Child Registration

Client: (if client is no	ot the responsible party, also	o fill out the responsible	e party informati	on below)
LAST NAME:		FIRST NAME:		M.I:
ADDRESS:		CITY:		_STATE:
ZIP:	TELEPHONE: HOME	()	WORK ()
CELL ()	EMAIL:			AGE:
DATE OF BIRTH	H: SEX: _	SOCIAL SEC	URITY NUMB	ER
MARITAL STAT	US: (CIRCLE ONE) SING	LE MARRIED [DIVORCED '	WIDOWED
STUDENT STAL	JS: (CIRCLE ONE) FULL-	-TIME PART-TIM	IE NONSTU	DENT
EMPLOYMENT	STATUS: (CIRCLE ONE)	FULL-TIME PA	RT-TIME RE	TIRED DISABLED
UNEMPLOYED				
EMPLOYERS N	AME:			
EMPLOYERS A	DDRESS:	CITY, STATI	E, ZIP:	
In case of emerg	jency notify:			
				<u></u>
	PARTY INFORMATIO			_
LAST NAME:		FIRST NAME: _		M.I:
				DIAN SPOUCE OTHER
	ATE OF BIRTH:			
TELEPHONE: H	IOME ()	WORK (_)	
CELL ()	EMAIL:			
MARITAL STAT	US: (CIRCLE ONE) SING	LE MARRIED [DIVORCED V	VIDOWED
STUDENT STAL	JS: (CIRCLE ONE) FULL-	-TIME PART-TIM	IE NONSTU	DENT
EMPLOYMENT	STATUS: (CIRCLE ONE)	FULL-TIME PAR	T-TIME RE	ΓIRED DISABLED
UNEMPLOYED				
•	ents are separated or d			•
child's biologica	l parent please provide	documentation of	guardianship	to the front desk
Was this appoin	tment court ordered or	recommended by	an attorney?	Y or N
If yes, what is yo	our attorney's name? _			
Attorney Phone	Number:	Ca	se #:	
Other parties in	volved:			_

DONALDSON WELLNESS CENTER

John Skinner, PhD #23560 Licensed Psychologist

508 Grace Street, Waxahachie, TX 75165 Phone: (972) 923-0730 Fax: (972) 923-3886

www.donaldsonwellnesscenter.com

INFORMED CONSENT TO TREAT CHILDREN SOME THINGS YOU SHOULD KNOW ABOUT THERAPY

Before we start therapy together there are some things that you should know about the therapy process and about our office. In legal terms, this is called "Informed Consent." This information will help you understand better what to expect, and it will explain some limitations about what you, your child, and the therapist will be doing.

Your Privacy and Confidentiality

Of course, all of our work with your child – our conversations, your child's records, and any information that you give us – are protected by something called legal *privilege*. That means that in most cases the law protects you and your child from having information about you disclosed to anyone without your knowledge and permission. Our office respects your child's privacy, and we intend to honor that *privilege*. However, the law also makes some important exceptions to privacy.

In most cases parents enjoy full access to the information shared between your child and his or her therapist, and a similar right of access to the child's treatment record. That access is available to both parents regardless of the nature of the parents' relationship with one another or with the child. On the other hand, therapy with children is most effective when the child's relationship and communications with the therapist are allowed to remain substantially private. Your child's therapist will provide information to both parents, as needed and as requested and in a manner that will protect the privacy of the relationship and the child's welfare. Parents are encouraged to respect their child's privacy regarding the therapy to the greatest extent possible. Parents should not press children for information about the therapy outside the therapy office and outside the therapist's presence. Your child's therapist will regularly, and as appropriate, spends time discussing your child's progress with you. At your request, or when your child's therapist believes it is warranted, you may schedule an appointment to discuss specific treatment issues. Your child's therapist takes very seriously her responsibility to communicate with you and to protect your child's privacy.

If we believe there is a risk your child might harm himself, herself, or someone else, we may be called upon to contact the authorities to give them the opportunity to protect your child. If your child is being, or has been abused we are required to notify the authorities. If you become involved in any legal dispute about custody, possession, or parental rights and obligations, we may be compelled to provide information to the lawyers and/or to the court. That concern is especially important to understand if you and your child's other parent find yourselves in divorce litigation. Similarly, you and your child would lose the protection of privacy if you sue us or if you file a complaint against us with a state licensing board.

