

CURE Counseling & Assessment Training Centre

2594 Highway 34 East, Suite B Newnan, GA 30265 Phone: (770) 252-3760

Email: office@curecounseling.com **Web:** www.curecounseling.com

(Located 8 min. west of Peachtree City and 8 min. east of Newnan on Highway 34)

Dear New Client/s,

Attached is our Intake and other forms that are absolutely essential for us to serve you well. The exchange of information is what allows us to understand and process needed data that helps us make better clinical decisions and diagnoses. Furthermore, a complete Intake Form also speeds up the counseling process and is a more effective use of the clients' and therapists' time. The securing of this information can save you money because less time is needed to gather this information during the initial sessions. We will do our best to aid and assist you during the counseling process and strive to provide you with the best possible service. **Please carefully review the following material. Complete and sign, as indicated, and email the completed forms to us or bring the printed documents to your first session, along with your insurance card and photo ID.**

Your cooperation is greatly appreciated. Thank you for considering us; we look forward to serving you!

Sincerely,

The CURE Counseling Team

LIFE HISTORY QUESTIONNAIRE

This Questionnaire is designed to aid your therapist in getting to know you and your concerns very quickly so they can begin working with you as expeditiously as possible. Thank you for taking the time to complete the questionnaire.

Remember to email the completed Registration Pak to us or print it out to complete and bring with you to your first appointment.

Adult Client Registration – Paper Version

CURE Counseling Mental Health Emergency Protocol

The Difference between a Mental Health Emergency and a Mental Health Crisis

Mental Health Emergency

A mental health emergency is a **life-threatening** situation in which an individual is imminently threatening harm to self or others, severely disorientated or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.

Examples of a Mental Health Emergency includes:

- Acting on a suicide threat
- Homicidal or threatening behavior
- Self-injury needing immediate medical attention
- Severely impaired by drugs or alcohol
- Highly erratic or unusual behavior that indicates very unpredictable behavior and/or an inability to care for themselves.

Suggestions for what to do in case of a mental health emergency:

Step 1: Call 9-1-1

Step 2: Call Your Closest Medical Facility or go to your closest Emergency Room

Step 3: Call the Suicide Hotline at 1.800.273.8255 or local law enforcement

Step 4: Notify your counselor by email at office@curecounseling.com

Mental Health Crisis

A mental health crisis is a **non-life-threatening** situation in which an individual is exhibiting extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, has a compromised ability to function, or is otherwise agitated and unable to be calmed.

Examples of a Mental Health Crisis includes:

- Talking about suicide threats
- Talking about threatening behavior
- Self-injury, but not needing immediate medical attention
- Alcohol or substance abuse
- Highly erratic or unusual behavior
- Eating disorders
- Not taking their prescribed psychiatric medications
- Emotionally distraught, very depressed, angry or anxious

Suggestions for what to do in case of a mental health crisis:

Step 1: Call Georgia Crisis & Access Line (GCAL) at 1.800.715.4225

Georgia Mobile Crisis Services: 24/7 mobile response provides immediate on-site crisis management through assessment, de-escalation, consultation and referral with post crisis follow up to assure linkage with recommended services. These services may be accessed by calling the toll-free Georgia Crisis & Access Line at 1-800-715-4225

Step 2: Call 9-1-1 for medical assistance, if needed

Step 3: Notify your counselor by email at office@curecounseling.com

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Name: _____ **Date:** ____/____/20____

Sex: Male ___ Female ___ **Age:** _____ **Date of Birth:** ____/____/____ **SSN:** ____-____-____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Please provide all contact numbers:

Home Phone: () - **Work phone:** () -

Cell Phone: () -

Email for Appointment Reminders: _____

Marital Status (Circle One): Single Married Separated Divorced Cohabiting

Employer: _____

Family Physician: _____ **Office Phone:** _____

Referred By: _____

Person to Contact in Emergency: _____ **Phone:** () -

Relationship to Client: _____

Required Signatures for Service and Policy Statement

I have read/received a copy of the Confidentiality Statement, Financial Policy and Notice of Privacy Practices for CURE COUNSELING & ASSESSMENT TRAINING CENTRE. These policies describe how CURE COUNSELING may use and disclose my health information, certain restrictions on the use and disclosure of my healthcare information and the rights that I have regarding my protected health information. They also state my financial obligation, to which I am agreeing. I further agree that, should I ever go to court, and in the event that my records are subpoenaed by a lawyer or by the court (judge), I am giving permission for CURE Counseling Centre/and or counselor/s to use/disclose contents of those records in the court of law. **DISCLAIMER: I AM WILLFULLY COMMUNICATING WITH CURE COUNSELING AT MY OWN RISK AND DO NOT HOLD CURE COUNSELING RESPONSIBLE, LEGALLY OR IN ANY OTHER WAY, FOR ANY ACT OR COMMUNICATION RELATIVE TO ME OR TO MY PRIVATE HEALTH INFORMATION, INCLUDING ANY FORM OF TEXTING, MAIL OR EMAIL and hold CURE Counseling free from responsibility for any HIPPA or Protected Health Information violations. I further agree to NOT hold CURE Counseling responsible, LEGALLY OR IN ANY OTHER WAY, if I believe that I have contracted some ailment, disease or any other physical sickness at CURE Counseling, as I WILLFULLY AND OF MY OWN CHOICE HAVE CHOSEN TO ENTER THE CURE COUNSELING FACILITY/OFFICE, knowing there may be some risk involved due to the presence of other people or animals and that CURE Counseling cannot assure that all people are free from any disease, i.e., COVID-19, or any other type of disease that can be transmitted from human to human. I also agree that all TYPED or electronic signatures are legally binding.**

* I have read the **Confidentiality Statement:**

Signed: _____ Date: _____

* I have read the **Financial Policy** and authorize the use of my credit/debit card.

