

# COUPLE INTAKE & HIPPA FORMS

## CCS PSYCHOTHERAPY, INC.

Brief Version

If possible, please complete this paperwork before your first appointment. This will allow us more time to make the best use of your first session. If you don't complete the paperwork in advance, we will provide you a copy of these forms when you come into the office.

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

Name & Date of Birth		Gender	Address	Phone Number & Email

If a client is a minor, who is the legal guardian? \_\_\_\_\_ Please bring a copy of the custody order or guardianship provided (if applicable).

Primary Insurance Information?			
Insurance Company		Member Name	
Your Group ID#		Member <b>DOB</b>	
Your Member ID#		Member SS#	
Secondary Insurance Information?			
Insurance Company		Member Name	
Your Group ID#		Member DOB	
Your Member ID#		Member SS#	

Although most major insurance companies and EAP programs cover Dr. Cole's services, please do not assume you are covered until you have received authorization from your insurance provider. For your convenience, we have contracted with a third party (KRD Solutions) to help you with many of your insurance support needs, including authorizations and filing claims. To contact KRD for this complimentary service please call 866-714-1224.

Please initial that you have read this page \_\_\_\_\_

**CHIEF CONCERNS & PROBLEMS**

Place an **X** in the box to the right of each potential problem area that indicates whether or not the problem never, rarely, sometimes, or very often exists in, or has an impact on, your relationship.

POTENTIAL PROBLEM AREAS	Never	Rarely	Sometimes	Very Often
Family Finances				
Recreation Together				
Religious Matters				
Friends				
Ex-Spouse(s)				
Housework				
Jealousy				
Depression				
Mood Swings				
Chronic Anxiety And Worry				
Panic Attacks And Phobias				
Obsessions And Compulsions				
Sexual Addiction/Pornography				
Angry Outbursts				
Not Showing Love/Affection				
Needs Are Not Being Met				
Conflicting Goals				
Conflicting Values				
Conflicting Interests				
Arguing And Fighting				
Physical Health				
Mental Health				
Insomnia And Other Sleep Problems				
Verbal Abuse				
Physical Abuse				
Emotional Abuse				
Other Abuse				
Procrastination				
Passive Aggressiveness				
Pride				
Selfishness				
Promise Breaking				
Competition				
Fault-Finding				
Confidentiality				
Back-Stabbing				
Self-Image				
Family Feuds				
Secrets				
Grief				
Feeling Controlled				

Please initial that you have read this page \_\_\_\_\_

POTENTIAL PROBLEM AREAS	Never	Rarely	Sometimes	Very Often
Feeling Afraid				
Gossip				
Gift Giving				
Legal Issues				
Lying				
Stealing				
Cheating				
Romance				
Communication				
Special Occasions				
Busy Schedules				
The Internet				
Television				
Video Games				
Calmly Discussing Matters Of Concern				
Agreeing On Family Issues				
Eating Disorders				
Having Fun				
Feeling "Stressed Out"				
Self-Esteem				
Coping Skills				
Your Home/Living Conditions				
Support For Personal Interests				
Calmly Discussing Something				
Emotional Connection				
Handling Stress Effectively				
Talking About Your Problems Together				
Listening And Understanding				
Taking Out Stress On Others				
Being Attracted To Other People				
Extra-Marital Affair				
Working Well As Team				
Sharing Money				
Credit Cards				
Debt				
Different Interests				
Sharing The Same Beliefs				
Enjoying Time Together				
Communicating About Spiritual Things				
Communicating About Politics				
Spiritual Issues Involving Family And Friends				
Knowing What Is Going With My Spouse				
Irreconcilable Differences On Crucial Matters Of Concern				
Fire And Passion In The Relationship				
Having Fun Together				
The Way My Partner Raises And Issue				

