



GroundWork C O U N S E L I N G

400 South Orlando Avenue, Suite 206
Maitland, Florida 32751
407.378.3000

Client Informed Consent

Welcome to Groundwork Counseling, LLC. Prior to your first appointment, we invite you to review the following important information regarding our services and practices. Please note any questions that you have while reading through the following information so that we may discuss them further. Signing this form will represent an agreement between yourself and Groundwork Counseling, and acknowledge that you feel adequately informed regarding the services and support you will receive during the counseling process.

Therapy, Counseling & Coaching Services

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the psychotherapist and patient, and the particular problems you bring forward. There are many different methods your counselor may use to treat the problems that you want to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we discuss both during our sessions and at home.

Therapy, counseling, and coaching can have benefits and risks. Since therapy often involves discussing difficult or challenging aspects of your life or past, you may find yourself (or your child) experiencing intense emotions while in therapy. On the other hand, therapy, counseling and coaching has shown to be significantly beneficial to those who participate in it. Therapy can often assist individuals to find solutions to problems, improve self-image, reduce negative feelings, and improve relationship quality. There are no guarantees of what you will experience.

If at any time during our counseling relationship you would like more information regarding therapeutic interventions, education, or general information please do not hesitate to ask.

Assessment & Sessions

Your first few sessions (or your child's first sessions), will include an evaluation and assessment of your needs (or your child's needs). After several sessions, your counselor will be able to offer some initial impressions and will work with you to establish therapeutic goals. Each session is scheduled for 50 minutes in length, unless the client (or parent) has requested a 75-minute session (at an additional fee). Frequency of appointments will be mutually agreed upon as part of your plan of care.

Cancellation Policy

Once an appointment is scheduled all clients are required to pay for that appointment at the fee set for the length or purpose of the appointment unless 24-hour notice is provided. Cancellations with less than 24 hours notice will be charged the full session fee. Excessive missing of appointments, whether paid or unpaid, will result in a reevaluation of our therapeutic relationship and your continuation in therapy. Your counselor reserves the right to terminate the counseling relationship in the event that 2 consecutive appointments are missed without notification of cancellation. Please note that consistency in counseling, and attending each session will provide you with the optimum potential to benefit from your therapeutic experience.

Service Fees (For All Counseling Appointments):

50 Minute Session: \$125 - \$175 (Licensed Professional)

50 Minute Session: \$100 (Pre-Licensed Professional)*

**Sliding Scale Available Based On Family Income*

In addition to weekly appointments, your counselor charges this amount for other professional services you may request in addition to counseling. Other services include report writing, telephone conversations lasting longer than 15 minutes, exposure therapy, or preparation of records or treatment summaries. You will be expected to pay for your counselor's time even if your counselor is called to testify by another party. Because of the difficulty of legal involvement, your counselor charge \$500 per hour for preparation and attendance at any legal proceeding.

If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, GroundWork Counseling has the option of using legal means to secure payment. This may involve hiring a collection agency or through small claims court. If such legal action is necessary, the costs will be included in the claim. In most collection situations, the only information GroundWork Counseling will release regarding a patient's treatment is his/her name, the nature of services provided, and the amount due.

Payment

Cash, checks, and all credit cards are accepted. **A credit card must be on-file with release to auto-bill for your appointment if an appointment is missed without 24 hours notice.** Also, auto-billing can be utilized for each appointment if it is more convenient for you.

Insurance

GroundWork Counseling does not reimburse through insurance. You may attempt third part reimbursement; your counselor can supply a bill for you to submit to your insurance provider, however, we do not guarantee reimbursement. Please be aware that if you request a summary or bill to submit to your insurance provider, it is likely that your insurance company will require your therapist to provide them with a clinical diagnosis, and may request additional clinical information such as treatment plans or summaries.