The financial part of our relationship also imposes some confidentiality limits. If you are using insurance or any third-party payer, our office must share certain information with them, including (but not necessarily limited to) diagnosis and the times of your visits. If there is a managed care company involved, they may require us to provide additional information, such as symptoms and progress. You should also understand that insurance and managed care information is often stored in national computer databases. By your signature, below, you authorize our office to provide information to your insurance and managed care companies to the extent necessary to enable them to pay for our services. Finally, if we find ourselves in a dispute with you over billing, our office reserves the right to employ a collection service and to provide them with any information necessary to clarify and to collect an outstanding balance.

Side effects of therapy and other potential unpleasantness

You should know that therapy is not always easy. Your child may have to discuss personal information. He or she may find those conversations difficult and embarrassing and might be very anxious during and after such conversations. As your child learns more about himself or herself, he or she might encounter increased conflict with friends, classmates, and family members. It is possible that your child might become somewhat depressed. Therapy is intended to alleviate those problems, but sometimes at first, as the process gets below the surface of some things, your child may feel things more acutely than in the past. We may also ask you and your child to do some things that might, at first, make both of you feel uncomfortable or awkward. Sometimes therapy requires trying new and unfamiliar ways of doing things. Your child will always be free to move at his or her own pace, however. We will work with your child to make changes, but we cannot promise anything about the results we will obtain. The outcome we achieve will depend on many factors.

Our office specializes in the treatment of specific issues and clients. If we believe that your child's problem requires knowledge that we do not have, we may refer you for a consultation with someone with training or experience different from our own. We will discuss any such referral with you before we act. At the very beginning we will create a treatment plan with you. That is, we will look at what you and your child would like to change, what we will do to change it, how we will know we are succeeding, and we will estimate how long it will take to achieve your goals. Periodically, we will review that plan with you to see if it needs to be updated.

The Internet and Electronic Communication

You may, at your discretion, use email to communicate with your child's therapist. If you choose to communicate via email, remember that email communications are not private. Email is, by its nature, subject to pass through a variety of email servers and thus subject to interception by unknown parties. Email communication with our office should be limited to administrative and logistical matters; your therapist will NOT use email to discuss important personal and therapy matters.

Policy Regarding Inclusion of Both Parents

The rules that govern our practice require that, in the event that there is or has been a court order that directs your parental rights and obligations, our office must have a copy of that (final) order for our file. The law requires us to have a copy of the order before therapy can begin. We are obligated to abide by the court's order.

Further, it is a well-established standard of practice that children benefit most when both parents are involved in their child's therapy. Our office policy and the best standards of require that both parents be contacted and that both parents be included in the therapy. Unless a court order specifically restricts the other parent from receiving information, our office will contact the other parent within a week of your child's first contact with our office. If you have an objection or if you have reservations about our calling your child's other parent, please discuss your concerns with your child's therapist.

You should also be aware that as soon as your child attains his or her eighteenth birthday, the right to privacy and to control of the therapy effort passes to your child. Before your child reaches that age, you should discuss these considerations with your child's therapist.

Fees and Policies Regarding Litigation Services

Ordinarily, our office does not conduct evaluations in court- or litigation-related matters, nor do we customarily offer testimony in depositions or in court hearings. We believe that your interactions with your therapist should remain private, and the success of your work depends, in some part, on protecting you and your information from disclosure. Our office will do all that we can to avoid offering information or testimony about your child and his or her contact with our office in the context of litigation, although the courts or lawyer may be able to require our participation and disclosure. In the event we are required to respond to litigation-related request there are some additional, specific considerations.

