

Erene Soliman Psychologist, Inc. Licensed Psychologist, PSY23162

New Patient Intake Form

Please provide the following information and answer the questions below. Information you provide here is protected as confidential information.

Today's Date:	Social Securi	ty Number:		
Your Name: Middle, & Last)				(First,
Home Street Address:			Apt	City:
<u></u>	State:	Zip:		
Telephone Number: () Note: Text correspondence is not cons				l No Please
Email:		(May Lemail y	vou?) 🗆 Yes 🗆 N	lo Please
Note: Email correspondence is not co	nsidered to be a confid	dential medium of co	ommunication.	0 1 10000
Your Medical Doctor/Clinic:		Гelephone Number:		
Doctor's Address:			Suite	
Doctor's Address:City:	State:	Zip:	-	
Professional Website □ Insurance Re Physician □EAP:	eferral □Word of Mou	th □ Referred by fri	iend 🗆 Referred	by
Date of Birth:	Age:	Gender		
Religious/Spiritual □Christian □ Ca Agnostic or Atheist □ Other:			Buddhist 🗆 Prot	estant 🗆
Spiritual Involvement: None So	me/Irregular 🛭 Active	;		
Race/Ethnicity: □ White □ Hispanic American □ Native or Other □ Othe			merican □ Black _ Pacific Islande	
Sexual Orientation: \square Heterosexual	🗆 Bisexual 🗆 Gay 🗅	Lesbian 🗆		
Other:				
With whom do you currently live:	8			I N Palm Ste 50 esno, CA 9370 ^L
		THE REAL PROPERTY.		CO) IIIO 270II

(559) 449-2734 (559) 449-2733

Relationship status:	□Single/Never Married □Separated □Dating/Not Living Togethe	\square Divorced	times	□Married □Widowed times		
Do you have children/ages of c	hildren?					
Name of Emergency Contact: Emergency Contact Telephone	Number: ()	Re	elationship to yo	ou:		
Educational Level:	□Some High School □Some College □Currently in College	☐GED or High School Graduate ☐Four-Year Degree ☐Graduate or Advanced Education				
Military History:	Years in Service: Br Military Occupation:					
Employment Status:	□Part-Time □Stay-at-home Parent □Student	□Full-Time □Disabled □Other		□Unemployed □Retired		
Occupation/employer:						
How would you rate your curred Excellent Good On average, how many hours of Do you smoke cigarettes or che Do you drink alcohol and if so, Do you use recreational drugs Have you ever received (or been seen all the seen seen all the seen seen seen seen seen seen seen se	nsation claim/injury?	□Fair s, in general? □Fair □5-6 days □Fair □19-10-10-10-10-10-10-10-10-10-10-10-10-10-	□Poor □Poor □7 days □Poor			
What are your current medications & does?						
How long have you been coping. What is the severity level of you Please list any previously rece	g with this? our current distress (scale of 1	-10, 10 being wor	st)?			
Have you ever been prescribed	psychiatric medication? If so,	when and what	medications?			

Have you ever been hospitalize hospitalization(s)?	ed for mental health reasons	? If so, when and	what was the reason(s) for your
Have you ever engaged in any	self-harming behavior (cutt	ing, scratching, bı	urning, etc.)? If so, when, and how?
Have you ever attempted to ta	ke your own life? If so, when	ı, and how did you	ı try?
Have you ever attempted to or	succeeded in harming some	one else? If so, wh	en, and how did you try?
Are you <u>currently</u> having thou	ghts of harming yourself or	someone else?	-
How was your childhood/growi	ing up?		
To your knowledge, did you ha	ve any developmental delay	s, special education	on, or grade retention?
Do you have any distress in re	lationships with your parent	ts/siblings/extende	ed family?
Please list any mental health a	and medical problems that r	un in your family	(e.g., mother with depression):
Do you have any distress in yo	ur present-day close relation	nships (romantic,	marital, friendship, etc.)?
How is your current level of ac	cessible social support in yo	ur life?	
□Excellent □Good	□Satisfactory	□Fair	$\Box ext{Poor}$
	s/areas for growth?		
Please check if you are experie Depressed or sad mood Fatigue/low energy Too much or too little sleep Increased irritability More talkative than usual Feeling powerful	☐ Feeling less joy in life or l☐ Weight/appetite change (g☐ Feel worthless or too much	less interest in life gain or loss) ch guilt ours of sleep for m or promiscuity	Thoughts of death/suicide □Decreased sexual desire □Difficulty concentrating nany nights and not feeling tired □Reckless behavior □None of these
Please check if you are experie Anxiety or panic attack Racing heartbeat/pulse Fear of death of dying Worried about anxiety so mu Thoughts in your mind that a	□Worry that is difficult to s □Felt anxiety was making □Uncomfortable in social s ich that it stopped you from are hard to stop (obsessing)	stop you crazy ituations leaving your home	☐Counting in your head

