

**REGISTRATION INFORMATION  
CONFIDENTIAL**

*Please Print*

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: F M

Relationship Status: Single Married Domestic Partner Divorced Widowed Separated Other: \_\_\_\_\_

Your employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Spouse/Partner Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Spouse/Partner Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**CONTACT PREFERENCES**

Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

<input type="checkbox"/> OK to leave message <input type="checkbox"/> with details <input type="checkbox"/> call back # only <input type="checkbox"/> NO message	<input type="checkbox"/> OK to leave message <input type="checkbox"/> with details <input type="checkbox"/> call back # only <input type="checkbox"/> NO message	<input type="checkbox"/> OK to leave phone/text message <input type="checkbox"/> with details <input type="checkbox"/> call back # only <input type="checkbox"/> NO message
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Email: \_\_\_\_\_ (confidentiality cannot be guaranteed for email communication)

Written Communication/Mail:

OK to mail to home address       OK to mail to work address: \_\_\_\_\_

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

**PRIMARY CARE PHYSICIAN** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

**May we contact your PCP if we have a release of information from you to do so?**       YES       NO

**EMERGENCY INFORMATION** In case of emergency, please notify: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**ACKNOWLEDGEMENT OF REVIEW OF NOTICE OF PRIVACY PRACTICES** I have reviewed this office's Notice of Privacy Practices, which explains how my medical information will be used and disclosed. I understand that I am entitled to receive a copy of this document.

\_\_\_\_\_  
Signature of Patient or Personal Representative      Date      Name of Personal Representative/Description of Authority

**NOTIFICATION OF CHANGES** I understand I am responsible for notifying the office of any change of address or phone number.

\_\_\_\_\_  
Signature of Patient or Personal Representative      Date



Client Name: \_\_\_\_\_

**Registration Information (cont'd)**

Medical Information:

Brief Medical History:

_____ Seizure Disorders	_____ HIV	_____ Migraines	_____ Developmental Delay
_____ Diabetes	_____ High BP	_____ M.S./M.D.	_____ Head Injury
_____ Heart Condition	_____ TB	_____ Polio	_____ Birth Trauma
_____ Other _____			

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Current Medications and Dosage	Prescribing Doctor	Reason(s) for their use:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other persons living in the home:

Name	Relationship	How Long?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

It there is any other information you would like us to know at this time, please continue on the reverse side and check here \_\_\_\_\_. Thank you for completing the registration information.

## **NOTICE OF PRIVACY PRACTICES**

**(The following is a summary. The full text is located in our waiting room.)**

We at Austin Northwest Psychotherapy are committed to maintaining the confidentiality of your medical information. In most cases, your records will not be released without your written consent (which you can revoke). However, there are a few exceptions. We are permitted to disclose your medical information to other professionals involved in your treatment.

- We are permitted to use and disclose your medical information to your insurance company, if you choose to use them, or as required by worker's compensation law.
- We may disclose your medical information for public health concerns as mandated by federal or state government.
- We are required to report child abuse or neglect.
- We may release information if you are under the custody of law enforcement, or if ordered by the court.

You may request in writing that we restrict how your information is disclosed for treatment, payment or healthcare operations. Although we are not required to restrict this information, we will do so except in emergency situations.

It is our policy not to release information to family members or other individuals without your written consent. You have a right to access your health records with some limitations. (See restrictions in the full text.) You must submit your request in writing to the Privacy Officer.

### **Complaints**

If you are concerned that your privacy rights have been violated, you may contact the person listed below. You may also send a written complaint to the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint with us or with the government. The contact information for the United States Department of Health and Human Services is:

U.S. Department of Health and Human Services  
HIPAA Complaint  
7500 Security Blvd., C5-24-04  
Baltimore, MD 21244

### **Our Promise to You**

We are required by law and regulation to protect the privacy of your medical information, to provide you with this notice of our privacy practices with respect to protected health information, and to abide by the terms of the notice of privacy practices in effect.