Please initial that you have read this page \_\_\_\_\_

POTENTIAL PROBLEM AREAS	Never	Rarely	Sometimes	Very Often
Personal Attacks				
Negativity				
Arguing Over Small Things				
Being Taken Seriously				
Having Input Into Major Decisions				
Ending An Argument Once It's Started				
Resolving Our Differences				
Getting Together With Family				
Getting Together With Friends				
Negotiating And Compromising				
Parenting Style				
Goals For Our Marriage				
Support For My Personal Goals				
Shared Goals, Hopes And Aspirations As Individuals				
Shared Goals, Hopes And Aspirations As Couple				
Shared Goals, Hopes And Aspirations As Family				
Sticking To Decisions And Agreements				
Getting Support For My Goals And Activities				
Worried That One Of You Will Do Something You Regret				
Feelings Are Easily Hurt				
Loneliness				
Feelings Of Emotional Isolation				
Feeling Disconnected				
Feeling A Need For Companionship				
Doing Things To Avoid Your Partner's Wrath				
Always On Guard Around Your Partner				
Partners Moods and Responses Are Unpredictable				
Approval Of Friends				
Flirting With Other People				
Partner Acts Like A Detective				
Partner Checks On Me Regularly				
Partner Threatens Me If I Don't Do What I'm Told				
Partner Gives Me Orders				
Partner Threatens To Withhold Money If I Don't Cooperate				
I Must Ask And Sometimes Beg My Partner For Money				
My Partner Tries To Keep Me From Going Places I Want To Go				
Partner Tries To Intimidate Me By Screaming, Throwing Things, Etc.				
My Partner Tries To Convince Me And Others That I'm Crazy				
My Partner Tells Me/Insinuates That I Am Inadequate In Some Way				
My Partner Calls Me Names				
My Partner Withholds Sex When S/He Is Angry				
My Partner Humiliates Me In Front Of Others				
My Partner Undermines My Parenting Efforts				
My Partner Disagrees With Me <b>In Front Of Our Children</b>				
Sexual Matters, Such as Sex Without Intimacy, Too Little or Too Much Sex				
My Partner Wants Me To Engage In Sexual Practices I Consider Perverse				

Please initial that you have read this page \_\_\_\_\_

POTENTIAL PROBLEM AREAS	Never	Rarely	Sometimes	Very Often
In Bed, My Partner Makes Me Engage In Things I Find Repulsive				
I Feel Pressured To Have Sex When I Don't Want To				
My Partner Hurts Me During Sex				
My Partner Compares Me Unfavorably To Other Partners				
My Partner Drives Recklessly Or Too Fast When Angry				
I'm Worried Most When My Partner Is Quiet				
My Partner Does Things To Intentionally Scare Me				
I'm Afraid Of What My Partner Might Do To Me Or My Children				
Give And Take In Decision Making				
The Same Problem Keeps Coming Up Again And Again				
Feeling Criticized And Misunderstood				
Being Myself Around My Partner				
Willingness To Make An Effort To Change				
Liking My Partner				
Loving My Partner				
Feeling Attacked Or Criticized During Arguments				
My Partner Never Really Changes				
Feeling Desperate At Times				
Feeling Hopeless				
Feeling Helpless				
Feeling Suicidal				
Attempting Suicide				
Feeling Homicidal				
Wishing I Never Got Married To My Partner				
Feeling Out Of Control				
My Partner Reminds Me Of My Faults And Failings				
Talking Down To Me				
Selfishness And Self-Centeredness				
Too Much Emotion				
Trouble With Being Rational And Logic				
Small Issues Are Blown Out Of Proportion				
Handling Issues Of Finances				
Sharing Feelings				
My Philosophy Of Life Is Different Than My Partners				
Ways Of Dealing With In-Laws				
Goals And Things Believed To Be Important				
Amount Of Time Spent Together				
Making Major Decisions				
Career Decisions				
Any Kind Of Abuse				
Communication				
Equality In Decision Making				
Working Together				
Criticism				
Physical Appearance				
Drug/Alcohol Abuse				

Please initial that you have read this page \_\_\_\_\_

POTENTIAL PROBLEM AREAS	Never	Rarely	Sometimes	Very Often
Dishonesty/Deception				
Unfaithfulness/An Affair				
Boredom, Over-Familiarity, And Routine				
Parenting Issues				
Regrets About Your Marriage				
Experiencing Chaos In Many Areas Of Their Relationship				
Considering Divorce, Separation, Or Termination Of Your Relationship				

Please list and briefly explain any other problems that are impacting your relationship.

