



CONFIDENTIAL CLIENT INFORMATION FORM

GENERAL INFORMATION

Date: _____ Referred by: Internet Friend Radio Magazine/Newspaper Ad Other: _____

Full Name: _____ Sex: Male Female

Name you prefer: _____ Age: _____ Date of Birth: _____

Employer: _____ Length of Employment: _____

Occupation: _____ Special Training: _____

Highest Level of School Completed: 9 10 11 12 GED College: 1 2 3 4 Other: _____

CONTACT INFORMATION

Address: _____

City: _____ State: _____ Zip Code: _____ May we send mail here: Yes No

Home Phone: (_____) _____ - _____ May we leave a message here: Yes No

Cell Phone: (_____) _____ - _____ May we leave a message here: Yes No

Email Address: _____ May we send a message here: Yes No

REASONS FOR COUNSELING AND GOALS

What do you hope to gain or change by coming for counseling? _____

LEVEL OF DISTRESS

Indicate how distressed you are by circling on the scale below (1= Very Little Distress; 10=Extreme Distress):

1 2 3 4 5 6 7 8 9 10

Are you currently experiencing any suicidal thoughts? Yes No. Have you had them in the past? Yes No

Have you ever attempted suicide? Yes No. If yes, when & how? _____

Do you have any current thoughts of suicide? Yes No If yes, please explain: _____

PREVIOUS COUNSELING

Please list any previous counseling, psychiatric treatment, or residential/in-patient care you have received:

Location	Therapist	Dates	Reason

CURRENT STATUS

Please check any of the following physiological symptoms that apply to you presently or in the recent past:

- | | | | | | |
|--------------------|--|--------------------|--|------------------|--|
| Headaches | <input type="checkbox"/> Past <input type="checkbox"/> Present | Visual Trouble | <input type="checkbox"/> Past <input type="checkbox"/> Present | Weakness | <input type="checkbox"/> Past <input type="checkbox"/> Present |
| Insomnia | <input type="checkbox"/> Past <input type="checkbox"/> Present | Change in Appetite | <input type="checkbox"/> Past <input type="checkbox"/> Present | Hearing Voices | <input type="checkbox"/> Past <input type="checkbox"/> Present |
| Dizziness | <input type="checkbox"/> Past <input type="checkbox"/> Present | Sleep Trouble | <input type="checkbox"/> Past <input type="checkbox"/> Present | Tension | <input type="checkbox"/> Past <input type="checkbox"/> Present |
| Intestinal Trouble | <input type="checkbox"/> Past <input type="checkbox"/> Present | Tiredness | <input type="checkbox"/> Past <input type="checkbox"/> Present | Seeing Things | <input type="checkbox"/> Past <input type="checkbox"/> Present |
| Stomach Trouble | <input type="checkbox"/> Past <input type="checkbox"/> Present | Trouble Relaxing | <input type="checkbox"/> Past <input type="checkbox"/> Present | Rapid Heart Rate | <input type="checkbox"/> Past <input type="checkbox"/> Present |
| Hearing Noises | <input type="checkbox"/> Past <input type="checkbox"/> Present | Pain | <input type="checkbox"/> Past <input type="checkbox"/> Present | Other | <input type="checkbox"/> Past <input type="checkbox"/> Present |

Has your weight changed in the last 2-3 months? (If so, how?) _____

Please check any of the following problems that apply to you and/or your family.

