Client Information

Today's date _____

Name _____ DOB_____ Age _____

Address _____
street city state zip

Phone (cell) _____ (work/home) _____ best time to call _____

Email address _____ _____

May I have permission to contact you and leave a message through

☐ Cell VM ☐ Cell Text ☐ Home/Work VM ☐ Email

Marital Status

☐ single

☐ engaged

☐ married (how long) _____ number of times married _____

☐ separated (how long) _____

☐ divorced (how long) _____

Education _____ Occupation _____

Spouse's Name _____ DOB _____ Age _____

Spouse' Education_____ Spouse's Occupation _____

List those in your family: name, birth date, sex, and relationship to you (biological, step-children, foster or adoptive children, etc.). Indicate if they are living in your home.

First and last name	Birth date	Sex	Relationship	At home
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please state why you are seeking out counseling. _____

_____

_____

_____

What is the intensity of this problem and the impact on your quality of life? _____

_____

_____

_____

Have you struggled with this same issue before? If so, when? How did you handle it before? _____

_____

_____

Describe the first time you felt this way. What were you doing? _____

_____

_____

What does a typical day look like for you? _____

_____

_____

What is your most difficult relationship right now? _____

_____

What is your most difficult emotion right now? _____

_____

Have you had any prior counseling? ☐ Yes ☐ No

If yes, When? _____ Where? _____With whom? _____

For what purpose? _____

_____

Please tell me about your previous counseling experience. _____

_____

_____

Are you, or another family member, currently seeing a psychiatrist or another counselor? ☐ Yes ☐ No

If so, which family member? _____ Name of helper _____

For what purpose? _____

CRISIS INFORMATION

Do you have any current suicidal thoughts, feelings, or actions?

☐ Yes ☐ No If yes, explain: _____

_____

On a scale of 1-10 (1 being minimal and 10 being severe), how intense are these feelings? _____

Have you acted on any part of these thoughts? _____ If so, tell me about that. _____

_____

_____

Have you had you had any suicidal acts or attempts before? ☐ Yes ☐ No If yes, how many previous attempts? _____ Describe the method used _____

_____

Did anyone know of the attempts? _____

Any current homicidal or assaultive thoughts or feelings, or anger-control problems?

☐ Yes ☐ No If yes, explain _____

_____

_____

Any past problems, hospitalizations, or jailings for suicidal or assaultive behavior?

☐ Yes ☐ No If yes, explain _____

_____

_____

Do you have a history of or are presently self harming?

☐ Yes ☐ No If yes, explain _____

_____

Any current threats of financial hardship or legal issues?

☐ Yes ☐ No If yes, explain _____

Any current threats of significant loss or harm (family relationships, illness, divorce, custody, job loss, etc.)?

☐ Yes ☐ No If yes, explain _____

_____

Would you or others describe you as impulsive?

☐ Yes ☐ No If yes, explain _____

_____

_____

Would you consider yourself a "burden" to others?

☐ Yes ☐ No If yes, explain _____

_____

_____

Do you or someone in your home own a firearm? ☐ Yes ☐ No

FAMILY BACKGROUND

Father's name _____Age _____ Occupation _____

State of health _____ Resides in _____

If deceased, how long ago was the loss? _____

List three words that best describe your father (e.g. loving, mean, etc.) _____

_____

_____

How do/did you get along? _____

Mother's name _____ Age _____ Occupation _____

State of health _____ Resides in _____

If deceased, how long ago was the loss?_____

List three words that best describe your mother (e.g., loving, mean, etc.) _____

_____

How do/did you get along? _____

Step-Father's name _____Age _____ Occupation _____

State of health _____ Resides in _____

If deceased, how long ago was the loss? _____

List three words that best describe your step-father (e.g. loving, mean, etc.) _____

_____

How do/did you get along? _____

Step- Mother's name _____Age _____ Occupation _____

State of health _____ Resides in _____

If deceased, how long ago was the loss? _____

List three words that best describe your step-mother (e.g. loving, mean, etc.) _____

_____

How do/did you get along? _____

Brothers and sisters: Please list in birth order.