Contacting Your Therapist & Office Hours

GroundWork Counselors are not often immediately available by telephone. While GroundWork Counseling maintains office hours (by appointment only), your counselor is often with other clients and unable to answer the phone. When your counselor is unavailable, your call will be answered by our answering service, or your counselor's voicemail, which your counselor monitors frequently. Counselors will make every effort to return your call within one business day, with the exception of weekends and holidays. If you do not hear back from us in that time frame, please call back as it may mean that the voicemail box did not retain your message. If you are difficult to reach, please inform me of some times when you will be available. If you are unable to reach your counselor and feel that you can't wait for your therapist to return your call, contact your family physician or the nearest emergency room and ask for the psychologist or psychiatrist on call. If your counselor will be unavailable for an extended time, they will provide you with the name of a colleague to contact, if necessary.

Contact Via Email & Text

Information contained in email and text messages may be privileged and confidential. However, there is some risk that any information that may be contained in such email or text message may be disclosed to, or intercepted by, unauthorized third parties. Please be aware that email and text communication can be intercepted in transmission or misdirected.

Initialing here _____ indicates that you acknowledge and accept the possible risks associated with email and text communication, and consent to use these methods of communication with your counselor.

Qualifications

At Groundwork Counseling, we offer counseling services from Licensed Mental Health Counselors, Licensed Marriage and Family Therapists, Licensed Social Workers, Registered Mental Health Counseling Interns, Registered Marriage and Family Interns, and Registered Social Work Interns. Licensed Mental Health Counselors (LMHC), Licensed Marriage and Family Therapists (LMFT), and Licensed Social Workers hold a master's degree in Clinical Mental Health Counseling, Marriage and Family Therapy, or Social Work; these counselors are fully licensed with the state of Florida and hold an active Florida license – these license numbers are available by request.

Registered Mental Health Counseling Interns, Registered Marriage and Family Therapist Interns, and Social Work Interns hold a master's degree in clinical mental health counseling, marriage and family counseling, or social work, and are registered in the state of Florida as a counseling intern seeking state licensure and currently practice under the supervision of a licensed counselor; registration numbers and supervisor contact information is available by request.

Professional Records

The laws and standards of our profession require that counselors keep treatment records of each session. This information can be requested in writing and will be provided to clients either in full or in summary. This information is maintained in clinical language and is subject to misinterpretation and as a result could be upsetting. If your counselor believes this information is subject to high levels of misinterpretation your counselor may offer to review the records with you during a scheduled session. Because these records contain sensitive information we strongly suggest patients reviewing them with your mental health provider.

GroundWork Counseling utilizes a “paperless” approach to record keeping. Your files will be stored on a HIPPA approved, secured and password protected cloud-based software. Any hardcopy files will either be filed in accordance with HIPPA / ACA guidelines or scanned into the database and shredded.

Minors

If you are under eighteen years of age, please be aware that the law may provide your parents the right to examine your treatment records. GroundWork requests that parents to not request to examine minors records, or request a summary without the minor’s consent.

Confidentiality

In general, law protects the privacy of all communications between a patient and counselor. Your counselor can only release information with your written permission. But there are a few exceptions:

In most legal proceedings, you have the right to prevent your counselor from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order your counselors testimony if he/she determines that the issues demand it.

There are some situations in which your counselor is legally obligated to take action to protect others from harm, even if some information about a patient’s treatment must be revealed. For example, if your counselor believes that a child, elderly person, or disabled person is being abused, they are required to file a report with the appropriate state agency.

If your counselor believes that a patient is threatening serious bodily harm to another, they are required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the patient. If the patient threatens to harm himself/herself, your counselor may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection. These situations rarely occur in the scope of our practice. If a similar situation occurs, your counselor will make every effort to fully discuss it with you before taking any action.

Your counselor may occasionally find it helpful to consult other professionals about a case. During a consultation, your counselor will make every effort to avoid revealing identity of the patient. The consultant is also legally bound to keep the information confidential. If you don’t object, your counselor will not tell you about these consultations unless they feel that it is important to your work together.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that you and your counselor discuss any questions or concerns that you may have during your initial meeting. Your counselor will be happy to discuss these topics with you if you have questions, but formal legal advice may be needed because the laws governing confidentiality are quite complex and we are not attorneys.