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Which one of the following statements best describes how you feel about the future of your relationship?  
**Circle the letter for one statement:**

- A. I want desperately for my relationship to succeed, and would go to almost any length to see that it does.
- B. I want very much for my relationship to succeed, and will do all I can to see that it does.
- C. I want very much for my relationship to succeed, and will do my fair share to see that it does.
- D. It would be nice if my relationship succeeded, but I can't do much more than I am doing now to keep the relationship going.
- E. I would be nice if my relationship succeeded, but I can't do much more than I am doing now to keep the relationship going.
- F. It would be nice if it succeeded, but I refuse to do any more than I am doing now to keep the relationship going.
- G. My relationship can never succeed, and there is no more that I can or will do to keep the relationship going.

Please initial that you have read this page \_\_\_\_\_

## INFORMATION, AUTHORIZATION, AND CONSENT TO TREATMENT

**Welcome to CCS Psychotherapy, Inc., (hereafter known as "CCS").** We are very pleased that you selected our facility for your therapy, and we are sincerely looking forward to assisting you. Because you are scheduling your therapy at this CCS site ([www.ccstherapy.com](http://www.ccstherapy.com)), the therapist assigned to work with you is Dr. Galen E. Cole, PhD, MPH, LPC, (hereafter referred to as "your therapist" and/or Dr. Cole). If for any reason you would like to meet with another therapist instead of Dr. Cole, please call: (404) 671-9371 (ext. #2). This document is designed to inform you about what you can expect from your therapist regarding confidentiality and emergencies, and several other details regarding your treatment here at CCS. Although providing this document is part of an ethical obligation to our profession, more importantly, it is part of our commitment to you to keep you fully informed of every part of your therapeutic experience. Please know that your relationship with your therapist is a collaborative one, and we welcome any questions, comments, or suggestions regarding your course of therapy at any time.

**Confidentiality & Records:** Your communications with your therapist, both written and videotaped, will become part of a clinical record of treatment, and it is referred to as Protected Health Information (PHI). Your PHI will be kept in a file stored in a locked cabinet in our business office. It is filed under your first name and last initial to protect your confidentiality to the fullest extent. Additionally, your therapist will always keep everything you say to him completely confidential, with the following exceptions: (1) you direct your therapist to tell someone else and you sign a "Release of Information" form; (2) your therapist determines that you are a danger to yourself or to others; (3) you report information about the abuse of a child, an elderly person, or a disabled individual who may require protection; or (4) your therapist is ordered by a judge to disclose information. In the latter case, your therapist's license does provide him with the ability to uphold what is legally termed "privileged communication." Privileged counselor-client communication is your right as a client to have a confidential relationship with a counselor. If for some unusual reason a judge were to order the disclosure of your private information, this order can be appealed. We cannot guarantee that the appeal will be sustained, but we will do everything in our power to keep what you say confidential. Please note that in couple's or marriage counseling, your therapist does not agree to keep secrets. Information revealed in any context may be discussed with either partner.

**Structure and Cost of Sessions:** Your therapist agrees to provide psychotherapy for a fee. Our fee structure is as follows: Intake Session (\$175 or Insurance Co-Pay), and Regular Session (\$125 or Insurance Co-Pay). The fee for your first session is due in advance of the session and is non-refundable and must be paid by credit card unless other arrangements are made in advance. In the event that you (the client) do not pay for subsequent sessions or administrative fees (including missed appointments, witness or legal fees, fees required to communicate with an attorney, etc.), the credit card used to pay for the first session will be charged to cover your incurred expenses which, in the case of administrative expenses like preparing for court, communicating with your attorney, or witness fees, will be charged at the rate of \$125 per hour. You also agree that, under no circumstances, will you attempt to reverse these charges for services provided, including administrative services in connection with preparing for and/or participating in court proceedings (please see our website for additional information on administrative fees). The fee for each subsequent session will be due at the conclusion of the session. Cash, personal checks, Visa, MasterCard, Discover, or American Express are acceptable for payment, and we will provide you with a receipt of payment. The receipt of payment may also be used as a statement for insurance if applicable to you. Please note that there is a \$35 fee for any returned checks.