Signed: _____ Date: _____

* I have read the **Privacy Statement & Required Signatures for Service and Policy Statement:**

Signed: _____ Date: _____

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MISSED APPOINTMENT/CANCELLATION and COMMUNICATION POLICIES

While we understand that emergencies occur, we sometimes have clients who miss their appointments (a No-Show appointment) or cancel their appointments at the last minute (a Cancel No Notice appointment). Doing so has the potential of creating several problems for our staff and for other clients who could have been seen. When you set an appointment, it is solely your responsibility to remember the appointment date and time. In most cases, you will be given a courtesy reminder 24 hours prior to your appointment by a text reminder. **All missed appointments and cancellations with less than 48 hours-notice will be charged a cancellation fee of \$75.00, a fee that is solely your responsibility.** Such fees must be paid prior to, or at the time of, your next appointment. Clients who miss an appointment and then decide not to return to this office for further care will, under all circumstances, be responsible for the missed appointment fee. The office staff **does not** have the authority to write off these balances nor will they discuss these matters by phone. ADDITIONALLY, RELATIVE TO COMMUNICATING WITH CURE COUNSELING, CLIENTS ARE WILLFULLY COMMUNICATING WITH CURE COUNSELING AT THEIR OWN RISK AND DO NOT HOLD CURE COUNSELING RESPONSIBLE, LEGALLY OR IN ANY OTHER WAY, FOR ANY ACT OR COMMUNICATION RELATIVE TO THEM OR TO THEIR PRIVATE HEALTH INFORMATION, INCLUDING ANY FORM OF TEXTING, MAIL OR EMAIL. Thank you for your understanding of your financial responsibility and for your compliance with ALL our policies. By signing this form, I am agreeing to comply with the above policies.

Signed: _____

Date: ____ / ____ /20 ____

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Confidentiality Statement

All sessions are confidential and patient information is treated as confidential **except** under the following circumstances:

- 1) The patient has waived her/his right to confidentiality.
- 2) Identifying information is adequately disguised or removed.
- 3) A breach is required by law.
- 4) A signed Release of Information Form is on file from you.

Release of Information Forms:

In order to cover CURE counselors legally and/or to facilitate requests from attorneys, doctors, etc. for information regarding your counseling sessions, we are requiring that you complete a Personal Consent for Release of Information Form prior to the release of any of your private information. As well, if you will be engaging in family/couples counseling, we are requiring that you complete a Family/Companion Consent for Release of Information Form. This signed form must be on file prior to the commencement of your family/couples counseling and prior to the release of any confidential information from our office. Additionally, no records will be released to anyone without the written consent of everyone 18 years of age and older who were in attendance during any counseling session of yours, past, present or future. The contents of this Confidentiality Statement is retroactive and apply to all counseling sessions past, present or future, regardless of the date on which you may have signed an earlier Confidentiality Statement, and applies, as well, to releasing the results of any and all assessments that you have taken here at CURE Counseling. **Furthermore, you agree that you will not subpoena any records that pertain to any individual or individuals in any past, present or future counseling session/s.** To fulfill any records requests, we ask that you please allow our office personnel to provide them to you in a timely manner.

CURE Counseling Financial Policy

Please read our Financial Policy and sign the Signature Page, demonstrating your acceptance of the terms. By signing the Signature Page, you are certifying that you have read and understand all of the agreement, understand all of its obligations, enter into it freely and that all your financial obligations to CURE will be met with full cooperation and expediency.

ALL CLIENTS

- Our fee is **\$175.00 per session** (45 min.). Payment from cash clients is due at the time of service.
- We accept cash, check, Visa, Master Card, American Express and Discover. **Having a credit/debit card on file is required.** These cards will be charged for **any unpaid fees due CURE** for services rendered to you, for missed appointment fees, unpaid insurance claims, book/DVD/CD rental, requested affidavits, copies of progress notes or note summaries and/or court fees, or if your counselor is subpoenaed to appear in court or if legal services are required on your behalf due to CURE being served a subpoena. You are responsible for CURE's time and any legal fees associated with being served a subpoena. Keeping in mind that you are allowed to use any form of payment, in an effort to control service costs, a convenience fee of \$1.00 - \$5.00 will be added to the total amount due for services anytime you choose to use a credit card, with the exception of an HSA/FSA card. A larger convenience fee of 4% may be assessed on charges over \$100.00.
- **Financial Waiver:** Your signature on this Financial Policy certifies that you are agreeing to pay out of pocket for any and all fees charged to your account relative to seeking counsel at CURE Counseling & Assessment Training Centre and for any and all services rendered to you, and/or any family members that you are financially responsible for, that are not covered under your health insurance policy, such as any and all psychological or personality assessments that you agree to complete, the Administration Fee that you agree to pay, etc.
- A **\$35.00** fee is charged for all checks returned from the bank for any reason.
- A **\$30.00** administrative fee is charged at the first visit for an individual client. A **\$50.00** administrative fee is charged at the first visit for a couple or family. If an individual client begins counseling and then a family member or any other person joins them in counseling at a later date or commences counseling on an individual basis, that person is responsible for the **additional \$20.00** administrative fee.

