

**Background Information**

Date of First Appointment: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_ DOB: \_\_/\_\_/\_\_ Age: \_\_\_\_ Sex:  M  F Ethnicity \_\_\_\_\_

Marital Status:  Single  Married  Separated  Divorced  Widowed

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

Check if we can leave a message on your:  Home phone  Work Phone  Cell Phone

**EMERGENCY CONTACT** (If client is under 18 or under legal guardianship, list Parent/Guardian)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Other Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**HEALTH CARE RESOURCES**

Private Insurance  Public Insurance (Medicaid)  None

Insurance Provider: \_\_\_\_\_

Policy/ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

Policy Holder (name as it appears on the insurance card): \_\_\_\_\_

Policy Holder Date of Birth: \_\_\_\_\_

Policy Holder Employer: \_\_\_\_\_

**CURRENT LIVING SITUATION & FAMILY HISTORY**

I live (check one):  Alone  w/Significant Other  in Community Based Shelter

Other: \_\_\_\_\_ Number of Persons in Home: \_\_\_\_\_

**CHILDREN LIVING IN HOME** (use back if needed)

Last Name: \_\_\_\_\_, First \_\_\_\_\_, MI \_\_\_\_ Age \_\_  Male  Female

Last Name: \_\_\_\_\_, First \_\_\_\_\_, MI \_\_\_\_ Age \_\_  Male  Female

Last Name: \_\_\_\_\_, First \_\_\_\_\_, MI \_\_\_\_ Age \_\_  Male  Female

**OTHERS LIVING IN HOME** (use back if needed)

Name: \_\_\_\_\_ Relationship to Client: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Client: \_\_\_\_\_

CHILDREN LIVING OUTSIDE OF HOME (use back if needed)

Last Name: \_\_\_\_\_, First \_\_\_\_\_, MI \_\_\_ Age \_\_\_  Male  Female

City & State \_\_\_\_\_ If minor, with whom \_\_\_\_\_

Last Name: \_\_\_\_\_, First \_\_\_\_\_, MI \_\_\_ Age \_\_\_  Male  Female

City & State \_\_\_\_\_ If minor, with whom \_\_\_\_\_

**PRESENTING PROBLEM/HISTORY OF PRESENTING PROBLEM**

Who referred you? \_\_\_\_\_

Please write a couple of sentences concerning the reason for your request of services.

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

Please check your employment status  Full-time  Part-Time  Unemployed  Not in Labor Force

If employed, who is your employer?  
\_\_\_\_\_

What is the highest level of education you have received? \_\_\_\_\_

In the past 60 days, how many days have you or the minor been absent from school and/or daycare?  
\_\_\_\_\_

Have you served in the military? \_\_\_ If so what is your current status? \_\_\_\_\_

Are you currently receiving any government assistance? \_\_\_ If so, what programs? \_\_\_\_\_

Please check all that apply  Medicaid  Medicare  SSI  SSDI

Are you currently using tobacco products? \_\_\_ If so, please describe your use. \_\_\_\_\_

How many days have you used tobacco in the past 30 days? \_\_\_\_\_

Are you currently using alcohol? \_\_\_ If so, please describe your use. \_\_\_\_\_

Are you currently using other substances? \_\_\_ If so, please describe your use. \_\_\_\_\_

How many times have you been in jail in the past 30 days? \_\_\_\_\_ 12 months? \_\_\_\_\_

Have you ever experienced (check all that apply):  Physical Abuse,  Emotional / Verbal Abuse,  
 Sexual Abuse / Molestation / Sexual Misconduct,  Neglect,  I would rather not answer these

Have you ever attempted suicide? YES or NO

If "yes," identify month & year of attempt(s) \_\_\_\_\_

Have you ever had thoughts of suicide? YES or NO

If "yes," identify month & year of latest thought(s) \_\_\_\_\_

MEDICAL

Are you currently under the care of a physician for medical problems/medication?  Yes  No

If yes, describe: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Are you currently taking medications?  Yes  No

If yes, list those you are currently taking (use back if needed):

Medication	Strength & Dosage	Length Taken	Purpose & Side Effects
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

Please list any allergies: \_\_\_\_\_

Are you currently receiving behavioral/mental health services elsewhere?  Yes  No

If yes, provide the following:

Date	Type*	Where	Purpose/Diagnosis
_____	_____	_____	_____

\* out-patient, in-patient, crisis intervention, day treatment, group, etc.

Have you received behavioral/mental health services in the past?  Yes  No

If yes, provide the following (use back if needed):

Date	Type*	Where	Purpose/Diagnosis
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How many self-help meetings have you attended in the past 30 days? \_\_\_\_\_

Please include any other information you feel is important for therapist to know.