First name	Age	Resides In	Relationship Now: Close	Distant	In between
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐

Your happiest memories of you and your family as a child are_____

_____

_____

Your most unpleasant memories of you and your family as a child are _____

_____

_____

Have you ever experienced any of the following?

☐ Harsh physical punishment or abuse
☐ Sexual advances made toward you as a child
☐ Sexual abuse
☐ Incest
☐ Rape
☐ Verbal or emotional abuse by a spouse or lover
☐ Physical abuse by spouse or lover

If so, please explain: _____

_____

_____

_____

SUBSTANCE USE/ABUSE HISTORY

Are you presently, or have you in the past used alcohol on a regular basis? ☐ Yes ☐ No

If yes, please list type of drink (e.g. beer, wine, whiskey, etc.), frequency of use, when you began use, and approximate date of last use _____

_____

Are you currently, or have you in the past, used any non-prescription drug(s)? ☐ Yes ☐ No

If yes, please list name of drug(s), frequency of use, when you began use, and approximate date of last use

_____

_____

MEDICAL INFORMATION

Please list any current medical problems or symptoms you are concerned about.

1. _____
2. _____
3. _____

Please give information concerning <u>all</u> prescription or over the counter medications being taken. (Include vitamins, laxatives, diet pills, hormones, birth control, etc.)

Name	Dosage/How often	Reason Taken	Taken how long	Reaction
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Resiliency and Strengths: Check any areas that apply and add what is unique about you.

- ☐ Supportive social network (friend(s), family, etc.)
- ☐ Responsible to family and others
- ☐ Engaged in work/career (Job satisfaction)
- ☐ Ability to overcome difficult circumstances/events in the past
- ☐ Hobbies/Interests:_____
- ☐ Frustration tolerance
- ☐ Ability to manage stress
- ☐ Strong desire to live life
- ☐ Pet(s)

Check any of the following that you have experienced or identify with·

- ☐ Anger
- ☐ Detachment/numbness
- ☐ Nightmares
- ☐ Anxiety disorder
- ☐ Panic attacks
- ☐ Phobias or severe fears
- ☐ Mood swings
- ☐ Racing thoughts
- ☐ Lack of concentration
- ☐ Memory loss
- ☐ Fainting spells, feeling light headed or dizzy
- ☐ Loneliness
- ☐ Difficulty managing time
- ☐ Difficulty making decisions
- ☐ Low energy
- ☐ Lack of appetite
- ☐ Shyness
- ☐ Premenstrual syndrome
- ☐ Empty nest
- ☐ Low self-esteem
- ☐ Bullying
- ☐ Feeling of being outside oneself
- ☐ Disorganized thoughts
- ☐ Pornography
- ☐ Peer pressure

Check any of the following that you have experienced and indicate how recently.

- ☐ Relationship issues/marital conflict _____
- ☐ Separation/divorce _____
- ☐ Parental or family conflict _____
- ☐ Obsessive/compulsive thoughts _____
- ☐ Digestive problems _____
- ☐ Depression _____
- ☐ Sleep difficulties _____
- ☐ Menopause _____
- ☐ Violence in the home _____
- ☐ Anxiety _____
- ☐ Blacking out _____
- ☐ Hearing voices _____
- ☐ Sexual addiction _____
- ☐ Weight gain/or loss _____
- ☐ Sexual issues _____
- ☐ Infidelity _____
- ☐ Pregnancy _____
- ☐ Abortion _____
- ☐ Manic Depression/Bipolar Disorder _____
- ☐ Alcohol abuse/chemical substance use _____
- ☐ Suicidal ideation _____
- ☐ Homicidal ideation _____
- ☐ Self-harm _____
- ☐ Hallucinations _____

Have you experienced a psychiatric hospitalization (when, how long, reason for admission) _____

_____

_____

_____

Have you experienced other mental or emotional problems (please specify) _____

_____

_____

_____

Prescribing Physician's name _____ Date last seen _____

Physician's address _____ Phone number_____

Coordinating medical treatment is effective for your overall benefit. Please indicate if I may contact your prescribing physician to coordinate your treatment? ☐ Yes ☐ No

