Discover Counseling
7175 SW Beveland St., Suite 105 | Tigard, OR 97223
Phone: 971.200.5062 | Fax: 866.802.8062
Email: aaront@discovercounseling.com

Statement of Understanding and Consent for Treatment

Psychotherapy is not like a medical doctor visit; it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

In couples therapy, if you and your partner decide to have some individual sessions, what you say in those individual sessions will be considered to be a part of the couples therapy, and can and probably will be discussed in our joint sessions. *Do not tell me anything you wish kept secret from your partner*. I will remind you of this policy before beginning such individual sessions.

I am generally available by appointment only. You may call and leave a confidential message at any time and I will return your call as soon as possible. My policy for after-hours coverage is to leave a message and I will return your call the next business day. If you are in need of urgent or emergency services after hours, contact your local social services, crisis line (Washington County: 503-291-9111) or dial 911.

Please understand that information obtained from you is confidential under Oregon law. Information may not be shared with anyone without your permission except in the following circumstances:

1. When a court order is received.
2. When there is reasonable cause to believe that you will hurt yourself or someone else.
3. When there is reasonable suspicion to believe that abuse/neglect of a child, elderly person, disabled person, or any animal is occurring or has occurred.
4. Information necessary for billing purposes, justification for treatment, and resolution of a complaint.

Your ***INITIALS*** beside each of the following indicates your understanding and consent for treatment:

_____ I understand that I may withdraw consent for treatment at any time.
_____ I understand and have reviewed statement of financial responsibilities.
_____ I have received a professional disclosure statement.
_____ I have received a copy of HIPAA's Notice of Privacy Practices.
_____ I understand that any records sent to or retrieved from other professionals will be marked and directed as "NO FURTHER DISCLOSURE" to protect your privacy.

Your signature indicates that you understand this "Statement of Understanding and Consent for Treatment" and agree to the above. I hereby give Discover Counseling, LLC consent to provide my treatment.

_____	_____	_____
Print Name	**Client Signature**	**Date**
_____	_____	
Clinician Signature	Date	

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Statement of Understanding and Consent for Electronic Communication

I utilize various methods of communication to maintain contact with clients. Please understand this office is portable and thus phone contact with me will be on a cellular phone through a secure router in this office. There are various methods of contact with me including phone and email. I utilize text messaging in very limited circumstances and only for scheduling or basic information purposes.

Please be aware that electronic communication via telephone or email may not be secure for either party. Due to the nature of this type of communication, there is a potential for interception or misdirection of your information. Your use of phone or email to communicate protected health information indicates that you acknowledge and accept the possible risks associated with such communication. Please consider communicating any sensitive information in person to protect your privacy. The type of information transmitted via email should be used for scheduling or other incidental issues only. Contacts to discuss all other issues should be made preferably in person or via phone if arises.

As a general rule, I do not have contact with clients outside of the office that is unrelated to mental health treatment. This rule applies to various internet messaging sites, social networking sites, and general emails unrelated to our professional relationship. Please understand that any contacts or requests for contacts will not be confirmed or acknowledged to protect your privacy as well as to eliminate a dual relationship. Please ***INITIAL*** below:

_____ I understand the risks associated with utilizing any electronic methods of communication and agree to do so at my own risk.

_____ I understand email contacts will be for scheduling and incidental purposes. All other forms of communication will be made preferably in person or via phone if emergency arises.

_____	_____	_____
Print Name	**Client Signature**	**Date**
_____	_____	
Clinician Signature	Date	

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HIPAA NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. You have the right to get a copy of your paper or electronic medical record, correct your paper or electronic medical record, request confidential communication, ask us to limit the information we share, get a list of those with whom we've shared your information, get a copy of this privacy notice, choose someone to act for you, and file a complaint if you believe your privacy rights have been violated. You have some choices in the way that we use and share information as we tell family and friends about your condition, provide mental health care, and market our services. We may use and share your information as we treat you, run our organization, bill for your services, help with public health and safety issues, do research, comply with the law, address workers' compensation, law enforcement, and other government requests, and respond to lawsuits and legal actions. You can get a paper copy of your medical record. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee. You can ask us to correct health information about you that you think is incorrect or incomplete. We may say "no" to your request, but we'll tell you why in writing within 60 days. You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will say "yes" to all reasonable requests. You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information. You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months. You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly. If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action. You can complain if you feel we have violated your rights by contacting us using the information on page 1. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint. We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.We can share health information about you for certain situations such as reporting suspected abuse, neglect, or domestic violence, and preventing or reducing a serious threat to anyone's health or safety. We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law. We can use or share health information about you: For workers' compensation claims, for law enforcement purposes or with a law enforcement official, with health oversight agencies for activities authorized by law, or for special government functions such as military, national security, and presidential protective services. We can share health information about you in response to a court or administrative order, or in response to a subpoena. We are required by law to maintain the privacy and security of your protected health information. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and give you a copy of it. We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Client Signature: _____ **Date:** _____