- | | | | | | |
|------------------|--|----------------------|--|--------------------|--|
| Abortion | <input type="checkbox"/> You <input type="checkbox"/> Family | Eating Problems | <input type="checkbox"/> You <input type="checkbox"/> Family | Trouble with Job | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Ambition | <input type="checkbox"/> You <input type="checkbox"/> Family | Being a Parent | <input type="checkbox"/> You <input type="checkbox"/> Family | Disaster | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Anxiety | <input type="checkbox"/> You <input type="checkbox"/> Family | Depression | <input type="checkbox"/> You <input type="checkbox"/> Family | Terminal Illness | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Bad Dreams | <input type="checkbox"/> You <input type="checkbox"/> Family | Unwanted Thoughts | <input type="checkbox"/> You <input type="checkbox"/> Family | Impulsive Behavior | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Career Choices | <input type="checkbox"/> You <input type="checkbox"/> Family | Children | <input type="checkbox"/> You <input type="checkbox"/> Family | Recent Loss | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Communication | <input type="checkbox"/> You <input type="checkbox"/> Family | Verbal Abuse | <input type="checkbox"/> You <input type="checkbox"/> Family | Anger | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Concentration | <input type="checkbox"/> You <input type="checkbox"/> Family | Memory | <input type="checkbox"/> You <input type="checkbox"/> Family | Self-Control | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Grief | <input type="checkbox"/> You <input type="checkbox"/> Family | Alcoholism | <input type="checkbox"/> You <input type="checkbox"/> Family | Fears | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Hopelessness | <input type="checkbox"/> You <input type="checkbox"/> Family | Loneliness | <input type="checkbox"/> You <input type="checkbox"/> Family | Friends | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Making Decisions | <input type="checkbox"/> You <input type="checkbox"/> Family | Finances | <input type="checkbox"/> You <input type="checkbox"/> Family | Other | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Marriage | <input type="checkbox"/> You <input type="checkbox"/> Family | Emotional Abuse | <input type="checkbox"/> You <input type="checkbox"/> Family | Temper | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Nervousness | <input type="checkbox"/> You <input type="checkbox"/> Family | Unhappiness | <input type="checkbox"/> You <input type="checkbox"/> Family | Apathy | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Physical Abuse | <input type="checkbox"/> You <input type="checkbox"/> Family | Sexual Abuse | <input type="checkbox"/> You <input type="checkbox"/> Family | Aggressiveness | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Pregnancy | <input type="checkbox"/> You <input type="checkbox"/> Family | Trauma | <input type="checkbox"/> You <input type="checkbox"/> Family | Alcohol Use | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Racing Thoughts | <input type="checkbox"/> You <input type="checkbox"/> Family | Loss of Control | <input type="checkbox"/> You <input type="checkbox"/> Family | Compulsivity | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Recent Death | <input type="checkbox"/> You <input type="checkbox"/> Family | Inferiority Feelings | <input type="checkbox"/> You <input type="checkbox"/> Family | Shyness | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Sexual Problems | <input type="checkbox"/> You <input type="checkbox"/> Family | Legal Matters | <input type="checkbox"/> You <input type="checkbox"/> Family | Drug Use | <input type="checkbox"/> You <input type="checkbox"/> Family |
| Stress | <input type="checkbox"/> You <input type="checkbox"/> Family | Panic | <input type="checkbox"/> You <input type="checkbox"/> Family | Guilt | <input type="checkbox"/> You <input type="checkbox"/> Family |

PERSONAL STRENGTHS

Please list three things that you are proud of:

1. _____
2. _____
3. _____

Please list three personal strengths:

1. _____
2. _____
3. _____

RELATIONAL INFORMATION

Current Marital Status: Single Engaged Married Separated Divorced Widowed

Are you content with your current status? Yes No. If no, briefly explain: _____

If married, how long? _____ Number of previous marriages for you: _____ For spouse: _____

If separated or divorced, how long? _____ If widowed, how long? _____

Do you have a personal support system? Yes No. If yes, who? _____

Please list family members and other household members (continue on back if necessary):

Name:	In home or Out of home?	Age:	Gender:	Relationship:

MEDICAL INFORMATION

Primary Physician: _____ City: _____ Zip: _____

Phone number: (_____) _____ - _____ Fax number: (_____) _____ - _____

Are you currently receiving medical treatment? Yes No. If yes, please specify: _____

List all current medications you are taking, including those you seldom use or take only as needed.

Medication	Dosage	Purpose for Medication

Are you taking these medication(s) according to your doctor’s recommendations. Yes No. If no, briefly explain:

List significant conditions, illnesses, surgeries, hospitalizations, traumas, or treatments you’ve had.

