



Family Circle Counseling

## **Intake Packet – Adult**

Instructions: Please fill out all of the following forms as best as you can before coming to your first session at Family Circle Counseling. Any information that you can give us is so helpful as we get to know you. Thank you for taking the time to do this!



# CLIENT INFORMATION SHEET

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

Date of Birth: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Initial Date of Service: \_\_\_\_\_

Diagnosis: \_\_\_\_\_ (to be filled out by therapist)

Fee for Service:  Yes  No      Co-Pay:  Yes  No      Amount: \_\_\_\_\_

Employed:  Yes  No      Employer name: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

**Primary Care Physician:** \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Allergies: \_\_\_\_\_

Specific Health Conditions (we should be aware of): \_\_\_\_\_

**Psychiatrist:** \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Current Medications *and dosage*: \_\_\_\_\_

Past Medications: \_\_\_\_\_

\_\_\_\_\_

*If you have other providers you would like us to be in contact with, please add their information on the back of this sheet.*

**County Involvement:**  No  Yes → Explain: \_\_\_\_\_

\_\_\_\_\_

**Court Involvement:**  No  Yes → Explain: \_\_\_\_\_

\_\_\_\_\_

### Out of Home Placements

Current:  No  Yes → Explain: \_\_\_\_\_

\_\_\_\_\_

Past:  No  Yes → Explain: \_\_\_\_\_

\_\_\_\_\_

Therapist : \_\_\_\_\_



## Insurance Information and Financial Agreement

### Client Information:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Responsible party name: \_\_\_\_\_ Relationship to client: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

Phone numbers: \_\_\_\_\_  
Home: OK to leave message? Y N Work: OK to leave message? Y N Cell: OK to leave message? Y N

E-mail address: \_\_\_\_\_

**IMPORTANT:** It is essential that you fill out the rest of the form very carefully and that you give us **all the necessary information regarding ALL of your insurances.** Please note that if you do not give us accurate information you will then be responsible for payment, or will be charged for re-submission of claims.

**I ONLY HAVE ONE INSURANCE and understand that if I have another one at any time and do not communicate the information to FCC, I might be responsible for payment in full.**  Yes  No (If no, make sure you fill in all the information in the form below)

**Insurance: Primary** ID Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Insurance Phone Number: \_\_\_\_\_

Insurance Claim address: \_\_\_\_\_  
Street City State ZIP

We get insurance through **MEDICARE**, the **Military**, or employment with a **Federal government agency**: **YES** **NO**

Name of **Policy Holder**: \_\_\_\_\_ Relationship to client: \_\_\_\_\_

Address (If different from above): \_\_\_\_\_  
Street City State ZIP

**Policy holder's /insured parent's:** ID Number: \_\_\_\_\_, Social Security#: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Birth: \_\_\_\_\_, (If Insurance is through Employer) Employer Name: \_\_\_\_\_

Employer's address: \_\_\_\_\_  
Street City State ZIP

**Co-Pay** Amount: \_\_\_\_\_ **Deductible** amount: \_\_\_\_\_ **Pre-authorization** required: Y N. **If yes, Number to call:** \_\_\_\_\_

**Important: In order to bill your insurance, we must have a copy of your insurance card on file.**

### Other Insurance(s).

ID Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Insurance Phone Number: \_\_\_\_\_

Insurance Claim address: \_\_\_\_\_  
Street City State ZIP

Name of Policy Holder: \_\_\_\_\_ Relationship to client: \_\_\_\_\_

Address (If different from above): \_\_\_\_\_  
Street City State ZIP

Policy holder Social Security Number: \_\_\_\_\_ Policy holder Date of Birth: \_\_\_\_\_  
(If Insurance is through Employer): Employer Name: \_\_\_\_\_

Employer's address: \_\_\_\_\_  
Street City State ZIP

**Co-Pay** Amount: \_\_\_\_\_ **Deductible** amount: \_\_\_\_\_ **Pre-authorization** required: Y N  
If yes, Number to call: \_\_\_\_\_