Consenting signature: _____ Date: _____

Spirituality

Do you consider spirituality meaningful to you? _____

Level of meaningfulness of religious affiliation now ☐ high ☐ medium ☐ low

Additional information regarding your spiritual beliefs _____

_____

Emergency Contact

Name_____ Contact telephone number_____

Relationship to you_____

Who referred you to me? _____

Please check the e-signature consent box and sign below:

☐ Esignature consent: Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission (whether directly from one facsimile device to another by means of a dialup connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

Client Signature: _____ Date:_____

Declaration of Practices and Procedures

Nicole B. Barnum MA, RN, LPC, NCC
Present Hope Counseling
30665 Walker North Road
Walker, La
985-507-9822

Welcome! I am honored that you have chosen me as your counselor. We will work together to make this experience beneficial for you.

Please review this document carefully. We will also discuss this information in our initial session together. Please let me know of any concerns or questions you have. You will be provided with a copy of this form to maintain for your records.

Qualifications: I earned a Master of Arts degree in counseling from Colorado Christian University in 2018. I am a Licensed Professional Counselor (LPC), #LPC 7702 with the Louisiana LPC Board of Examiners, 11410 Lake Sherwood Avenue North, Suite A, Baton Rouge, La 70809, (225)295-8444.

Counseling Relationship: Life is a journey. I see counseling as a part of that journey where you and I will work together to explore and resolve difficult life issues. I will assist you in setting goals for an enhanced life and work to help you to reach these goals.

Area of Focus: My experience is with adolescents, adults, couples, and families. Areas of concern include but are not limited to anxiety, grief, life transition, and interpersonal skills.

Fees and Office Procedures: The fee for services is $100.00 and paid directly to Present Hope Counseling, LLC. Payment for services is due at the close of each session.

While payment may be accepted for some insurance companies or third-party payors, payment for services is the sole responsibility of the client. The client must consult their insurance company in advance regarding their behavioral/mental health coverage.

Appointments are typically set at the close of each session. Appointments may be scheduled, rescheduled, or canceled by calling 985-507-9822. Failure to give notice for any appointment not canceled 24 hours in advance may result in a charge for the time reserved for you. It is important that sessions begin and end on time. If you are more than fifteen minutes late for an appointment, know that your appointment may need to be rescheduled.

Services offered and client served: I utilize a varied approach utilizing theories including but not limited to cognitive behavioral therapy (CBT), eye movement desensitization reprocessing (EMDR), emotion focused therapy and Gottman methods.

Code of Conduct: As an LPC, I am required by law to adhere to the Code of Conduct for practice that has been adopted by my licensing board, the Louisiana LPC Board of Examiners. A copy of the Code of Conduct is available to you upon request.

If you have questions/concerns regarding my conduct, please bring them up so we can discuss together. Should you wish to file a disciplinary complaint regarding my practice as an LPC, you may contact the Louisiana LPC Board of Examiners.

Confidentiality: Material revealed in counseling will remain strictly confidential except under the following circumstances, in accordance with State law:

1. The client signs a written release of information indicating informed consent of such release.
2. The client expresses an intent to harm him/herself or someone else.

3. There is reasonable suspicion of abuse/neglect against a minor child, elderly person (60 or older) or dependent adult.
4. A court order is received directing the disclosure of information.

In the event of marriage or family counseling, material obtained from an adult client individually may be shared with the client's spouse, or other family members with the client's written permission. Any material obtained from a minor client may be shared with the client's parent or guardian.

Privileged Communication: It is my policy to protect privileged communication on your behalf and the right to consult with you, if possible, except during an emergency, before mandated exposure. I will attempt to inform you of all mandated disclosures as conceivable.

No form of client communication is 100 percent guaranteed to be private. We live in a society that is connected by cell phones, email, and many social media platforms available I want you to be aware of the risks of such methods of communication. If you communicate confidential or private information via SMS (text), by phone, or through e-mail, I will assume that you have made an informed decision, having been made aware of the risk.

Texting: Text messaging is unsecure, and I will only text you for the purpose of scheduling or if there is an urgent matter that we must discuss, and I can't reach you another way. If appointment information or general business matters need to be communicated to me, text messaging is fine, but no official counseling will take place via messaging.