If our office, or your therapist, does become involved as a witness in litigation related to your child's treatment, you will be required to pay, in advance, your child's therapist's litigation fees and for the cost of any appearance in court or for a deposition. By your signature below, you agree to the following payment terms:

- 1. For any deposition or court appearance regarding your child's therapy, whether commanded by you and your lawyer, or by an adversarial lawyer or party, you agree to pay your therapist \$750 per half-day or \$1500.00 per whole day for court appearances.
- 2. You agree to pay at least two additional hours for your therapist to review documents and to prepare for her appearance.
- 3. You agree to deposit with our office an advance retainer in the amount of \$2,000. That amount will cover six hours' appearance and two hours' preparation. The retainer is fully refundable until five days before any scheduled appearance. Half of the retainer will be refunded if the appearance is cancelled within five days and more than forty-eight hours in advance of the scheduled appearance. With less than forty-eight hours' notice, any retainer balance is non-refundable.
- 4. Payment of these fees is due in advance as a retainer, due and payable at least ten days prior to any appearance. Our office will not schedule a deposition or court appearance until the retainer has been paid to our office.
- 5. In addition to the contracted fees for your child's therapist's time and appearance, if our office believes it is necessary to retain an attorney to represent your therapist's interests, you agree, by your signature, below, to reimburse our office for your therapist's attorney fees, up to a maximum of one thousand five hundred dollars (\$1,500).

If you are seeking services from our office for a psychological evaluation or for psychological testing rather than, or in addition to counseling/psychotherapy services, you should be aware of the following considerations.

I understand that the assessment services may include face-to-face interviewing and administration of tests, questionnaires, checklists, and other assessment methods. They may also include the psychologist's time required for the reading of records, consultations with other psychologists and professionals, scoring of tests, interpreting the results, constructing a report about the results and findings, and other activities to support these services. If you have questions or concerns about this assessment, the psychologist will answer your questions, although some answers may be deferred until after completion of the testing and interview.

I understand that if a diagnosis is assigned, the diagnosis is not made based on the results of any single assessment instrument alone. Rather a diagnosis is made while considering all test results, the clinical interview, historical information obtained, review of collateral documents, and observations made during the assessment.

I agree to cooperate and to participate as diligently I can by supplying full and accurate answers and making a sincere effort to do my best on all of the tests and interviews. I understand that I may refuse to answer any question or terminate the evaluation whenever I wish. I understand that the evaluator is required to notify authorities if the evaluator believes or suspects that a child is abused, or if the evaluator has reason to believe that I may harm others or myself. I have discussed the issues above with the psychologist who has answered any questions I have raised. I assert that I am fully competent to give informed and willing consent to this assessment.

By your signature below you consent to the treatment offered to your child by our office, you agree to pay for the services your child receives as indicated and at the time of service, and if you are using a third party (e.g. insurance) payer, you agree that our office may provide any information to your insurance carrier and managed care company necessary to consider, process, and approve payment for our services. Further, you agree that all charges for services are reasonable, and that finally, all fees are your responsibility, and that in the event your insurance carrier refuses payment, you agree to pay all amounts due. Your therapist may refuse to schedule an appointment until you have paid any outstanding balance you have with our office. If you are unable to pay for your child's services in the future, you understand and agree that your therapist will be unable to continue to work with you or your child. In that event, your therapist will provide you with a referral to another provider or providers more readily able to work within your budget.

Consent for Telepsychology (when applicable)

This Informed Consent for Telepsychology contains important information focusing on doing psychotherapy using the phone or the Internet. Please read this carefully, and let me know if you have any questions. When you sign this document, it will represent an agreement between us.

Benefits and Risks of Telepsychology

Telepsychology refers to providing psychotherapy services remotely using telecommunications technologies, such as video conferencing or telephone. One of the benefits of telepsychology is that the client and clinician can engage in services without being in the same physical location. This can be helpful in ensuring continuity of care if the client or clinician moves to a different location, takes an extended vacation, or is otherwise unable to continue to meet in person. It is also more convenient and takes less time. Telepsychology, however, requires technical competence on both our parts to be helpful. Although there are benefits of telepsychology, there are some differences between inperson psychotherapy and telepsychology, as well as some risks. For example:

Risks to confidentiality. Because telepsychology sessions take place outside of the therapist's private office, there is potential for other people to overhear sessions if you are not in a private place during the session. On my end I will take reasonable steps to ensure your privacy. But it is important for you to make sure you find a private place for our session where you will not be interrupted. It is also important for you to protect the privacy of our session on your cell phone or other device. You should participate in therapy only while in a room or area where other people are not present and cannot overhear the conversation.