## Financial Agreement:

- I understand and agree that it is **my responsibility** to understand my benefits for mental health services, to be aware of any co-payment, deductible, pre-authorization, or limits that apply to my plan, and to inform my therapist of these.
- I understand that any co-payment is due **at the time of service**.
- If my insurance coverage changes during the course of treatment, **I agree to notify Family Circle Counseling prior to the change**.
- In the event that I fail to communicate any information regarding my insurance plan(s), co-pays, deductibles, pre-authorization or changes, I agree that I **will be responsible for any charges** that are denied as a result.
- I understand that I am responsible for all charges **whether or not** paid by insurance. **This includes amount re-claimed by insurances, whichever the date of the re-claim.**
- I certify that I (or my dependant) have insurance coverage(s) as noted above **and only these** and I assign directly to Family Circle Counseling all insurance benefits, if any, otherwise payable to me for services rendered.
- I hereby authorize the healthcare provider to release to my insurance carrier and to the healthcare provider's billing service all information needed to secure the payment of benefits, and to mail patient's statements. I authorize the use of this signature on all insurance submissions.
- I certify that I have read and filled out this form completely to the best of my knowledge.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Relationship to client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Family Circle Representative Signature

\_\_\_\_\_  
Date

## Adult Intake Questionnaire

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

Referred by: \_\_\_\_\_

Why are you seeking therapy at this time? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CURRENT FAMILY INFORMATION

Partner's Name: \_\_\_\_\_ Yrs. Married/Involved \_\_\_\_\_

Please list children (whether or not they are living with you) and other household members:

Name	Age	Sex	Relationship to Client

Other significant information about your/your partner's family that would be helpful to know? Family history of medical and/or mental health problems? Please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MEDICAL/MENTAL HEALTH HISTORY

Do you currently have any medical problems (include chronic health problems such as asthma, diabetes, etc.)? If so, please list. \_\_\_\_\_

\_\_\_\_\_

Current medications: \_\_\_\_\_

Have you ever had surgery? \_\_\_\_\_

Have you had accidents that resulted in serious injury? \_\_\_\_\_

**Physical Symptoms**

- \_\_\_\_\_ shortness of breath
- \_\_\_\_\_ fatigue
- \_\_\_\_\_ poor appetite
- \_\_\_\_\_ back pains
- \_\_\_\_\_ can't sleep
- \_\_\_\_\_ panic attacks
- \_\_\_\_\_ other (specify) \_\_\_\_\_
- \_\_\_\_\_ poor memory
- \_\_\_\_\_ overweight
- \_\_\_\_\_ underweight
- \_\_\_\_\_ chest pains
- \_\_\_\_\_ always hungry

Have you ever had outpatient/inpatient mental health treatment? \_\_\_yes \_\_\_no

Dates of Service: \_\_\_\_\_

Location : \_\_\_\_\_

Therapist(s): \_\_\_\_\_

Psychiatrist(s): \_\_\_\_\_

Medications prescribed? \_\_\_yes \_\_\_no

Name _____	Dose _____
Name _____	Dose _____
Name _____	Dose _____

Are you currently experiencing any of the following problems/symptoms? When did these problems begin?

Check all that apply.

- \_\_\_\_\_ depressed or irritable mood most of the day, nearly every day
- \_\_\_\_\_ diminished pleasure in activities
- \_\_\_\_\_ decrease or increase in appetite
- \_\_\_\_\_ insomnia (too little sleep) or hypersomnia (too much sleep)
- \_\_\_\_\_ fatigue or loss of energy
- \_\_\_\_\_ having excessive thoughts of worthlessness or inappropriate guilt
- \_\_\_\_\_ difficulty concentrating/thinking
- \_\_\_\_\_ suicidal thoughts or thoughts about dying
- \_\_\_\_\_ more talkative than usual or pressure to keep talking
- \_\_\_\_\_ racing thoughts
- \_\_\_\_\_ distractibility
- \_\_\_\_\_ agitation, anger outbursts
- \_\_\_\_\_ excessive involvement in pleasurable activities that have a potential for painful consequences (buying sprees, sexual activity, etc....)
- \_\_\_\_\_ feeling the need to be a perfectionist
- \_\_\_\_\_ feeling anxious
- \_\_\_\_\_ feeling irritable
- \_\_\_\_\_ experiencing lack of self confidence

