1701 East Evergreen Boulevard, Vancouver, WA 98661 (360) 603-9443

Dear Client,

Thank you for considering me as a resource at this time. I look forward to working with you, and I trust that you will experience a professional approach with an atmosphere of warmth and sensitivity to your situation and concerns.

In order to make the best use of our time together, please take time to read and fill out the following documents. I realize it may seem like a lot of information, but taking time to review and complete it now will help us make the best use of our time together and will help you be informed about the process and my policies.

- 1. INFORMED CONSENT AND OFFICE POLICIES: This document outlines my policies and the therapy agreement. If you agree to these terms, please sign and date the document. At your request, I will provide you with a copy after we review it in our first session.
- 2. HIPAA NOTICE OF PRIVACY PRACTICES: This describes the federal regulations regarding the use and disclosure of your health information. After reviewing this document, please sign and date the ACKNOWLEDGEMENT OF RECEIPT OF THE NOTICE OF PRIVACY PRACTICES.
- 3. AUTHORIZATION TO RELEASE INFORMATION AND ASSIGNMENT OF INSURANCE BENEFITS: This document allows me to provide information to your insurance company in order to submit a claim for payment for my services. It also confirms your understanding that you are responsible for all charges not paid by your insurance company.
- 4. CLIENT INFORMATION FORM: This document will provide me with information that will help me better understand you and the circumstances that are causing you to seek services at this time. Please complete it as thoroughly as possible prior to our first appointment.

Please complete these documents and bring them to your first appointment, <u>along with a copy of your insurance card</u>. If you are unsure about any of the information included in these documents, feel free to contact me by phone or email before your appointment, or we can discuss them at our first meeting.

Again, thank you for entrusting me with your mental health care. I consider this to be a privilege, and I will do my best to make the therapy process as comfortable as possible while achieving the goals that you desire. With that in mind, I encourage you to take some time to consider what your goals for therapy are and what outcomes you hope to achieve. This will help ensure that we are working as collaboratively and efficiently as possible to achieve those outcomes.

I look forward to meeting you. Don't hesitate to contact me if you have any questions.

Sincerely,

Jennifer Bearse, PsyD

1701 East Evergreen Boulevard, Vancouver, WA 98661 (360) 603-9443

Informed Consent and Office Policies

Please read the following information carefully and initial after each section. If you have any questions, please wait to initial and sign this form and we can discuss it together. Your signature at the bottom of this sheet signifies you have read, understood, and agree to abide by these policies, and that you have received a copy of the policies for yourself.

Appointments: Your appointment time is held exclusively for you and cannot usually be filled on short notice. If you fail to keep an appointment, you will be charged for the time as though you attended. **Insurance companies do not absorb costs incurred for this reason,** so please keep track of your scheduled appointments as you will be responsible for this payment. For appointments canceled with less than 24 hours notice (not including weekends or major holidays) we will charge \$50, no matter what the reason. As for a missed appointment, insurance companies will not cover this charge, so you will be responsible for covering this fee in full.

INITIAL HERE _____(Patient/and or responsible party)

Insurance: Your insurance policy is a contract between you and the insurance company. You are responsible to check with your insurance company regarding your coverage and to track this coverage as treatment progresses. Some things to keep in mind are: Are you currently covered? Is Dr. Bearse a provider whose services are paid under this plan? What is your annual deductible? What is the percent of coverage? What is the maximum benefit for outpatient mental health coverage? Remember: You are responsible for bills whether insurance pays or not. We will bill your insurance for our services and we will assist you with insurance issues and questions, but we cannot guarantee your benefits or the amounts covered, and we are not responsible for the collection of payments. In some cases, insurance companies may not consider some services reasonable or necessary and may not cover them. In such cases, the person responsible for payment must cover the cost of all services not covered by insurance companies or third party payers. In addition, the person responsible for payment is also responsible for costs not paid by insurance companies or third-party payers after 90 days.

