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1229 Cornwall Avenue, Suite 303, Bellingham, WA, 98225, (360) 676-7342

Professional Disclosure and Financial Policy Statement

I received my undergraduate degree in psychology from Western Washington University in 2002 and my Master of Education in School Counseling from Western Washington University in 2005. I am a Licensed Mental Health Counselor (LH 00011061) and a Child Mental Health Specialist. I have been licensed in the State of Washington since 2005.

I see children, adolescents, families and adults in my practice. I strive to create a safe, supportive and collaborative working relationship in which individuals are motivated to achieve their identified goals. My overarching theoretical orientation is cognitive behavioral therapy, though other interventions such as emotion coaching, motivational interviewing and parent education and support will be employed as needed. If I cannot effectively meet your treatment needs, I will refer you to an appropriate provider.

As a client, you have a right to complete privacy except in the instances mentioned below. All information you reveal will be kept confidential. This includes information from written records. Texting and email are not appropriate forms of confidential communication and should not be used to contact me. Should exchange of information be needed, a written consent must be signed by you. In certain situations, the law requires that information be disclosed without your permission. If you threaten grave bodily harm or death to yourself or another person, the law states that certain people or agencies must be informed. If there is reason to believe that child abuse or neglect or abuse of someone who is unable to protect himself/herself is occurring, that information must be reported. If the court issues a legitimate subpoena, it is required that the information required be released.

I regularly participate in professional, confidential consultation with other mental health professionals. In the case of consultation, non-clinical identifying information including client names, are not disclosed without written consent of the client.

My fees for psychotherapy are \$140.00 for a 53-60 minute session and \$120.00 for a 38-52 minute session. I bill hourly at these rates, excluding the initial intake session at \$160.00. The same rates will apply for Telehealth sessions. I will bill insurance companies as requested, however, authorizations and deductibles and non-payment by insurance are the responsibility of the client. You will be billed every month and are expected to pay a co-pay at the time of each session. Court and legal services are billed at \$200.00 per hour. Court appearances include all preparation, consultation, travel and lost work time at a minimum retainer of \$1500.00. Letters, treatment summaries and extended phone calls will be billed at my hourly rate. I refer unpaid accounts to the Physicians and Dentists Credit Bureau. If an appointment is cancelled without 24 hours notice or you do not show for your scheduled appointment, I will charge \$140.00 for the missed session.

Washington State Law provides a complaint procedure through the Department of Health. Should you believe your mental health professional to have acted unprofessionally you can write to P.O. Box 47857, Olympia, WA 98504-7857 or phone (360) 236-4700.

Emergencies: You can reach me by calling my business phone at (360) 676-7342. I am not in the office every day and will return calls on the days I am in the office. **If you have an urgent situation, please call my answering service at (360) 715-2470 and they will attempt to connect me with you as soon as possible. The 24 hour Crisis Line is also available at 1-800-584-3578. If it is a life threatening emergency, please call 911 or go to the nearest hospital emergency room.**

I HAVE BEEN OFFERED A COPY OF, AND UNDERSTAND MY CLINICIAN'S DISCLOSURE INFORMATION.

Client Signature _____ Date _____

INTAKE SHEET

Date: _____ Form completed by self parent guardian spouse

Client Name: _____

Personal Pronoun [optional] _____ Referred by _____

Street Address _____

City _____ Zip _____

Can we leave you a phone message? Circle Yes or No

Phone: Home _____ Cell _____ Work _____

Yes No

Yes No

Yes No

Date of Birth: _____ Age _____ Social Security Number _____

Primary Care Physician _____

Marital Status: single married partnered divorced widowed

Education: highest grade completed _____ degree _____

Employer: _____ Occupation: _____

full-time part-time retired

Person responsible for copayments, coinsurance, deductibles, and/or payment in full:

(if different than client's)

Name: _____ Relationship to client: _____

Address _____ Phone _____

Social Security Number _____ Date of Birth _____

Please provide Insurance card(s) at first appointment.

PRIMARY INSURANCE COMPANY _____

Member's #ID: _____ Date of Birth _____

Subscriber's Name _____ Social Security _____

(if different than client's)

Subscriber's Address _____ Employer _____

SECONDARY INSURANCE COMPANY _____

Member's #ID: _____ Date of Birth _____

Subscriber's Name _____ Social Security _____

(if different than client's)

Subscriber's Address _____ Employer _____

Therapist Use Only: ICD-10: _____ **Date Submitted:** _____

Provider Initials _____

Client Name: _____

Emergency Contact:

Name: _____ Relationship to client: _____

Phone: Home _____ Work _____ Cell _____

If client is a student:

Grade: _____ School: _____

School Counselor _____ Teacher(s) _____

Please list any other persons residing in home

Name	Age	Relationship to client

If client is a minor, please list any Parent(s) or sibling(s) not residing with client

Name	Age	Relationship to client

Payment and Insurance billing:

I, the undersigned, authorize the release of any medical or other information necessary to process this claim through any insurance company previously noted. I authorize payment to the providing clinician for services rendered as stated on claims submitted by him/her to my insurance company.