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Statement of Financial Responsibility

Fees: I provide services at $45-$75 per 45- to 50-minute session (which assumes a $2 discount for cash or check payments), based on income. Phone calls, reports, and other services provided outside of regularly scheduled appointments are billed in 15-minute increments. Participation in legal proceedings is billed at $175 per hour, including commute time, report writing, and other preparations. Payment is due in full by cash, check, or debit/credit card ***on the date of service***.

Cancellation Policy: Please call 24 hours in advance to change or cancel an appointment to allow that time for another person. You are able to leave a message 24 hours a day. If you do not show for an appointment and do not call to cancel within 24 hours of the session, you will be billed the full rate.

Payment Policy and Agreement: In the event that my account has not been paid within 90 days, I authorize Discover Counseling, LLC to charge the following account for services according to the financial policies and payment agreement above at which time account will be charged any unpaid balance.

Type of card:
☐ Visa ☐ MasterCard ☐ Amex ☐ Debit ☐ FSA/HSA

Account Number: _____ - _____ - _____ - _____ Expiration Date:_____
Card Holder Name:_____ Security Code:_____
Address:_____ Billing Zip Code:_____
Telephone:_____ Email for receipt:_____
Signature:_____

I have read this Statement of Financial Responsibility. I understand that I am responsible for my bill, payable to Discover Counseling, LLC.

_____	_____	_____
Print Name	**Client Signature**	**Date**

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Professional Disclosure Statement

PHILOSOPHY AND APPROACH: I approach counseling as a collaborative and supportive relationship where we work together to explore the struggles you may be experiencing and find new ways to live a more rich, meaningful, and fulfilling life. It is collaborative in the sense that, while I have some general expertise in human psychology and emotional health, you have expertise about your particular preferences, personality, and experiences, so we work together to figure out what will work best for you. I believe that having a safe and supportive relationship is important because it allows us to be authentic and honest about our own experiences, which is essential for gaining the insight and self-awareness needed for change.

Many people who come in for therapy are experiencing a lot of unwanted thoughts and feelings, which may lead them to instinctually react in ways that may be unhelpful to themselves and their relationships. In therapy, I help people learn how to be more flexible and adaptable in how they respond to their unwanted emotions so that they can make choices that are based on their long-term goals and values instead of their impulses. I also tend to look for a person's strengths and find ways to engage those strengths in making positive changes to their lives.

When a client talks about personal information and the counselor responds with respect and authenticity, sessions may be quite emotionally intimate. To maintain a safe and beneficial environment, the counseling relationship will remain on a professional level, and limited to sessions in the office or over the phone, focusing on client concerns. For the benefit of the client, the client and counselor will not engage in physical contact, socialize, give gifts to each other, nor establish any relationship other than the professional counseling relationship.

As an Intern registered with the Oregon Board of Licensed Professional Counselors and Therapists, I abide by its Code of Ethics. As an intern, to ensure the best quality of care, I am supervised by Aaron K. Potratz, LPC MA CCTP CADC-I, a licensed professional counselor, with whom I consult on individual cases without sharing any personal identifying information.

CREDENTIALS AND EXPERIENCE: I received my Master's degree in Counseling from Western Seminary, where I also earned a Master's in Divinity. Prior to my graduate studies at Western Seminary, I attended Oregon State University, where I graduated with a B.A. in Psychology and Sociology. I also continue to pursue continued education by consulting with licensed supervisors and participating in ongoing counselor training.

I have been a practicing clinician since 2013 and have training and experience working with individuals dealing with substance abuse and dependence, relationships issues, depression, anxiety, panic attacks, sexual addiction, and PTSD. I've also worked with couples, families, adolescents, young adults, and groups.