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- **All outside work such as emails to read at your request, additional paperwork, letters and documents to be read, forms to be completed, calls to attorneys, etc. and other items will be charged on a per minute basis at \$3.00 per minute with a minimum charge of \$89.00.** Depositions are a minimum of \$275.00 up to 60 minutes and \$4.00 per minute thereafter.
- A billing statement or receipt is generated only upon request.
- **If your account goes into collections, a 35% collection fee will be added to your past due bill. Any amount unpaid will be turned over to a collection agency and will be reported on your credit report.**

MISSED APPOINTMENTS

- Please help us serve you more efficiently by keeping your scheduled appointments! We respect your time so please respect our time as well. We reserve a special time slot just for you and you are responsible for paying for the slot of time.
- CURE may contact you, by telephone, text, mail or email, to provide appointment reminders and missed appointment notifications. You must notify us in writing if you do not wish to receive appointment notifications.
- Although a courtesy call/text/email is generated as a reminder the day before your scheduled appointment, it is your responsibility to keep track of the appointments you schedule. **Not receiving a confirmation call/text/email is not an excuse for missing an appointment.**
- Unless cancelled **48 hours in advance** of your scheduled appointment you will be charged a missed appointment fee of **\$75.00, due prior to or on your next visit,** or if you do not show for your appointment, you will be assessed a **\$75.00 NO SHOW Fee. Fees will be charged to your credit card on file unless other arrangements have been made.**

CLIENTS UTILIZING INSURANCE

- Clients who carry insurance should remember that professional services are rendered and charged to the client and not to the insurance company.
- CURE currently accepts assignment of most insurance benefits.
- You are responsible to obtain benefit information and pre-certification, if required. However, the Office Administrator usually obtains this information for the client as an added courtesy.
- Deductible payments, Co-insurance payments, Co-payments, Administration Fees, Assessment Fees and any and all other fees for services rendered to you are due and **payable at the time of your visit.**
- We will allow **45 days** for remittance of insurance benefits. If we do not receive payment from your insurance company within this time frame, **you will be held responsible for the balance due. Any and all balances due CURE will be charged to your credit card on file unless you initiate other arrangements.**
- It will then become your responsibility to clear your account with us and then collect monies due you from your insurance company.
- We cannot and will not accept responsibility for collecting reimbursements for your insurance claim or negotiating a dispute with your insurance company.

COURT/COURT FEES/AFFIDAVITS

- During the course of the counseling process, it may be necessary to request documented information from your therapist for Attorneys, Human Resources Managers, Corrections Officers, Courts, etc. Our practice guidelines are to provide a notarized affidavit within a timely manner of the request, for a cost of **\$175.00 - \$325.00** to the client, due upon receipt of said affidavit. Affidavits are legal documents used in court in the therapist's stead. **All clients agree to waive the right to subpoena any therapist or records associated with CURE Counseling.** In the event the therapist agrees to be subpoenaed to court, the client agrees to pay **\$175.00 for each hour** the therapist (excluding Dr. Shaffer) is out of the office, with a **minimum of 4 hours to be paid prior to the date of court. Dr. Shaffer's court appearances will be at a minimum charge of \$2,000.00 per subpoena per day in court, due 7 days prior to the date of court.** Payment is the responsibility of the client, as insurance companies do not cover court costs or loss of income for the therapist from being out of the office. If a balance for court fees remains, **it is due within 7 days after the hearing. A current credit card MUST be on file prior to the date of court. Court**

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appearances will be at the discretion of the therapist and must be approved by the CURE Counseling Director in writing.

CLIENTS WHO ARE MINORS (under 18 years of age, with the exception of those 18 years of age and over who are mentally or emotionally underage or otherwise deemed incapable of making legal decisions for themselves, or those whose parents or others still maintain legal guardianship)

- The adult accompanying a minor or the parent/guardian(s) is responsible for full payment.
- Minors unaccompanied by an adult will be denied services (except in an emergency) unless payment has been pre-arranged.
- In addition to the above, I hereby waive the statute of limitations on collection and/or recovery in this state of Georgia.

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW **CURE COUNSELING & ASSESSMENT TRAINING CENTRE** MAY USE AND DISCLOSE YOUR HEALTHCARE INFORMATION AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

CURE Counseling is required by law to maintain the privacy of your protected health information only to the extent provided by Georgia law. This information consists of all records related to your health, including demographic information, either created by or received by CURE from other healthcare providers.

We are required to provide you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this Notice. CURE will abide by the terms of this Notice or the Notice currently in effect at the time of the use or disclosure of your protected health information.

CURE reserves the right to change the terms of this Notice and to make any new provisions effective for all protected health information that we maintain. Therefore, for any and all clients of CURE Counseling or guests of clients, past, present and future, our Notice of Privacy Policies, and all other policies which are included in our Registration Pak for all clients to read and sign, are in force and remain in force for past, present and future clients, regardless of when a client signed the Registration Pak policies. Patients will be provided a copy of any revised Notices upon request. An individual may obtain a copy of the current Notice from our office at any time.