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

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Please check all that apply  Medicaid  Medicare  SSI  SSDI

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Medication	Strength & Dosage	Length Taken	Purpose & Side Effects
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

Please list any allergies: \_\_\_\_\_

Are you currently receiving behavioral/mental health services elsewhere?  Yes  No

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How many self-help meetings have you attended in the past 30 days? \_\_\_\_\_

Please include any other information you feel is important for therapist to know.

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

**Online Consent For Treatment**

**Statement of Professional Disclosure**

You may access the laws and regulations which govern said professionals at the following websites:

LMFT, LPC: [http://www.ok.gov/health/Protective\\_Health/Professional\\_Counselor\\_Licensing\\_Division/index.html](http://www.ok.gov/health/Protective_Health/Professional_Counselor_Licensing_Division/index.html).  
LADC: <http://www.okdrugcounselors.org/>.

**Right as a Client of Family Solutions Counseling**

*Please make sure you read and understand this and all forms.*

Family Solutions Counseling (FSC) is comprised of the following therapists: Rebel Buersmeyer, LMFT, Carrie Kyger, LMFT, and Joshua Nichols, LMFT. Counseling services are voluntary. By signing this form, you acknowledge you are consenting to receive services necessary for yourself, your child and/or family, including diagnosis and treatment. FSC utilizes a team approach to treatment; therefore, as a client of FSC, you understand that our team approach to treatment may include case consultation, assessment, and treatment planning. By signing this form, you are also consenting to the possibility of your record being a "shared file" among multiple therapists at FSC. Whether or not to "share" your record will be determined on a case by case basis. Your consent to receive services does not waive your legal rights as recognized under Oklahoma law. Our conversations and your records are confidential. Information regarding your records or services is not available to anyone unless:

- You give your written permission on a release of information form.
- A court orders me to disclose records.
- A legal guardian gives written permission to release the information of a minor child.
- In an emergency situation when your personal safety or the safety of others may be threatened (Duty to Warn).
- There is a suspicion or report of abuse or neglect of children, elderly or disabled persons.

**No Secrets Policy**

As systemically trained therapists, we view the client, couple, and/ or family as the unit of treatment. Therefore, we adhere to a "no secrets policy" in our work. This means that your therapist may choose to NOT partake in "keeping secrets" from members of the therapeutic system. Thus, if you are partaking in couple's or family therapy, any information you disclose to your therapist may openly be discussed with other participating parties as part of treatment. Therefore, if you strongly desire to discuss matters other parties involved in therapy may or may not be aware of, and you desire to keep those matters secret, simply notify your therapist of this desire and s/he will set you up with an individual counselor to discuss the matters of concern.

**You have a right to review all written reports about our work before they are sent/released.**

It is further understood that your mental health insurance providers may request some records (e.g.) treatment plans or session notes in order to verify services and to assure the quality of services being provided. You will be informed when these circumstances occur. You have a right and responsibility to review these documents. Also be aware that peer consultation may occur between providers to assure services are appropriate and beneficial to you and/or your family.

You may request to have communication between therapist and your Primary Care Provider regarding evaluation and treatment information upon signing a release of information form. Upon request that your records be sent to another professional or agency, your wishes will be fulfilled with promptness upon receipt of your written request for information and provided there is no outstanding balance on your account.

Requested records may be protected under 42 C.F.R. Part 2, governing Alcohol and Drug Abuse patient records, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. pts. 160 & 164, State Confidentiality laws and regulations and cannot be released without your consent unless otherwise provided for by regulations. State and Federal law regulations prohibit any further disclosure of such records without your specific written consent or when otherwise permitted by such regulation.

You have the right to refuse any service which you do not want and to discontinue any services you have already started. However, if you choose to discontinue treatment against professional advice, a notation to that effect will be placed in your records. In the event of court-ordered clients, the terms of the court may supersede this right.

<p><b>Office Use Only: Client Record #:</b> _____ <b>Released To:</b> _____ <b>Date Released:</b> _____</p> <p><i>Confidential</i> <span style="float: right;"><i>Revised 08/17</i></span></p>
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It is the policy of Family Solutions to treat all clients and not to discriminate with regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, or disability.

**Records and Emergency Procedures**

Licensed Mental Health Professionals hold the confidentiality of records to the highest standards. Therefore, client confidentiality is protected upon his/her incapacitation from death or disability. Records will not be released to a third party unless a waiver is signed by the client. If your therapist becomes incapacitated from death or disability, your records will remain and be maintained by Family Solutions Counseling.

I would like to sign a waiver electing to release my records to a third party upon my incapacitation from death or disability.