### **Questions and Contact Person for Requests**

If you have any questions or want to make a request pursuant to the rights described above, please contact Leir'dre Henton, Privacy Officer, at:

4131 Spicewood Springs Road  
Suite D-8  
Austin, TX 78759

**PATIENT COPY**

This notice is effective September 17, 2018.

We may change our policies and this notice at any time and have those revised policies apply to all the protected health information we maintain. If or when we change our notice, we will post the new notice in the office where it can be seen.

**STATEMENT OF UNDERSTANDING**

**Consent for Care:**

I give full consent for the completion of my evaluation and provision of treatment as necessary, by the above-named therapist, until otherwise notified. I understand that no promises have been made to me as to the result of treatment or procedures provided by this therapist. If I have any questions about the following information or about anything related to my therapy, I will discuss this with the therapist.

**Confidentiality:**

You have the right to confidentiality in your therapy. Information concerning your therapy will not be disclosed without your prior written permission except for the following legal exceptions:

1. Life or safety of you or someone else is seriously threatened.
2. There is good reason to believe that you are abusing or neglecting a child or vulnerable adult or if you give me information about someone else who is doing this, child/adult protective services and/or the appropriate law enforcement agency must be notified.
3. Court ordered.
4. An insurance benefit is filed and the claims payer requires information, i.e. diagnosis, types of treatment, dates, etc.
5. Parents or legal guardians of minors are legally privy to information disclosed during treatment. The therapist will discuss and clarify issues of privileged information regarding the child’s treatment.

**Emergencies/Telephone Counseling:**

Psychiatric emergencies should be directed to 911 if life or safety is threatened. The office phone number, (512) 231-0164, is answered by staff during business hours and by a recording after hours.

**Scheduling of appointments:**

Please conscientiously keep all scheduled appointments. If it is necessary to cancel an appointment, you must give at least 24 hours’ notice. Monday appointments must be canceled before noon on the preceding Friday. **You will be charged a fee for missed appointments or appointments canceled without 24 hours advance notice (see fee schedule).** Insurance companies do not pay for missed appointments.

**Fee policy:**

While the filing of insurance claims is a courtesy that is extended to you, all charges are ultimately your responsibility for the date of service. All co-payments, unmet deductible expenses, and services or charges not covered by insurance are due at the time of service. Any returned checks are subject to a \$25 charge. Should your account be referred for collection, you agree to pay 6% interest plus a \$25 collection fee and reasonable attorney fees and/or court costs.

**Fees for services:**

Individual psychotherapy (50 min) = \$100.00

Missed appointment = **full fee**

Individual psychotherapy (80 min) = \$130.00

Telephone consultation = \$25.00/15min.

*Fees for other services provided upon request.*

**I work with a group of independent mental health professionals, under the name of Austin Northwest Psychotherapy Associates. This group is an association of independently practicing professionals who share certain expenses and administrative functions. While members share a name and office space, I want you to know that I am completely independent in providing you with clinical services and I alone am fully responsible for those services. My professional records are separately maintained and no member of the group can have access to them without your specific, written permission.**

**I UNDERSTAND AND AGREE TO THE ABOVE TERMS.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

Print name \_\_\_\_\_

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**I UNDERSTAND AND AGREE TO THE ABOVE TERMS.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

Print name \_\_\_\_\_

**Julia Hart, LPC-I**  
4131 Spicewood Springs Road  
Suite D-8  
Austin, Texas 78759  
Office: (512) 231-0164

**Supervised by: Leslie K. Grove, M.Ed., LPC-S**  
3311-B Hampton Rd.  
Austin, TX 78705  
512-448-5100

## Credit Card Authorization Form

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

RE: Client \_\_\_\_\_

I am providing the following credit card information to Ms. Julia Hart to keep on file in the event that I do not keep an appointment, or I cancel an appointment without 24 business hours' notice (with full details of relevant office policies provided to me already on separate forms).

I understand that my credit card account will be charged the full specified amount for the missed appointment.

Select one:    VISA            MASTERCARD

Card number: \_\_\_\_\_ 3 or 4 digit code: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Credit card billing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

Cardholder's phone number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Signature: \_\_\_\_\_

**CONFIDENTIAL**

Revised: 9/2018