INITIAL HERE _____(Patient/and or responsible party)

Fees: My rates are as follows: \$250 for an initial evaluation and \$175 for subsequent 50-minute sessions, \$175 an hour for testing, assessments, and report writing, and \$100 an hour for other professional services (telephone conversations, meetings/consultations with other professionals). Full payment on the balance due for an evaluation is required before the report will be released to you or the person you designate. Participation in legal proceedings are \$300 an hour and \$180 an hour for preparation and travel time. **Payment (or co-payment)** by cash or check is expected at the time of the visit unless other arrangements have previously been made. These rates are subject to change.

INITIAL HERE _____(Patient/and or responsible party)

Billing: You will be billed monthly for any outstanding balance. **Payment by the 15th of the month**, according to our written agreement, is appreciated. Should the bank return your check, there will be a \$25.00 returned check charge. As a last resort, your account may be turned over to an attorney or to a collection agency for collection and you will be held responsible for any legal or collection costs incurred.

INITIAL HERE _____(Patient/and or responsible party)

Medicaid: I am not a Medicaid provider. Because of that, Medicaid will not allow me to bill them for your claims, even with the intent of billing your secondary insurance. You have the choice to pay privately or find a Medicaid provider to serve you.

INITIAL HERE(P	Patient/and or responsible party)
	ent who attends an appointment under the influence of drugs and/or alcohol may not be seen. issed appointment and billed accordingly.
INITIAL HERE(Pa	Patient/and or responsible party)
absolute privacy. This is almessages left after busines possible, at a maximum wi	Icies: I use a cellular phone as my primary business line and, therefore, cannot guarantee lso true of email correspondence. Messages can generally be left for me 24 hours a day, though ss hours may not be checked until the following day. I will return phone calls as soon as ithin 48 hours. Please feel free to call again if you have not heard back from me in that in emergency, call 911 or the Clark County Crisis Line at 360-696-9560, or go to your nearest
INITIAL HERE(Page 1	Patient/and or responsible party)
confidential and will not be suspected abuse or neglect danger to yourself or to an cases of medical emergence	Release of Information: Your participation in treatment and all information about you is the disclosed to anyone without your written consent. The only exceptions are: a) cases of the control of a child or vulnerable adult, b) cases where I believe you present a clear and imminent nother person, c) cases where a court subpoenas me to testify or subpoenas my records, d) below, or e) cases where an insurance company is helping to pay your fee and requires sist and/or reports about treatment.
INITIAL HERE(Page 1	Patient/and or responsible party)
information. Additionally, as HIPAA), and by State law (a) how clinical informatio	and Practices : We are committed to preserving the privacy of your personal health, we are required by Federal law (Health Insurance Portability and Accountability Act, known we to protect the privacy of your personal information and to offer you a Notice that describes on about you may be used and disclosed and (b) how you can get access to this information. The HIPAA Notice of Policies and Practices should you wish to have a complete copy for your
INITIAL HERE(Pa	Patient/and or responsible party)
terms. You consent to the necessary to complete the	Ement: Your signature below indicates that you have read this agreement and agree to its use of a diagnosis in billing, and to the release of that information and other information billing process. You agree to pay the stated fees. Your signature also serves as an have received the <i>HIPAA Notice of Policies and Practices</i> described above.
Signature	Date
Please print patient name	
Signature of financially res	sponsible party if not patient Date
Please print your name and	d relationship to patient

1701 East Evergreen Boulevard, Vancouver, Washington 98661 (Revised 8/2013)

HIPAA NOTICE OF PRIVACY PRACTICES

This notice describes how medical and psychological information about you may be used and disclosed, and how you can aet access to this information.

I am required by federal and state law to maintain the privacy of your health information, and to provide you with a description of our privacy practices. This notice will tell you how your provider will use medical information here in this office, when and how it can be shared with other professionals and organizations, and how you can see it. If you have any questions, I will be happy to help you understand our procedures and your rights.

