



Edward Clark, LPC, CCADC
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Registration Form

Client Name: _____ D.O.B: _____
Male _____ Female _____ (circle): Single, Married, Widowed, Separated, or Divorced
Home Address: _____
City _____ State _____ Zip Code _____
Cell Phone: _____ Other Phone: _____
Email: _____ Referred by _____
Employer: _____
Occupation: _____ Work Phone: _____ Ext _____
Children and other Household members (names and ages):

Spouse/Parent: _____ Age _____
Address (if different): _____
Cell Phone: _____ Other Phone: _____

Name, Address and Phone Number of Primary Care Physician or Psychiatrist:

Appointment Cancellation Fee

I hereby give consent and authorization to Life Focus, Inc. to collect a \$100 fee for any missed appointment or failing to cancel any appointment at least 24 hours prior to any appointed session time. If you do not wish to provide a credit card to be kept on a file, a \$100 deposit (cash or check that will be deposited) will be required. See Office & Confidentiality Policy for details.

Name on Debit/Credit Card (Print Name): _____
Card number: _____ Exp date: ____/____ CID _____
Please Circle: MasterCard Visa Amex Discover Other: _____

What is the relationship between the client & name on card? (if different)

Circle one: Self Parent(s) Spouse Sibling Other: _____

All credit card information is strictly kept confidential.

All questions regarding financial responsibility should be discussed with your therapist prior to the session. ***I hereby agree to and attest that the above information is accurate and true:***

Client Signature(s): _____ Date: _____

Client Name (Print): _____ Date: _____



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Office and Confidentiality Policy

Welcome to Life Focus, Inc. We hope our services bring you inspiration, hope and blessings. These written documents are provided to bring therapeutic boundaries, clarity of professional relationships, its limits and liabilities.

In signing these documents you are making an agreement to several things including: giving permission for the provider to render services to yourself and/or your child(ren). You will be treated with respect and honesty; you also will expect to benefit from treatment but agree that there are no guarantees, and, you acknowledge that maximum benefits will occur with regular attendance, but understand that you may occasionally feel temporarily worse in the course of the process.

Please read carefully the following document. It outlines the Policies and Procedures as they relate to our practice and the Rights and Responsibilities of our clients. Any questions you may have can and should be discussed in detail with your therapist during your first meeting. Your signature at the end of this document indicates that you have read, understood, agree and consent to these terms.

Professional Consulting and Confidentiality Policy

Life Focus, Inc. therapists may consult with other professional therapists and other medical practitioners in order to gain a better understanding & different perspective of client issues they may encounter. The Life Focus, Inc. therapist will only reveal information that is relevant to your issue. In signing this document, you are giving consent for your therapist to speak with other professionals on your behalf.

Life Focus, Inc. will not disclose or confirm your use of services at this office, except as it is necessary for insurance reimbursement. Lawful and legally required exceptions to this privilege of confidentiality include: information of child abuse, elder abuse, the immediate physical danger to yourself or another, a lawful court order and your signed consent.

Professional Relationship

According to the ethical standards of the profession, entering into a "patient-doctor" relationship enjoins special protections upon that relationship. This is necessary in-order to protect the parties from potential conflicts of interest or abuse of power and it allows for greater freedom and security for the relationship within the therapeutic process. Intimate friendships and personal business (outside of the therapeutic relationship) are to be avoided between therapist and client. In public, the therapist shall defer to the client regarding any acknowledgement of acquaintance. All

acknowledgements of the relationship should reflect a casual relationship "I think we have met at a church function...etc." Any dual relationship between therapist and client are highly discouraged. Only under special circumstances where there is a third party accountability and with full informed consent of all parties.

Appointments and Financial Responsibility

My fee for appointments 55 minutes in length is \$120.00 for individuals and/or couples. All sessions that run over by 15-30 minutes will be billed an additional \$60.00. There are no refunds for services that are pre-paid; said monies will only be applied toward future scheduled services. Clients that pre-pay for services but, fail to schedule any appointment for a period of 6 months or longer from the time of their last appointment forfeit any and all remaining pre-paid monies. Payments for services rendered including co-payments and deductibles are due at the time of service. All billed services are deemed "past due" and "payable in full" upon receipt of statement. There will be additional \$35.00 fee charged to the client for Non Sufficient Fund (NSF) charges for returned checks or declined charge cards at time of payment. Clients may request credit or debit account numbers to be on file with Life Focus, Inc. and for said services to be charged. Please note the above listed \$35.00 fee applies to accounts on file as well.