Issues related to technology. There are many ways that technology issues might impact telepsychology. For example, technology may stop working during a session, other people might be able to get access to our private conversation, or stored data could be accessed by unauthorized people or companies.

Crisis management and intervention. Usually, I will not engage in telepsychology with clients who are currently in a crisis situation requiring high levels of support and intervention. Before engaging in telepsychology, we will develop an emergency response plan to address potential crisis situations that may arise during the course of our telepsychology work.

Efficacy. Most research shows that telepsychology is about as effective as in-person psychotherapy. However, some therapists believe that something is lost by not being in the same room. For example, there is debate about a therapist's ability to fully understand non-verbal information when working remotely.

Electronic Communications

We will decide together which kind of telepsychology service to use. You may have to have certain computer or cell phone systems to use telepsychology services. You are solely responsible for any cost to you to obtain any necessary equipment, accessories, or software to take part in telepsychology. For communication between sessions, I use email, TSecure portal, and text messaging with your permission and only for administrative purposes unless we have made another agreement. This means that email exchanges and text messages with my office should be limited to administrative matters. This includes things like setting and changing appointments, billing matters, and other related issues. You should be aware that I cannot guarantee the confidentiality of any information communicated by email or text. Therefore, I will not discuss any clinical information by email or text and prefer that you do not either. Also, I do not regularly check my email or texts, nor do I respond immediately, so these methods should not be used if there is an emergency.

If you are unable to reach me and feel that you cannot wait for me to return your call, contact your family physician or the nearest emergency room and ask for the psychologist or psychiatrist on call.

Confidentiality

I have a legal and ethical responsibility to make my best efforts to protect all communications that are a part of our telepsychology. However, the nature of electronic communications technologies is such that I cannot guarantee that our communications will be kept confidential or that other people may not gain access to our communications. I will try to use updated encryption methods, firewalls, and back-up systems to help keep your information private, but there is a risk that our electronic communications may be compromised, unsecured, or accessed by others. You should also take reasonable steps to ensure the security of our communications (for example, only using secure networks for telepsychology sessions and having passwords to protect the device you use for telepsychology).

The extent of confidentiality and the exceptions to confidentiality that I outlined in my Informed Consent [use whatever title you have for your informed consent document] still apply in telepsychology. Please let me know if you have any questions about exceptions to confidentiality.

Appropriateness of Telepsychology

From time to time, we may schedule in-person sessions to "check-in" with one another. I will let you know if I decide that telepsychology is no longer the most appropriate form of treatment for you. We will discuss options of engaging in in-person counseling or referrals to another professional in your location who can provide appropriate services.

Emergencies and Technology

Assessing and evaluating threats and other emergencies can be more difficult when conducting telepsychology than in traditional in-person therapy. To address some of these difficulties, we will create an emergency plan before engaging in telepsychology services. I will ask you to identify an emergency contact person who is near your location and who I will contact in the event of a crisis or emergency to assist in addressing the situation. I will ask that you sign a separate authorization form allowing me to contact your emergency contact person as needed during such a crisis or emergency.

If the session is interrupted for any reason, such as the technological connection fails, and you are having an emergency, do not call me back; instead, call 911, [include any local hotlines or other resources], or go to your nearest emergency room. Call me back after you have called or obtained emergency services.

If the session is interrupted and you are not having an emergency, disconnect from the session and I will wait two (2) minutes and then re-contact you via the telepsychology platform on which we agreed to conduct therapy. If you do not receive communication back within a reasonable amount of time, then call me on the phone number I provided you or email us.

If there is a technological failure and we are unable to resume the connection, you will only be charged the prorated amount of actual session time.

Fees

The same fee rates will apply for telepsychology as apply for in-person psychotherapy. However, insurance or other managed care providers may not cover sessions that are conducted via telecommunication. If your insurance, HMO, third-party payor, or other managed care provider does not cover electronic psychotherapy sessions, you will be solely responsible for the entire fee of the session. Please contact your insurance company prior to our engaging in telepsychology sessions in order to determine whether these sessions will be covered.

