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### **New Client Intake Form**

Please complete all the information listed on this form to the best of your abilities. This will help me to have a broad overview of what has brought you to therapy and what you would like to get out of our work together. Deciding to start therapy is a brave step, but it can also feel overwhelming. Please feel free to talk with me about any concerns you may have at any point in our work together.

Date: \_\_\_\_\_

Client name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_ Okay to leave message? Yes / No

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

I hereby give my permission for Innovative Psychiatry, LLC to contact the above-named individual in the case of an emergency only, and to release what she deems the appropriate minimum amount of protected health information depending on the situation.

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other providers—name and phone number:

Psychiatrist: \_\_\_\_\_

Primary care physician: \_\_\_\_\_

Others: \_\_\_\_\_

Health issues/diagnoses/allergies: \_\_\_\_\_

Current medications (medical & psychiatric): \_\_\_\_\_



What has led to your decision to seek therapy at this time?

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What goals do you have for yourself in therapy? What would you like to see improve?

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Have you had previous experiences with counseling or therapy? What was your experience like?

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Have you experienced any big changes in your life in the past year or so? For example, changing jobs/schools, changes in relationships (e.g. marriage, divorce, sibling left home), loss of important friends or family members, etc.?

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Any other concerns or questions?

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## Confidentiality

### **What you should know about confidentiality in therapy:**

Your provider will treat what you tell them with great care and respect. Professional ethics and the laws of the state prevent them from telling anyone else what you disclose unless you give written permission. These rules and laws are the way our society recognizes and supports the privacy of what is discussed—in other words, the “confidentiality” of therapy. However, they cannot promise that everything you tell your provider will *never* be revealed to someone else. There are some times when the law requires therapists to tell things to others. There are also limits on confidentiality. This is something that must be discussed, because our providers want you to understand clearly what they can and cannot keep confidential. These are very important rules, so please read these pages carefully and keep this copy. Your provider can always discuss any questions or concerns you may have.

### **1. When you or other people are in physical danger,** the law requires your provider to tell others about it.

Specifically:

A. If they come to believe that you are threatening serious harm to another person, your provider is required to try to protect that person. This may include telling that person and the police, or perhaps to try to have you admitted to a hospital.

B. If you seriously threaten or act in a way that is very likely to harm yourself, your provider may have to seek to have you admitted to a hospital, or to call your family members or others who can help protect you. If such a situation does come up, your provider will discuss the situation with you before they do anything, unless there is a very strong reason not to do so.

C. In an emergency where your life or health is in danger, and your provider cannot get your consent, they may give another professional some information to protect your life. Your provider will try to get your permission first, and they will discuss with you as soon as possible afterwards.

D. If your provider believes or suspects you are abusing a child, an elderly person, or a disabled person, they must file a report with a state agency. If you report to your provider that you have been the victim or perpetrator of abuse (even if this occurred in the past), the law also requires them to file a report with a state agency. To “abuse” means to neglect, hurt, or sexually molest another person. Providers do not have any legal power to investigate the situation to find out all the facts. The state agency will decide whether or not to investigate.

*In any of these situations, the provider would only reveal the information that is needed to protect you or another person. Your provider will not disclose any other information discussed during sessions.*

2. In general, **if you become involved in a court case or proceeding,** you can prevent your provider from testifying in court about what you have told them. This is called “privilege” and it is your choice to prevent them from testifying or to allow them to do so. You agree to hold your provider harmless if they are compelled to testify or if

you request your provider to testify. There are some situations where a judge or court may require a provider to testify:

- A. In child custody or adoption proceedings, where your fitness as a parent is questioned or in doubt.
- B. In cases where your emotional or mental condition is important information for the court's decision.
- C. During a malpractice case/an investigation of the provider or another therapist by a professional group.
- D. In a civil commitment hearing to decide if you will be admitted to or continued in a psychiatric hospital.
- E. If you are seeing your provider for court-ordered treatment.

3. There are a few things you should know about **confidentiality and best clinical practices**:

- A. Your provider may consult with a licensed professional about your treatment. This person is required to keep your information confidential, and your provider will never provide any identifying information. This process of clinical case conference and supervision is an important part of your providers' professional ethics and responsibilities.
- B. Innovative Psychiatry is required to keep records of your treatment, such as notes taken during an appointment. You have a right to review these with your provider. Our providers reserve the right to keep separate psychotherapy notes, which are their own personal property and cannot be reviewed or obtained by anyone. HIPAA allows therapists to keep these notes in order to be a better therapist and remember what you talked about.

4. **Treatment of children, adolescents, and families** create complex confidentiality questions.

- A. By law, minors cannot consent to their own treatment. This means that their parent/guardian must consent, and that parent(s) have a legal right to review their child's records at any time.
- B. Good clinical practice—with children, adolescents, and adults—is predicated upon an assumption of privacy. With this in mind, your provider will seek to maintain appropriate privacy boundaries in the benefit of the client. In the event that specific information is requested by a parent/guardian that does not relate to a client's safety, providers will first discuss the information requested with their client, and encourage the client to talk with his/her parent about whatever the parent has requested. In cases where a client may have difficulty speaking about a topic, our providers will always offer a family session to support their client in speaking for themselves.
- C. In cases where Innovative Psychiatry treats several members of a family (e.g. siblings, parent and child), the confidentiality situation can become complicated. Your provider may have different duties toward different family members. At the start of treatment, everyone must all have a clear understanding of purposes and the providers' role. With that in place, your provider can be clear about any limits of confidentiality that may occur.

**The signatures here show that we have read, discussed, understand, and agree to abide by the points presented above.**

Client signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_