

# 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 Security Num	ber:
Your Name:		(Firs
Middle, & Last)		
Home Street Address:		Apt Cir
\	State:Zip:	AptCi
Telephone Number: ()Note: Text correspondence is not cons	(May I lea	eve a message/text?) □ Yes □ No Pleasedium of communication.
Email:	(TV	/av Lemail vou?) □ Yes □ No Please
Note: Email correspondence is not co.	nsidered to be a confidential r	medium of communication.
Your Medical Doctor/Clinic:	Telepho	ne Number: ()
Doctor's Address:		Suite
Doctor's Address:	State:	
Professional Website ☐ Insurance Re Physician ☐EAP:		, , , , , , , , , , , , , , , , , , ,
Date of Birth:	Age:	Gender:
Religious/Spiritual □Christian □ Ca Agnostic or Atheist □ Other:		
Spiritual Involvement: ☐ None ☐ So	me/Irregular 🗆 Active	
Race/Ethnicity: □ White □ Hispanic American □ Native or Other □ Othe		□ Native American □ Black or Africa Pacific Islander
Sexual Orientation:   Heterosexual	🗅 Bisexual 🗅 Gay 🗅 Lesbian	
Other:		
With whom do you currently live:		5151 N Palm Ste
		Fresno, CA 93 (559) 449-27

(559) 449-2733 esolimanpsychservices.com

Relationship status:	□Single/Never Married □Separated □Dating/Not Living Togeth	□Domestic Par □Divorced ner Dating/Living T	_ times	□Married □Widowed times
Do you have children/ages of children?				
Name of Emergency Contact: Emergency Contact Telephone	e Number: ()	Re	elationship to yo	ou:
Educational Level:	□Some High School □Some College □Currently in College	□Four-Year D	n School Gradua egree Advanced Educ	
Military History	Years in Service:			
Employment Status:	□Part-Time □Stay-at-home Parent □Student	□Full-Time □Disabled □Other		□Unemployed □Retired
Occupation/employer:				<del>_</del>
Do you have any legal problems/history or arrests?  Do you have a worker's compensation claim/injury?  Are you court-ordered or court-recommended for therapy?				
What medical problems/illness How is your current physical b □Excellent □Good How would you rate your current	nealth, in general? Satisfactory	□Fair	□Poor	
□Excellent □Good On average, how many days d	· ·	□Fair	$\square$ Poor	
□None □1-2 d	ays □3-4 days	□5-6 days	□7 days	
How would you rate your current sleeping habits?  □Excellent □Good □Satisfactory □Fair □Poor  On average, how many hours of sleep do you get per night?  □De way and if we have and if we have such?				
Do you smoke cigarettes or chew and if so, how much?				
What are your current medications & does?				
What is the main difficulty/presenting issue(s) that motivated you to seek therapy at this time?				
How long have you been coping with this?				
Please list any previously received mental health services (therapy, psychiatric services, dates of service):				
Have you ever been prescribed psychiatric medication? If so, when and what medications?				

Have you ever been hospitalization(s)?	ed for mental health reasons? If so, when and what	t was the reason(s) for your
Have you ever engaged in any	self-harming behavior (cutting, scratching, burning	g, etc.)? If so, when, and how?
Have you ever attempted to ta	ake your own life? If so, when, and how did you try?	,
Have you ever attempted to or	r succeeded in harming someone else? If so, when, a	and how did you try?
Are you <u>currently</u> having thou	ights of harming yourself or someone else?	**
How was your childhood/grow	ing up?	
To your knowledge, did you ha	ave any developmental delays, special education, or	grade retention?
Do you have any distress in re	elationships with your parents/siblings/extended fa	mily?
TN 11 11		.11 1
Please list any mental health	and medical problems that run in your family (e.g.,	, mother with depression):
Do you have any distress in yo	our present-day close relationships (romantic, mari	tal, friendship, etc.)?
	71	
How is your current level of ac	ccessible social support in your life?	
□Excellent □Good	l □Satisfactory □Fair □F	Poor
Who is in your support system	1?	
	?	
	s/areas for growth?	
what do you hope to accompil	sh in therapy?	
DI 1 1 .c .		
Depressed or sad mood	encing any of the following mood symptoms:  □Feeling less joy in life or less interest in life	☐Thoughts of death/suicide
□Fatigue/low energy	□Weight/appetite change (gain or loss)	Decreased sexual desire
☐Too much or too little sleep	□Feel worthless or too much guilt	□Difficulty concentrating
□Increased irritability	□Feeling rested after 3-4 hours of sleep for many	•
☐More talkative than usual	☐Increased sexual activity or promiscuity	□Reckless behavior
□Feeling powerful	☐Thoughts of harming someone else	□None of these
Please check if you are experie	encing any of the following anxiety symptoms:	
□Anxiety or panic attack	□Worry that is difficult to stop	☐Trembling or shaking
□Racing heartbeat/pulse	□Felt anxiety was making you crazy	□Fear of losing control
□Fear of death of dying	☐Uncomfortable in social situations	☐Checking constantly
□Worried about anxiety so m	uch that it stopped you from leaving your home or a	going out
☐Thoughts in your mind that	are hard to stop (obsessing)	□Counting in your head
□Repetitive hand washing, ta	pping, showering or activity you could not stop	$\Box$ None of these