Social Media: I do not accept "friend" requests or similar connections with clients, their family members, or friends on social media. This is to protect your confidentiality and privacy. If you choose to "like" the business's professional Facebook page or comment on posts/blogs, please know this will connect you to our business and we will assume you have made an informed decision to do so.

Online relationships can create security risks as well as therapeutic risks. Please note that any social media apps you use may seek to connect you with me or with other visitors to this office through a "people you may know" or similar feature. I have no control over apps that may intrude on the privacy of your treatment in this way. If you would like to minimize the risk of others becoming aware of your connection to me or this office, please make use of the privacy controls available on your phone/device. Turning off a social media app's ability to know your location and refusing it access to your email account, contacts, and history in your phone, protects your privacy and confidentiality.

Emergency Situations: I am unable to provide 24/7 services; therefore, if I cannot answer your call during regular business hours, you may leave a message, and I will return your call as soon as possible. I do not return calls while I am with a client, after hours, weekends, vacations, or holidays. In an emergency when an immediate response is necessary, you may seek help through a hospital emergency room or by calling 911. Our Lady of the Lake Emergency Room (Livingston Parish Campus) is located at 5000 O'Donovan Blvd, Walker, La. The telephone number is 225-271-6000.

Client Responsibilities: You, the client, are a full partner in counseling. I believe that a trusting relationship is critical to your success in counseling. Your honesty and maximum effort are essential. As we work together, if you have ideas or concerns about your counseling, I ask that you to share these with me so that we can make the necessary changes. If it develops that you would be better served by another mental health provider, please let me know, I will help you with the referral process. If you are currently receiving services from another mental health professional, I ask you to inform me of this and grant me permission to share information with this professional so that we may coordinate our services to you.

Physical Health: Physical health can be an important factor in the emotional well-being of an individual. If you have not had a physical examination in the last year, it is recommended that you do so. Also, please provide me with a list of any medications that you are currently taking.

Potential Counseling Risk: You should be aware that counseling poses potential risk. While working together, additional problems may surface of which you were not initially aware of. If this occurs, please share those concerns with me. You have the right to terminate treatment at any time. If you have questions about the risk associated with counseling, please ask.

I have read the Declaration of Practices and Procedures of Nicole Barnum, MA, LPC and my signature below indicates my full informed consent to services provided by Nicole Barnum, MA, LPC.

_____

Client Signature Date

_____

Nicole Barnum, MA, RN, LPC, NCC Date

_____

Parent/Guardian Consent for Treatment of a Minor:

I, _____, give my permission for Nicole Barnum, MA, LPC to conduct therapy with

my _____, _____.
(relationship) (name of minor)

_____

Parent/Guardian Signature Date

Present Hope Counseling, LLC.
Informed Consent for Telehealth Services

Definition of Telehealth

Telehealth involves the use of electronic communications to enable the mental health professionals of Present Hope Counseling, LLC. to connect with individuals using interactive video and audio communications.

Telehealth includes the practice of mental health care delivery, diagnosis, consultation, treatment, referral to resources, education, and the transfer of medical and clinical data.

I understand that I have the rights with respect to telehealth:

1. The laws that protect the confidentiality of my personal information also apply to telehealth. As such, I understand that the information disclosed by me during the course of my sessions is generally confidential. However, there are both mandatory and permissive exceptions to confidentiality, including, but not limited to, reporting child, elder, and dependent adult abuse; expressed threats of violence toward an ascertainable victim; and where I make my mental or emotional state an issue in a legal proceeding. I also understand that the dissemination of any personally identifiable images or information from the telehealth interaction to other entities shall not occur without my written consent.
2. I understand that I have the right to withhold or withdraw my consent to the use of telehealth in the course of my care at any time, without affecting my right to future care or treatment.
3. I understand that there are risks and consequences from telehealth, including, but not limited to, the possibility, despite reasonable efforts on the part of the counselor, that: the transmission of my personal information could be disrupted or distorted by technical failures, the transmission of my personal information could be interrupted by unauthorized persons, and/or the electronic storage of my personal information could be unintentionally lost or accessed by unauthorized persons. Present Hope Counseling, LLC. utilizes secure, encrypted audio/video transmission software to deliver telehealth.
4. I understand that if my counselor believes I would be better served by another form of intervention (e.g., face-to-face services), I will be referred to a mental health professional associated with delivery psychotherapy, and that despite my efforts and the efforts of my counselor, my condition may not improve, and in some cases may even get worse.
5. I understand the alternatives to counseling through telehealth as they have been explained to me, and in choosing to participate in telehealth, I am agreeing to participate using video conferencing technology. I also understand that at my request or at the direction of my counselor, services will resume as “face-to-face” psychotherapy.
6. I understand that I may expect the anticipated benefits such as improved access to care and more efficient evaluation and management from the use of telehealth in my care, but that no results can be guaranteed or assured.
7. I understand that my healthcare information may be shared with other individuals for scheduling and billing purposes. Others may also be present during the consultation other than my counselor in order to operate the video equipment. The above-mentioned people will all maintain confidentiality of the information obtained. I further understand that I will be informed of their presence in the consultation and thus will have the right to request the following: (1) omit specific details of my medical history that are personally sensitive to me, (2) ask non-clinical personnel to leave the telehealth room, and/or (3) terminate the consultation at any time.
8. I understand that my express consent is required to forward my personally identifiable information to a third party.
9. I understand that I have a right to access my medical information and copies of my medical records in accordance with the laws pertaining to the state in which I reside.
10. By signing this document, I agree that certain situations, including emergencies and crises, are inappropriate for audio-/video-/computer-based psychotherapy services. If I am in crisis or in an emergency, I should immediately call 9-1-1 or seek help from a hospital or crisis-oriented health care facility in my immediate area.
11. I understand that different states have different regulations for the use of telehealth. The Louisiana Professional Counselors Board of Examiners has authorized, with Board approval, the use of telehealth services to provide continuity of care to clients by their therapists.

Payment for Telehealth Services
Present Hope Counseling will follow standard practices of receiving payment at the time of service or the session rate will be charged during the same calendar week (if a credit card authorization form is on file). We will provide you with a statement of services for your records if you wish.

Patient Consent to the Use of Telehealth I have read and understand the information provided above regarding telehealth, have discussed it with my counselor, and all of my questions have been answered to my satisfaction. I have read this document carefully and understand the risks and benefits related to the use of telehealth services and have had my questions regarding the procedure explained. I hereby give my informed consent to participate in the use of telehealth services for treatment under the terms described herein. By my signature below, I hereby state that I have read, understood, and agreed to the terms of this document.

_____
Client's Print Name

_____ _____
Client's Signature (if 18 or older) Date

_____ _____
Parent or Guardian Signature (if client is a minor) Date

Financial and Termination Policy

Fees and Payments

The full session fee is $100 for 50 minutes. Payments must be made prior to the start of each session and may be made in cash, credit card, or by personal check. If a parent or third party is paying for the session, the client is still responsible for making payment prior to the start of each session.

All payments made with checks or cash will be at the standard rate listed above. For any transactions utilizing a credit/debit card where the card is present and swiped, a service fee of 3.5% will be added. For payments made with a card on file or requiring manual entry, there will be a 4% service fee added.

Being more than 5 minutes late for an appointment will result in a treatment time that is shortened and will end at the original scheduled time. The full amount of scheduled time will be charged. Arrivals of 15 minutes or later to an appointment will be considered canceled with no treatment provided. The full amount of the original time scheduled will be charged to the client with the need to prepay for future appointments.

Cancellations

Present Hope Counseling, LLC requires 24-hour notification for cancellations. You may contact Nicole Barnum at 985-507-9822 or nicole@presenthopecounseling.com. Cancellations made without this notice will be charged the full fee of $100. By checking the box below and electronically signing, I agree to comply with this policy for services rendered at Present Hope Counseling, LLC.

A credit card authorization form is attached, however it is not required. This form and credit card information will allow for session fees or cancellation fees to be processed. In the case of a missed appointment and your card is not on file, you will be contacted for payment. A completion of payment is required in order to schedule your next session.