We **may not** disclose your protected health information to friends, family members, partners or spouses or anybody who may be involved with your treatment or care without YOUR written permission. However, when counseling with family members, couples, spouses, partners and anyone whom you allow to participate in session/s, you are agreeing by signing the Notice of Privacy Practices that you are providing CURE Counseling with a Release of Information to discuss your protected health information with those in attendance of such sessions and to share information in future sessions until you remove such a release in writing. Should you ever go to court and in the unlikely event that your records be subpoenaed by a lawyer or by the court, you are giving permission for CURE Counseling Centre and/or counselor/s to use, examine, discuss, speak of, share or use in any manner deemed necessary, those records in the court of law or with representing attorneys. It is the responsibility of the client to file legal action on their behalf to quash a legal order or subpoena that is issued for their protected health information. Additionally, the client is responsible for all aspects of this action to secure legal action and at their expense. The client understands that CURE Counseling will not bear any expense for this action/s.

Uses and Disclosures of Your Protected Health Information Not Requiring Your Consent

CURE may use and disclose your protected health information, without your written consent or authorization, for certain treatment, payment and healthcare operations. There are certain restrictions on uses and disclosures of treatment records, which include registration and all other records concerning individuals who are receiving, or who at any time have received services for mental illness, developmental disabilities, alcoholism, or drug dependence. There are also restrictions on disclosing HIV test results.

Health information may be released without written permission to a parent, guardian, or legal custodian of a child; the guardian of an incompetent adult; the healthcare agent designated in an incapacitated patient's healthcare power of attorney; or the personal representative or spouse of a deceased patient.

Treatment may include, but not be limited to the following:

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Providing, coordinating, or managing healthcare and related services by one or more healthcare providers, consultations between healthcare providers concerning a patient, referrals to other providers for treatment, or referrals to nursing homes, foster care homes or home health agencies.

For example, CURE may determine that you require the services of another specialist. In referring you to another healthcare provider, CURE may share or transfer your healthcare information to that provider.

Payment activities may include:

Activities undertaken by CURE to obtain reimbursement for services provided to you;
 Determining your eligibility for benefits or health insurance coverage;
 Managing claims and contacting your insurance company regarding payment;
 Collection activities to obtain payment for services provided to you;
 Reviewing healthcare services and discussing with your insurance company the medical necessity of certain services or procedures, coverage under your health plan, appropriateness of care, or justification of charges;
 Obtaining pre-certification and pre-authorization of services to be provided to you.

For example, CURE will submit claims to your insurance company on your behalf. This claim identifies you, your diagnosis, and the services provided to you.

Healthcare operations may include:

Contacting healthcare providers and patients with information about treatment alternatives;
 Conducting quality assessment and improvement activities;
 Conducting outcomes evaluation and development of clinical guidelines;
 Protocol development, case management, or care coordination
 Conducting or arranging for medical review, legal services and auditing functions.

For example, CURE may use your diagnosis, treatment, and outcome information to measure the quality of the services that we provide or assess the effectiveness of your treatment when compared to patients in similar situations.

There are additional situations when CURE Counseling and CURE counselor/s is/are permitted or required to use or disclose your protected health information without your consent or authorization.

Examples include the following:

As permitted or required by law. In certain circumstances we may be required to report individual health information to legal authorities, such as law enforcement officials, court officials, or government agencies. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries. We are required to report gunshot wounds or any other wound to law enforcement officials if there is reasonable cause to believe that the wound occurred as a result of crime. Mental health records may be disclosed to law enforcement authorities for the purpose of reporting an apparent crime on our premises.

For public health activities. We may release healthcare records, with the exception of treatment records, to certain government agencies or public health authorities authorized by law, upon receipt of written request from that agency. We are required to report positive HIV test results to the state epidemiologist. We may also disclose HIV test results to other providers or persons when there has been or will be risk of exposure.

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Please supply the Reception Office with your insurance card and photo ID to scan for your file.

Primary Insurance Information

Name of Insurance Company: _____

Policy Holder Information

Name: _____ Date of Birth: ____/____/____

Address: _____

Phone: _____ SS #: _____

Employer: _____

Please supply the Reception Office with your insurance card and photo ID to scan for your file.

Secondary Insurance Information

Name of Insurance Company: _____

Policy Holder Information

Name: _____ Date of Birth: ____/____/____

Address: _____

Phone: _____ SS #: _____

Employer: _____

Credit Card Information

Required Debit/Credit Card to be on File: (Please check the appropriate card)

MasterCard _____ Visa _____ American Express _____ Discover _____

Expiration Date: ____/____/____ 3 or 4 Digit Security Code (**Required**): _____

Card Number _____ - _____ - _____

Name as it Appears on Card: _____

Credit Card Billing Address: _____

Signature: _____ Date: ____/____/____

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CURE COUNSELING & ASSESSMENT TRAINING CENTRE

COUNSELING SERVICES TREATMENT CONSENT FORM

COUNSELING is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a relationship between you and a trained therapist who has the desire and willingness to help you accomplish your individual goals. Counseling involves sharing sensitive, personal, and private information that may at times be distressing. During the course of counseling, there may be periods of increased anxiety or confusion. The outcome of counseling is often positive; however, the level of satisfaction for any individual is not predictable. Your therapist is available to support you throughout the counseling process.

CONFIDENTIALITY:

All interactions with CURE Counseling, including scheduling of or attendance at appointments, content of your sessions, progress in counseling, and your records are confidential. No record of counseling is contained in any academic, educational, or job placement file. You may request in writing that the counseling staff release specific information about your counseling to persons you designate.