VOLUNTARY MEDICAL RELEASE OF INFORMATION

I authorize Port Orange Counseling Center to release and or obtain medication records and relevant medical information from _____ (Doctor’s name and Office name) for the purpose of providing continuity of quality mental health services.

I understand that I do not have to sign this authorization and my refusal to sign will not affect my ability to obtain treatment.

I understand that I may revoke this authorization at any time by written request to Port Orange Counseling Center.

Print Name: _____ Date: _____

Client Signature: _____ Date: _____

TRAUMA/ABUSE HISTORY

Have you ever experienced a severe trauma? Yes No Maybe. If yes or maybe, please explain: _____

Have you ever been physically or sexually abused? Yes No Maybe. If yes or maybe, please explain: _____

Have you ever been emotionally or mentally abused? Yes No Maybe. If yes or maybe, please explain: _____

SUBSTANCE USE

Do you currently use or have you previously used: *(Please Check all that apply)*

	Current	Past		Current	Past		Current	Past
Beer			Hallucinogens/Acid/Ecstasy/etc			Amphetamines/Speed/Meth/etc		
Wine			Inhalant/Huffing/Whippets/etc			Cocaine/Crack/etc		
Liquor			Phencyclidine/Mushrooms/etc			Opioids/Heroin/Opium		
Marijuana/Pot/Has/etc			Sedatives/Valium/etc			Over the Counter/Prescriptions		

Are you a recovering alcoholic or recovering drug addict? Yes No. If yes, please specify: _____

RELIGIOUS/SPIRITUAL INFORMATION

Is Faith, Religion or Spirituality important to you? Yes No Maybe. If yes or maybe, please explain: _____

Would you like to include prayer as part of your counseling experience? Yes No

SUGGESTED SLIDING SCALE FEE

We believe money should never stand in the way of good counseling. We also believe that clients are adults and are well aware of what they can afford to pay. So we never request proof of income. We simply ask that you glance at the chart below. These are suggestions for what you might pay depending on family income and size. We trust and honor your decision.

<u>Yearly Income</u>	<u>Household Size (Adults & Dependents)</u>		
	<u>1-2</u>	<u>3-4</u>	<u><5</u>
0 to \$30,000	\$30	\$30	\$30
\$30,001 to \$40,000	\$40	\$35	\$30
\$40,001 to \$50,000	\$50	\$45	\$40
\$50,001 to \$60,000	\$60	\$55	\$50
\$60,001 to \$70,000	\$70	\$65	\$60
\$70,001 to \$80,000	\$80	\$70	\$60
\$80,001 to \$90,000	\$90	\$80	\$70
\$90,001 to \$100,000	\$100	\$90	\$80
\$100,000 and Up	\$110	\$100	\$90

Whatever fee you choose is paid at the time of service. If you fail to show for a scheduled appointment or do not call to cancel 24 hours before a scheduled appointment (386.492.6938), we ask that you pay the full amount of the agreed upon fee.

The standard fixed rate for assessments for any third party (Court System, Lawyers, etc.) will be \$80 per hour.

The Rate I Choose _____

TERMS OF SERVICE

I understand that it is customary to pay for professional services when rendered. I accept full responsibility for payment of any balance incurred for services. I further understand that without 24-hour notice of cancellation, I will be charged the full fee for professional service.

PAYMENT

All accounts are requested to have a credit card on file to reserve appointments. This information will be kept confidential and will only be used to process payments at your request or to bill for late cancellations and missed appointments.

Credit Card Number: _____ Exp Date: _____

Type of Card: AMEX VISA MC Code on the back of card: _____ Name on card: _____

Billing Address: (Same as above Yes) _____

Client Signature: _____ Date: _____

Therapist Signature: _____ Date: _____

CLIENT RIGHTS AND RESPONSIBILITIES

The Port Orange Counseling Center is committed to providing service to you, the client, without regard to race, sex, color, religion, handicapping condition, national origin, or ability to pay in a manner appropriate to your need.

AS A CLIENT YOU HAVE THE RIGHT TO:

INDIVIDUAL DIGNITY, to be treated in a respectful and confidential manner.