Please check if you are experie		ced (in c	hildhood or adu	althood) any of the following
stress/trauma symptoms or tra				
□Emotional Abuse	□Physical Abuse			□Sexual Abuse
□Neglect	Unwanted Sexual Experience			□Distressing dreams
☐ Feeling out of body ☐ Distressing memories of past e			□Feeling things are not real	
□Losing big chunks of time	□Attempts to block ou	ut or forg	get old memories	s⊒Have had painful or hard life
Other:		-		experiences
□None of these				
Please check if you are experie	encing or have experien	ced any	of the following	thought symptoms:
☐Heard voices that others say	might not be there		□Seen images	that others say might not be there
□Strange smell that others do	not smell		□Strange tastes that do not make sense	
□Felt sensations on your body	that do not make sens	е	□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 experie	encing any of the follow	ing eatin	ng/body symptor	ms:
$\Box I$ am very concerned about m	ny weight		□I restrict my	diet
$\Box I$ make myself vomit or use $l$	axatives to control my	weight	□I sometimes	binge on food
□I spend hours every day wor	king out to control my v	weight	$\Box$ I spend a lot	of time thinking about my weight/body
□None of these				
Please check if any of the follow	wing traits describe you	a:		
□I am very fearful of being ald	one or abandoned	□I feel	like I am on an	emotional roller coaster
		□I can	change my pers	sonality to fit the situation
$\square$ Sometimes I am not sure wh	o I am			
$\Box I$ can be impulsive in ways the	nat are harmful (sex, sp	ending,	driving, eating)	)
□I tend to feel empty inside		□I can	get angry and h	have a temper
$\Box$ People sometimes call me ar	rogant	□I find	l it difficult to u	nderstand what others feel
$\square I$ am very concerned about pe	ower	□I am	special and som	netimes people do not realize it
$\Box$ I find it difficult to follow so	ial norms	□I find	l it difficult to pl	lan ahead
$\Box I$ sometimes get into physica	l fights	□It is d	lifficult for me t	to show remorse
□I am superstitious		□I hav	e a sixth sense	
•		e neither desire	e nor enjoy close relationships	
$\Box$ I have limited but intense in	terest in only a few acti	ivities		
□I have difficulty making even	yday decisions	□I hav	e a hard time in	nitiating project on my own
$\Box$ I tend to be preoccupied with	details and rules	□I tend	d to be perfectio	onistic
□Right is always right and wr	ong is always wrong	□None	of these	
Is there anything else that is important for me as your therapist to know about, and that you have not written about on any of these forms? If yes, please tell me about it here:				

THANK YOU!