I. What Is Protected Health Information?

Protected health information (PHI) is information in your treatment record that identifies you (i.e. name, date of birth, etc.). Each time you visit me, information is collected about you and your health, and recorded in your health care records. PHI is likely to include information such as your personal history, reasons for coming to treatment, your diagnoses and treatment plan, progress notes for each session, records or reports from other providers or agencies who have treated or evaluated you, psychological test scores, information about medications you took or are taking, and billing and insurance information.

II. Privacy And The Laws About Privacy

I am required to tell you about privacy because of a federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA requires me to protect the privacy of your PHI, to tell you about your rights and my legal duties in regard to your PHI, and to tell you about our privacy practices. I am obligated to obey the rules described in the most current version of this notice.

III. Uses And Disclosures With Your Consent

I may use and disclose PHI for purposes of treatment, payment, and health care operations. "Use" applies to activities within my office that help to manage the services I provide. "Disclosure" applies to activities outside the office, such as releasing, transferring, or providing access to other individuals or organizations. "Consent" refers to your agreement to the policies described in this document, which you indicate through your signature on the "Acknowledgment of Receipt of Notice of Privacy Practices."

<u>Treatment.</u> I will use your medical information to provide you with psychological treatments or services such as individual, family, or group therapy; psychological or educational testing; treatment planning; or measuring the benefits of services provided. I may share your PHI with others who provide treatment to you, such as your physician, or if/when I refer you to other healthcare professionals. I may also receive PHI from other healthcare professionals involved in your care, which will go into your records here.

<u>Payment.</u> I may use your information to bill you, your insurance, or others, so that I can be paid for the treatments provided to you. I may contact your insurance company to find out what services your insurance plan covers. I may have to tell your insurance company about your diagnoses, the treatments you have received, treatment plan, and your progress in order to be reimbursed for my services.

<u>Healthcare operations.</u> I may use your PHI for activities related to the performance, operation, and maintenance of the practice, such as quality assessments, business-related matters such as audits and administrative services, and for case management or care coordination. For example, I may hire a billing service to submit bills to insurance companies. Under the law, providers of such services are called "business associates." To protect your privacy, any business associates will

agree to safeguard your information, and they will receive only the PHI required to do their job. I may also use and disclose PHI to schedule appointments with you or to provide you with appointment reminders.

IV. Uses And Disclosures That Require Your Authorization

I may use and disclose your PHI for purposes outside of treatment, payment, and healthcare operations with your written authorization. An authorization is specific, written permission above and beyond general consent. When information is disclosed for purposes other than treatment, payment, and healthcare operations, such as consulting with a child's teacher, I will obtain an authorization form from you before releasing the information. You may cancel your authorization in writing at any time. I would then stop using or disclosing your information for that purpose. Of course, I cannot take back any information already disclosed or used with your permission.

V. Uses And Disclosures That <u>Do Not</u> Require Your Consent Or Authorization

I may use or disclose your PHI without your consent or authorization under circumstances such as those described below. If any of these situations arise, I will attempt to discuss it with you before taking action, and will disclose only necessary information.

<u>Abuse or neglect</u>: If I have reasonable cause to believe that a child, elderly person, or other vulnerable adult has been abused, exploited, or neglected, I am required to report my suspicion to law enforcement and to the Department of Social and Health Services.

<u>Legal proceedings:</u> If you are involved in a lawsuit or legal proceeding, and I receive a subpoena, discovery request, or other lawful process, I may have to release PHI.

<u>Law enforcement</u>: I may be required to release information to law enforcement officials.

Government oversight: As a health care provider, I am subject to oversight by federal and state agencies. If a government agency makes a lawful request, I may be required to disclose PHI as part of audits, inspections, or investigations.

<u>Veterans and military personnel:</u> I may be required to disclose PHI of current or past members of the armed forces, security, or intelligence services to government authorities, or to benefit programs relating to eligibility and enrollment.

Worker's compensation: I may be required to disclose PHI to workers' compensation and disability programs to the extent necessary to comply with laws relating to programs that provide benefits for work-related injuries or illness.