FEES: Please see the attached page for my fee scale.

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APPOINTMENTS: Counseling sessions are typically scheduled to be 45-50 minutes. Consistency in keeping appointments is important to the counseling process**. *If you need to cancel an appointment, you must give 24 hours advance notice. If notice is not given 24 hours prior to an appointment, you will be charged the full amount for the appointment.***

When you wish to terminate services, please provide at least two-weeks notice so that we have time to wrap up our work together. I do not file insurance claims for you. If your insurance provider will be covering the cost of your counseling, then you need to make arrangements with them to reimburse you directly. You are responsible for obtaining and filling out any appropriate paperwork and submitting it to the insurance company. I will be glad to fill out any part of the form that is necessary.

YOUR RIGHTS AS A CLIENT IN OREGON: Clients rights under OAR 833-100-0021 (14):

- To expect that a registered intern has met the minimum qualifications of training and experience required by state law;
- To examine public records maintained by the Board and to have the Board confirm credentials of a licensee or intern;
- To obtain a copy of the Code of Ethics;
- To report complaints to the Oregon Board of Licensed Professional Counselors and Therapists, 3218 Pringle Rd. SE, Suite 250, Salem, OR 97302-6312 Phone: 503-378-5499 Website: www.oregon.gov/OBLPCT Email: lpct.board@state.or.us. Additional information about the intern is available on the board's website.
- To be informed of the cost of professional services before receiving the services;
- To be assured of privacy and confidentiality while receiving services as defined by rule and law, including the following exceptions: 1) Reporting suspected child abuse; 2) Reporting imminent danger to client or others; 3) Reporting information required in court proceedings or by client's insurance company, or other relevant agencies; 4) Providing information concerning licensee case consultation or supervision; and 5) Defending claims brought by client against licensee;
- To be free from being the object of discrimination on the basis of race, religion, gender, or other unlawful category while receiving services.

CONTRACT FOR COUNSELING SERVICES:

I hereby give my consent to counseling and my signature confirms that I understand and agree to the policies contained herein.

_____ _____
Client Date

_____ _____
Client Date

_____ _____
Client (Parent or legal guardian, if client is under 18) Date

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Income-Based Fee Structure

Aaron's first session is $75. Sessions after that can be applied to the scale below unless otherwise agreed prior to beginning counseling.

Net Monthly Income		Session Fee
$0.00	$2,150	$45
2,151	2,450	$48
2,451	2,750	$52
2,751	3,050	$56
3,051	3,350	$61
3,351	3,650	$65
3,651	4,200	$70
4,201	Above	$75

NOTE: These fees assume additional discount of $2 due to cash/check payment. Payments made by credit/debit card will NOT be at these discounted rates.

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Confidential Client Intake Information

GENERAL INFORMATION

Full Name: _____ Name You Prefer: _____
Date of Birth: _____ Age: _____ Sex: ☐ Male ☐ Female
Referred by: _____

CONTACT INFORMATION

Street Address: _____ Suite / Apt. #: _____
City: _____ State: _____ Zip: _____ OK to send mail here? ☐ Yes ☐ No
Home Phone: (_____)_____ OK to leave message here? ☐ Yes ☐ No
Cell Phone: (_____)_____ OK to leave message here? ☐ Yes ☐ No
Text Messaging: can we send text messages to your cell phone? ☐ Yes ☐ No
Email Address: _____ OK to send mail here? ☐ Yes ☐ No

EMERGENCY CONTACT

Name: _____ Relationship: _____
Home Phone: (_____)_____ Cell Phone: (_____)_____

EMPLOYMENT & EDUCATION INFORMATION

Employer: _____ Length of Employment: _____
Occupation: _____ Average Hours Worked Per Week: _____
Annual Household Income: _____ Highest Grade of Education: _____
Are You Currently In School? ☐ Yes ☐ No If Yes, What Level: _____ Degree Pursuing: _____

RELIGIOUS BACKGROUND

Do you consider yourself: ☐ Atheist ☐ Agnostic ☐ Religious/Spiritual ☐ Other: _____
How would you describe your religious/spiritual beliefs: _____
Do you regularly attend a place of worship? ☐ Yes ☐ No If yes, where? _____
Briefly describe the religious environment of the home you grew up in: _____
Complete the following thought: "God is _____"

