured PHI occurs. I can change the terms of this Notice, and such changes will apply to all information I have about you. The new Notice will be available upon request, in my office, and on my website.

Except for the specific purposes set forth below, I will use and disclose your PHI only with your written authorization (Authorization). It is your right to revoke such Authorization at any time by giving me written notice of your revocation.

**Uses (Inside Practice) and Disclosures (Outside Practice) Relating to Treatment, Payment, or Health Care Operations Do Not Require Your Written Consent.** I can use and disclose your PHI without your authorization for the following reason: **1) For Your Treatment.** I can use and disclose your PHI to another Health Care Professional. For example, if you are being treated by a physician or psychiatrist, I can disclose your PHI to him or her to help coordinate your care, although my preference is for you to give me an Authorization to do so. **2) To obtain payment for your Treatment.** I can use and disclose your PHI to bill and collect payment for the treatment and services provided by me to you. For example, I might send your PHI to your insurance company to get paid for the health care services I have provided to you, although my preference is for you to give me an authorization to do so. **3). For Health Care Operations.** I can use and disclose your PHI for purposes of conducting health care operations pertaining to my practice, including contacting you when necessary. For example, I may need to disclose your PHI to my attorney to obtain advice about complying with applicable laws.

**Certain Uses and Disclosures Require Your Authorization. 1) For Psychotherapy Notes.** I do keep "psychotherapy notes" as the term is defined in 45 CFR € 164.501, and any use or disclosure of such notes requires your authorization unless the use or disclosure is: **a. For my use in treating you; b. For my use in training or supervising other mental health practitioners to help them improve their skills in group, joint, family, or individual counseling or therapy; c. For my use in defending myself in legal proceedings instituted by you; d. For use by the Secretary of health and Human Services to investigate my compliance with HIPAA; e. Required by law, and the use or disclosure is limited to the requirements of such law; f. Required by law for certain health oversight activities pertaining to the originator of the psychotherapy notes; g. Required by a coroner who is performing duties authorized by law; h. Required to help avert a serious threat to the health and safety of others. 2) Marketing Purposes.** As a psychotherapist, I will not use or disclose your PHI for marketing purposes. **3) Sale of PHI.** As a psychotherapist, I will not sell your PHI in the regular course of my business.

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**Certain Uses and Disclosures Do Not Require Your Authorization.** Subject to certain limitations in the law, I can use and disclose your PHI without your Authorization for the following reasons: **1)** When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law. **2)** For public health activities, including reporting suspected child, elder or dependent adult abuse, or preventing or reducing a serious threat to anyone's health or safety. **3)** For health oversight activities, including audits and investigations. **4)** For judicial and administrative proceedings, including responding to a court or administrative order, although my preference is to obtain an Authorization from you before doing so. **5)** For law enforcement purposes, including reporting crimes occurring on my premises.  **6)** To coroners or medical examiners, when such individuals are performing duties authorized by law. **7)** For research purposes, including studying and comparing the mental health of patients who received one form of therapy versus those who received another form of therapy for the same condition. **8)** Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counter-intelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions. **9)** For workers' compensation purposes. Although my preference is to obtain an authorization from you. I may provide your PHI in order to comply with workers' compensation laws. **10)** Appointment reminders and health related benefits or services. I may use and disclose your PHI to contact you to remind you that you have an appointment with me. I may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that I offer.

**Certain Uses and Disclosures require you to have the Opportunity to Object.**

**1)** Disclosures to family, friends, or others. I may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

**YOUR RIGHTS REGARDING YOUR PHI: You have the following rights with respect to your PHI**

**1)** **The Right to Request Limits on Uses and Disclosures of your PHI.**  You have the right to ask me not to use or disclose certain PHI for treatment, payment, or health care operations purposes. I am not required to agree to your request, and I may say "no" if I believe it would affect your health care. **2) The Right to Request Restrictions for Out-Of-Pocket Expenses Paid for in Full.** You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full. **3) The Right to Choose How I send PHI to you.**  You have the right to ask me to contact you in a specific way (for example, home or office or office phone) or to send mail to a different address, and I will agree to all reasonable requests. **4) The Right to See and Get Copies of Your PHI.** Other than "psychotherapy notes" you have the right to get an electronic or paper copy of your medical records and other information that I have about you.

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I will provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and I will charge a reasonable, cost-based fee for doing so. Cost for a copy of the records (other than psychotherapy notes) shall be $**10.00.** If your request is for a written summary, the charge will be **$ 40.00.**

**HOW TO COMPLAIN ABOUT MY PRIVACY PRACTICES**

If you think I may have violated your privacy rights, you may file a complaint with me, as the Privacy Officer for my practice, and my address and my phone number is: 1650 Oregon St. Ste. 102, Redding, CA 96001. Ph. (530) 768-1031.You may also file a complaint with the U.S. Department of Health and Human Services office for Civil Rights by:

1) Sending a letter to 200 Independence Avenue, S.W. Washington, D.C. 20201.

2) Calling 1-877-696-6775. Or,

3) Visiting www.hhs.gov/ocr/privacy/hipaa/complaints.

I will not retaliate against you if you file a complaint about my privacy practices.

**EFFECTIVE DATE OF THIS NOTICE:**

**This notice went into effect on \_\_\_\_\_\_\_September 20, 2013\_\_\_\_\_\_And this shall remain in effect until it is replaced.**