**Witness and/or Legal Fees:** In the event that CCS psychotherapist Dr. Galen Cole, PhD, MPH, LPC, is subpoenaed to testify as a witness in a court hearing related to your case or the case of your family member and/or is required to provide the court with records related to a legal proceeding involving you or your family member, you hereby agree to pay all of Dr. Galen Cole's administrative and/or legal costs associated with this court appearance and or record research and submission. This includes his related attorney fees, travel expenses to and from the hearing site, reasonable lodging expenses, and \$125 per hour of the time Dr. Galen Cole is away from his practice (no more than \$800 per day plus travel and lodging costs). You also agree to have the credit card you have on file with CCS Psychotherapy, Inc., charged to cover

Please initial that you have read this page \_\_\_\_\_

these costs. In the event the credit card we have on file is declined you hereby agree to pay these expenses with cash, check or a major credit card within 7 days of Dr. Galen Cole and/or CCS Psychotherapy, Inc., incurring these expenses.

**Cancellation Policy:** In the event that you are unable to keep an appointment, you must notify us by phone (404-671-9371) at least 24 hours in advance. If such advance notice is not received, you will be financially responsible for the session you missed. Please note that insurance companies do not reimburse for missed sessions. Unlike a medical or dental office where they overbook patients to overcome the cost of services lost by missed appointments, we cannot overbook clients because we guarantee you that we will provide you service for an entire session. Thanks for your consideration in this regard.

**In Case of an Emergency:** CCS is considered to be an outpatient facility, and we are set up to accommodate individuals who are reasonably safe and resourceful. We do not carry beepers nor are we available at all times. If at any time this does not feel like sufficient support, please inform your therapist, and s/he can discuss additional resources or transfer your case to a therapist or clinic with 24-hour availability. Generally, your therapist will return phone calls within 24-48 hours. If you have a mental health emergency, we encourage you not to wait for a call back, but to do one or more of the following: Call 911, Summit Ridge at 770-962-0624, Ridgeview Institute at 770-434-4567, Peachford Hospital at 770-454-5589, and/or go to your nearest hospital emergency room.

**Our Services:** The therapeutic services we provide include individual, couple, family, and/or group counseling. We can also provide experiential counseling including Equine Assisted Psychotherapy (this type of therapy is not covered by insurance). A description of these services is provided in some detail on our website at: [www.ccstherapy.com](http://www.ccstherapy.com).

**Professional Relationship:** Because of the nature of therapy, your relationship with your therapist has to be different from most relationships. The therapeutic counseling provided to you, your partner, and/or your family may differ in how long it lasts, the objectives, or the topics discussed. It must also be limited to only the relationship of therapist and client(s). If you and your therapist were to interact in any other ways, you would then have a "dual relationship," which could prove to be harmful to you in the long run and is, therefore, unethical in the mental health profession. Dual relationships can set up conflicts between the therapist's interests and the client's interests, and then the client's (your) interests might not be put first. In order to offer all of our clients the best care, your therapist's judgment needs to be unselfish and purely focused on your needs. This is why your relationship with your therapist must remain professional in nature. Additionally, there are important differences between therapy and friendship. Friends may see your position only from their personal viewpoints and experiences. Friends may want to find quick and easy solutions to your problems so that they can feel helpful. These short-term solutions may not be in your long-term best interest. Friends do not usually follow up on their advice to see whether it was useful. They may need to have you do what they advise. A therapist offers you choices and helps you choose what is best for you. A therapist helps you learn how to solve problems better and make better decisions. A therapist's responses to your situation are based on tested theories and methods of change. You should also know that therapists are required to keep the identity of their client's secret. As much as your therapist would like to, for your confidentiality s/he will not address you in public unless you speak first. Your therapist also must decline any invitation to attend gatherings with your family or friends, including graduations, weddings and funerals. Please note that these guidelines are not meant to be discourteous in any way, they are strictly for your long-term protection.

**Statement Regarding Ethics, Client Welfare & Safety:** CCS assures you that our services will be rendered in a professional manner consistent with the ethical standards of the American Psychotherapy Association and/or the American Counseling Association. If at any time you feel that your therapist is not performing in an ethical or professional manner, we ask that you please let him or her know immediately.