EXCEPTIONS TO CONFIDENTIALITY:

- The counseling staff works as a team. Your therapist may consult with other counseling staff to provide the best possible care. These consultations are for professional and training purposes.
- If there is evidence of clear and imminent danger of harm to self and/or others, a therapist is legally required to report this information to the authorities responsible for ensuring safety.
- Georgia state law requires that staff of CURE Counseling who learn of, or strongly suspect, physical or sexual abuse or neglect of any person under 18 years of age must report this information to county child protection services.
- A court order, issued by a judge, may require the CURE Counseling staff to release information contained in records and/or require a therapist to testify in a court hearing.

We appreciate prompt arrival for appointments. Please notify us at 770.252.3760 if you will be late. A 48-hour notice of cancellation allows us to use the time for others.

I understand the risks and benefits of counseling, the nature and limits of confidentiality, and what is expected of me as a client of the Counseling Services. I have read the above information and understand that I may discuss this with my therapist, if needed. I also understand and agree that electronic signatures are legally binding.

_____ **Date:** _____
Signature of Client *Signature of Therapist*

FOR MINORS:

I, _____, certify that I am the parent or legal guardian of

_____, a minor, and as such, I hereby convey temporary authority to the below designated adults for the sole purpose of obtaining or arranging any emergency medical care for the minor as may be deemed necessary for the well-being of the minor when not accompanied by a parent/legal guardian, or should either parent/legal guardian be unreachable by telephone.

THEREFORE, I hereby approve and empower CURE Counseling with the authority to arrange and/or consent for any and all medical care and treatment in my absence. I also provide consent for the client to receive treatment.

_____ (Date)

(Signature of Parent/Legal Guardian)

_____ (Relationship to Client)

(Name of Parent/Legal Guardian)

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CONSENT FOR COORDINATION OF CARE WITH PRIMARY CARE PHYSICIAN AND/OR MEDICAL PROFESSIONAL

I hereby give CURE Counseling & Assessment Training Centre permission to contact my primary care physician and/or any other medical professional to coordinate my care.

I understand that if I am a member of WellCare of Georgia and am in need of a Primary Care Physician, I can call WellCare and request that they assign one to me.

I affirm that I have been informed of the risks and benefits, including allergies and adverse reactions, of any medications prescribed for me by my Primary Care Physician or other medical professional.

Current Medications:

*** I decline to have coordination of care with my PCP and/or other medical professionals.**

Client's Signature:

Date Signed: _____ 20_____

I agree that electronic signatures are legally binding.

Primary Care Physician *

Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Phone: (____) - _____ - _____ **Fax:** (____) - _____ - _____

Client's Signature:

Legal Guardian (if Needed):

Date Signed: _____ 20_____

CURE COUNSELING & ASSESSMENT TRAINING CENTRE

Multimodal Life-History Questionnaire

Please complete this Questionnaire as it saves counseling time and enhances the entire process.

Name: _____

Counselor's Name: _____

Date: _____



“Essential Life-Building Tools”

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Multimodal Life-History Questionnaire

Purpose of This Questionnaire:

The purpose of this questionnaire is to obtain a comprehensive picture of your background. In psychotherapy, records are necessary since they permit a more thorough dealing with one's problems. By completing these questions as fully and as accurately as you can, you will facilitate your therapeutic program. You are requested to answer these routine questions in your own time instead of using up your actual consulting time. It is understandable that you might be concerned about what happens to the information about you because much or all of this information is highly personal. Case records are strictly confidential.

If you do not desire to answer any questions, merely write "Do Not Care to Answer."

Name: _____ Age: _____ Gender: **Male** **Female** (Circle One)

Chief Complaint/Reason for Coming:

PLEASE LIST ANY RELEVANT FAMILY MEDICAL/PSYCHIATRIC HISTORY:

MEDICAL HISTORY/NUTRITION/ALLERGIES/PAIN:

Circle **Bold Faced** Areas & Mark True of False

T or F -- I rarely use over the counter medications and/or supplements.

T or F -- There is no medication or medical treatment that pertains to the current chief complaint.

My nutrition is (**poor, average, good**) and generally consists of (**1, 2 or 3**) meals/snacks per day. I pay (**little, average, close**) attention to food groups and dietary recommendations, caffeine use is (**low, average high**), and sugar use is (**low, average high**). I pay (**little, average, close**) attention to water intake, which amounts to approximately _____ ounces per day. My experience of pain (____/10).

ACTIVITIES/INTERESTS/TIME-STRUCTURING: My typical day consists of rising around _____ and going to _____. After returning home for the day, I typically _____. Weekends/days off generally are spent _____. Recreational and leisure activities are, for the most part (**normal, not normal**) for me. Overall, my lifestyle is (normal, not normal, changed vastly in the past few months).

EDUCATION/CAREER/LEARNING NEEDS: (Circle what applies)

I have completed: **HIGH SCHOOL** **SOME COLLEGE** **COLLEGE** **MASTERS PROGRAM**

DOCTORATE and experienced **SOME** **LITTLE** difficulty with schoolwork.

I have generally worked in the _____ field. I currently work at _____.

Work has been reasonably satisfying: (**YES** **NO** **SOMETIMES**)

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Making and managing money has been: (EASY HARD VERY DIFFICULT)

Current financial condition is: (VERY POOR FAIR GOOD REAL GOOD)

LEGAL HISTORY/BEHAVIORAL PROBLEMS/SUBSTANCE ABUSE/LIABILITIES: There are no significant liabilities likely to deter me from resolving my presenting difficulties. (Yes No)

If yes, what? _____

If so please explain:

List any clear obstacles to your recovery (if any):

If you have a legal history or criminal back history please list below:

Substance abuse history (if applicable):

If you smoke, how much do you smoke? _____.