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R	Δ	\sim	റ	r	П	c

The telepsychology sessions shall not be recorded in any way unless agreed to in writing by mutual consent. I will maintain a record of our session in the same way I maintain records of in-person sessions in accordance with my policies.

Informed Consent

This agreement is intended as a supplement to the general informed consent that we agreed to at the outset of our clinical work together and does not amend any of the terms of that agreement.

I, the psychologist/therapist, have discussed the issues above with the client (and/or his or her parent or guardian) and answered any questions raised. My observations of this person's behavior and responses give me no reason, in my professional judgment, to believe that this person is not fully competent to give informed and willing consent.

	Date/
Signature of psychologist/therapist	
	Date
D 10' 1	Date
Parent Signature	
Parent Printed name	•
Tarene Timeda name	
Patient's Printed name	Patient's Date of Birth
ratient 5 rinteu name	ratient S Date of Diffi

Disclaimer:

DWC is not authorized to complete accommodation letters or paperwork requiring a physician's signature. All other paperwork is subject to a \$25 fee per page.

Βv	sianina	here 1	[agree	that I	have read	the	disclaimer.
-,	2.5		- 45			••••	a.50.a

Signature			

No show/Late Cancellation Policy

This policy has been established to help us serve you better.

It is necessary for us to make appointments in order to see our clients as efficiently as possible. No-shows and late-cancellations cause problems that go beyond a financial impact on our practice. When an appointment is made, it takes an available time slot away from another client.

A "no-show" is missing a scheduled appointment. A "late-cancellation" is canceling an appointment without calling us to cancel within 24 hours of an office appointment or 72 hours in advance of psychological testing.

We understand that situations such as medical emergencies occasionally arise. These situations will be considered on a case-by-case basis.

A charge of \$75 will be assessed for each no show or late cancellation office visit appointment if less than 24 hours' notice is given.

A charge of \$250 will be assessed for each no show or late cancellation psychological testing appointment if less than 72 hours' notice is given.

Please understand that insurance companies consider this charge to be entirely the patient's responsibility.

For your convenience, you can cancel or reschedule an appointment 24/7 by leaving a voicemail or emailing donaldsonwellness@gmail.com. This policy is in effect to ensure that all of our clients have the opportunity to be seen in a timely manner.

	Date
Patient Acknowledgement (Please sign)	

CREDIT CARD AUTHORIZATION FORM

Our office requires that a credit card be kept on file for payment of any co-payment, co-insurance, deductible, or charge that may not be covered by your health insurance. This form will be kept confidential and only authorized staff has access to the information.

PATIENT'S NAME:		
NAME, AS IT APPEARS	ON CRI	EDIT CARD:
BILLING ADDRESS:		
EMAIL ADDRESS:		
AMEX/DISC/MC/VISA C	ARD #	
EXPIRATION DATE	/	CVV CODE:
above credit card account for and/or charges not covered that my card will be charged receive billing statements, in uninsured patient, I authoriz	or any co by my h I in the on voices a ze paym	onaldson Wellness Center to charge the oppayment, co-insurance, deductible nealth insurance provider. I acknowledge event payment is not received. I agree to and receipts to my email. If I am an ent at time of service. I agree to update to card account as applicable.
Cardholder Signature		<u>Date</u>
Email		

CHILD/ADOLESCENT HISTORY

Name:	Date	Age:	
Race/Ethnicity:			Other:
Family Members/Others Residing in Home	Age 	Relationsh ————————————————————————————————————	ip to Child
How does this child get along with other Problems?	family memb	ers in the home	e? Alliances?
Family Members/Others Residing Outside to Child	Home	Age	Relationship
How does this child get along with family nome?	members/imp	portant people	residing outside the
Parent's/Legal Guardians' Marital Status:	Married Div	orced Separat	red (circle one)

Maternal Family Psychiatric History (If so, who?) who?)