**Confidentiality of Electronic Communications and Social Media**

Confidentiality of Electronic Communications includes, but is not limited to, E-mail, Cell Phone Communication, Text, and Social Media Websites. If you choose to e-mail your therapist, it is preferred that you do so by setting up an account via [therapyappointment.com](http://therapyappointment.com), which is encrypted and HIPAA compliant. Please call the office with help setting up your login. If you call your therapist, please be aware that unless you are both on landline phones, the conversation is not confidential. Likewise, text messages are not confidential. The landline number for your therapist is (405) 242-5305. **Please take note that FSC cannot guarantee confidentiality if you choose to email from your personal account or call or text from a cellular phone. The preferred method of communication is by landline phones.** Family Solutions Counseling maintains several social media accounts. You are welcomed to utilize FSC's social media websites for purposes of education and keeping updated of event opportunities; however, confidentiality of friending, fanning, following, and interacting cannot be guaranteed.

Your therapist will make every effort to keep all information confidential. Likewise, if you are working online together, your therapist asks that you remove yourself from a public area and go to a secure location where you can participate in your session without fear of interruption and/or others listening in on your session. Your therapist also asks that you determine who has access to your computer and electronic information from your location. This would include family members, co-workers, supervisors, and friends. Your therapist encourages you to only communicate through a computer that you know is safe (i.e., wherein confidentiality can be ensured). Be sure to fully exit all online counseling sessions. If you are unable to connect or are disconnected during a session due to a technological breakdown, please try to reconnect within 10 minutes. If reconnection is not possible, call to finish your session via telephone or schedule a new session time.

**Services**

Family Solutions Counseling provides family, couples, group and individual therapeutic mental health and relationship services.

Your therapist offers traditional in-office therapy; as well as, a variety of online and/ or distance therapy formats. You will be interviewed and may be asked to fill out some questionnaires to assist your therapist in determining how best to help you.

Services do not include:

- Personality, ability, or vocational interest testing or evaluations.
- Custody evaluations and/or forensic reports
- Prescription of medications or treatment of problems for which medication or hospitalization may be the treatment of choice, such as major depression, suicidal intention, hallucinations, delusions, etc.

Telephone Procedures:

If you need to speak with your therapist between sessions, please call (405) 242-5305. Your call will be returned as soon as possible. Messages are checked daily (but never during the night time). Messages are checked less frequently on weekends and holidays

Emergency Services:

Family Solutions Counseling is not an emergency service. Therefore, in the event of an emergency, you are advised to contact the Oklahoma County Crisis Line at 405-522-8100, Suicide Prevention Hotline at 1-800-SUICIDE (1-800-784-2433, Reachout National Hotline Crisis and Information Line at 1-800-522-9054 , dial 911, or go to the emergency room of the nearest hospital.



**What can you expect from Online Therapy:**

The duration of treatment is different for each person and can be difficult to estimate; your therapist will address any concerns that you have about this. If you are not feeling satisfied with your treatment for any reason, you are asked to discuss this directly with your therapist. They will work with you to uncover what might be preventing progress. Your therapist may modify goals with you if appropriate. Your therapist may also make a referral for you to (an) other professional (s) if necessary, and/or at your request. Sometimes people find that they have a temporary increase in their level of distress when beginning psychotherapy, because the process of working on personal issues can be difficult; please be aware of this.

You as the client understand that phone and online sessions have limitations (as well as benefits) compared to in-person sessions, among those being the lack of "personal" face-to-face interactions, the lack of visual and audio cues in the therapy process, and the fact that insurance companies may not cover this type of therapy. **It is your responsibility to check with your insurance company concerning whether or not they will cover mental health treatment via online or telephone.** You understand that telephone/ online psychotherapy with your therapist is not a substitute for medication under the care of a psychiatrist or doctor. **You understand that online and telephone therapy may not be appropriate if you are experiencing a crisis or having suicidal or homicidal thoughts.** You also understand that your therapist follows the laws and professional regulations of the State of Oklahoma (USA).

**Counseling, Legal Issues, Court Reports and Testimony**

As a counselor, I am frequently asked to provide counseling services to a child or family, whose parents or guardians are involved with legal disputes or challenges involving custody, visitation or other court related issues. The regulations and codes of ethics under which I practice my profession specifically describe how I legally may or may not conduct my services in matters involving legal decisions.