Your signature below indicates that you have read the information in this document and agree to abide by its terms.

Client / Legal Guardian

Date

Client / Legal Guardian

Date

Counselor

Date



GroundWork
COUNSELING

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Notice of Privacy Practices

THIS NOTICE INVOLVES YOUR PRIVACY RIGHTS AND DESCRIBES HOW INFORMATION ABOUT YOU IS PROTECTED AND MAY BE DISCLOSED, AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY

I. Confidentiality

As a rule, I will not disclose information about you, or the fact that you are my client, without your written consent. My formal Mental Health Record describes the services provided to you and contains the dates of our sessions, a diagnosis if applicable, functional status, symptoms, prognosis and progress, and any assessment tools administered or obtained. Health care providers are legally allowed to use or disclose records or information for treatment, payment, and health care operations purposes. However, I do not routinely disclose information in such circumstances, so I will require your permission in advance, either through your consent at the onset of our relationship (by signing a general consent form), or through your written authorization at the time the need for disclosure arises. You may revoke your permission, in writing, at any time, by contacting me.

II. "Limits of Confidentiality"

Possible Uses and Disclosures of Mental Health Records without Consent or Authorization

There are some important exceptions to this rule of confidentiality - some exceptions created voluntarily by my own choice, [some because of policies in this office/agency], and some required by law. If you wish to receive mental health services from me, I require that you sign the attached form indicating that you understand and accept my policies about confidentiality and its limits. We will discuss these issues now, but you may reopen the conversation at any time during our work together. I may use or disclose records or other information about you without your consent or authorization in the following circumstances, either by policy, or because legally required:

- **Emergency:** If you are involved in a life-threatening emergency and I cannot ask your permission, I will share information if I believe you would have wanted me to do so, or if I believe it will be helpful to you.
- **Child Abuse Reporting:** If I have reason to suspect that a child is abused or neglected, I am required by Florida law to report the matter immediately to the Abuse Hotline at 1-800-96-ABUSE.
- **Adult Abuse Reporting:** If I have reason to suspect that an elderly or incapacitated adult is abused, neglected or exploited, I am required by Florida law to immediately make a report and provide relevant information to the Abuse Hotline at 1-800-96-ABUSE.
- **Court Proceedings:** If you are involved in a court proceeding and a request is made for information about your diagnosis and treatment and the records thereof, I will not release information unless you provide written authorization or a judge issues a court order. If I receive a subpoena for records or testimony, I will notify you. If there is a criminal or civil case being pursued or considered I ask that you advise me as this makes records more subject to being requested and may have an effect on your response to therapeutic services provided.
- **Serious Risk to Health or Safety to Self:** Under Florida law, if I am engaged in my professional duties and you indicate an intent and verbalize means to bring harm to yourself I am required to take steps to ensure your safety. If you indicate an intent and verbalize means to complete or attempt a suicidal gesture I am required to take steps to ensure your safety. For both of these instances voluntary or involuntary hospitalization will be utilized and Baker Act procedures initiated to minimize the likelihood that you will be able to bring harm or fatal injury upon yourself.
- **Serious Risk to Health or Safety to Others:** Under Florida law, if I am engaged in my professional duties and you communicate to me a specific and immediate threat to cause serious bodily injury or death, to an identified or to an identifiable person, and I believe you have the intent and ability to carry out that threat immediately or imminently, I am legally required to take steps to inform the third, or threatened party. These precautions may include 1) warning the potential victim(s), or the parent or guardian of the potential victim(s), if under 18, 2) notifying a law enforcement officer, or 3) seeking your hospitalization. I may also use and disclose medical information about you when necessary to prevent an immediate, serious threat to your own health and safety.