		childhood or adulthood) any of the following		
stress/trauma symptoms or traumatic	=	70 141		
	cal Abuse	□Sexual Abuse		
	nted Sexual Experier			
	essing memories of pa	9 9		
	ipts to block out or for	get old memories Have had painful or hard life		
Other:		experiences		
□None of these				
Please check if you are experiencing or	have experienced any	y of the following thought symptoms:		
□Heard voices that others say might n	ot be there	☐Seen images that others say might not be there		
□Strange smell that others do not sme		\square Strange tastes that do not make sense		
□Felt sensations on your body that do	not make sense	□Felt people are out to get you, harm you, follow you		
□Felt people are talking about you		☐Receiving unspoken messages from others		
□None of these				
Please check if you are experiencing an	y of the following eati	ing/body symptoms:		
$\square I$ am very concerned about my weight	t	□I restrict my diet		
$\square I$ make myself vomit or use laxatives	to control my weight	□I sometimes binge on food		
$\Box I$ spend hours every day working out	to control my weight	t □I spend a lot of time thinking about my weight/body		
□None of these				
Please check if any of the following train	ts describe you:			
☐ I am very fearful of being alone or abandoned ☐ I feel like I am on an emotional roller coaster				
		n change my personality to fit the situation		
□Sometimes I am not sure who I am				
$\Box I$ can be impulsive in ways that are h	armful (sex, spending	, driving, eating)		
□I tend to feel empty inside		n get angry and have a temper		
□People sometimes call me arrogant		d it difficult to understand what others feel		
□I am very concerned about power	□I am	☐I am special and sometimes people do not realize it		
		☐I find it difficult to plan ahead		
□I sometimes get into physical fights	□It is	It is difficult for me to show remorse		
□I am superstitious	□I ha	□I have a sixth sense		
□I prefer solitary activities □I hav		I have neither desire nor enjoy close relationships		
$\Box I$ have limited but intense interest in	only a few activities			
\Box I have difficulty making everyday dec	eisions 🔲 I ha	ve a hard time initiating project on my own		
		end to be perfectionistic		
□Right is always right and wrong is always	ways wrong Non	□None of these		
Is there anything else that is important on any of these forms? If yes, please tell		pist to know about, and that you have not written abou		

THANK YOU!



Erene Soliman Psychologist, Inc.

Licensed Psychologist, PSY23162

Credit/Debit Card on File: Billing Authorization Form

<u>Missed Appointments & Cancellations</u>: As indicated in my Informed Consent for Treatment, I ask that you provide a minimum of 24 hours' notice for cancellations. A fee of \$175 will be charged for missed appointments and late cancellations. These charges are not covered by insurance.

Please initial each of the following five items and then complete the credit/debit card information for this authorization form: 1) _____ The undersigned agrees and authorizes Erene Soliman, Psy.D. to charge the credit/debit card indicated below for any account balances. 2) _____ Account balances include, but are not limited to, co-pays, co-insurance, balances not covered by insurance, fees for cancellations given with less than 24 hours' notice, and no-show appointment fees. 3) _____ For late cancellations and no-show appointments, the card will be charged on the same date as the missed appointment. 4) _____ The undersigned authorized Erene Soliman, Psy.D. to process the credit/debit card as "Signature on File" for any balance due on your account. 5) _____ If you would like a receipt sent to you for billed charges, indicate your email address or cellular phone number that you would like a receipt sent to: 6) _____ Session starts at the scheduled time. There is a 15-minute grace period. Any time after 15 minutes, the session will be considered a late cancellation and you will be charged \$175.00. 7) _____ If you are not in a secured, confidential location for your telepsychology appointment, you will be charged \$175.00 for your late cancellation charge and session will not be held due to not following the rules of the telepsychology consent form that was signed. Name as it appears on the credit card: Type of credit card: Visa American Express MasterCard Discover 16-Digit Card Number Card Expiration Month & Year: ___ 3-Digit Security Code (on back of card): _____ Billing Address: _____ Your Name (Printed): 5151 N Palm Ste 500 Your Signature: _____ Today's Date: Fresno, CA 93704

> (559) 449-2734 (559) 449-2733

esolimanpsychservices.com



Erene Soliman Psychologist, Inc.