Do you consider yourself overweight? Should weight management be a part of your therapy?
 YES NO.

FAITH/IMPORTANT BELIEFS/CULTURE/ASSETS: Assets likely to benefit my resolution of my presenting difficulties include (physical health, maturity, faith, exercise, prior successes in life and _____). Cultural/socioeconomic background was (low, average, high).

FAMILY HISTORY/INTEPERSONAL FUNCTIONING/SOCIAL SUPPORTS:

I grew up in a SINGLE, BLENDED, or NUCLEAR (original mom & dad) family headed by my _____.

The atmosphere was:

Caregivers were generally:

Abuse/neglect (WAS WAS NOT) a part of my developmental history. If yes, it consisted of:

There was undesired sexual contact around the age of _____, and I have experienced _____ as a result of that activity.

During childhood I:

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During adolescence I:

By adulthood I: _____

Currently I have a (**NO LIMITED LARGE**) social support system that includes

If married, marital satisfaction was rated as _____/10.

Sexual life is (**NON-EXISTENT, POOR, AVERAGE, GOOD**)

Sleep/Neurovegetative Signs of Depression:

I typically sleep about _____ hours per night. There are (**NO SOME**) problems with getting to sleep, maintaining sleep, or early awakening, with the result that I typically awaken feeling (**VERY TIRED TIRED SOMEWHAT RESTED RESTED**).

I tend to have (**LOW MEDIUM HIGH**) energy, (**LIMITED HIGH** concentration and attention to daily activity, **LOW AVERAGE HIGH** appetite, and **LOW AVERAGE HIGH**) interest in sex or other formerly pleasurable activities. This overview as presented is (**NORMAL NOT NORMAL**) over the past few weeks/months.

1. General Information:

By whom were you referred? _____

Marital Status: (circle one): Single Engaged Married Separated Divorced Widowed

Remarried: (How many times? _____ Living with someone? _____)

Do you live in (circle one): house hotel room apartment other

2. Description of Presenting Problems:

State in your own words the nature of your main problems _____

On the scale below please estimate the severity of your problem(s):

Mildly	Moderately	Very	Extremely	Totally
Upsetting____	Upsetting____	Severe____	Severe____	Incapacitating____

When did your problems begin (give dates): _____

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Please describe significant events occurring at that time, or since then, which may relate to the development or maintenance of your problems: _____

What solutions to your problems have been most helpful? _____

Have you been in therapy before or received any prior professional assistance for your problems? If so, please give name(s), professional title(s), dates of treatments and results: _____

3. **Personal and Social History:**

(a) Date of Birth _____ Place of Birth _____

(b) Siblings: Number of Brothers: _____ Brothers' ages: _____
 Number of Sisters: _____ Sisters' ages: _____

(c) Father: Living? _____ If alive, give father's present age: _____
 Occupation: _____
 How is his health? _____
 Deceased? _____ If deceased, give his age at time of death: _____
 How old were you at the time? _____ Cause of death: _____

(d) Mother: Living? _____ If alive, give mother's present age: _____
 Occupation: _____
 How is her health? _____
 Deceased? _____ If deceased, give her age at time of death: _____
 How old were you at the time? _____ Cause of death: _____

(e) Religion: As a child: _____ As an adult: _____

(f) Education: What is the last grade you completed? _____ Degree(s)? _____

(g) Scholastic Strengths and Weaknesses: _____

(h) Underline any of the following that applied during your childhood/adolescence:

Happy Childhood	School Problems	Medical Problems
Unhappy Childhood	Family Problems	Alcohol Abuse
Emotional/Behavior Problems	Strong Religious Convictions	Legal Trouble

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Drug Abuse _____ Others: _____

(i) What sort of work are you doing now? _____

(j) What kinds of jobs have you held in the past? _____

(k) Does your present work satisfy you? _____ If not, please explain why: _____

(l) What is your annual family income? _____ How much does it cost you to live? _____

(m) What were your past ambitions? _____

(n) What are your current ambitions? _____

(o) What is your height? ___ ft. ___ inches What is your weight? _____ lbs.

(p) Have you ever been hospitalized for psychological problems? Yes _____ No _____ If yes, when and where? _____

(q) Do you have a family physician? Yes _____ No _____ If yes, please give his/her name(s) and telephone number(s) _____

(r) Have you ever attempted suicide? Yes _____ No _____

(s) Does any member of your family suffer from alcoholism, epilepsy, depression or anything else that might be considered a “mental disorder”?

Circle those that apply: Mother Father Grandparent Aunt Uncle Sibling

(t) Has any relative attempted or committed suicide? _____

(u) Has any relative had serious problems with the “law”? _____

MODALITY ANALYSIS OF CURRENT PROBLEMS/CHALLENGES

The following section is designed to help you describe your current problems in greater detail and to identify problems, which might otherwise go unnoticed. This will enable us to design a comprehensive treatment program and tailor it to your specific needs. The following section is organized according to the seven (7) modalities of *Behavior, Feelings, Physical Sensations, Images, Thoughts, Interpersonal Relationships and Biological Factors*.