- **Workers Compensation:** If you file a worker's compensation claim, I am required by law, upon request, to submit your relevant mental health information to you, your employer, the insurer, or a certified rehabilitation provider.
- **Records of Minors:** Florida law limits the confidentiality of the records of minors. For example, parents may not be denied access to their child's records. Other circumstances may also apply, and we will discuss these in detail if I provide services to minors. Other uses and disclosures of information not covered by this notice or by the laws that apply to me will be made only with your written permission.

II. Patient’s Rights and Providers Duties:

- **Right to request restrictions:** You have the right to request restrictions on certain uses and disclosures of protected health information about you. You also have the right to request a limit on the medical information I disclose about you to someone who is involved in your care or the payment for your care. If you ask me to disclose information to another party, you may request that I limit the information I disclose. However, I am not required to agree to a restriction you request but will do my best to disclose the minimum necessary information. To request restrictions, you must make your request in writing, and tell me: 1) what information you want to limit; 2) whether you want to limit my use, disclosure or both; and 3) to whom you want the limits to apply.
- **Right to Receive Confidential Communications by Alternative Means and at Alternative Locations:** You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing me. Upon your request, I will send your bills to another address. You may also request that I contact you only at work, or that I do not leave voice mail messages.) To request alternative communication, you must make your request in writing, specifying how or where you wish to be contacted.
- **Right to an Accounting of Disclosures:** You generally have the right to receive an accounting of disclosures of PHI for which you have neither provided consent nor authorization (as described in section III of this Notice).
- **Right to Inspect and Copy:** In most cases, you have the right to inspect and copy your medical and billing records. To do this, you must submit your request in writing. If you request a copy of the information, I may charge a fee for costs of copying and mailing. I may deny your request to inspect and copy in some circumstances. I may refuse to provide you access to certain psychotherapy notes or to information compiled in reasonable anticipation of, or use in, a civil criminal, or administrative proceeding.
- **Right to Amend:** If you feel that protected health information I have about you is incorrect or incomplete, you may ask me to amend the information. To request an amendment, your request must be made in writing, and submitted to me. In addition, you must provide a reason that supports your request. I may deny your request if you ask me to amend information that: 1) was not created by me; I will add your request to the information record; 2) is not part of the medical information kept by me; 3) is not part of the information which you would be permitted to inspect and copy; 4) is accurate and complete.
- **Right to a Copy of This Notice:** You have the right to a paper copy of this notice. You may ask me to give you a copy of this notice at any time. Changes to this notice: I reserve the right to change my policies and/or to change this notice, and to make the change notice effective for medical information I already have about you as well as any information I receive in the future. If there are changes a new copy will be given to you or posted in the waiting room. I will have copies of the current notice available on request.
- **Complaints:** If you believe your privacy rights have been violated, you may file a complaint. To do this, you may submit your request in writing to my office. You may also send a written complaint to the U.S. Department of Health and Human Services or visit their website at www.hhs.gov.

**Patient's Acknowledgment of
Receipt of Notice of Privacy Practices**

Your signature indicates that you have been provided a copy of the Notice of Privacy Practices of GroundWork Counseling LLC, that we have discussed these policies, and you understand that you may ask questions about them at any time in the future.

I consent to accept these policies as a condition of receiving mental health services.

Signature: _____

Printed Name: _____

Date: _____

Signature: _____

Printed Name: _____

Date: _____



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Credit Card Authorization Form

GROUNDWORK COUNSELING REQUIRES ALL ACTIVE CLIENTS TO HAVE A CREDIT CARD ON FILE

Cardholder Name: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ Mastercard _____ Discover _____ AmEx

Credit Card Number: _____

Expiration Date: _____

Card Identification Number: _____

Charge this card automatically for appointments? (Please circle one of the following)

YES (Always, for all appointments)

SOMETIMES (If I do not have a check or cash)

NO (I will be paying with cash or check – only use this card for missed appointments without 24hr notice)

I authorize GroundWork Counseling LLC to charge the agreed service charge to my credit card provided herein. I

understand my card will be charged the full service fee for missed appointments if 24 hours notice is not given. I agree that I will pay for this service in accordance with the issuing bank cardholder agreement.