Threat to safety: I may use or disclose PHI if I believe it is necessary to prevent a serious threat to you or to someone else.

<u>Medical emergency</u>: In the event of a medical emergency or involuntary commitment, I may disclose PHI to facilitate treatment.

<u>Healthcare providers:</u> As a result of state regulations adopted by the Washington State Department of Health, I am required to report another healthcare provider in the event of a final determination of unprofessional conduct, a determination of risk to patient safety due to a mental or physical condition, or if I have actual knowledge of unprofessional conduct by another licensed provider. *Note: If you yourself are a healthcare provider, and we believe that your behavior is a clear and present danger to your patients or clients, I am also required to report you.*

VI. Your Rights Concerning Your Health Information

HIPAA provides you with the following rights regarding your clinical record and disclosures of your PHI. Requests must be made in writing.

<u>Right to request restrictions:</u> You have the right to ask me to limit the use and disclosure of your PHI. Although I am not required to agree to a restriction you request, if I do agree, I will honor the request except when it is against the law, in an emergency situation, or when the information is necessary to treat you.

<u>Right to confidential communications:</u> You have the right to ask me to communicate with you about your health and related issues in a particular way, or at a certain place that is more private for you. For example, you can ask me to call you to schedule appointments at home, rather than at work, or to send mail to someplace other than your home address.

<u>Right to inspect records:</u> You have the right to look at the health information I have about you, such as your medical and billing records. You can get a copy of these records, but I may charge you for postage and a state-determined rate for copying. I may deny access to PHI under some circumstances. If I do so, I will explain any options you may have for a review of that decision.

<u>Right to amend:</u> If you believe that the information in your records is incorrect or missing something important, you can ask me to make additions to your records to correct the situation. This request must be made in writing, and include the reasons you want to make the changes. If I do not approve your request, I will tell you why, and explain any right you may have to file a written statement of disagreement.

Right to a paper copy: You have the right to a copy of this notice.

Right to an accounting: You have the right to request an accounting of disclosures of PHI to which you did not consent or provide authorization. I am not required to account for disclosures of PHI for treatment, payment, or healthcare operations, or for which you provided consent or authorization.

VII. If You Have Questions Or Problems

If you need more information or have questions about the privacy practices described above, please speak to me. If you have concerns about how your PHI has been handled, or if you believe your privacy rights have been violated, please contact me immediately so I can address your concerns together with you. If this does not resolve your concerns, you have the right to file a complaint with the Secretary of the U.S. Department of Health and Human Services. I can provide you with the form for the complaint. Filing a complaint will not limit your care here, and I will not take any actions against you if you complain. Complaints may be filed with:

Health and Human Services Region X – Seattle (Alaska, Idaho, Oregon, Washington) Linda Yuu Connor, Regional Manager Office for Civil Rights U.S. Department of Health and Human Services 2201 Sixth Avenue - M/S: RX-11 Seattle, WA 98121-1831 Voice Phone (206)615-2290 FAX (206)615-2297 TDD (206)615-2296

VIII. Effective Date, Restrictions, And Changes To Privacy Practices

The effective date of this notice is July 18, 2011. I can reserve the right to change the terms of this notice. All changes will be consistent with state and federal law. The revised notice will be effective for all PHI that I maintain, including for PHI collected previously. I am not obligated to tell you when the notice changes, but will post the revised notice in the front office. You are entitled to request a paper copy of the current notice at any time.

1701 East Evergreen Boulevard Vancouver, Washington 98661

ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

Your signature below acknowledges that:

- 1. You have had an opportunity to review and ask questions about the Notice of Privacy Practices, and have been offered a paper copy.
- 2. You agree that protected health information (PHI) may be used and disclosed by Jennifer L. Bearse, PsyD to conduct treatment, payment, and health care operations as described in the Notice of Privacy Practices.