RELATIONAL INFORMATION

Current Marital Status:

☐ Single ☐ Engaged ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

If Married, How Long? _____ # of Previous Marriages for You: _____ For Spouse: _____
If Separated or Divorced, How Long? _____ If Widowed, How Long? _____
Who Do You Currently Live With? (Check All That Apply)

☐ Alone ☐ Spouse ☐ Parent(s) ☐ Sibling(s)
☐ Boyfriend ☐ Girlfriend ☐ Child(ren) ☐ Other: _____

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PARTNER INFORMATION (if applicable)

Full Name: _____ How Long Have You Been Together? _____

Age: _____ Sex: ☐ Male ☐ Female Occupation: _____

CHILDREN

Please list your children (living or deceased) as well as any children you have placed for adoption:

Name	Sex	Current Age or Year of Death	Relationship To You (Natural, Step, Adopted)	Living With You?	1-2 Word Description:

Have you ever had a miscarriage or medical abortion? ☐ Yes ☐ No If yes, when? _____

Has your *partner* ever had a miscarriage or medical abortion? ☐ Yes ☐ No If yes, when? _____

FAMILY OF ORIGIN - SELF

Please list family members (immediate or extended family) who affected you positively or negatively:

Name	Relationship To You (Mom, Dad, Brother, Sister, Step, etc.)	Current Age or Year of Death	Occupation	2-4 Word Description:

Overall, your family life growing up was:

☐ Supportive ☐ Loving ☐ Chaotic ☐ Confusing ☐ Affirming
☐ Strict ☐ Hostile ☐ Safe ☐ Unsafe ☐ Negative

How did your family deal with conflict growing up:

☐ Yell or scream ☐ Physical aggression ☐ Talking/listening ☐ Ignoring *people*
☐ Ignoring *issues* ☐ Isolating (silent treatment) ☐ Safe ☐ Guilt or manipulation

FAMILY OF ORIGIN – PARTNER (if applicable)

Please list family members (immediate or extended family) who affected you positively or negatively:

Name	Relationship To You (Mom, Dad, Brother, Sister, Step, etc.)	Current Age or Year of Death	Occupation	2-4 Word Description:

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☐ Ignoring *issues* ☐ Isolating (silent treatment) ☐ Safe ☐ Guilt or manipulation

MEDICAL INFORMATION

Primary Care Physician: _____ Phone: (_____)_____

Address: _____ City: _____ Zip: _____

Are you currently receiving medical treatment? ☐ Yes ☐ No If yes, please specify: _____

Please list conditions, illnesses, surgeries, hospitalizations, traumas, or related treatments you've had:

_____

_____

MEDICATION INFORMATION

Please list all current medications you are taking, including those you seldom take or only as needed:

Medication	Dosage & Frequency	Improves, Prevents, or Controls (Symptoms)	Treating (Illness)

Are you taking these according to your doctor's recommendations? ☐ Yes ☐ No

If no, please briefly explain: _____

PHYSIOLOGICAL SYMPTOMS

Please check any of the following problems that apply to you (Self = X, Partner = O):

	X	O		X	O		X	O
Addiction			Impulsivity			Preoccupation with sex		
Anger			Infidelity or affair(s)			Prescription drug abuse		
Anxiety / Stress / Worry			Internet relationship(s)			Racing thoughts		
Appetite problems			Insomnia			Recurring thoughts		
Argumentative			Intrusive thoughts			Relationships		
Avoidance of responsibility			Irritability			Restlessness		
Blaming others			Joint/Muscle			Sadness or crying		
Cancer/Tumors			Lack of confidence			Secrets / hiding things		
Compulsions			Learning/Focus			Self-harm		
Concentration			Legal difficulties			Sexual abuse		
Depression			Loss of energy			Sexual difficulties		
Disordered eating			Memory			Sleeping problems		
Domestic violence			Medication issues			Social anxiety		
Emotional Abuse			Mood swings			Spiritual problem		
Employment			Nervousness			Stomach issues		