Licensed Psychologist, PSY23162

Informed Consent for Treatment

Welcome to my practice! This form contains important information about my professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and patient rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations. If you have any questions about anything within this document, I encourage you to bring them up when we meet. When you sign this form, it will represent an agreement between us. You may revoke this agreement in writing at any time. That revocation will be binding on me with the following exceptions: I have taken action in reliance on it, if there are obligations imposed on me by your health insurer in order to process or substantiate claims made under your policy, or if you have not satisfied any financial obligations incurred.

Consent to Use and Disclose Your Health Information: When I assess, test, diagnose, treat, or refer you, I will be collecting "protected health information" (PHI) about you. This information will be used in my office to decide on what treatment is best for you and to provide treatment to you. I may also share this information with others to help provide other treatment to you. By signing this form, you are agreeing to let me use your PHI and to send it to others for the purposes described above. Your signature below acknowledges that you have read or heard my Notice of Policies and Practices to Protect the Privacy of Your Health Information, which explains in more detail what your rights are and how I can use and share your information. In addition, your signature acknowledges that I offered you a copy of the notice and this informed consent form.

Confidentiality: I adhere to the provisions of California law, which protects the confidentiality of your treatment. In most situations, I can only release information about your treatment to others if you sign a written Authorization form that meets certain legal requirements imposed by HIPAA and/or California law. However, there are some situations in which I am legally obligated to take actions to protect people from harm. In these situations, I may have to reveal some information about your treatment. If any of these situations arise, I will make every effort to fully discuss it with you before taking any action and I will limit my disclosure to what is legally or ethically necessary. These situations include the following:

Imminent Danger: When there is a clear and present danger to someone's life (suicidal threats, homicidal threats, or investigations of homicide).

Child Abuse: If I, in my professional capacity, have reasonable cause to believe a child may be an abused child, a neglected child, or the victim of mental suffering/emotional endangerment.

Adult and Domestic Abuse: If I, in my professional capacity, have reason to believe physical abuse, abandonment, abduction, isolation, financial abuse, or neglect of an elder or dependent adult has occurred.

Court Orders: When information is subpoenaed by a court of law and a court order is issued.

In addition to the above legal obligations, no Authorization is required in the following situations:

Email Communication: If you elect to communicate with me via email, please be aware that email is not considered a confidential medium of communication.

Text Message Communication: If you elect to communicate with me via text message, please be aware that texting is not considered a confidential medium of communication.

Consultation: I regularly find it helpful to consult with other mental health professionals about my work. I do not reveal the identity of my patients, and I use the consultation to gain perspective on my assessment and treatment. The professionals with whom I consult are also legally bound to keep the information confidential.



5151 N Palm Ste 500 Fresno, CA 93704 (559) 449-2734 (559) 449-2733 Court Orders: If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, such information is protected by the psychologist-patient privilege law. I cannot disclose any information without a court order, but sometimes courts issue such orders. If you are involved in or contemplating litigation, you should consult with your attorney to determine whether a court would be likely to order me to disclose.

Health Oversight Activities: If a government agency is requesting the information for health oversight activities, I may be required to provide it to them.

Lawsuits: If you file a complaint or lawsuit against me, I may disclose relevant information in order to defend myself.

Worker's Compensation: If you file a worker's compensation claim, and I am rendering treatment or services in accordance with the provisions of California Workers' Compensation law, I must, upon appropriate request, provide a copy of your Clinical Records to your employer or his/her appropriate designee.

Office Rules: This office is not responsible for watching unattended children in the waiting room and will not be held liable.

Office Hours: Hours are by appointment only Monday – Friday. Usually, once we have agreed upon an appointment time, this will likely remain your regular appointment day/time unless we specify otherwise.

<u>Resources</u>: At times I may provide helpful handouts, tools, accessories, etc. to assist with therapeutic goals and treatment. I will not be liable for any injurious actions as a result of being given these resources and tools.