If I accept a child, adult or family as a client for counseling services, I cannot be used as an expert witness for any forensic purposes. As your counselor, I would only be able to serve as a "fact" witness in any legal report, deposition or testimony. I could only provide factual information about services you received, and only when the client and/or legal guardian gives her/his written permission to waive confidentiality. Waivers of privilege/ confidentiality must describe what specific information is to be released, to whom, for what purpose and for how long the release is valid. As a factual witness, I may not offer any conclusions, opinions or recommendations. I can report that I provided X number of sessions; that we have developed a counseling plan; what the goals and objectives of the plan are, and other "facts".

I will charge a fee for report writing, telephone consultations with attorneys, depositions, and court appearance and testimony. I will provide clients with a fee schedule that details the amounts charged for these services.

**Payment for Services:**

Payments for services must be made prior to the time of each session. Insurance typically will not cover online therapy. You may make payment via check or credit card. Your therapist asks that you provide credit card information at the bottom of this form, which you agree to allow your therapist to charge for all balances.

**Cancellation Policy:**

As outlined in the financial agreement, you will be billed a flat rate of \$100.00 if you miss an appointment or cancel without providing at least 24 hours notice.

**\*\*I have read the "Online Consent for Treatment" form and agree to the terms of consent. I understand and agree to the limits and conditions of therapy.\*\***

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

You and your therapist will discuss this Consent for Treatment during your first session. If your sessions are scheduled online, please fax this form with signatures to (405) 242-5345 Attn: Rebel Buersmeyer then snail mail original to:

Family Solutions Counseling, PLLC  
Attn: *Rebel Buersmeyer*  
10400 N. Vineyard Blvd., Suite A  
Oklahoma City, OK 73120

**Credit Card Information:**

I give Family Solutions Counseling my permission to charge the card ending in (*enter last 4 digits of card*) \_\_\_\_\_ for any remaining balances on my account given that payment has not been received in a timely fashion, including but not limited to, insurance company failure to pay 90 days after filing insurance claim, payment not being made prior to session, bounced checks, cancellations without giving 24 hours notice to therapist or missed appointments, or other services provided by therapist such as letter writing, phone calls, or court-related work.

I agree to the terms as outlined above,

Signature \_\_\_\_\_ Date \_\_\_\_\_

Card must be in name of client

Name (as appears on card): \_\_\_\_\_

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

Card Number: \_\_\_\_\_

CVV: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Zip: \_\_\_\_\_

**ACKNOWLEDGMENT OF RECEIPT  
OF NOTICE OF PRIVACY PRACTICES**

Notice to Patient:

We are required to provide you with a copy of our Notice of Privacy Practices. The notice states how we may use and/or disclose your health information.

Please sign this form to acknowledge receipt of the Notice.

You may refuse to sign this acknowledgment, if you wish

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**I acknowledge that I have received a copy of this office’s Notice of Privacy Practices.**

\_\_\_\_\_  
Please print your name here

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

We have made every effort to obtain written acknowledgment of receipt of our Notice of Privacy from this patient, but it could not be obtained because:

- The patient refused to sign.
- Due to an emergency situation, it was not possible to obtain an acknowledgment.
- We weren’t able to communicate with the patient.
- Other (please provide specific details) \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Appointment Reminders**

You can receive an appointment reminder to your email address, your cell phone (via a text message), or your home phone (via a computer generated voice message) the day before your scheduled appointments. This service is provided as a courtesy. A 3rd party is used to handle these reminders, and although the delivery rate is at 99%, there are circumstances where messages will not be successfully delivered (if users are on the phone, out of service, etc). It is YOUR responsibility to record and keep any appointments that have been made, as we cannot guarantee you will successfully receive a reminder every time.

**Online Appointment Scheduling**

You can also enjoy the convenience of online scheduling at any time. Provide an email address to set up online scheduling. You will receive an email from TherapyAppointment with a link to create your Client Portal login. Once your account has been established, you simply visit **www.therapyappointment.com** and click on 'Find A Therapist' in the bottom center of the screen, type in your therapists full name (i.e. Joshua P Nichols, Carrie Kyger, Rebel Buersmeyer) to schedule or reschedule your appointments. You may continue to schedule appointments in person or by telephone; however, if you have Internet access, you are sure to enjoy the convenience of this online system.

Your name: \_\_\_\_\_

Your email address: \_\_\_\_\_

Your cell phone number: \_\_\_\_\_

Where would you like to receive appointment reminders? (check ONE)

\_\_\_\_\_ Via a text message on my cell phone (normal text message rates will apply)

\_\_\_\_\_ Via an email message to the address listed above

\_\_\_\_\_ None of the above. I'll remember my appointments on my own.

***Note: Missed appointment fees will still apply***

Appointment information is considered to be "Protected Health Information" under HIPAA. By my signature, I am waiving my right to keep this information completely private and requesting that it be handled as I have noted above.

Client Signature \_\_\_\_\_