In order to maintain the operation and continuation of our services it has become necessary to hold each client responsible to guarantee payment for services rendered. Insurance companies will not guarantee payment for services rendered. Each appointment is set aside as a time reserved for you. No one else shall be entitled to that time. Therefore, when an appointment is missed without 24 hours notice, someone else has missed a crucial opportunity and the therapist cannot recover his/her time that was allocated to you.

**For New clients - New clients who make appointments but fail to cancel said appointment or reschedule at least 24 hours prior to the start of their allotted appointment will be required to place a \$60 "appointment hold" onto their next scheduled appointment. When the client makes their appointment, the "hold fee" will be applied to the session fee. If the client misses or reschedules their appointment (even if they reschedule at least 24 hours prior to their session) the "hold fee" is forfeited.*

**As a client, you are responsible for keeping scheduled appointments. With the exception of true emergencies (documented hospitalization, car accidents, etc.) failure to provide a minimum of 24 hours notice to cancel will result in a "cancelled or missed" appointment fee of \$100, which must be paid before the next appointment can be scheduled. If you have a credit card on file, you credit card will be charged. If you do not provide a credit card number to keep on file, you will be required to provide a \$100.00 deposit (in cash or check that will be deposited within one business day). The fee will only be utilized in the event you do not show up for an appointment or do not give a 24-hour notice for cancellation. If the deposit is utilized as mentioned above, you will be required to provide an additional \$100.00 (cash or check) prior to setting up an additional appointment. The \$100.00 can not be used towards the payment of a session. Your insurance*

carrier will not cover missed appointment fees. Failure to pay for a missed appointment will result in further scheduled appointments being cancelled.

Legal and Clinical Fees

In order to provide the highest quality therapeutic services, clients may be asked to take an assessment instrument(s) to develop appropriate clinical goals, plans and direction in addressing clients' therapeutic needs. ***Each assessment instrument is an additional cost of \$50.*** *There is a \$150 fee for preparing clinical documents at the request of clients or their legal representatives. This fee is payable before work shall be done, the balance (if any) is due upon receipt of said document.* Please be advised, **your therapist will not testify** in court on your behalf unless court ordered to do so. Your therapist can give an objective assessment of the client and their therapeutic needs to court officials. A retainer fee of \$250 is required before scheduling a court appearance date, a **48-hour notice** is required to cancel without loss of retainer. There is a \$500 fee (minus retainer fee) for 3-hour court appearance. There is an additional \$150 per hour over the initial 3-hour limit. Any court delays or rescheduling by the court, is still the financial responsibility of the client.

Any questions regarding the preceding information can and should be discussed in detail with your therapist. Your signature below indicates that you have read and understand, agree and consent to these terms.

Client Signature: _____ Date: _____

Therapist Signature: _____ Date: _____



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PRE Counseling Evaluation Survey

Client Name: _____ Date: _____

Overall assessment of life condition (1= terrible to 10= great) 1 2 3 4 5 6 7 8 9 10

Please circle ALL that apply:

- | | | | |
|--|--------------------------|----------------------|--------------------------|
| Indecisiveness | Nightmares | Heart palpitations | Feelings of inadequacy |
| Sleep problems | Anger/Outburst | Porn Addiction | Can't concentrate |
| Poor Boundaries | Regretful | Unloved | Worthlessness |
| Memory problems | Bored easily | Stomach troubles | Isolating from others |
| Fainting spells | Dizziness | Not confident | Feelings of hopelessness |
| Restlessness | Nervous | Perfectionistic | No/little motivation |
| Suicidal ideations | Depressed | Alcohol problems | Lack of confidence |
| Life feels empty | Headaches | Unable to relax | Financial problems |
| Feelings of anxiety | Workaholic | Not responsible | Relationship problems |
| Feeling guilty | Stressed | Inferiority feelings | Feelings of grief/loss |
| Marital problems | Panic attacks | Daydreams a lot | Feelings of loneliness |
| Sleeps a lot | Irritable | Negative thinking | Impulsive Behaviors |
| Low self esteem | OCD | Controlling | Poor school performance |
| Thinks too much | Problems w/child | Problems w/parents | Drug abuse/dependence |
| Overly sensitive to the opinions of others | Lacks empathy for others | | |