Emergencies: If you have an emergency, you should contact emergency resources by calling 911 or going to the nearest emergency room. I monitor my messages frequently but I do not use a back-up answering service. Therefore, it is not usually possible to reach me quickly outside of normal business hours for an emergency. If you may need extra help during a crisis, please bring that to my attention so we can make specific plans.

<u>Telephone Calls, Emails, & Text Messages:</u> I have voicemail, email, and text messaging but I am often not immediately available to be in contact with you outside of your regular appointment time as I am usually in session. I typically return calls, texts, and emails within 24 hours unless specified otherwise. Calls, texts, and emails received on weekends or holidays will normally be responded to the following business day.

Risks & Considerations of Using Email/Text to Communicate: I will use reasonable means to protect the security and confidentiality of information sent and received between us. However, I cannot guarantee the security of email and text communication and I am not liable for improper disclosure of confidential information that is not caused by intentional misuse. Transmitting information by email and text message has a number of risks and responsibilities that you should consider before using these methods of communication. These include, but are not limited to, the following:

- Email/text is to be used for general information only. Do not use it for medical emergencies, time sensitive matters, or for sharing non-general medical/psychiatric information.
- Email/text is not a substitute for the care provided during a session; an in-person appointment should be made to discuss any new issues as well as any sensitive information.
 - Email/text is not considered a confidential medium of communication:
 - Email/text can be forwarded and stored in numerous paper and electronic files.
 - Email/text can be accidentally received by unintended recipients.
 - Email/text can be used as evidence in court.
 - · Backup copies of email/text may exist even after the sender/recipient has deleted his or her copy.
 - Employers and online services may archive and inspect emails/texts transmitted through their services.

Social Media Sites: The Internet and technology are ever evolving and it is important to understand how I conduct myself on the Internet as a licensed psychologist and how you can expect me to respond to various interactions that may occur on the Internet. I do not accept friend or contact requests from current or former patients on any social networking site (Facebook, LinkedIn, Twitter, etc.). Social media sites may compromise your confidentiality, compromise our respective privacy, and/or blur the boundaries of our professional, therapeutic relationship. Please do not use messaging on social networking sites to contact me as these sites are not secure or confidential.

Business Review Sites: You may find my psychology practice on sites such as Healthgrades, Google Business, Yelp, YellowPages, or other sites which list businesses. Some of these sites include forums in which users rate their providers and add reviews and some automatically add listings regardless of whether the business has added itself to the site. If you should find my listing on any of these sites, please know that my listing is not a request for a testimonial, rating, or endorsement from you as my patient. Of course, you have a right to express yourself on any site you wish but it is not a confidential form of communication and there is a good possibility I may never see the feedback. All of the information available on my website (www.esolimanpsychservices.com) is accessible for public viewing and you may also send me a message via my website.

Professional Records: The laws and standards of my profession require that I keep Protected Health Information about you in your Clinical Records. I maintain these records in a locked secure location and my electronic files are secured in a fully encrypted database. You may examine and/or receive a copy of your Clinical Records if you request it in writing. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. For this reason, I recommend that you initially review them in my presence, or have them forwarded to another mental health professional so you can discuss the contents. In most circumstances, I am charging a copying fee of \$0.25 per page (and for certain other expenses). I may deny your access to your Clinical Records under certain circumstances, but in some cases, you may have this decision reviewed. On your request, I will discuss with you the details of the request and denial process.

Fees, Billing, & Payments: My fee for services is \$175 regardless of whether it is an individual, couples/marriage, family, or group therapy session. In addition to weekly appointments, I charge this amount for other professional services you may need. Other services include report writing, telephone conversations lasting longer than 10 minutes, consulting with other professionals with your permission, preparation of records or treatment summaries, and the time spent performing any other service you may request of me. I ask that you pay for each session/service at the time it is held unless we make other arrangements. Fees for psychological assessments are generally set for the entire examination rather than the specific time involved and will be discussed in the first meeting. If you become involved in legal proceedings that require my participation, you will be expected to pay for all of my professional time, including preparation and transportation costs, even if I am called to testify by another party. I charge \$200 per hour for preparation and attendance at any legal proceeding.