4. Behavior:

Underline any of the following behaviors that apply to you:

Overeating	Suicidal attempts	Cannot keep a job
Take drugs	Compulsions	Insomnia
Vomiting	Smoke	Take too many risks
Odd behavior	Withdrawal	Lazy
Drink too much	Nervous tics	Eating problems
Work too hard	Concentration difficulties	Aggressive behavior
Procrastination	Sleep disturbance	Crying

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Impulsive reactions
Loss of control

Phobic avoidance

Outbursts of temper

Are there any specific behaviors, actions or habits that you would like to change? Yes _____

No ____ If so, what are they? _____

What are some special talents or skills that you feel proud of? _____

What would you like to do more of? _____

What would you like to do less of? _____

What would you like to start doing? _____

What would you like to stop doing? _____

How is your free time spent? _____

Do you keep yourself compulsively busy doing an endless list of chores or meaningless activities? Yes ____ No ____ If so, what do you do? _____

Do you practice relaxation or meditation regularly? Yes ____ No ____

5. Feelings:

Underline any of the following feelings that often apply to you:

Angry	Guilty	Unhappy
Annoyed	Happy	Bored
Sad	Conflicted	Restless
Depressed	Regretful	Lonely
Anxious	Hopeless	Contented
Fearful	Hopeful	Excited
Panicky	Helpless	Optimistic
Energetic	Relaxed	Tense
Envious	Jealous	Others:

List your five main fears:

1. _____
2. _____
3. _____
4. _____
5. _____

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What feelings would you most like to experience more often? _____

What feelings would you like to experience less often? _____

What are some positive feelings you have experienced recently? _____

When are you most likely to lose control of your feelings? _____

Describe any situations that make you feel calm or relaxed: _____

Please complete the following:

If I told you what I'm feeling now _____

One of the things I feel proud of is _____

One of the things I feel guilty about is _____

I am happiest when _____

One of the things that saddens me the most is _____

If I weren't afraid to be myself, I might _____

I get so angry when _____

If I get angry with you _____

What kind of hobbies or leisure activities do you enjoy or find relaxing? _____

Do you have trouble relaxing and enjoying weekends and vacations? Yes ____ No ____

If yes, please explain: _____

6. Physical Sensations:

Underline any of the following that often apply to you:

Headaches
Dizziness

Stomach trouble
Tics

Skin problems
Dry mouth

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Palpitations	Fatigue	Burning or itchy skin
Muscle spasms	Twitches	Chest pains
Tension	Back pain	Rapid heartbeat
Sexual disturbances	Tremors	Don't like being touched
Unable to relax	Fainting spells	Blackouts
Bowel disturbances	Hear things	Excessive sweating
Tingling	Watery eyes	Visual disturbances
Numbness	Flushes	Hearing problems

Menstrual History: (if applicable)

Age of first period: _____ Were you informed or did it come as a shock? _____

Are you regular? _____ Date of last period? _____

Duration? _____ Do you have pain with your period? _____

Do your periods affect your mood? _____

What sensations are especially:

Pleasant for you? _____

Unpleasant for you? _____

7. Images:

Underline any of the following that apply to you. **Do you have:**

Pleasant sexual images	Unpleasant sexual images
Unpleasant childhood images	Lonely images
Helpless images	Seduction images
Aggressive images	Images of being loved

Check which of the following that applies to you. **I picture myself:**

being hurt	hurting others
not coping	being in charge
succeeding	failing
losing control	being trapped
being followed	being laughed at
being talked about	being promiscuous
others: _____	

What picture comes into your mind most often? _____

Describe a very pleasant image, mental picture or fantasy. _____

Describe a very unpleasant image, mental picture or fantasy. _____

Describe your image of a completely "safe place". _____

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How often do you have nightmares? _____

8. Thoughts:

Underline each of the following thoughts that apply to you:

- I am worthless, a nobody, useless and/or unlovable.
- I am unattractive, incompetent, stupid and /or undesirable.
- I am evil, crazy, degenerate and /or deviant.
- Life is empty, a waste; there is nothing to look forward to.
- I make too many mistakes, can't do anything right.

Underline each of the following words that you might use to describe yourself:

Intelligent, confident, worthwhile, ambitious, sensitive, loyal, trustworthy, full of regrets, worthless, a nobody, useless, evil, crazy, morally degenerate, considerate, a deviant, unattractive, unlovable, inadequate, confused, ugly, stupid, naïve, honest, incompetent, horrible thoughts, conflicted, concentration difficulties, memory problems, attractive, can't make decisions, suicidal ideas, persevering, good sense of humor, hard-working.

What do you consider to be your most irrational thought or idea? _____

Are you bothered by thoughts that occur over and over again? _____

On each of the following items, please circle the number that most accurately reflects your opinions:

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
I should not make mistakes.	1	2	3	4	5
I should be good at everything I do.	1	2	3	4	5
When I do not know, I should pretend that I do.	1	2	3	4	5
I should not disclose personal information.	1	2	3	4	5
I am a victim of circumstances.	1	2	3	4	5
My life is controlled by outside forces.	1	2	3	4	5
Other people are happier than I am.	1	2	3	4	5
It is very important to please other people.	1	2	3	4	5
Play it safe; don't take any risks.	1	2	3	4	5
I don't deserve to be happy.	1	2	3	4	5
If I ignore my problems, they will disappear.	1	2	3	4	5
It is my responsibility to make others happy.	1	2	3	4	5
I should strive for perfection.	1	2	3	4	5
Basically, there are two ways of doing things- the right way and the wrong way.	1	2	3	4	5

Expectations regarding therapy:

In a few words, what do you think therapy is all about? _____

How long do you think your therapy should last? _____

How do you think a therapist should interact with his or her clients? _____

What personal qualities do you think the ideal therapist should possess? _____

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Please complete the following:

I am a person who _____

All my life _____

Ever since I was a child _____

It's hard for me to admit _____

One of the things I can't forgive is _____

A good thing about having problems is _____

The bad thing about growing up is _____

One of the ways I could help myself but don't is _____

9. Interpersonal Relationships:

A. Family of Origin:

(1) If you were not brought up by your parents, who raised you and between what years?

