



## CONFIDENTIAL CLIENT INTAKE

### GENERAL INFORMATION

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

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_ May we email you?  Yes  No

May we call you at home?  Yes  No Okay to leave a message at home?  Yes  No

May we call your cell?  Yes  No Okay to leave a message on cell?  Yes  No

May we text your cell?  Yes  No

Person to notify in the event of an emergency: \_\_\_\_\_

Emergency contact's relationship to you: \_\_\_\_\_ Contact's phone: \_\_\_\_\_

Whom may we thank for referring you? \_\_\_\_\_

### PERSONAL INFORMATION

What is your gender?:

Female  Transgender Female

Male  Transgender Male

Other: \_\_\_\_\_

What is your sexual orientation?:

Heterosexual  Gay

Bisexual  Lesbian

Other: \_\_\_\_\_

### EDUCATION & VOCATIONAL INFORMATION

Highest grade completed and/or degree(s) obtained: \_\_\_\_\_

Current Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Household annual income: \_\_\_\_\_

### FAMILY INFORMATION

Present Relationship Status (check all that apply):

Married/Partnered (yrs:\_\_\_\_ mos:\_\_\_\_)  Dating:  one person  several persons

Single (yrs:\_\_\_\_ mos:\_\_\_\_)  Widow/Widower (yrs:\_\_\_\_ mos:\_\_\_\_)

In a new relationship (6 mos or less)  Other: \_\_\_\_\_

If married, partnered or in a primary relationship, do you live with your significant other?  Yes  No

Others living in your household:

Name	Relationship	Age

### MEDICAL INFORMATION

Medical Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of last physical exam (approx) \_\_\_/\_\_\_/\_\_\_

How would you rate your physical health?  Excellent  Good  Fair  Poor

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

Other Specialist: \_\_\_\_\_ Phone: \_\_\_\_\_

List any medications you are currently taking (including non-prescription or herbal remedies): \_\_\_\_\_

\_\_\_\_\_

Describe any current physical problems or concerns that you have: \_\_\_\_\_

\_\_\_\_\_

List any history of significant physical problems (e.g, broken bones, head injury, surgery): \_\_\_\_\_

\_\_\_\_\_

List any current or past legal issues: \_\_\_\_\_

\_\_\_\_\_

Briefly describe why you are coming to Center for Healthy Sex for treatment: \_\_\_\_\_

\_\_\_\_\_

# CONSENT FOR TREATMENT AND OFFICE POLICY

This consent is to certify that you (client) give permission to the clinical staff at the Center for Healthy Sex to provide psychotherapy treatment. This includes but is not limited to all clinical and administrative staff members of the Center for Healthy Sex. You have a right to terminate the therapeutic relationship at any time without fault.

## **CHS ORGANIZATION**

The clinical staff at CHS work as a treatment team and consult together regarding cases and you authorize the exchange of information between clinicians in order to provide the most effective treatment.

## **CONFIDENTIALITY**

Under most circumstances, all communication between you and your therapist is confidential, unless permission is given by you to convey information to a third party outside of CHS. There are certain exceptions to this:

- When there is a reasonable suspicion of child abuse, dependent-adult or elder abuse.
- When a client threatens violence to an identifiable victim.

The law also allows the therapist to break confidence:

- When a client presents a danger of violence to others.
- When a client is likely to harm him/herself unless protective measures are taken.

Disclosure may also be required in certain legal proceedings. *If you have concerns about the content of our sessions and any legal proceedings in which you are involved or expect to be involved (e.g., child custody cases), please let your therapist know.*

As of January 1, 2015, the Child Abuse and Neglect Reporting Act has been updated in the State of California. As such, please note that Marriage and Family Therapists, Marriage and Family Therapist Interns, Psychologists, Psychological Assistants, Licensed Clinical Social Workers, and Associate Clinical Social Workers practicing in the State of California in addition to the other mandated reporting responsibilities as outlined in the section above, are now mandated reporters of therapy clients ***who knowingly download, stream, or access through any electronic or digital media, a film, photograph, videotape, video recording, negative, or slide in which a child is engaged in an act of obscene sexual conduct.***

***This includes any child pornography, child sexual abuse, child sexual exploitation, or any visual depiction of sexually explicit conduct involving a minor. A child or minor includes all persons under the age of 18 years of age.***

If you have been or are currently viewing or exchanging internet child pornography, or any other form of child pornography that falls into this category, please be advised that should you choose to disclose this during an individual, group, family or couple therapy session in the office with any clinicians employed at Center for Healthy Sex (CHS), or should you disclose this information via an assessment tool that is administered as part of your treatment, such as the SDI [Sexual Dependency Inventory], or via other assessment tools that are administered by any clinician with CHS, such as the SAST [Sex Addiction Assessment Tool], or should you disclose this via email, text, Skype session, phone, mail or any other means out of session, it is important for you to understand that all clinicians at CHS are now mandated by law to report this and to include with the report a client's name, phone number and identifying information.

Also, if you choose to disclose to a clinician at CHS [via individual therapy, group therapy, family therapy, couple therapy, or via an out of session communication including but not limited to email, text, Skype, letter or phone call] that your spouse, partner, family member or friend has viewed or downloaded child pornography, or acted out sexually with a minor [any person under the age of 18], please understand that due to changes in California State Law, as outlined above, Marriage and Family Therapists, Marriage and Family Therapist Interns, Psychologists, Psychological Assistants, Licensed Clinical Social Workers, and Associate Clinical Social Workers are mandated reporters and must report this information to the appropriate authorities.

