

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)

Assessment Registration

Name: _____ Date: ____/____/20____

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

Home Address: _____

City: _____ State: _____ Zip: _____

Please provide all contact numbers:

Home 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: _____

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 surcharge 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.

- **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 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:

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.

PERSONAL CLIENT RELEASE OF INFORMATION

I, _____, hereby authorize CURE COUNSELING & ASSESSMENT TRAINING CENTRE to release information pertaining to my evaluation and/or counseling sessions to:

for the purpose of:

Additional Understanding:

I understand that this authorization applies to any and all counseling sessions at CURE Counseling & Assessment Training Centre for past, present or future sessions. **I have been informed that I may revoke this authorization by written communication to CURE COUNSELING.** *I certify that I have been requested to read this form in its entirety and that I fully understand its content.* I further agree that I am aware and will abide by the Privacy Policies as set forth by CURE Counseling & Assessment Training Centre. In the unlikely event that a lawyer, judge, or court subpoenas my records, I am responsible, at my expense, to provide a Protective Order from the court to quash my subpoenaed records. If the Protective Order is not provided by the time the subpoenaed records are requested to be received, then I give my permission for CURE Counseling and/or counselors to use those records in the court of law or make them available to those who subpoenaed my records to be received, and will not hold CURE Counseling & Assessment Training Centre accountable for any HIPPA violation.

Initials _____

Signature of Client

Date of Authorization & Full Agreement

Signature of Witness

Date

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