# Erene Soliman Psychologist, Inc. Licensed Psychologist, PSY23162

### Credit/Debit Card on File: Billing Authorization Form

Missed Appointments & Cancellations: 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 the authorization form:	ıis
1) The undersigned agrees and authorizes Erene Soliman, Psy.D. to charge the credit/debit card ndicated below for any account balances.	
2) Account balances include, but are not limited to, <u>co-pays, co-insurance</u> , <u>balances not covered b</u> nsurance, fees for cancellations given with less than 24 hours' notice, and no-show appointment fees.	Y
3) For late cancellations and no-show appointments, the card will be charged on the same date as the missed appointment.	3
4) The undersigned authorized Erene Soliman, Psy.D. to process the credit/debit card as "Signation File" for any balance due on your account.	ure
5) If you would like a receipt sent to you for billed charges, indicate your email address or cellula bhone number that you would like a receipt sent to:	ır
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 apt, you will be charge \$175.00 for your late cancellation charge and session will not be held due to not following the rules of the elepsychology 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:	
B-Digit Security Code (on back of card):	
Billing Zip Code:	
Your Name (Printed):	- En
Your Signature: Today's Date: Fresno, CA 9:	
(559) 449-2	
(559) 449-2	2733



# 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.

<u>Office Hours</u>: 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.

**Resources:** At times I may provide helpful handouts, tools, accessories, and 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.

Telephone Calls, Emails, & Text Messages: 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.

<u>Business Review Sites</u>: 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.

<u>Technology Based Treatment</u>: I do not provide treatment services via technology including, but not limited to, telephone sessions, video sessions (e.g., Skype), email, or text message.

<u>Professional Records</u>: 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 \$200.00 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. If you have 2 or more consecutive missed appointments, we will transfer care to another mental health professional in the community along with a list of providers who may be able to assist with your needs.

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.

### Minors:

### Parent Authorization for Minor's Mental Health Treatment

In order to authorize mental health treatment for your child, both parents must consent to treatment. I require an affidavit to be signed for all minors. If you are separated or divorced from the other parent, please notify me immediately. I request you to provide me with a copy of the most recent custody order that establishes custody order that establishes custodial rights of child.

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.

<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 continuously, and surveillance may be ongoing. Erene Soliman, Psy.D. will be the only person who has access to the recordings.

<u>Safety:</u> The safety of Erene Soliman, Psy.D. employees and clients are an important concern to the organization. Threats, threatening behavior, or acts of violence against employees, clients, visitors, or other while in my practice, conducting business or receiving services from my practice will not be tolerated. Violations of the policy may result in immediate termination. Physical violence may result in being asked to leave the facility or the possibility of law enforcement being involved.

Substance Use: Treatment will not be effective if you come under the influence, and you will be asked to leave.

Patient Acknowledgement & Agreement: 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.

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:	ıme/Phone:	
Date Last Updated:				
Prescription Medications:				
Name of Medication	Strength and Frequency	Condition Medication Taken For	Physician who Prescribed Med	Notes
Allergies		Pharmac	Pharmacy/Prescription Drug Plan	an

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
5151 N. Palm Ave., Suite 610
(559) 449-2734
erenesoliman@erenesolimanpsyd.hush.com
esolimanpsychservices.com

This notification advises you thatis supervised by Dr. Erene Soliman, a licensed clin	nical psychologist. Dr. Soliman is
assessment you will receive. Dr. Soliman is a Cali PSY 23162. Under California laws pertaining to the	
Soliman's direct supervision. If you have question provided under this training arrangement, you may supervisor.	s about either our services or the supervision
From the Client:	
"I understand that my privileged and confidential soliman, as Clinical Supervisor, andsolely 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
	<del></del>
Erene Soliman, Psy.D. Clinical Psychologist PSY23162	Date



# Erene Soliman Psychologist, Inc. Licensed Psychologist, PSY23162

"Supporting Children, Individuals, Couples, & Families."

### **Assent for Treatment of Minor**

l,	(insert name), give my consent to Dr. Erene Soliman to
provide me psychotherapy services	(initial here)
I understand that my parent/legal gua	rdian is my holder of the privilege, which means material
discussed during psychotherapy session	ons are confidential and can be released only with the
permission of my holder of privilege. I	have been informed of the limitation to confidentiality in
the Office Policies Form, which I have	read and signed (initial here)
Because I am a minor, special sensitivi	ty may be required in releasing information about certain
topics such as drugs and sex. I will acco	ept Dr. Soliman's judgement in regard to releasing or
sharing information obtained during tl	he course of psychotherapy with me and I understand
that information that may endanger o	r jeopardize my well-being will be disclosed
(initial here)	
Client's Name	Grade
 Signature of Patient	 Date