- \_\_\_\_\_ experiencing temper outbursts
- \_\_\_\_\_ feeling over active
- \_\_\_\_\_ feeling not active enough
- \_\_\_\_\_ having upsetting and/or persistent thoughts
- \_\_\_\_\_ feeling nervous most of the time
- \_\_\_\_\_ experiencing poor self-control
- \_\_\_\_\_ unable to make decisions
- \_\_\_\_\_ feeling easily confused
- \_\_\_\_\_ having too high expectations of self
- \_\_\_\_\_ feeling unhappy
- \_\_\_\_\_ having too high expectations of others
- \_\_\_\_\_ not able to trust others
- \_\_\_\_\_ feeling isolated
- \_\_\_\_\_ experiencing school problems
- \_\_\_\_\_ experiencing work problems
- \_\_\_\_\_ experiencing feelings of loss and grief around:
  - \_\_\_\_\_ death
  - \_\_\_\_\_ divorce
  - \_\_\_\_\_ suicide

Have you ever been treated for alcohol or drug dependence? \_\_\_Yes \_\_\_No  
 Are you concerned about your use of alcohol or drugs? \_\_\_Yes \_\_\_No

Has anyone in your family/extended family had drug/alcohol problems or been treated for alcohol/drug dependence?  
 Please explain: \_\_\_\_\_

Have you ever been \_\_\_sexually abused, \_\_\_physically abused, \_\_\_emotionally abused? YES NO  
 By whom? \_\_\_\_\_

Is there abuse in your present relationships/family? YES NO  
 Do you worry about being abusive? YES NO

**FAMILY/RELATIONSHIP**

Are you experiencing any of the following difficulties?

- \_\_\_\_\_ difficulty with partner/spouse
- \_\_\_\_\_ staying away from home too much
- \_\_\_\_\_ difficulty with children
- \_\_\_\_\_ excessive arguing
- \_\_\_\_\_ difficulty with relatives
- \_\_\_\_\_ poor communication
- \_\_\_\_\_ sexual/intimacy problems
- \_\_\_\_\_ lack of understanding other
- \_\_\_\_\_ other (specify) \_\_\_\_\_

**SOCIAL PROBLEMS**

Is your daily functioning impacted by stressors such as

- racism
- sexism
- discrimination due to sexual preference
- discrimination due to physical and/or mental disability
- fear of crowds
- problems with your religion or faith
- not being liked by others
- experiencing loneliness
- lacking companionship
- experiencing dating problems
- experiencing job problems
- having panic attacks
- dealing with financial difficulties
- other (specify) \_\_\_\_\_

What are you most concerned about? . \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some of your goals for therapy? . \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where do you turn for support? Family? Friends? Faith/Spirituality? Work relationships? . \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What personal strengths have helped you in the past to deal with difficulties similar to those of concern today? . \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2356 University Ave W  
Suite 280  
Saint-Paul, MN, 55114  
651 646 1488 Phone  
651 646 2285 Fax



**Family Circle Counseling**

## **THERAPIST / CLIENT SERVICE AGREEMENT**

This document contains important information about FAMILY CIRCLE COUNSELING professional services and business policies. It also contains Client Rights and summary information about the Health Insurance Portability and Accountability Act (HIPPA) in the Notice of Privacy Practices. We are required by law to obtain your signature acknowledging that we have provided you with this information at the first session.

Please read this document carefully and ask your therapist any questions you may have. When you sign the consent to treatment form, it will represent an agreement between us. It will include understanding of this document and your agreement to its content.

### **Client Rights**

1. You have the right to request information about your therapist's qualifications, credentials, experience, specialization and education.
2. You have the right to obtain from another therapist a second opinion regarding the assessment and treatment plan developed to assist with your presenting problem.
3. You have the right to ask for an alternative referral at any time.
4. You have the right to inquire about fees for therapy, billing practices, insurance reimbursement, and other methods of payment.
5. You have the right to terminate therapy when you have reached your goals or believe therapy is no longer necessary.
6. You have the right to refuse the suggested intervention or treatment strategy indicated by your therapist.
7. The frequency and duration of therapy depends on many factors. It is your right to be part of determining jointly with your therapist how long and how often you will receive therapy.
8. You have the right to renegotiate therapy as often as needed.
9. You have the right to receive complete and accurate information regarding your diagnosis, treatment, risks and prognosis.
10. While exploring personal issues and making life changes you might experience emotional pain, discomfort and anxiety. You have the right to decide what to talk about and work on in and out of therapy. Nevertheless, your active participation will have the greatest positive effect on the outcome of therapy.
11. You have the right to confidentiality, unless you report to be in danger to yourself or others (Therapists must report to appropriate agencies if you are suicidal or homicidal). Limits also include misconduct of other mental health professionals, suspected abuse of children and vulnerable adults, prenatal exposure to controlled substances, court ordered reports, potential use of a collection agency, and insurance agencies. In these situations, there are limits to confidentiality .