We understand that life's challenges often interfere with scheduled plans, illness happens or unexpected events occur. Clients will not be charged for emergent situations such as sudden illness or car accidents. Please make every effort to communicate with your therapist prior to your scheduled session time if at all possible.

It is our priority as your therapists to behave in a trustworthy manner. We ask that you approach our cancellation policy with honesty and integrity as well.

Termination Policy Changes

As therapists, we adhere to the ethical principle of autonomy. More specifically, we value the rights of our clients to control the direction of their lives. At any point, our clients can choose to refuse services, with or without explanation. Current professional standards require that services be formally terminated when the client's goals of treatment have been satisfied, when the client requires referrals for other professionals, or when services are no longer being provided.

Throughout the course of therapy, your counselor will make the effort to re-evaluate goals and determine necessity of discharge. As treatment goals are met, frequency of services will decrease. After 90 days without contact between client and therapist, a formal note of termination will be added to the client's file. Should a client no-show/no-call for two sessions, the client will automatically be discharged from services.

Therapists will typically make efforts to prioritize returning clients, even after discharge. However, after formal termination of services, clients will no longer hold a reserved spot on the therapist's schedule.

☐ Esignature consent: Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing anoriginal or electronic signature by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

_____ Client's Signature

_____ Date of Signature

Present Hope Counseling, LLC.

Credit Card on File Authorization

I authorize Nicole Barnum, LPC, of *Present Hope Counseling*, LLC to charge my credit/debit card for psychotherapy sessions at the rate of $100 per 50-minute session plus applicable convenience fees related to card processing (see financial policy). In addition, I authorize Nicole Barnum, LPC, of *Present Hope Counseling*, LLC to charge my credit/debit card for cancellation of sessions not honoring the 24-hour cancellation policy as well as missed sessions. I guarantee payment for any services rendered made with my credit/debit card, including renewed cards.

_____

Authorized signature of cardholder Date

_____

Printed name of cardholder

Card Type:

American Express ☐

Mastercard ☐

Visa ☐

Please fill out your card details with the exception of your card number which you can give your therapist in person, to protect your financial information.

Card Number:_____

Expiration Date:_____

Security Code:_____

Name as it appears on Card:_____

Billing Address:_____

Present Hope Counseling, LLC

HIPAA Acknowledgement Form

We are required to provide you with a copy of our Notice of Privacy Practices, which states how we may use and/or disclose your health information. Please sign this form to acknowledge receipt of the Notice. You may refuse to sign this acknowledgement, if you wish.

I acknowledge that I have received a copy of the Present Hope Counseling, LLC HIPAA Notice of Privacy Practice.

Print Name: _____ Date:_____ Signature: _____

Print Name: _____ Date:_____ Signature: _____

Print Name: _____ Date:_____ Signature: _____

FOR OFFICE USE ONLY

We have made every effort to obtain written acknowledgement of receipt of our Notice of Privacy from this patient but it could not be obtained because:

☐ The patient refused to sign.

☐ Due to an emergency situation it was not possible to obtain an acknowledgement.

☐ We weren't able to communicate with the patient.

Other (Please provide specific details)_____

_____

_____

_____

_____ _____

Counselor Signature Date

Present Hope Counseling, LLC
HIPAA Notice of Privacy Practices

I. THIS NOTICE DESCRIBES HOW TREATMENT INFORMATION ABOUT YOU:

A. MAY BE USED AND DISCLOSED AND

B. HOW YOU CAN GET ACCESS TO THIS INFORMATION SHOULD YOU SO DESIRE.

PLEASE REVIEW IT CAREFULLY.

II. IT IS OUR LEGAL DUTY TO SAFEGUARD YOUR "PROTECTED HEALTH INFORMATION" ("PHI").

A. By law we are required to insure that your PHI is kept private.
B. The PHI constitutes information created or noted by us that can be used to identify you. It contains data about your past, present, or future health (including mental health) or condition, the provision of health care (including counseling) services to you, or the payment for such health care.
C. We are required to provide you with this Notice about our privacy procedures. This Notice must explain when, why, and how we would use and/or disclose your PHI.