I also understand that it is my responsibility to reimburse my therapist for any services provided on my behalf. In the event that my insurance does not cover costs for services rendered or I do not have insurance coverage at this time, I agree to pay any and all costs of counseling. Costs may include any missed appointments, fees for written reports, phone calls on my behalf, or any other costs of providing services on my behalf.

Client or Authorized Person's Signature: _____

Relationship to Client: _____

For your information, your insurance company may require your therapist to exchange information with your referring and/or primary care physician. They may also require your therapist to provide copies of confidential chart notes in order to process your claim(s). You have the right to notify your therapist in writing to limit communication with your physician(s). You may also make arrangements to pay for therapy privately, to avoid confidential information being released to your insurance company. Please discuss these options with your therapist.

Child/Adolescent Family History

(to be completed by parent/guardian)

Client Name: _____ Date: ____/____/____

Parent/Guardian Name: _____

School: _____ Grade: _____

Contact Teacher: _____ School Counselor: _____

Family Concerns

What are your concerns for your child?

Please list any previous counselors/therapists:

Developmental History

Age client was: toilet trained: _____ walked: _____ talked: _____

Gender Identity:	N/A	N/A	Parental Exposure to Drugs/Alcohol	Yes	No
Concerns During Pregnancy	Yes	No	Developmental Milestone Concerns	Yes	No
Delivery Complications	Yes	No	Temperament Concerns	Yes	No
Normal Birth Weight	Yes	No	Bedwetting Concerns	Yes	No
Postpartum Depression (or other DSM DX)	Yes	No	Other Medical/Social/Psychological Issues	Yes	No

If Yes, please explain and describe any previous services received: _____

Medical History

Primary Care Physician: _____ Phone: _____

Date of last comprehensive medical exam: ____/____/____

Serious illnesses that have required hospitalizations or surgery?

Please describe any health conditions having caused challenges in day-to-day living (i.e. brain injury, hearing or vision problems, mobility, etc.):

Please list any medications client is currently taking:

Name	Dosage	Frequency	Reason

Behavioral/Trauma History

Suicidal Behavior	Yes	No	Sleep Issues	Yes	No
Self-injurious Behavior (I.e. head hitting, cutting)	Yes	No	Weight Loss/Gain Issues	Yes	No
Aggressiveness/Delinquency	Yes	No	Disturbing Thoughts	Yes	No
Drug/Alcohol Issues	Yes	No	Panic/Anxiety Attacks	Yes	No
Runaway Behavior	Yes	No	Hallucinations/Delusions	Yes	No
Acting Out Sexually	Yes	No	Past Psychiatric Hospitalization(s)	Yes	No
Other Behavioral Concerns	Yes	No	Other Emotional Concerns	Yes	No

If Yes, please explain: _____

Witness to Violence	Yes	No	Deaths/Losses (Including Pets)	Yes	No
History of Physical Abuse	Yes	No	Multiple Moves/Loss of Housing	Yes	No
History of Sexual Abuse	Yes	No	Extreme Financial Difficulty	Yes	No
History of Peer Abuse	Yes	No	Multiple Job Losses in Family	Yes	No

If Yes, please explain: _____

School History

Easily Motivated	Yes	No	Sometimes	IEP/504	Yes	No	Sometimes
Gets Along with Teachers	Yes	No	Sometimes	Behavior Plan	Yes	No	Sometimes
Peer Conflicts/Concerns	Yes	No	Sometimes	Attentional Difficulties	Yes	No	Sometimes
Academic Challenges	Yes	No	Sometimes	Other	Yes	No	Sometimes

If Yes/Sometimes, please explain: _____

Family History

Biological Mother

Abuse/Neglect History	Yes	No	Suicidality History	Yes	No
Sexual Abuse History	Yes	No	Learning Disabilities	Yes	No
Alcohol/Drug Abuse History	Yes	No	Divorces/Separations	Yes	No
Mental Health History	Yes	No	Other (Medical/Social/Legal)	Yes	No

If Yes, please explain: _____

Biological Father

Abuse/Neglect History	Yes	No	Suicidality History	Yes	No
Sexual Abuse History	Yes	No	Learning Disabilities	Yes	No
Alcohol/Drug Abuse History	Yes	No	Divorces/Separations	Yes	No
Mental Health History	Yes	No	Other (Medical/Social/Legal)	Yes	No

If Yes, please explain: _____

Please list or diagram client's family system (i.e. caregivers, siblings, relatives, etc.):

Please list family support systems (i.e. extended family, friends, church, clubs, etc.):

Name some of client's strengths:

Name some of your family's strengths:

Culture/Ethnic/Spiritual Influences:

Goals for Client:

What else do you feel would be important for me to know?