(2) Were you adopted? If so at what age? _____

(3) Give a description of your father's (or father substitute's) personality and his attitude towards you (past and present): _____

(4) Give a description of your mother's (or mother substitute's) personality and her attitude toward you (past and present): _____

(5) In what ways were you disciplined (punished) by your parents as a child? _____

(6) Give an impression of your home atmosphere (i.e., the home in which you grew up). Mention state of compatibility between parents and between children. _____

(6) Were you able to confide in your parents? _____

(7) Did your parents understand you? _____

(8) Basically, did you feel loved and respected by your parents? _____

(9) If you have a step-parent, give your age when parent remarried. _____

(10) Has anyone (parents, relatives, friends) ever interfered in your marriage, occupation, etc?

(11) Who are the most important people in your life? _____

B. Friendships:

(1) Do you make friends easily? _____

(2) Do you keep them? _____

(3) Were you ever bullied or severely teased? _____

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- (4) Describe any relationship that gives you
- That has hurt you the most: _____
 - Unconditional Love: _____
 - Joy: _____
 - Grief: _____
- (5) Rate the degree to which you generally feel comfortable and relaxed in social situations: Very relaxed ____ Relatively comfortable ____ Relatively uncomfortable ____
Very anxious ____
- (6) Generally, do you express your feelings, opinions and wishes to others in an open, appropriate manner? _____ Describe those individuals with whom (or those situations in which) you have trouble asserting yourself? _____
- (7) Did you date much during High School? _____ College? _____
- (8) Do you have one or more friends with whom you feel comfortable sharing your most private thoughts and feelings? _____

C. Marriage:

- (1) How long did you know your spouse before your engagement? _____
- (2) How long have you been married? _____
- (3) What is your spouse's age? _____
- (4) What is your spouse's occupation? _____
- (5) Describe your spouse's personality. _____
- (6) In what areas are you compatible? _____
- (7) In what areas are you incompatible? _____
- (8) How do you get along with your in-laws (this includes brothers and sister-in-law)? _____

- (9) How many children do you have? _____ Please give their names, ages and sexes:

- (10) Do any of your children present special problems? _____
- (11) Any relevant information regarding abortions or miscarriages? _____

D. Sexual Relationships:

- (1) Describe your parents' attitude toward sex. Was sex discussed at home? _____

- (2) When and how did you derive your first knowledge of sex? _____

- (3) When did you first become aware of your own sexual impulses? _____
- (4) Have you ever experienced any anxiety or guilt feelings arising out of sex or masturbation?
- (5) If yes, please explain. _____

- (6) Any relevant details regarding your first or subsequent sexual experiences? _____

- (7) Is your present sex life satisfactory? If not, please explain. _____

- (8) Provide information about any significant homosexual reactions or relationships. _____

E. Other Relationships:

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(1) Are there any problems in your relationships with people at work? If so, please describe.

(2) Please complete the following:

a. One of the ways people hurt me is _____

b. I could shock you by _____

c. A mother should _____

d. A father should _____

e. A true friend should _____

(3) Give a brief description of yourself as you would be described by:

a. Your spouse (if married): _____

b. Your best friend: _____

c. Someone who dislikes you: _____

(4) Are you currently troubled by any past rejections or loss of a love relationship? If so, please explain.

10. **Biological factors:**

Do you have any current concerns about your physical health? Please specify: _____

Please list any medicines you are currently taking, or have taken during the past 6 months (including aspirin, birth control pills, or any medicines that were prescribed or taken over the counter)

Do you eat three well-balanced meals each day? If not, please explain: _____

Do you get regular physical exercise? If so, what type and how often? _____

Check any of the following that apply to you:

NEVER RARELY FREQUENTLY VERY OFTEN

Marijuana _____

Tranquilizers _____

Sedatives _____

Aspirin _____

Cocaine _____

Painkillers _____

Alcohol _____

Coffee _____

Narcotics _____

Stimulants _____

Hallucinogens (LSD, etc.) _____

Diarrhea _____

Allergies _____

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Check any of the following that apply to you:

	NEVER	RARELY	FREQUENTLY	VERY OFTEN
High Blood Pressure	_____			
Heart problems	_____			
Nausea	_____			
Vomiting	_____			
Insomnia	_____			
Headaches	_____			
Backache	_____			
Early morning awakening	_____			
Fitful sleep	_____			
Overeating	_____			
Poor appetite	_____			

Underline any of the following that apply to you or members of your family:

thyroid disease, kidney disease, asthma, neurological disease, infectious diseases, diabetes, cancer, gastrointestinal disease, prostate problems, glaucoma, epilepsy, Other: _____

Have you ever had any head injuries or loss of consciousness? Please give details. _____

Please describe any surgery you have had (give dates): _____

Please describe any accidents or injuries you have suffered (give dates): _____

Sequential History:

Please outline your most significant memories and experiences within the following ages:

0-5 _____

6-10 _____

11-15 _____

16-20 _____

21-25 _____

26-30 _____

31-35 _____

36-40 _____

41-45 _____

46-50 _____