12. If you are a minor, you have the right to request that data about you be kept from your parents. This request must be in writing. The request must include reasons for withholding information from parents.
13. If you are parent of a minor child, you have the right to access information unless a written request has been made by your child to deny access to information.
14. You have a right to see your file
15. If you are denied coverage by your insurance company, you may either continue treatment on a fee-for-service basis or terminate therapy with a referral.

In addition, HIPAA provides you with several new or expanded rights with regard to your Clinical Records and disclosures of protected health information. These rights include requesting that the therapist amend your record; requesting restrictions on what information from your Clinical Records is disclosed to others; requesting an account of most disclosures of protected health information that you have neither consented to nor authorized; determining the location to which protected information disclosures are sent; having any complaints you make about our policies and procedures recorded in your records; and the right to a paper copy of this Agreement, the attached Notice form, and our privacy policies and procedures.

### **Professional Fees**

1. One (1) hour (50 minutes) of family, couples or individual therapy: \$150. Intake: \$200.
2. Clients utilizing insurance are responsible for their co-pay and deductible **at the time of service.**
3. If the client is not utilizing insurance, full fee is expected **at the time of service.**
4. Cancellations made with less than 24 hours notice and failure to show for an appointment may be subject to a full charge of \$150.00.
5. It is the client's responsibility to be aware of insurance coverage. Any changes not covered by insurance become the liability of the client.

### **Contacting your therapist:**

To schedule an appointment please contact your therapist directly. Since we are often seeing other clients you may reach our voicemail. Please leave a message with your phone number and a good time to reach you. When we are in the office, we check our messages throughout the day. On days that we are not there, we usually check at least once during the day. The exceptions to this are on weekends, holidays, or when a therapist is sick or on vacation. Therapist's voicemail message will be updated periodically as needed. In an emergency, you will be directed to contact your physician, an emergency room, 911 or to call the Crisis Connection at (612) 379-6363.

### **Limits on Confidentiality**

In most situations, we can only release information about you to others if you sign a written Authorization Form that meets certain legal requirements. Other situations require only that you provide written, advance consent. Your signature on the **Consent to Treatment Form** provides consent for the following activities:

- Consultation with other health and mental health professionals during which we make every effort to avoid revealing the identity of clients. The other professionals are also legally bound to keep the information confidential.
- We also may have contracts with secretarial services, billing services or accounting services. As required by HIPAA, we have a formal business associate contract with these businesses in which they

are required to maintain the confidentiality of this data except as specifically allowed in the contract or otherwise required by law.

- Disclosures required by health insurers.

There are other situations in which we are legally obligated to take actions such as in cases of possible child abuse, neglect or self harm. These limits and uses are detailed further in the Notice of Privacy Practices.

Your consent to this agreement is reflected in your signature of the Informed Consent to Treatment form that you sign during your intake session with your therapist.

2356 University Ave W  
Suite 280  
Saint-Paul, MN, 55114  
651 646 1488 Phone  
651 646 2285 Fax



Family Circle Counseling

## Electronic Media Policy

### Email

Clients understand that standard (unencrypted) e-mail is not considered a secure form of communication, and that Family Circle therapists will not send protected information via e-mail.

If however, knowing this, a client initiates communication with Family Circle therapists using e-mail, therapists may reply using an encrypted PDF if they judge that the information they are sending is protected health information. Client will need a PDF reading application (such as Preview on Macs or Adobe Reader on PCs) to decrypt and read such messages.

Unless client advises their therapist otherwise, the initial password used to encrypt messages will be the letters FCC followed by client's date of birth or child's date of birth, without spaces or other characters, in this format: **FCC01012015**

The password we will be using is: \_\_\_\_\_

### Texting

Texting is not considered a secure form of communication. If a client chooses to use texting as a form of communication, therapists will not send protected information in this manner. Their therapist may respond by calling the client on the phone if necessary.

### Use of Social Media

Family Circle therapists will not communicate via public media (Facebook, Instagram, Twitter, Snapshot or any other) under any circumstances.