WASHINGTON NOTICE FORM

Notice of Provider's Policies and Practices to Protect the Privacy of Your Health Information

THIS NOTICE DESCRIBES HOW MENTAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. Examples of Uses and Disclosures of Protected Health Information for Treatment, Payment, and Health Care Operations

The providers of Associates in Mental Health may use or disclose your protected health information (PHI), for treatment, payment, and health care operations purposes with your consent. To help clarify these terms, here are some definitions.

PHI refers to information in your health record that could identify you.

Treatment is when a provider provides, coordinates or manages your health care and other services related to your health care. An example of treatment would be when a provider consults with another health care provider, such as your family physician or another mental health provider.

Payment is when provider obtains reimbursement for your healthcare. Examples of payment are when provider discloses your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.

Health Care Operations are activities that relate to the performance and operation of provider's practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.

Use applies only to activities within a provider's office such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.

Disclosure applies to activities outside of provider's office, such as releasing, transferring, or providing access to information about you to other parties.

II. Uses and Disclosures Requiring Authorization

Provider may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when a provider is asked for information for purposes outside of treatment, payment and health care operations, provider will obtain an authorization from you before releasing this information.

You may revoke all such authorizations of PHI at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) the provider has relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.

III. Uses and Disclosures with Neither Consent nor Authorization

Provider may use or disclose PHI without your consent or authorization in the following circumstances:

Child Abuse. If provider has reasonable cause to believe that a child has suffered abuse or neglect, provider is required by law to report it to the proper law enforcement agency or the Washington Department of Social and Health Services.

Adult and Domestic Abuse. If provider has reasonable cause to believe that abandonment, abuse, financial exploitation, or neglect of a vulnerable adult has occurred, provider must immediately report the abuse to the Washington Department of Social and Health Services.

Sexual or Physical Assault. If provider has reason to suspect that sexual or physical assault has occurred, provider must immediately report to the appropriate law enforcement agency and to the Department of Social and Health Services.

Health Oversight. If the Washington Licensing Board subpoenas provider as part of its investigations, hearings or proceedings relating to the discipline, issuance or denial of licensure of State licensed providers, provider must comply with its orders. This could include disclosing your relevant mental health information.

Judicial or Administrative Proceedings. If you are involved in a court proceeding and a request is made for information about the professional services that provider has provided to you and the records thereof, such information is privileged under state law, and provider will not release information without the written authorization of you or your legal representative, or a subpoena of which you have been properly notified and you have failed to inform provider that you are opposing the subpoena, or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.

Serious Threat to Health or Safety. Provider may disclose your confidential mental health information to any person without authorization if provider reasonably believes that disclosure will avoid or minimize imminent danger to your health or safety, or the health or safety of any other individual.

Worker's Compensation. If you file a worker's compensation claim, with certain exceptions, provider must make available, at any stage of the proceedings, all mental health information in their possession relevant to that particular injury in the opinion of the Washington Department of Labor and Industries, to your employer, your representative, and the Department of Labor and Industries upon request.

IV. Other Uses and Disclosures of Protected Health Information

Uses and disclosures not in this Notice will be made only as allowed or required by law or with your written authorization. Regarding all other uses and disclosures for which an authorization or opportunity to agree or object is not required, including specialized government functions, please see HIPAA 164.512.

V. Patient's Rights

Receive, read, and ask questions about this Notice. You have the right to request and receive a paper copy of the most current Notice of Privacy Practices for Protected Health Information (Washington Notice Form) from your provider.

Right to Request Restrictions. You have the right to request restrictions on certain uses and disclosures of protected health information about you. You must deliver this request in writing to your provider. However, your provider is not required to agree to a restriction you request but will comply with any request granted.

Cancel prior authorizations. You have the right to cancel prior authorizations to use or disclose health information by giving written revocation to your provider. Your revocation does not affect information that has already been released. It also does not affect any action taken before your provider has your revocation. Sometimes, you cannot cancel an authorization if its purpose was to obtain insurance.

Right to Receive Confidential Communications by Alternative Means and at Alternative Locations. You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. For example, you may not want a family member to know that you are receiving treatment. Upon your written request, your provider will send your PHI to another address.

Right to Inspect and Copy. You have the right to inspect or obtain a copy (or both) of PHI in your provider's mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Your provider may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. Upon your request, your provider will discuss with you the details of the request and denial process.

Right to Amend. You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. Your provider may deny your request. On your request, your provider will discuss with you the details of the amendment process. You may write a statement of disagreement if your request is denied. It will be stored in your medical record and included with any release of your records.