QUALITY SERVICES, suited to your needs, administered skillfully, safely, humanely, with full respect for your dignity and personal integrity, and in accordance with all statutory and regulatory requirements.

WITHDRAW YOUR CONSENT for any specific activity.

CONFIDENTIALITY OF CLIENT RECORDS, Port Orange Counseling Center has the obligation to obtain your written consent prior to any exchange of confidential information. There are a few exceptions to confidentiality listed below:

If you present a danger to yourself or others, we are legally, ethically and morally required to protect the safety of threatened persons. If abuse or neglect of a child, elder or disabled person is known or suspected, we are required by law to report it to the Florida Abuse Hotline. If Port Orange Counseling Center receives a court order for client records, deposition or court testimony, we are required to comply. We are also required to report attendance compliance by court ordered clients. In the event that group or family services are provided, it is acknowledged that Port Orange Counseling Center or its counselors/therapists cannot be held responsible for a breach of confidentiality on the part of a family member.

AS A CLIENT YOUR RESPONSIBILITIES INCLUDE:

Appointments: Regular attendance is very important to ensure progress with the concerns and issues that have been presented. If there is an emergency and you need to cancel or reschedule an appointment, please call as soon as you know.

Participation: Your honest and accurate reporting of dilemmas and concerns is vital to your progress. To the best of your ability you must be open and honest in your sessions. *Safety:* It is important that you and your children exercise appropriate caution, control and safe behavior on the premises. *Termination:* Services may be discontinued for repeatedly missed appointments, if you come to appointments intoxicated and/or under the influence of substances, or if you show evidence of inappropriate behavior. *Transfer Plan:*

Files/Records are the responsibility of your therapist as long as they work at Port Orange Counseling Center. If your therapist leaves Port Orange Counseling Center, your files will stay with Port Orange Counseling Center.

THERAPY INFORMED CONSENT

SERVICES: We provide many different types of therapy and counseling. Counseling services can vary in length depending on the collaborative effort between therapist and client. The goals for counseling are developed with the therapist and are based on the client's needs and concerns, and are reviewed on a regular basis to monitor progress. Our counseling services are voluntary. If the client has court documentation for counseling a copy of this documentation must be provided by the next counseling session. *When bringing children for counseling services, the adult providing transportation is required to stay on the premises during the session.*

STAFF: Counselors providing services are Licensed or Registered Clinical Social Workers, Marriage and Family Therapists, Mental Health Counselors, or they are Master Degree Student Interns in these fields supervised by Licensed Therapists.

FEES: Counseling session fees are based on the client's agreed upon rate, set at the first counseling session. All fees are due at the beginning of each session.

AUDIO/VIDEO TAPES: Videotapes are used to assist with supervision, consultation and training of counselors working with their clients. These tapes are not considered part of client files and will be used only to assist the progress of the client's case. The tapes are destroyed on a regular basis.

TERMINATION: The client is expected to inform the therapist if the client plans to discontinue counseling for any reason. If a client fails to show up or cancel two appointments, their file will be closed. Counselors may have to discontinue therapy if the client is currently involved in domestic violence, substance abuse, or has shown violent or threatening behavior. The client may be given a referral to other more appropriate services for issues of substance abuse, violence, or severe mental health issues.

BENEFITS/RISKS: The majority of individuals and families that obtain counseling, benefit from the process. Self-exploration, gaining insight, exploring options, for dealing with problem behavior, learning new skills, or venting difficult feelings and experiences are generally quite useful. But, some risks do exist. As counseling is begun some individuals experience unwanted feelings. Examining ones life can produce unhappiness, anger, guilt or frustration. These unwanted feelings are a natural part of the psychotherapeutic process and often provide the basis for change. Also, sometimes a decision that is positive for one family member will be viewed quite negatively by another.

QUESTIONS: Do not hesitate to discuss counseling goals, procedures, concerns, or your impression of services provided. If there is something you do not understand, please ask for a clarification.

I have read and understand the nature and limits of therapeutic services provided by Port Orange Counseling Center.

Client: _____ Date: _____

Parent/Guardian: _____ Date: _____

Counselor/Therapist: _____ Date: _____