**Please sign and date here that you understand the above stated law and mandated reporting responsibilities as they relate to child pornography:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## CONTACTING THERAPISTS

You may email your therapist at any time. Please be aware that therapists may not retrieve messages until their regular office hours. **If you have a life-threatening emergency, dial 911.**

It is impossible to guarantee the confidentiality of email or text messaging content. By signing below, you grant CHS permission to email and text you. You acknowledge the risks, and release CHS therapists from liability for the risk to your confidentiality. Emails and texts should be limited to administrative issues such as scheduling or billing questions. CHS and its therapists do not accept friend requests from clients on Facebook, LinkedIn or other social media websites.

## APPOINTMENTS

Sessions are 50 minutes in length and begin at the scheduled appointment time. If you arrive late, your session will be shorter; if your therapist arrives late, your session will be extended to make up the time. If you must cancel a session, please let your therapist know at least 24 hours in advance. **You will be responsible for the full fee of any session cancelled with less than 24 hours notice.** Appointments must be canceled via voice mail or email. All appointments with CHS therapists are to occur at the CHS offices at 10700 Santa Monica Blvd, Suite 311, Los Angeles. For psychotherapy to be most effective, clients must not be under the influence of intoxicating substances. If your therapist feels it necessary, you may be asked to reschedule your appointment for another time; this will be considered a late cancellation.

## FEES, BILLING & PAYMENTS

All services are billed at the standard rate. Sliding-scale fees may be established based on ability to pay. Clients pay for services at the beginning of each session, unless other arrangements have been made. Please notify your therapist if any problems arise that affect your ability to make timely payments. All payments for services are to be made payable directly to CHS, never to the name of the individual therapist.

If document preparation is required (e.g. legal proceedings, insurance appeals), clinicians reserve the right to bill for services at 100% of full fee.

In order to prevent any misunderstandings about payment for services, please be advised of the following:

- (1) All services provided are billed directly to the client unless other arrangements have been made;
- (2) Clients are personally responsible for payment at time of service via cash, credit card, check or money order;
- (3) Statements can be provided for you to submit for insurance reimbursement;
- (4) You are responsible for submitting all claims to your insurance provider;
- (5) If payment is not received when services are rendered, payment plus a 4% fee may be applied to the credit/debit card on file if no other payment arrangements have been made.
- (6) If your credit card is invalid and you have made no other payment arrangements, your past due balance may be sent to an agency for collection.

If you commit to group therapy, the weekly fee for group sessions is due even if you do not attend.

Payment Guarantee: You are individually responsible for all incurred charges, even if you direct us to bill another person. If you direct charges to be billed to another person, you represent that you are authorized to give you such direction. If you have directed charges to be billed to another person who fails to make payment, you will promptly pay on demand.

## REGISTERED MFT INTERNS, PSYCHOLOGICAL ASSISTANTS & ASSOCIATE CLINICAL SOCIAL WORKERS

If your therapist is an intern, s/he is an unlicensed counselor who will be consulting regularly regarding your case with their supervisor, the licensed Marriage and Family Therapist under whose license your intern is practicing.

## MINOR CLIENTS

In the event that client is a minor (under age 18), signature of parent/guardian indicates permission to treat.

---

**I have read, understand and agree to the information, guidelines and office policies stated above.**

---

Signature

---

Date

---

Printed Name

---

Date of Birth

## PAYMENT INFORMATION

Credit Card Authorization: I, \_\_\_\_\_ (printed name) authorize the maintenance of valid credit card information to guarantee my chosen payment option. Charges will appear on your credit card statement as "AK, Inc."

**Cardholder Name:** \_\_\_\_\_

**Circle Card Type:** Visa    MC    Discover    AmEx

**Billing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Credit Card #** \_\_\_\_\_ **3 digit CVV code:** \_\_\_\_\_

**Expiration date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Email Address:** \_\_\_\_\_

**Cardholder/Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Center for Healthy Sex Therapist:** \_\_\_\_\_

**Please check your payment preference:**

\_\_\_\_\_ 1. I will pay in the office at the time services are rendered via check, cash or credit card. If I do not pay, or miss an appointment, my outstanding balance will be processed via automatic billing (Option 2).

\_\_\_\_\_ 2. Automatic billing to credit card on file (+ 4% processing fee)

**Insurance Receipts:** Insurance receipts can be requested via email and are generated on a monthly basis. Please direct these requests to your therapist. Clients are responsible for submitting all claims to their insurance provider.

**Payment Guarantee:**

- I understand that I am individually responsible for all incurred charges.
- I understand there is a 24-hour cancellation policy and that without providing 24 hours advance notice to cancel or reschedule a session I will be charged in accordance with the *Automatic Billing* option mentioned above.
- I am aware that charges will appear as "AK Inc." on my billing statement and not *Center for Healthy Sex*. In the event that I dispute a credit card charge without first trying to resolve my concern directly with *AK, Inc.*, I agree to reimburse *AK, Inc.* \$25 per disputed transaction to compensate *AK, Inc.* for the costs incurred in trying to recover disputed funds.
- If I direct charges to be billed to a third party, I represent that I am authorized to give you such direction, and understand that I am liable for all incurred charges. If a third party fails to make payment when due, I will promptly pay on demand.
- I understand that all payments for services are to be made payable directly to "CHS", never to the name of the individual therapist.
- I understand that if I commit to joining a weekly therapy group at Center for Healthy Sex, I am responsible for paying weekly session fees whether or not I attend until I formally terminate my group membership with 4 weeks notice to the group therapist.
- I understand that if I commit to attending an Intensive Program at Center for Healthy Sex, I am responsible for paying the full Intensive fee.

**I have read, understand and agree to the information, authorization and guarantee stated above.**

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

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

**Printed Name:** \_\_\_\_\_