Right to an Accounting. You generally have the right to receive an accounting of disclosures of PHI for which you have neither provided consent nor authorization (as described in Section III of this Notice). This will not include disclosures to third-party payers. You may obtain this information without charge once every 12 months. Your provider will notify you of the cost involved if you request this information more than once in 12 months.

The following patient rights are required by the Omnibus HIPPA Final Rule, which was published in January, 2013.

Right to Request Non-disclosure. You have the right to request that AMH *not* disclose information to your insurance company regarding your treatment *for sessions that you pay for privately.*

Right to be Notified. You have the right to be notified by AMH in the event that there are any breaches of you PHI.

VI. Provider's Duties

Your provider is required by law to maintain the privacy of PHI and to provide you with a notice of legal duties and privacy practices with respect to PHI.

Your provider reserves the right to change the privacy policies and practices described in this Notice. Unless your provider notifies you of such changes, however, your provider is required to abide by the terms currently in effect.

Your provider has the right to change his/her practices regarding the protected health information he/she maintains. If your provider makes changes and you are an active patient in his/her practice, he/she will provide you with a copy of the updated Notice at your first visit after the change. You may always receive the most recent copy of this Notice by calling your provider and asking for it or by visiting your provider's office to pick one up.

VII. To ask for Help or Report a Grievance

If you have questions, want more information, or want to report a problem about the handling of your protected health information, you may contact:

Letisha Stokes, Office Manager, Associates in Mental Health, 1116 Key Street Suite 204, Bellingham, WA 98225, (360) 715-2488

If you believe your privacy rights have been violated, you may discuss your concerns with your provider or the above noted person. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The person listed above can provide you with the appropriate address upon request.

VIII. Website

Associates in Mental Health has a website that provides information about your provider. For your benefit, this Notice is available on the website at this address: www.amhinfo.com.

IV. Effective Date

This notice went into effect on April 14, 2003.

_____/_____/_____
Signature of Patient or legally authorized individual Date

Relationship (self, parent, legal guardian, personal representative)

Printed Name

**WASHINGTON NOTICE OF PRIVACY PRACTICES
ACKNOWLEDGEMENT**

I keep a record of the health care services I provide you. The Washington Notice Form describes in more detail how your health information may be used and disclosed, and how you can access your information.

By my signature below I acknowledge:

Receipt of the Washington Notice Form of Privacy Practices that went into effect April 14, 2003: _____
(initials)

I chose not to receive a copy of the Washington Notice Form of Privacy Practices that went into effect on April 14, 2003: _____
(initials)

_____/_____/_____
Signature of Patient or legally authorized individual Date

Relationship (self, parent, legal guardian, personal representative)

Printed Name

(Notation, if any, by staff)

_____/_____/_____
Staff Signature Date

THIS FORM WILL BE RETAINED IN YOUR MEDICAL RECORD

Patient Health Questionnaire and General Anxiety Disorder (PHQ-9 and GAD-7)

Date _____ Patient Name: _____ Date of Birth: _____

**Over the last 2 weeks, how often have you been bothered by any of the following problems?
Please circle your answers.**

PHQ-9	Not at all	Several days	More than half the days	Nearly every day
1. Little interest or pleasure in doing things.	0	1	2	3
2. Feeling down, depressed, or hopeless.	0	1	2	3
3. Trouble falling or staying asleep, or sleeping too much.	0	1	2	3
4. Feeling tired or having little energy.	0	1	2	3
5. Poor appetite or overeating.	0	1	2	3
6. Feeling bad about yourself – or that you are a failure or have let yourself or your family down.	0	1	2	3
7. Trouble concentrating on things, such as reading the newspaper or watching television.	0	1	2	3
8. Moving or speaking so slowly that other people could have noticed. Or the opposite – being so fidgety or restless that you have been moving around a lot more than usual.	0	1	2	3
9. Thoughts that you would be better off dead, or of hurting yourself in some way.	0	1	2	3
Add the score for each column				

Total Score (add your column scores): _____

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people? (Circle one)

Not difficult at all

Somewhat difficult

Very Difficult

Extremely Difficult

**Over the last 2 weeks, how often have you been bothered by any of the following problems?
Please circle your answers.**

GAD-7	Not at all sure	Several days	Over half the days	Nearly every day
1. Feeling nervous, anxious, or on edge.	0	1	2	3
2. Not being able to stop or control worrying.	0	1	2	3
3. Worrying too much about different things.	0	1	2	3
4. Trouble relaxing.	0	1	2	3
5. Being so restless that it's hard to sit still.	0	1	2	3
6. Becoming easily annoyed or irritable.	0	1	2	3
7. Feeling afraid as if something awful might happen.	0	1	2	3
Add the score for each column				

Total Score (add your column scores): _____

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people? (Circle one)

Not difficult at all

Somewhat difficult

Very Difficult

Extremely Difficult