1. Use of PHI means when we share, apply, utilize, examine, or analyze information within our practice;
2. PHI is disclosed when we release, transfer, give, or otherwise reveal it to a third party outside our practice. With some exceptions, we may not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, we are always legally required to follow the privacy practices described in this Notice.

III. HOW WE WILL USE AND DISCLOSE YOUR PHI.

We will use and disclose your PHI for many different reasons. Some of the uses or disclosures will require your prior written authorization; others, however, will not. Below you will find the different categories of our uses and disclosures, with some examples.

A. Uses and Disclosures Related to Treatment, Payment, or Health Care Operations that *Do Not* **Require Your Prior Written Consent. We may use and disclose your PHI without your consent for the following reasons:**

1. For treatment. We can use your PHI ***within*** our practice (Present Hope Counseling, LLC) to provide you with mental health treatment, including discussing or sharing your PHI with Present Hope Counseling, LLC therapists, staff and supervisors, trainees and interns. Example: We may discuss your treatment with a supervisor or consult with another Present Hope Counseling, LLC therapist in order to facilitate your care.

2. For health care operations. We may disclose your PHI to facilitate the efficient and correct operation of our practice. Example: We may provide your PHI to our attorneys, accountants, consultants, and others to make sure that we are in compliance with applicable laws.

3. To obtain payment for treatment. We may use and disclose your PHI to bill and collect payment for the treatment and services we provided you. Example: We might send your PHI to your insurance company or health plan in order to get payment for the health care services that we have provided to you. We could also provide your PHI to business associates, such as billing companies or collection companies.

4. Other disclosures. Examples: Your consent isn't required if you need emergency treatment provided that we attempt to get your consent after treatment is rendered. In the event that we try to get your consent but you are unable to communicate with us (for example, if you are unconscious or in severe pain) but we think that you would consent to such treatment if you could, we may disclose your PHI.

B. Certain Other Uses and Disclosures that *Do Not* **Require Your Consent. We may use and/or disclose your PHI without your consent or authorization for the following reasons:**

1. If disclosure is compelled or permitted by the fact that you are in such mental or emotional condition as to be dangerous to yourself or the person or property of others, and if we determine that disclosure is necessary to prevent the threatened danger.

2. If disclosure is compelled or permitted by the fact that you tell us of a serious/imminent threat of physical violence by you against a reasonably identifiable victim or victims.

3. If disclosure is mandated by the Louisiana Child Abuse and Neglect Reporting law. For example, if we have a reasonable suspicion of child abuse or neglect.

4. If disclosure is mandated by the Louisiana Elder/Dependent Adult Abuse Reporting law. For example, if we have a reasonable suspicion of elder abuse or dependent adult abuse.

5. To avoid harm. We may provide PHI to law enforcement personnel or persons able to prevent or mitigate a serious threat to the health or safety of a person or the public (e.g., adverse reaction to meds).

6. When disclosure is required by federal, state, or local law; judicial, board, or administrative proceedings; or, law enforcement. Example: We may make a disclosure to the appropriate officials when a law requires us to report information to judicial court officials, government

agencies, law enforcement personnel and/or in an administrative proceeding, of if disclosure is required by a lawful search warrant**.** (Mississippi law generally indicates that certain counseling information will not be disclosed in court proceedings, for example testimony by or written records of licensed Marriage and Family Therapists as they pertain to divorce-child-custody issues. However, in some instances courts may order the disclosure of such information.)

7. For health oversight activities. Example: We may be required to provide information to assist the government in the course of an investigation or inspection of a health care organization or provider.

8. For specific government functions. Examples: We may disclose PHI of military personnel and veterans under certain circumstances. Also, we may disclose PHI in the interests of national security, such as protecting the President of the United States or assisting with intelligence operations.

9. For public health activities. Example: In the event of your death, if a disclosure is permitted or compelled, we may need to give the county coroner information about you.

10. Appointment reminders and health related benefits or services. Examples: We may use PHI to provide appointment reminders. We may use PHI to give you information about alternative treatment options, or other health care services or benefits we offer.

11. For Workers' Compensation purposes. We may provide PHI in order to comply with Workers' Compensation laws.

12. If an arbitrator or arbitration panel compels disclosure, when arbitration is lawfully requested by either party, pursuant to subpoena duces tectum (e.g., a subpoena for mental health records) or any other provision authorizing disclosure in a proceeding before an arbitrator or arbitration panel.