Other symptom(s): _____

a) Reason (s) for starting counseling:

- I/We need help
- Family and friends encouraged me to seek help
- I just need someone to talk to
- I was forced/coerced to seek help

b) Rate your diet/eating choices? 1 2 3 4 5 6 7 8 9 10 (1= terrible to 10=great)

c) Typical sleep hours _____ to _____

Post Counseling Evaluation Survey

Ending Date: _____ () *Client did not return to complete survey*

Current assessment of life condition 1 2 3 4 5 6 7 8 9 10 (1= terrible to 10=great)

Which symptom(s) decreased and by how much ? (10%, 25% 50% 90%, etc)

_____	_____	_____	_____
	%		%
_____	_____	_____	_____
	%		%
_____	_____	_____	_____
	%		%

Were you satisfied with the level of care you received? **Yes or No**, If no, please explain:



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Book Loan/Return Policy

Clients who are loaned any books or test materials from Life Focus, Inc. are to return said books or materials at the agreed upon time. Time extensions for the return of books and/or materials will be discussed by both parties (as therapeutically necessary) prior to their due date. If any books or materials are not returned, a request for their return will be made by phone or email. ***If the books are not returned within 30 days after the agreed upon due date or are not in its original condition, the client must replace the books in better or equal condition or they will be charged \$35.00. Testing materials (i.e. IBS booklets, etc.) that are not returned will be assessed a \$15.00 fee for each item.*** No further counseling appointments will be made until this matter is settled.

By signing, the client agrees to adhere to this policy.

Client signature: _____ Date: _____

Nutritional Suggestion/Recommendation Disclaimer

Periodically, I will advise clients on the importance and effects of nutrition on various aspects of mental health. The Bible is very clear on maintaining our physical health, as well as our emotional, spiritual and psychological well-being. If our nutrition is out of balance, this may cause many physical issues that are often seen as emotional or other mental health problems. I may suggest nutritional supplementation along with a balanced meal plan to enhance and optimize the client's counseling and therapeutic results. I do not hold a certification or degree in nutrition/dietary studies. All of my recommendations/suggestions are taken from published resources. ***I insist that each client consult with their primary care physician, dietitian or a certified nutritionist for approval, prior to beginning any nutritional plan discussed.***

By signing, the client understands and agrees with the above disclaimer.

Client signature: _____ Date: _____



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Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act (HIPAA) establishes patient rights and protections associated with the use of protected health information. HIPAA provides patient protections related to the electronic transmission of data (“the transaction rules”), the keeping and use of patient records (“privacy rules”), and storage and access to health care records (“the security rules”). HIPAA applies to all health care providers, including mental health care providers. Providers and health care agencies are required to provide patients a notification of their privacy rights as it relates to their health care records.

This Patient Notification of Privacy Rights informs you of your rights. Please carefully read this Patient Notification. It is important that you know and understand the patient protections HIPAA affords you as a patient.

In mental health care, confidentiality and privacy are central to the success of the therapeutic relationship; therefore, we will do all we can do to protect the privacy of your mental health records. Please contact your counselor if you have questions regarding matters discussed in this Patient Notification. Please print, sign, and date this form below to acknowledge that you have familiarized yourself with the Confidentiality/HIPAA practices of LIFE FOCUS, INC.

I, _____, have been provided a copy of the LIFE FOCUS, INC. Patient Notification of Privacy Rights. My signature below indicates that I had opportunity to review this document prior to signing it.

Client Signature: _____ Date: _____

I. Preamble

Records are kept documenting your care as required by law, professional standards, and other review procedures. HIPAA clearly defines what kind of information is to be included in your “designated medical record” or “case record” as well as some material, known as “Psychotherapy Notes” which is not accessible to insurance companies and other third-party reviewers and in some cases, not to the patient himself/herself. HIPAA provides privacy protections about your personal health information, which is called “protected health information (PHI)” which could personally identify you. PHI consists of three (3) components: treatment, payment, and health care operations. Treatment refers to activities in which we provide, coordinate or manage your mental health care service or other services related to your health care. Examples include a counseling session or communication with your primary care physician about your medication or overall medical condition. Payment is when LIFE FOCUS, INC. obtains reimbursement for your mental health care or other services related to your health care. Health care operations are activities related to our performance such as quality assurance. The use of your protected health information refers to activities our agency conducts for scheduling appointments, keeping records, and other tasks related to your care. Disclosures refer to activities you authorize such as the sending of your protected health information to other parties (i.e., your insurance company).