**Predicted Results of Therapy:** Due to the very nature of psychotherapy, as much as we would like to guarantee specific results regarding your therapeutic goals, we are unable to do so. However, your therapist, with your participation, will

Please initial that you have read this page \_\_\_\_\_

work to achieve the best possible results for you. Please also be aware that changes made in therapy may affect other people in your life. For example, an increase in your assertiveness may not be welcomed by others. It is our intention to help you manage changes in your interpersonal relationships as they arise. Nonetheless, it's important for you to be aware of this possibility. Additionally, at times people find that when they first start therapy they feel somewhat worse before they begin to feel better. This may occur as you begin discussing certain sensitive areas of your life. However, a topic usually isn't sensitive unless it needs attention. Therefore, discovering the discomfort is actually a success. Once you and your therapist are able to target your specific treatment needs and the particular modalities that work the best for you, help is generally on the way.

**Your Signature:** Please print, date, and sign your name below indicating that you have read and understand the contents of this form, you understand that some or all of your sessions may be recorded in writing or videotaped, you agree to the policies of your relationship with your therapist/group leader, and you are authorizing your therapist/group leader to begin treatment with you.

Client Name/Signature (Please Print & Sign)	Date
Parent's or Legal Guardian's Name/Signature (Please Print & Sign)	Date

*The signature of the Therapist below indicates that s/he has discussed this form with you and has answered any questions you have regarding this information.*

Therapist's Name Signature (Please Print & Sign)	Date
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*\*Please note that doing psychotherapy by telephone is not ideal, and needing to talk to your therapist between sessions may indicate that you need extra support. If this is the case, you and your therapist will need to explore adding sessions or developing other resources you have available to help you.*

Please initial that you have read this page \_\_\_\_\_

## Health Insurance Portability and Accountability Act (HIPAA)

We are required by the **Health Insurance Portability and Accountability Act (HIPAA)** to make you aware of the following information related to CCS privacy practices. Please read this information carefully. Please don't hesitate to ask your therapist any questions you have about this information.

**I. COMMITMENT TO YOUR PRIVACY:** As a affiliate of CCS Psychotherapy, Inc., GALEN COLE, PHD, LPC, PRACTICES UNDER THE CORPORATE NAME OF CCS Psychotherapy, Inc. (hereafter referred to as "your therapist" or "CCS") is dedicated to maintaining the privacy of your protected health information (PHI). PHI is information that may identify you and that relates to your past, present or future physical or mental health condition and related health care services. This Notice of Privacy Practices ("Notice") is required by law to provide you with the legal duties and the privacy practices that CCS maintains concerning your PHI. It also describes how medical and mental health information may be used and disclosed, as well as your rights regarding your PHI. Please read carefully and discuss any questions or concerns with your therapist.

**II. LEGAL DUTY TO SAFEGUARD YOUR PHI:** By federal and state law, CCS is required to ensure that your PHI is kept private. This Notice explains when, why, and how CCS would use and/or disclose your PHI. Use of PHI means when CCS shares, applies, utilizes, examines, or analyzes information within its practice; PHI is disclosed when CCS releases, transfers, gives, or otherwise reveals it to a third party. With some exceptions, CCS may not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, CCS is always legally required to follow the privacy practices described in this Notice.

**III. CHANGES TO THIS NOTICE:** The terms of this notice apply to all records containing your PHI that are created or retained by CCS. Please note that CCS reserves the right to revise or amend this Notice of Privacy Practices. Any revision or amendment will be effective for all of your records that CCS has created or maintained in the past and for any of your records that CCS may create or maintain in the future. CCS will have a copy of the current Notice in the office in a visible location at all times, and you may request a copy of the most current Notice at any time. The date of the latest revision will always be listed at the end of CCS's Notice of Privacy Practices.

**IV. HOW CCS and/or GALEN COLE, PHD, LPC, MAY USE AND DISCLOSE YOUR PHI:** CCS will not use or disclose your PHI without your written authorization, except as described in this Notice or as described in the "Information, Authorization and Consent to Treatment" document. Below you will find the different categories of possible uses and disclosures with some examples.