Printed Patient Name	Date Of Birth	_
Patient Signature (if patient is age 14 or older)	Date	_
Printed Name Of Parent/Legal Guardian	Relationship To The Patient	_
Parent/Legal Guardian Signature (if patient is a minor)	Date	_
FOR OFFICE I, Dr. Jennifer L. Bearse, PsyD, have attempted to obtain written	acknowledgment of receipt of the Notice	of Privacy Practice
The client or personal representative refused to Communication barriers prohibited obtaining th An emergency situation prevented us from obtain Other (specified below)	sign e acknowledgment	
Jennifer L. Bearse, PsyD Date		

AUTHORIZATION TO RELEASE INFORMATION AND ASSIGNMENT OF INSURANCE BENEFITS

I hereby authorize Jennifer L. Bearse, PsyD to:

- Furnish my insurance company with any/all information requested concerning my present claim(s).
- Bill my insurance company and accept payment from that company on my behalf for all services from time to time relating to my case.

I acknowledge that I am responsible for all charges not covered by my insurance. I agree that if costs or fees are incurred in connection with the collection of this account, I will pay all such costs and fees, including, but not limited to, collection costs, attorney's fees and all court costs. I understand that failure to resolve any outstanding balance may result in my account being referred to a collection agency if it remains delinquent without a response from me.

NOTICE OF INFORMATION PRACTICES

Notice: We keep a record of the health-care services we provide you. You may ask us to see and copy that record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You may see your record or get more information about it from our office staff. The fees for copying records, searching for records or editing records are as follows:

Print Name			Print Name
Patient's signature (if 1	8 or older)	Date	Responsible party signature (if for a minor)
All copies will be releas	-		
Searching	\$15.00 per sear	ch	
	\$0.50 for each a	dditional page	
Copying	\$0.65 per page	or the first 30 pages	

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Client Information	on Form		Today's date:		
Patient's name:			Date of birth:		Age:
Social Security Numb	er:		Gender:		
Cultural/Ethnic group	p:		_ Marital/Relationsh	ip Status:	
Home street address:					Apt.:
City:			State:	Zip:	
Home/cell phone:			Okay to leav	ve message?_	
Email:					
Referred by:					
INSURANCE INFORM	<u> MATION</u>				
Company:			Pho	one:	
Address:					
City, State, Zip:					
ID Number:		Gr	oup Number:		
Insured:			DOB		
EMERGENCY CONTA	<u>ICT</u>				
Name:			Relationship:		
Address:					
Primary Phone:			Secondary Phone: _		
FAMILY and RELAT	IONSHIP HISTORY				
FAMILY OF ORIGIN:					
Please list the member	ers of your family of o	origin (parents	, siblings, other, use l	oack if more :	space is needed):
<u>Name</u>	<u>Relationship</u>	<u>Age</u> 	Occupation		Lives with you?
Is there any family hi	story of:				
Depression	Anxiety	Sexual Abu	iseAtte	ntion deficit,	hyperactivity/
Alcohol abuse	Drug abuse	Schizophro	eniaMan	ic-depression	n/Bipolar Disorder
Imprisonment	Suicide	Eating disc	orders0bse	essive/comp	ulsive
Other mental healt	th issues:				

Are there any special circuit	mstances related to your childhood	d (adoption, separation, divorc	ce, etc.)?			
Were you raised with any p	particular religious or cultural beli	efs?				
What are your current rela	tionships like with your family of o	origin?				
CURRENT FAMILY:						
Please list members of you	r current/immediate family (if diff	erent from above):				
Name	Relationship Age	Occupation	Lives with you?			
How would you describe yo	our social and relationship history	(introvert, extrovert, sporadio	c, stable, etc)?			
Who do you consider to be	your primary social supports righ	t now?				
Have you experienced any	of the following types of trauma or	circumstances?				
NeglectSexual abuseTeenage pregnancyViolence in the homeParental illnessMultiple family moves	Emotional abuseLoss of a loved oneParental substance abuseParents separated or divorHomelessnessOther:	Lived in foster hor				
EDUCATION						
Highest level of education:	Current school:					
Location:						
Teacher:		Phone number:				
EMPLOYMENT						
Employer:	Occupation:					
Phone:	Address:					
Describe any relevant work	c or school issues:					
MILITARY EXPERIENCE (f applicable)					
Branch of service:	Date en	nlisted/drafted:				
	Type of discharge:					
Combat experience: Yes	s No					