### Use of photos and videos

If photos and/or videos are used in session, it will only be with the written permission of the client, and a clear understanding of their use and disposition.

This document is given to all clients at intake. **I acknowledge receipt and consent on the "Informed Consent to Treatment" form.**

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Family Circle Counseling

## 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 THIS NOTICE CAREFULLY.**

Your health record contains personal information about you and your health. This information about you that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services is referred to as Protected Health Information (“PHI”). This Notice of Privacy Practices describes how we may use and disclose your PHI in accordance with applicable law, including the Health Insurance Portability and Accountability Act (“HIPAA”), regulations promulgated under HIPAA including the HIPAA Privacy and Security Rules, and the *NASW Code of Ethics*. It also describes your rights regarding how you may gain access to and control your PHI.

We are required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices. We reserve the right to change the terms of our Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at that time. We will provide you with a copy of the revised Notice of Privacy Practices by posting a copy on our website, sending a copy to you in the mail upon request or providing one to you at your next appointment.

### HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

**For Treatment.** Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating, or managing your health care treatment and related services. This includes consultation with clinical supervisors or other treatment team members. We may disclose PHI to any other consultant only with your authorization.

**For Payment.** We may use and disclose PHI so that we can receive payment for the treatment services provided to you. This will only be done with your authorization. Examples of payment-related activities are: making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities. If it becomes necessary to use collection processes due to lack of payment for services, we will only disclose the minimum amount of PHI necessary for purposes of collection.

**For Health Care Operations.** We may use or disclose, as needed, your PHI in order to support our business activities including, but not limited to, quality assessment activities, employee review activities, licensing, and conducting or arranging for other business activities. For example, we may share your PHI with third parties that perform various business activities (e.g., billing or typing services) provided we have a written contract with the business that requires it to safeguard the privacy of your PHI. For training or teaching purposes PHI will be disclosed only with your authorization.

**Required by Law.** Under the law, we must disclose your PHI to you upon your request. In addition, we must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining our compliance with the requirements of the Privacy Rule.

**Without Authorization.** Following is a list of the categories of uses and disclosures permitted by HIPAA without an authorization. Applicable law and ethical standards permit us to disclose information about you without your authorization only in a limited number of situations.

As a social worker licensed in this state and as a member of the National Association of Social Workers, it is our practice to adhere to more stringent privacy requirements for disclosures without an authorization. The following language addresses these categories to the extent consistent with the *NASW Code of Ethics* and HIPAA.

**Child Abuse or Neglect.** We may disclose your PHI to a state or local agency that is authorized by law to receive reports of child abuse or neglect, when disclosure is mandated by the Child Abuse and Neglect or Elder/Dependent Adult Abuse Reporting law.

**Judicial and Administrative Proceedings.** We may disclose your PHI pursuant to a subpoena (with your written consent), court order, administrative order or similar process.

**Deceased Clients.** We may disclose PHI regarding deceased clients as mandated by state law, or to a family member or friend that was involved in your care or payment for care prior to death, based on your prior consent. A release of information regarding deceased clients may be limited to an executor or administrator of a deceased person's estate or the person identified as next-of-kin. PHI of persons that have been deceased for more than fifty (50) years is not protected under HIPAA.

**Medical Emergencies.** We may use or disclose your PHI in a medical emergency situation to medical personnel only in order to prevent serious harm. Our staff will try to provide you a copy of this notice as soon as reasonably practicable after the resolution of the emergency.

**Family Involvement in Care.** We may disclose information to close family members or friends directly involved in your treatment based on your consent or as necessary to prevent serious harm.

**Health Oversight.** If required, we may disclose PHI to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies and organizations that provide financial assistance to the program (such as third-party payors based on your prior consent) and peer review organizations performing utilization and quality control.

**Law Enforcement.** We may disclose PHI to a law enforcement official as required by law, in compliance with a subpoena (with your written consent), court order, administrative order or similar document, for the purpose of identifying a suspect, material witness or missing person, in connection with the victim of a crime, in connection with a deceased person, in connection with the reporting of a crime in an emergency, or in connection with a crime on the premises.

**Specialized Government Functions.** We may review requests from U.S. military command authorities if you have served as a member of the armed forces, authorized officials for national security and intelligence reasons and to the Department of State for medical suitability determinations, and disclose your PHI based on your written consent, mandatory disclosure laws and the need to prevent serious harm.