1. For Treatment: CCS may disclose your PHI to physicians, psychiatrists, psychologists, and other licensed health care providers who provide you with health care services or are otherwise involved in your care. Example: If you are also seeing a psychiatrist for medication management, CCS may disclose your PHI to her/him in order to coordinate your care. Except for in an emergency, CCS will always ask for your authorization in writing prior to any such consultation.
2. For Health Care Operations: CCS may disclose your PHI to facilitate the efficient and correct operation of its practice. Example: Quality control - CCS may provide your PHI to its office personnel, accountants, practice consultants, attorneys and others to make sure that CCS is in compliance with applicable practices and laws. It is CCS practice to conceal all client names in such an event and maintain confidentiality. However, there is still a possibility that your PHI may audited for such purposes.
3. To Obtain Payment for Treatment: Your CCS therapist may use and disclose your PHI to bill and collect payment for the treatment and services CCS provided you. Example: Your CCS therapist might send your PHI to your insurance company or managed health care plan, in order to get payment for the health care services that have been provided to you. CCS could also provide your PHI to billing companies, claims processing companies, and others that process health care claims for CCS if either you or your insurance carrier do not remain current with on your account. In this latter instance, CCS will always do its best to reconcile this with you first prior to involving any outside agency.
4. Employees and Business Associates: There may be instances where services are provided to CCS by an employee or through contracts with third-party "business associates." Whenever an employee or business associate arrangement involves the use or disclosure of your PHI, CCS will have a written contract that requires the employee or business associate to maintain the same high standards of safeguarding your privacy that is required of CCS.

**Note:** Georgia and Federal law provides additional protection for certain types of health information, including alcohol or drug abuse, mental health and AIDS/HIV, and may limit whether and how CCS may disclose information about you to others.

Please initial that you have read this page \_\_\_\_\_

**V. USE AND DISCLOSURE OF YOUR “PHI” IN CERTAIN SPECIAL CIRCUMSTANCES** – Your CCS therapist, Dr. Galen Cole, PhD, MPH, LPC, and/or CCS may use and/or disclose your PHI without your consent or authorization for the following reasons:

1. **Law Enforcement:** Subject to certain conditions, CCS may disclose your PHI when required by federal, state, or local law; judicial, board, or administrative proceedings; or, law enforcement. Example: CCS may make a disclosure to the appropriate officials when a law requires CCS to report information to government agencies, law enforcement personnel and/or in an administrative proceeding.
2. **Lawsuits and Disputes:** CCS may disclose information about you to respond to a court or administrative order or a search warrant. CCS may also disclose information if an arbitrator or arbitration panel compels disclosure, when arbitration is lawfully requested by either party, pursuant to subpoena duces tectum (e.g., a subpoena for mental health records) or any other provision authorizing disclosure in a proceeding before an arbitrator or arbitration panel. CCS will only do this if efforts have been made to tell you about the request and you have been provided an opportunity to object or to obtain an appropriate court order protecting the information requested.
3. **Public Health Risks:** CCS may disclose your PHI to public health or legal authorities charged with preventing or controlling disease, injury, disability, to report births and deaths, and to notify persons who may have been exposed to a disease or at risk for getting or spreading a disease or condition.
4. **Food and Drug Administration (FDA):** CCS may disclose to the FDA, or persons under the jurisdiction of the FDA, PHI relative to adverse events with respect to drugs, foods, supplements, products and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.
5. **Serious Threat to Health or Safety:** CCS may disclose your PHI if you are in such mental or emotional condition as to be dangerous to yourself or the person or property of others, and if CCS determines in good faith that disclosure is necessary to prevent the threatened danger. Under these circumstances, CCS may provide PHI to law enforcement personnel or other persons able to prevent or mitigate such a serious threat to the health or safety of a person or the public.
6. **Minors:** If you are a minor (under 18 years of age), CCS may be compelled to release certain types of information to your parents or guardian in accordance with applicable law.
7. **Abuse and Neglect:** CCS may disclose PHI if mandated by Georgia child, elder, or dependent adult abuse and neglect reporting laws. Example: If CCS has a reasonable suspicion of child abuse or neglect, CCS will report this to the Georgia Department of Child and Family Services.
8. **Coroners, Medical Examiners, and Funeral Directors:** Your CCS therapist may release PHI about you to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person, determine the cause of death or other duties as authorized by law. CCS may also disclose PHI to funeral directors, consistent with applicable law, to carry out their duties.
9. **Communications with Family, Friends, or Others:** CCS may release your PHI to the person you named in your Durable Power of Attorney for Health Care (if you have one), to a friend or family member who is your personal representative (i.e., empowered under state or other law to make health-related decisions for you), or any other person you identify, relevant to that person’s involvement in your care or payment related to your care. In addition, CCS may disclose your PHI to an entity assisting in disaster relief efforts so that your family can be notified about your condition.
10. **Military and Veterans:** If you are a member of the armed forces, CCS may release PHI about you as required by military command authorities. CCS may also release PHI about foreign military personnel to the appropriate military authority.
11. **National Security, Protective Services for the President, and Intelligence Activities:** CCS may release PHI about you to authorized federal officials so they may provide protection to the President, other authorized persons, or foreign heads of state, to conduct special investigations for intelligence, counterintelligence, and other national activities authorized by law.
12. **Correctional Institutions:** If you are or become an inmate of a correctional institution, CCS may disclose PHI to the institution or its agents when necessary for your health or the health and safety of others.