Missed Appointments & Cancellations: I require a minimum of 24 hours advance notice for cancellations. A fee of \$175 will be charged for missed appointments and late cancellations. These charges are not covered by insurance. Returned Checks & Unpaid Charges: Should your check be returned for any reason a \$25.00 service fee will be added to your account. Any unpaid balance over 60 days is subject to late charges unless other terms have been negotiated. Should your account become delinquent, overdue charges, collection fees, attorney fees, and court costs may be added to the outstanding balance. I use a collection service for unpaid accounts of more than 60 days unless a repayment plan has been negotiated and followed.

Insurance: To determine if you have mental health coverage through your insurance carrier, you should contact your insurance carrier to confirm benefits. Due to the rising costs of health care, insurance benefits have become increasingly more complex. It is sometimes difficult to determine exactly how much mental health coverage is available. "Managed Health Care" plans such as HMOs and PPOs sometimes require authorization before they provide reimbursement for mental health services. Check your coverage carefully and make sure you understand their answers. I will provide you with whatever assistance I can in helping you receive the benefits to which you are entitled; however, you, not your insurance company, are financially responsible for any balances not covered by insurance.

Notice to Consumers: The Department of Consumer Affairs' Board of Psychology receives and responds to questions and complaints regarding the practice of psychology. If you have questions or complaints, you may contact the Board on the internet at www.psychboard.ca.gov, by emailing bopmail@dca.ca.gov, calling 866-503-3221, or writing: Board of Psychology; 1625 North Market Blvd. Suite N-215; Sacramento, CA 95834.

<u>Patient Acknowledgement & Agreement</u>: Your signature below indicates that you have read and fully understand the information in this document, you have discussed with me and had answered any questions you had, and you agree to abide by the terms of this document during our professional relationship. This form will be kept in your file and you may have a copy if you would like.

<u>Camera Surveillance</u>: The Corporation may use camera and/or video surveillance equipment in strategically located internal and external areas of the workplace to monitor movements. In order to protect clients and clinicians,

cameras may operate continuous	ly, and surveill	ance may be or	ngoing. Erene	Soliman, Pa	sy.D. will be	the only p	erson
who has access to the recordings							

Minors:

Parent Authorization for Minor's Mental Health Treatment

In order to authorize mental health treatment for your child, you must have either sole or joint legal custody of your child. If you are separated or divorced from the other parent of your child, please notify me immediately. I will ask you to provide me with a copy of the most recent custody decree that establishes custody rights of you and the other parent or otherwise demonstrates that you have the right to authorize treatment for your child.

If you are separated or divorced from the child's other parent, please be aware that it is my policy to notify the other parent that I am meeting with your child. I believe it is important that all parents have the right to know, unless there are truly exceptional circumstances, that their child is receiving mental health evaluation or treatment.

One risk of child therapy involves disagreement among parents and/or disagreement between parents and the therapist regarding the child's treatment. If either parent decides that therapy should end, I will honor that decision, unless there are extraordinary circumstances. However, in most cases, I will ask that you allow me the option of having a few closing sessions with your child to appropriately end the treatment relationship.

Your Printed Name		
Your Signature	Date Signed	
Parent/ Guardian Signature (if patient is under 18)	Date Signed	

Current Medications List

Name:	Emergency Contact Name/Phone:				
Date Last Updated:					
Allergies			y/Prescription Drug P	lan	
				· · · · · · · · · · · · · · · · · · ·	

Adopted from: Aging in Stride - Plan Ahead, Stay Connected, Keep Moving · www.AgingInStride.org

Notification of Trainee Clinician Status

Erene Soliman, Psy.D.
Clinical Psychologist PSY23162
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erenesoliman@erenesolimanpsyd.hush.com
esolimanpsychservices.com

is supervised by Dr. Erene Soliman, a licensed clin	is an unlicensed clinician who nical psychologist. Dr. Soliman is isor and oversees the treatment and/or
assessment you will receive. Dr. Soliman is a Cali PSY 23162. Under California laws pertaining to the	fornia-licensed Psychologist; license number
Soliman's direct supervision. If you have question provided under this training arrangement, you may supervisor.	as about either our services or the supervision
From the Client:	
"I understand that my privileged and confidential Soliman, as Clinical Supervisor, and solely for the purpose of training and supervision. other circumstances, except as required by law, un	as unlicensed clincian, My information will be kept confidential in all
Please sign below as an indication of your having	read and understood this notification.
Client/Legal Guardian of Client	Date
Printed Name of Client/Legal Guardian	
Training Clinician	Date
Erene Soliman, Psy.D. Clinical Psychologist PSY23162	Date