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Excessive guilt			Nightmares			Substance abuse		
Extreme shyness			Night sweats			Thoughts of death		
Fear of leaving home			Obsessions			Tiredness or fatigue		
Financial Concerns			Panic			Trauma		
Frequent conflicts			Paranoia			Trauma flashbacks		
Hearing/seeing things			Personality disorder			Unable to keep friends		
Headaches or Dizziness			Phobias			Veteran/Military		
Head Injury			Physical abuse			Weight change		
Hypersomnia			Poor decisions			Worthlessness		
Hypertension			Pornography use			Other:		

LIFE EXPERIENCES

Please check any of the following experiences you have had (Self = X, Partner = O):

	X	O		X	O		X	O
Adoption			Feeling numb			Natural disaster		
Avoiding unwanted thoughts			Feeling out of body			Not knowing where I am		
Bad memory			Feeling out of place			Parental divorce		
Basic needs not met			Frequently moving			Parental separation		
Been attacked			Head injury			Strong feelings of guilt		
Blacking out at times			Holes in my memory			Sudden life threatening illness		
Blank childhood memory			Hypervigilant			Thoughts causing nausea		
Crime victim			Known family history of physical/sexual abuse			Unusual thoughts or memories during sex		
Death in the family			Legal/court issues			Verbal, physical abuse		
Easily startled			Lived in combat area			Violence in home		
Feeling "checked out"			Living in constant fear			Waking up feeling lost		
Feeling "keyed up"			"Losing time" recently			Wondering who I am		

LEVEL OF DISTRESS

Indicate your level of distress on a 0-10 scale (0 = none; 10 = extreme): Self: _____ Partner: _____

Are you currently experiencing any suicidal thoughts? ☐ Yes ☐ No In the past? ☐ Yes ☐ No

Have you ever attempted suicide? ☐ Yes ☐ No If yes, when and how? _____

Have any family or friends ever attempted or committed suicide? ☐ Yes ☐ No

If yes, who and when? _____

PRESENTING ISSUES AND GOALS

Please describe why you are coming to counseling (e.g., What are your issues/problems?)

_____

_____

Why did you decide to come to counseling now? _____

_____

What do you hope to gain by coming to counseling? _____

_____

How long do you believe counseling will (or should) last?_____

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PREVIOUS COUNSELING

Please list any prior counseling, psychiatric treatment, or residential/inpatient care you have received:

Therapist: _____ Location: _____
Dates: _____ Reason: _____

Therapist: _____ Location: _____
Dates: _____ Reason: _____

Therapist: _____ Location: _____
Dates: _____ Reason: _____

Therapist: _____ Location: _____
Dates: _____ Reason: _____

Therapist: _____ Location: _____
Dates: _____ Reason: _____

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Authorization to Release Protected Health Information (Optional)

Client Information	Name _____ Date of Birth _____ Address _____ City _____ State _____ Zip Code _____ Phone Number_____
Clinic/Health Care Provider Who has the information to be released?	Name _____ Address _____ City _____ State _____ Zip Code _____ Phone Number_____ Fax Number _____
Receiving Party Who will the information be released to?	Name _____ Relationship to Client _____ Address _____ City _____ State _____ Zip Code _____ Phone Number_____ Fax Number _____
Information to Be Released What will be released?	☐ Whether the client is in treatment or not ☐ Prognosis (diagnosis, opinion of how treatment will benefit client, general peculiarities of case) ☐ Brief statement regarding progress (client's denial, client's understanding of their condition, progress or lack of progress on goals, cooperation with treatment plan and rules) ☐ Brief statement regarding relapse and frequency of relapse (cannot identify specific drugs)
Purpose of Release Why is information being released?	☐ Referral to other services ☐ Coordination of care ☐ Consultation with Doctor ☐ Consultation with other mental health provider ☐ Transfer of care ☐ Other: _____

Signature of Client _____ **Date**_____

Signature of Clinician _____ Date_____

This authorization lasts for one year after the date you sign it unless you enter a different date or expiration here: _____. This authorization may be canceled in writing at any time. A photocopy/fax of this authorization will be treated in the same way as an original. Your signature indicates that you have read and understand this form, and authorize release of your information as described above. I understand that I may refuse to sign this authorization and that refusal to sign will not affect treatment. FOR THE RECIPIENT OF THE INFORMATION: If any of the requested records contain information regarding alcohol or drug abuse treatment, it may be protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further use or disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the use or release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.