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13. For Research Purposes: In certain limited circumstances, CCS may use information you have provided for medical/psychological research, but only with your written authorization. The only circumstance where written authorization would not be required would be if the information you have provided could be completely disguised in such a manner that you could not be identified, directly or through any identifiers linked to you. The research would also need to be approved by an institutional review board that has examined the research proposal and ascertained that the established protocols have been met to ensure the privacy of your information.
14. For Workers' Compensation Purposes: CCS may provide PHI in order to comply with Workers' Compensation or similar programs established by law.
15. Appointment Reminders: CCS is permitted to contact you, without your prior authorization, to provide appointment reminders or information about alternative or other health-related benefits and services that you may need or that may be of interest to you.
16. Health Oversight Activities: CCS may disclose health information to a health oversight agency for activities such as audits, investigations, inspections, or licensure of facilities. These activities are necessary for the government to monitor the health care system, government programs and compliance with laws. Example: When compelled by U.S. Secretary of Health and Human Services to investigate or assess CCS's compliance with HIPAA regulations.
17. If Disclosure is Otherwise Specifically Required by Law.

**VI. OTHER USES AND DISCLOSURES REQUIRE YOUR PRIOR WRITTEN AUTHORIZATION:** In any other situation not covered by this notice, CCS will ask for your written authorization before using or disclosing medical information about you. If you chose to authorize use or disclosure, you can later revoke that authorization by notifying CCS in writing of your decision. You understand that CCS is unable to take back any disclosures it has already made with your permission, CCS will continue to comply with laws that require certain disclosures, and CCS is required to retain records of the care that its therapists have provided to you.

**VII. RIGHTS YOU HAVE REGARDING YOUR PHI:** This section of HIPPA explains your rights regarding your PHI. In general, you have the right to see your PHI that is in CCS possession, or to get copies of it; however, you must request it in writing. If CCS does not have your PHI, but knows who does, you will be advised how you can get it. You will receive a response from CCS within 30 days of receiving your written request. Under certain circumstances, CCS may feel it must deny your request, but if it does, CCS will give you, in writing, the reasons for the denial. CCS will also explain your right to have its denial reviewed. If you ask for copies of your PHI, you will be charged not more than \$.25 per page and the fees associated with supplies and postage. CCS may see fit to provide you with a summary or explanation of the PHI, but only if you agree to it, as well as to the cost, in advance.

1. The Right to Request Limits on Uses and Disclosures of Your PHI: You have the right to ask that CCS limit how it uses and discloses your PHI. While CCS will consider your request, it is not legally bound to agree. If CCS does agree to your request, it will put those limits in writing and abide by them except in emergency situations. You do not have the right to limit the uses and disclosures that CCS is legally required or permitted to make.
2. The Right to Choose How CCS Sends Your PHI to You: It is your right to ask that your PHI be sent to you at an alternate address (for example, sending information to your work address rather than your home address) or by an alternate method (for example, via email instead of by regular mail). CCS is obliged to agree to your request providing that it can give you the PHI, in the format you requested, without undue inconvenience.
3. The Right to Get a List of the Disclosures. You are entitled to a list of disclosures of your PHI that CCS has made. The list will not include uses or disclosures to which you have specifically authorized (i.e., those for treatment, payment, or health care operations, sent directly to you, or to your family; neither will the list include disclosures made for national security purposes, or to corrections or law enforcement personnel. The request must be in writing and state the time period desired for the accounting, which must be less than a 6-year period and starting after April 14, 2003. CCS will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list will include the date of the disclosure, the recipient of the disclosure (including address, if known), a