Paternal Family Psychiatric History (If so,

Learning Problems:

Depression/Sadness:	Depression/Sadness:
Suicidal Ideation/Attempt:	Suicidal Ideation/Attempt:
Anxiety/Excessive worry:	Anxiety/Excessive worry:
Panic Attacks:	Panic Attacks:
Bipolar Disorder:	Bipolar Disorder:
Obsessive-Compulsive Tendencies:	Obsessive-Compulsive Tendencies:
Schizophrenia:	Schizophrenia:
Attention Problems/ADHD:	Attention Problems/ADHD:

Alcohol/Drug Use: Problems with the Law: Problems with the Law: O :

Seizures: Seizures:

Birth History

Learning Problems:

Was the pregnand	cy planned? Y or	N (circle or	ne) Was the p	oregnancy	/ desired? Y or	N (circle
one) Complications witl If Yes, please exp		•	•			
Nausea:	_ Vomiting:	Swe	lling:	_ Heada	ches/Migraines	::
Diabetes:	_ Other Illnesse	es:	Bed Rest:_		_ How long?	
Tobacco Use: Prescription Drug Use:Wh	Use:	What:			How much	?
Length of pregnar Why?	•			YorN (c	ircle one)	
How was the child	I delivered? (i.e.,					
Complications dur	-	•	•	please		
Did this child requ one) If yes, pleas		o the neona	atal intensive	care unit	(NICU)? Y or	No (circle

	ling		Walking Talking
he child's overall devel Quickly	opment h	as oc	ccurred:SlowlyNormally
ledical History			
Heart Problems			If Yes, please explain:
Lung Problems	Y or	No	
Eye Problems		No	, I
Ear Infections/Tubes		No	
Speech Problems		No	If Yes, please explain:
Sensory Problems		No	, I
Broken Bone(s)		No	·
Surgery		No	
Allergies		No	, ,
Asthma		No	, ,
Seizures	-	No	
Head	Y or	No	If Yes, please explain:
Injury/Concussion/			
Unconsciousness			
Other:			Please explain:
explain:			Y or No (circle one) If No, please urrently prescribed or is using and for what reason:
Please list medications y	our child	<u>has t</u>	been prescribed and/or has used in the past and for what
eason:			been prescribed and/or has used in the past and for wha

Has this child ever repeated a grade? Y or N (circle one) If Yes, what grade?
Has this child ever received special education services? Y or N (circle one) If Yes, for what?
Is this child currently experiencing academic problems? Y or N (circle one) If Yes, please explain:
Please describe what kind of grades/marks this child is currently receiving in school: Has this child ever received any formal testing through the school? Y or N (circle one) If Yes, please explain:
Does this child exhibit behavioral problems at school? Y or N (circle one) If Yes, please explain:
Estimated intellectual level: Below AverageAverageAbove Average Mental and Emotional History (Y=yes N=no ST=sometimes)

SYMPTOM	Υ	N	ST	NOTES
Attention problems				
Hyperactive				
Academic problems				
Fails classes				
Memory problems				
Anger				
Anxiety				
Panic attacks				
Depression/Sad				
Irritable				
Suicidal ideation				
Elevated mood/manic				
Mood swings				

Obsessive- compulsive							
tendencies							
Aggressive							
Temper tantrums							
Lies							
Steals							
Disrespectful to adults							
Alcohol/substance abuse							
Toileting accidents/bedwetting							
Nightmares/terrors							
Hears things not there							
Difficulty making friends							
Lacks empathy							
Other difficulties							
explain:							
	Discipline used that is most effective? Least effective?						
one) Is this a problem for you, th explain:		•	(circle one) Please				
Has this child been abused? Y	or N (circle one	and all that may app	ly)				
Sexually Verbally Physically If Yes, who was the abuser?	/ Mentally	Emotionally Othe	r:				
Do you believe your child is sexuexplain:		N (circle one) If Y	es, please				
Have there been any significant of explain:	deaths or losses i	in the family? Y or	•				
Has this child ever participated in Psychological testing?With whom?							

Diagnosis assigned?
Was the previous treatment beneficial? Y or N (circle one) Please explain:
Strengths and Weaknesses
What do you think are your child's biggest personal strengths?
1.
2.
3.
What do you think are your child's biggest personal weaknesses/limitations?
1.
2.
3.
Signature

Insurance Verification

Insurance Company Name:	Cash pay/ NA:
Patient name:	Date of Birth
Social Security Number:	
Member ID/ Policy Number:	Group Number:
Policy Holder Name:	
Social Security Number:	
Insurance Contact Number (Located on the h	pack of the card):