13. If disclosure is otherwise specifically required by law. Example: If compelled by U.S. Secretary of Health and Human Services to investigate or assess our compliance with HIPAA regulations, or compelled to comply with a lawful subpoena.

C. Other Uses and Disclosures of your PHI Require Your Prior Written Authorization.
In any other situation not described in Sections IIIA and IIIB above, we will request and must obtain your written authorization before using or disclosing any of your PHI.
Even if you have signed an authorization to disclose your PHI, you may later revoke that authorization, in writing, to stop any future uses and disclosures of your PHI by us.

IV. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI

These are your rights with respect to your PHI:

A. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask t that we limit how we use and disclose your PHI. While we will consider your request, we are not legally bound to agree. If we do agree to your request, we will put those limits in writing and abide by them except in emergency situations. You do not have the right to limit the uses and disclosures that we are legally required or permitted to make.

B. The Right to Amend Your PHI. If you believe that there is some error in your PHI or that important information has been omitted, it is your right to request that we correct the existing information or add the missing information. Your request and the reason for the request must be made in writing. You will receive a response within 60 days of our receipt of your request. We may deny your request, in writing, if we find that: the PHI is (a) correct and complete, (b) forbidden to be disclosed, (c) not part of our records, or (d) written by someone other than us. Our denial must be in writing and must state the reasons for the denial. It must also explain your right to file a written statement objecting to the denial. If you do not file a written objection, you still have the right to ask that your request and our denial be attached to any future disclosures of your PHI. If we approve your request, we will make the change(s) to your PHI. (We are not obligated to delete any information, only add corrections or additions.) Additionally, we will tell you that the changes have been made, and we will advise all others who need to know about the change(s) to your PHI.

C. The Right to Get a List of the Disclosures We Have Made. You are entitled to a list of disclosures of your PHI that we have made. The list will not include uses or disclosures to which you have already consented, i.e., those for treatment, payment, or health care operations, sent directly to you, or to your family; neither will the list include disclosures made for national security purposes, to corrections or law enforcement personnel. We will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list we give you will include disclosures made in the previous six years (if applicable) unless you indicate a shorter period. The list will include the date of the disclosure, to whom PHI was disclosed (including their address, if known), a description of the information disclosed, and the reason for the disclosure. We will provide the list to you at no cost, unless you make more than one request in the same year, in which case we will charge you a reasonable sum based on a set fee for each additional request.

D. The Right to See and Get Copies of Your PHI. In general, you have the right to see your PHI that is in our possession, or to get copies of it; however, you must request it in writing. If we do not have your PHI, but we know who does, we will advise you how you can get it. You will receive a response from us within 30 days of our receiving your written request. Under certain circumstances, we may decide that we must deny your request, but if we do, we will give you, in writing, the reasons for the denial. We will also explain your right to have our denial reviewed. If you ask for copies of your PHI, we will charge you not more than $.50 per page. We may see fit to provide you with a summary or explanation of the PHI, but only if you agree to it, as well as to the cost, in advance.

E. The Right to Choose How We Send Your PHI to You. It is your right to ask that your PHI be sent to you at an alternate address (for example, sending information to your work address rather than your home address) or by an alternate method (for example, via email instead of by regular mail). We are obliged to agree to your request providing that we can give you the PHI, in the format you requested, without undue inconvenience. We may not require an explanation from you as to the basis of your request as a condition of providing communications on a confidential basis.

F. The Right to Get This Notice by Email. You have the right to get this notice by email. You have the right to request a paper copy of it, as well.

V. HOW TO COMPLAIN ABOUT OUR PRIVACY PRACTICES

If, in your opinion, we may have violated your privacy rights, or if you object to a decision we made about access to your PHI, you are entitled to file a complaint. You may send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201. If you file a complaint about our privacy practices, we will take no retaliatory action against you. You may also send a written complaint to the Louisiana Department of Health and Hospitals at Post Office Box 629, Baton Rouge, LA 70821-0629.

VI. EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on June 01, 2017.