Please initial that you have read this page \_\_\_\_\_

description of the information disclosed, and the reason for the disclosure. CCS will provide the list to you at no cost, unless you make more than one request in the same year, in which case it will charge you a reasonable sum based on a set fee for each request.

- 4. **The Right to Amend Your PHI:** If you believe that there is some error in your PHI or that important information has been omitted, it is your right to request that CCS correct the existing information or add the missing information. Your request and the reason for the request must be made in writing. You will receive a response within 60 days of CCS receipt of your request. CCS may deny your request, in writing, if it finds that the PHI is: (a) correct and complete, (b) forbidden to be disclosed, (c) not part of its records, or (d) written by someone other than CCS denial must be in writing and must state the reasons for the denial. It must also explain your right to file a written statement objecting to the denial. If you do not file a written objection, you still have the right to ask that your request and CCS denial will be attached to any future disclosures of your PHI. If CCS approves your request, it will make the change(s) to your PHI. Additionally, CCS will tell you that the changes have been made and will advise all others who need to know about the change(s) to your PHI.
- 5. **The Right to Get This Notice by Email:** You have the right to get this notice by email. You have the right to request a paper copy of it as well.
- 6. **Submit all Written Requests:** Submit to CCS Director and Privacy Officer, at the address listed on top of page one of this document.

**VIII. COMPLAINTS:** If you are concerned your privacy rights may have been violated, or if you object to a decision CCS made about access to your PHI, you are entitled to file a complaint. You may also send a written complaint to the Secretary of the Department of Health and Human Services, Office of Civil Rights. CCS will provide you with the address. Under no circumstances will you be penalized or retaliated against for filing a complaint.

Once again, please discuss any questions or concerns with your therapist. Your signature below indicates that you Acknowledge receipt of this Notice:

Client Name/Signature (please print & sign)	Date
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If Applicable:

Parent/Legal Guardian Name (please print)	Date
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Parent/Legal Guardian Signature	Date
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Please initial that you have read this page \_\_\_\_\_

**CONSENT & AUTHORIZATION TO RELEASE INFORMATION**

**If there are other parties that may assist in your therapy**, and you believe it would be helpful for your therapist to contact them regarding your treatment, please read carefully and complete this document.

The following is an authorization for the stated parties to consult with one another regarding your treatment process. Information shared is for the sole purpose of facilitating maximum care to you as the client. Please provide the necessary information and your signature with today’s date as indicated below.

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I, \_\_\_\_\_ (client), hereby authorize CCS PSYCHOTHERAPY, Inc. (CCS), therapist: Galen E. Cole, PhD, MPH, LPC, and the following party or parties to discuss my mental health treatment information and records obtained in the course of psychotherapy treatment, including, but not limited to, therapist’s diagnosis:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Please note that treatment is not conditioned upon your signing this authorization, and you have the right to refuse to sign this form.

Please indicate your preference regarding the information to be shared:

- The parties stated above may discuss my medical and/or mental health information without limitations.
- I would prefer to limit the information shared between the parties stated above. The limitations I would like to make are as follows:

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Additionally, the above named parties, therapist & person(s) or entity (entities) designated under (1) or (2) or (3) or(4), agree to exchange information only between themselves (or their agents). Any disclosure of information extended beyond these parties is considered a breach of confidentiality.

Your signature below indicates that you understand that you have a right to receive a copy of this authorization. Your signature also indicates that you are aware that any cancellation or modification of this authorization must be in writing, and you have the right to revoke this authorization at any time unless the therapist stated above has taken action in reliance upon it. Additionally, if you decide to revoke this authorization, such revocation must be in writing and received by the above named therapist to be effective.

Client’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (Guardian’s Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Please initial that you have read this page \_\_\_\_\_