**Public Health.** If required, we may use or disclose your PHI for mandatory public health activities to a public health authority authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, or if directed by a public health authority, to a government agency that is collaborating with that public health authority.

**Public Safety.** We may disclose your PHI if necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. If information is disclosed to prevent or lessen a serious threat it will be disclosed to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

**Research.** PHI may only be disclosed after a special approval process or with your authorization.

**Verbal Permission.** We may also use or disclose your information to family members that are directly involved in your treatment with your verbal permission.

**With Authorization.** Uses and disclosures not specifically permitted by applicable law will be made only with your written authorization, which may be revoked at any time, except to the extent that we have already made a use or disclosure based upon your authorization. The following uses and disclosures will be made only with your written authorization: (i) most uses and disclosures of psychotherapy notes which are separated from the rest of your medical record; (ii) most uses and disclosures of PHI for marketing purposes, including subsidized treatment communications; (iii) disclosures that constitute a sale of PHI; and (iv) other uses and disclosures not described in this Notice of Privacy Practices.

## **YOUR RIGHTS REGARDING YOUR PHI**

You have the following rights regarding PHI we maintain about you. To exercise any of these rights, please submit your request in writing to our Privacy Officer at Family Circle Counseling, 2356 University Ave, Suite 280, St. Paul, MN 55114:

- **Right of Access to Inspect and Copy.** You have the right, which may be restricted only in exceptional circumstances, to inspect and copy PHI that is maintained in a “designated record set”. A designated record set contains mental health/medical and billing records and any other records that are used to make decisions about your care. Your right to inspect and copy PHI will be restricted only in those situations where there is compelling evidence that access would cause serious harm to you or if the information is contained in separately maintained psychotherapy notes. We may charge a reasonable, cost-based fee for copies. If your records are maintained electronically, you may also request an electronic copy of your PHI. You may also request that a copy of your PHI be provided to another person.
- **Right to Amend.** If you feel that the PHI we have about you is incorrect or incomplete, you may ask us to amend the information although we are not required to agree to the amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy. Please contact the Privacy Officer if you have any questions.
- **Right to an Accounting of Disclosures.** You have the right to request an accounting of certain of the disclosures that we make of your PHI. We may charge you a reasonable fee if you request more than one accounting in any 12-month period.
- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the use or disclosure of your PHI for treatment, payment, or health care operations. We are not required to agree to your request unless the request is to restrict disclosure of PHI to a health plan for purposes of carrying out payment or health care operations, and the PHI pertains to a health

care item or service that you paid for out of pocket. In that case, we are required to honor your request for a restriction.

- **Right to Request Confidential Communication.** You have the right to request that we communicate with you about health matters in a certain way or at a certain location. We will accommodate reasonable requests. We may require information regarding how payment will be handled or specification of an alternative address or other method of contact as a condition for accommodating your request. We will not ask you for an explanation of why you are making the request.
- **Breach Notification.** If there is a breach of unsecured PHI concerning you, we may be required to notify you of this breach, including what happened and what you can do to protect yourself.
- **Right to a Copy of this Notice.** You have the right to a copy of this notice.

### **COMPLAINTS**

If you believe we have violated your privacy rights, you have the right to file a complaint in writing with our Privacy Officer at Family Circle Counseling, 2356 University Ave, Suite 280, St. Paul, MN 55114 or with the Secretary of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201 or by calling (202) 619-0257. **We will not retaliate against you for filing a complaint.**

**The effective date of this Notice is September 2013.**



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**Family Circle Counseling**

**Notice of Privacy Practices  
Receipt and Acknowledgment of Notice**

**Patient/Client Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

I hereby acknowledge that I have received and have been given an opportunity to read a copy of [Insert Name of Social Work Organization]'s Notice of Privacy Practices. I understand that if I have any questions regarding the Notice or my privacy rights, I can contact [Insert Name of Privacy Officer and Contact Information].

\_\_\_\_\_  
**Signature of Patient/Client**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature or Parent, Guardian or Personal Representative**

\_\_\_\_\_  
**Date**

\* If you are signing as a personal representative of an individual, please describe your legal authority to act for this individual (power of attorney, healthcare surrogate, etc.).

**Patient/Client Refuses to Acknowledge Receipt:**

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**