II. Uses and Disclosures of Protected Health Information Requiring Authorization

If you request LIFE FOCUS, INC. to send any of your protected health information of any sort to anyone outside its offices, you must first sign a specific authorization to release information to this outside party. A copy of that authorization form is available upon request. In recognition of the importance of the confidentiality of conversations between therapist and patients in treatment settings, HIPAA permits keeping “psychotherapy notes” separate from the overall “designated medical record”. “Psychotherapy notes” are the therapist’s notes “recorded in any medium by a mental health provider documenting and analyzing the contents of a conversation during a private, group, or joint family counseling session and that are separated from the rest of the individual’s medical record.” “Psychotherapy notes” are private and contain information about you and your treatment. “Psychotherapy notes” are not the same as “progress notes” which could include any of the following: medication prescriptions and monitoring, assessment/treatment start and stop times, the modalities of care, frequency of treatment furnished, and any summary of your diagnosis, functional status, treatment plan, symptoms, prognosis and progress to date.

III. Business Associates Disclosures

HIPAA requires that we train and monitor the conduct of those performing ancillary administrative services for our office and refers to these people as “Business Associates”. In our office, “business associates” include our office manager who provides such services as typing and billing-all activities which bring them into some measure of contact with your protected health information. Our other “business associates” include possible future student interns who have signed a formal contract which very clearly spells out to them the importance of protecting your mental health information as an absolute condition for their placement at our agency. We train them in our privacy practices, monitor their compliance, and correct any errors, should they occur.

IV. Uses and Disclosures Not Requiring Consent or Authorization

By law, protected health information may be released without your consent or authorization under the following conditions:

- Suspected or known child abuse or neglect
- Suspected or known sexual abuse of a child
- Adult and Domestic abuse
- Judicial or administrative proceedings (i.e. you are ordered here by the court)
- Serious threat to health or safety (i.e. "Duty to Warn and Threat to National Security")

V. Patient's Rights and Our Duties

- You have a right to the following:
- The right to request restrictions on certain uses and disclosures of your protected health information which we may or may not agree to but if we do, such restrictions shall apply unless our agreement is changed in writing.
- The right to receive confidential communications by alternative means and at alternative locations. For example, you may not want forms mailed to your home address so we will send them to another location of your choosing.
- The right to inspect and copy your protected health information in the designated record and any billing records for as long as protected health information is maintained in the record.
- The right to insert an amendment in your protected health information, although the therapist may deny an improper request and/or respond to any amendment(s) you make to your record of care.
- The right to an accounting of non-authorized disclosures of your protected health information.
- The right to a paper copy of notices/information from LIFE FOCUS, INC., even if you have previously requested electronic transmission of notices/information.
- The right to revoke your authorization of your protected health information except to the extent that action has already been taken.

For more information on how to exercise each of these aforementioned rights, please do not hesitate to ask your therapist for further assistance on these matters.

LIFE FOCUS, INC. is required by law to maintain the privacy of your protected health information and to provide you with a notice of your Privacy Rights and our duties regarding your PHI. LIFE FOCUS, INC. reserves the right to change its privacy policies and practices as needed with these current designated practices being applicable unless you receive a revision of these policies when you come for future appointment(s). Our duties in these matters include maintaining the privacy of your protected health information, to provide you with a notice of your rights and our privacy practices with respect to your PHI, and to abide by the terms of the notice unless it is changed and you are so notified.

VI. Complaints

The Edward Clark, LPC is the appointed "Privacy Officer" for our agency per HIPAA regulations. If you have any concerns of any sort that your privacy rights may have been somehow compromised, please do not hesitate to speak to the appointed privacy officer immediately about this matter. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services.

VII. Effective Date

This notice shall go into effect August 1, 2014 and remain so unless new notice provisions effective for all protected health information are enacted accordingly.