Cardholder – Print Name, Sign and Date Below:

Name: _____

Signed: _____

Dated: _____



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Family Therapy Intake Form

Parent 1: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Preferred Method of Contact: _____

Parent 2: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Preferred Method of Contact: _____

How did you hear about us / referred by: (please select one)

Google Search / Internet Doctor Psychiatrist Word of Mouth/Friend Other Please indicate _____

Please describe the present difficulties that bring you to counseling

What solutions have you tried to deal with the problems?

What would you like to accomplish out of your time in treatment? What are your goals?

List names and relationships of all adults currently living in the household:

Name	Age	Relationship

Current marital status of parents:

List names, ages and grade level of siblings, step-siblings and minors living in the household:

Name	Relationship	Age	Grade

List names and ages of siblings and step-siblings not currently living in the household and why

Name	Relationship	Age	Living where and reason

Additional parents not living in this household: names and relationship to child/children

Name	Relationship to child/children

Who do you expect will attend treatment sessions:

Are any children in the family adopted YES NO

If yes, which child/children _____ At what age _____

Does the child/children know about the adoption? YES NO

Circumstances surrounding the adoption process:

Custody: Please indicate who has custody of each child in the family, if full/joint, and the terms of joint custody

What methods of discipline are typically used in the family?

Who is the main person in the family who does administers the discipline?

What has worked with discipline?

What has not worked with discipline?

When you were growing up, who disciplined you and how?

Parent1: _____

Parent 2: _____

What did you enjoy about growing up in your family?

Parent1: _____

Parent 2: _____

What was hard about growing up in your family?

Parent1: _____

Parent 2: _____

Please list 5 of your strengths as a parent

Parent1: _____

Parent 2: _____

What would you like to do better as a parent? List as many as applicable

Parent1: _____

Parent2: _____

Have you or any of your family members ever been deployed overseas or served in a combat zone? Please describe:

How would you describe your family's cultural/ethnic heritage?

Are any languages other than English spoken in the family?

Do you or any members of your family practice a faith-based religion or spiritual pursuit? Please describe

Please describe any major events that have affected the family and when they occurred (divorce, moving, birth of sibling, loss, death, abuse, illness, etc.):

Describe the way(s) in which different family members express love in the family:

Mom: _____

Dad: _____

Child 1: _____

Child 2: _____

Child 3: _____

Other: _____

Describe the way(s) in which different family members express frustration in the family:

Mom: _____

Dad: _____

Child 1: _____

Child 2: _____

Child 3: _____

Other: _____

Describe the way(s) in which different family members express anger in the family:

Mom: _____

Dad: _____

Child 1: _____

Child 2: _____

Child 3: _____

Other: _____

Have any family members had physical confrontations in the home or with others: (please describe)

Have any family members ever intentionally hurt themselves? (please describe)

Have any family members ever had thoughts of suicide, made a plan or attempted suicide? (please explain)

Do any family members show signs of anxiety, depression, mood swings, etc? (please explain)

Do any family members experience recurrent thoughts or repeated behaviors that he/she cannot control? (please explain)

Please describe any family involvement with the court system (other than divorce-custody)

Please describe any eating issues/disorders (current or past) in the family

Please describe the medical issues/special needs present in the family

Please describe any significant illnesses, surgeries, or injuries requiring hospitalization or emergency treatment by family members

Please describe any family history of mental illness, including when it started and what treatment has been received if any

Please list any medications family members are taking for psychiatric issues

Please list daily alcohol consumption and describe alcohol/substance use and abuse by all members of the family living at home

Please describe addictive patterns by any family members (e.g: computer games, sex, gambling)

Please describe any additional stressors on the family

Are there any hesitations, fears, or concerns about seeking treatment?

Any other information you would like to share:

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Counselor

Signature of Counselor

Date