LEGAL

Are you involved in any legal	l activities (civil, cr	iminal, custody	, probation/p	arole, etc.)?	
Please describe:					
History of felony/misdemean	nor charges?				
DUII/DWI, etc.:					
MEDICAL INFORMATION					
Physician's name:				Phone:	
Address:					
Most recent medical examina	ation/procedure:_				
Do you have a history of anyA serious accidentA head injuryHigh feversVision problemsEar infectionsStomach achesAbortionCancerSeizures Please describe any checked	SurgeryMeningitHearing AsthmaHigh blooDiabetesChronic Heart pro	is problems od pressure pain oblems	AllergiHospitHeadadLoss ofPregnaSpeechSexual	alizations	
Do you experience any serio	us concentration o	r memory prob	lems?		
Current Medications: N					
<u>Medication</u>	<u>Dosage</u>	<u>Date First</u>	<u>Prescribed</u>	<u>Prescribed by</u>	
Current over-the-counter me	edications: (please	include vitamir	 ns, herbal rem	edies, etc.)	
Allergies and/or adverse rea	ctions to medication	ons			
Are you currently on or do yo	ou plan to apply fo	r disability?			

CHEMICAL USE HISTORY

Substance Type	Curre	Current Use (within the last 6 months)		Past Use .				
	Y	N	Frequency	Amount	Y	N	Frequency	Amount
Tobacco								
Caffeine								
Alcohol								
Marijuana								
Cocaine/crack								
PCP/LSD								
Heroin/opiates								
Methamphetamines								
Inhalants								
Other								

Have you ever had withdrawal symptoms when trying to stop using any substances? __Yes __No If Yes, please describe:

PREVIOUS MENTAL HEALTH TREATMENT:

Type of Treatment	Yes	No	Start/End Dates	Provider Name/Reason for Treatment	
Counseling or Psychiatric Care					
Drug/Alcohol Treatment					
Medication for mental health problems					
Psychiatric Hospitalization					
Self-Help/Support Group					
Are you currently experiencing suicidal thoughts? YesNo					

Do you have any history of suicidal thoughts or attempts? YesNo
If Yes, when?
Are you currently engaging in or have you recently engaged in self-harm (cutting, burning, picking, etc)?
Yes No
Do you have any other history of self-harm? Yes No
If yes, please describe:

Have you ever purposely hui	rt someone else?Yes	_No	
If yes, how and when?			
TODAY'S VISIT			
Please describe what brough	t you here today:		
What are your goals for ther	apy?		
Please check behaviors and s	symptoms that occur to you me	ore often than you would like:	
Aggression/fightingAlcohol abuseAngerArguments/conflictsAnxietyAvoiding peopleBody image concernsChest painComputer addictionDisorganized thoughtsDepression/SadnessDisorientationDistractibilityDizzinessDrug abuse	Eating disorder Elevated mood Excessive sweating Fatigue Frequent illness Gambling Hallucinations Headaches Heart palpitations High blood pressure Hopelessness Impulsivity Intrusive thoughts Irritability	Judgment errorsLonelinessLow EnergyLow Self EsteemMemory impairmentMood swingsMuscle TensionNervousnessNightmaresPanic attacksPerfectionismPhobias/fearsPhysical PainPoor concentrationRecurring thoughts	Poor judgmentSexual addictionSexual difficultiesSleeping problemsStressSuicidal thoughtsTremblingViolent behaviorWeight changeWithdrawingWork difficultiesWorryingWorthlessness
Other (specify):			

Is there any other information you feel I should know before the intake?