

Adult Paperwork

Nemeth Counseling and Consultation

Fee Policy

Case Initiation (for costs associated with client registration)

Administrative Fee - \$10

(does not apply to EAP-initiated cases)

Diagnostic Assessment

60 Minutes - \$110

Individual Counseling

60 Minutes - \$90

45 Minutes - \$80

Family and Couples Therapy

50 Minutes - \$90

Group Therapy

60 Minutes - \$20

FIT Assessment

60 Minutes per Assessment - \$110

60-Minute Clinical Team Consultation*

\$60 per Clinician

No-Show/Late Cancellation Fee

\$50

One-Time Consultation

30 Minutes - \$60

60 Minutes - \$110

Mediation

60 Minutes for One Individual - \$135

60 Minutes for Two Individuals - \$165

ADHD & Youth Wellness Testing

60 Minutes - \$135

(in-person time with clinician, test administration, processing, scoring, and report write-up)

Participation in Legal Activity

60 Minutes - \$200

(court appearances, research, communication, document preparation, consultation, etc.)

Case Management Phone Calls/Document Preparation

\$1.55 per minute (8-minute minimum)

(including but not limited to contact with schools, physicians, GALs, children services, disability, FMLA)

*An **optional service** for families whose members see different clinicians and would like their clinicians to consult **with one another** as a group in one-hour meetings. Consistent with best practices, this service ensures that each clinician has a holistic view of the family while strictly maintaining the confidentiality of all members.

Billing insurance is a privileged service. The client is responsible for any fees that insurance companies do not cover. The client must give 24 hours notice when cancelling an appointment. **A \$50 no-show/late cancellation fee** applies to missed appointments and those cancelled within 24 hours of appointment time. As a courtesy, the client will be provided a **one-time fee waiver** for a no-show or late cancellation. Clients using forms of Medicaid are not subject to this fee. However, after missed appointments or late cancellations, Nemeth Counseling reserves the right to reevaluate the scheduling of services. After three such appointments, services may be terminated and client referred.

I have read, understand and agree to the above policy for payment of professional fees.

Signature of client (or person acting for client)

Printed name

Date

Nemeth Counseling and Consultation

Financial Agreement

Payment for services: Payment is due at the time of service. For clients using insurance, this includes co-payments and co-insurance rates as determined by deductibles, out-of-pocket maximums, HRAs and HSAs. These rates are set by the individual insurance plan and not by Nemeth Counseling; per our contract with the insurance company, we are not permitted to waive these fees for any reason. Self-pay clients are responsible for paying the self-pay rates in full at the start of every session.

For clients using insurance: Billing insurance is a privileged service. The client is responsible for any fees that the insurance company does not cover. Nemeth Counseling is in network with most major insurance companies and will submit claims for services received at our office. We will also bill most secondary insurance companies. Clients seeing a clinician who is not in network with their insurance (an out of network provider) are required to pay the full self-pay rate at the time of service. Our office is not set up to submit out of network claims. Clients whose insurance requires a referral or a pre authorization, are responsible for assuring that one is available to our office prior to or at the time of service. If this is not done, the client will be responsible for payment in full. Although our administrative staff will do their best to check each client's insurance benefits prior to the first visit, it is ultimately the client's responsibility to know whether or not their plan covers our services. Please note that any insurance information quoted is not a guarantee of payment; clients are responsible for any amount allowed but not paid by their insurance.

It is the client's responsibility to inform Nemeth Counseling of any and all changes in insurance coverage.

Non-covered Services: Any services not covered by a client's existing insurance coverage will require payment in full at the time services are provided or upon notice of insurance claim denial. Nemeth Counseling is not responsible for claims that are denied as a result of individual policy exclusions.

Missed Appointments: Clients must give 24 hours notice when canceling an appointment. A \$50 no-show/late cancellation fee applies to all appointments. Missed appointment fees are not billable to insurance. The client will be provided a one-time fee waiver to waive one \$50 no-show/late cancellation fee.

**Clients using forms of Medicaid are not subject to the cancellation fee. However, after two appointments that are either missed or cancelled with less than 24 hours notice, Nemeth Counseling reserves the right to reevaluate the scheduling of services. After three appointments that are either missed or cancelled with less than 24 hours notice, services may be terminated.*

Past due Balances: Payments, including co-pays and co-insurance rates (as determined by deductibles, out-of-pocket maximums, HRAs and HSAs) are due at the time of service. Any outstanding balances over 30 days past due are subject to be sent to an outside collection agency.

The client is ultimately responsible for payment of all professional fees.

My signature below indicates that I understand and will adhere to this agreement.

Signature of client (or person acting for client)

Printed name

Date

Nemeth Counseling and Consultation Confidentiality, Client Rights, and Non Discrimination Policy

About Confidentiality

I will treat with great care all the information you share with me. It is your legal right that my records of our sessions are kept private. In general, I will tell no one about the information you share with me, nor will I reveal that you are receiving treatment from me. I will ask you to sign a Release of Information before I speak with anyone regarding your case or share any of your records, with anyone outside of Nemeth Counseling and Consultation LLC. In all but a few rare situations, your privacy is protected by federal and state laws and by my professional code of ethics. The most common situations in which confidentiality is not protected are listed below:

1. If your therapy has been ordered by a court or an employer, the court or employer will require a report from me. In this situation, please speak with me before revealing any information you do not want the court or your employer to receive. You have a right to tell me only as much as you are comfortable revealing.
2. If you are involved in any kind of legal proceeding and you alert the court that you are participating in therapy, I may be ordered to provide the court with your records. Please consult your attorney with any further questions.
3. If you make a serious threat to harm either yourself or another person, I am legally required to protect you and others by contacting the authorities. I cannot promise to keep private any threats that you make.
4. If I believe a child has been or will be abused or neglected, I am legally required to report this to the authorities.

It may be beneficial for me to confer with your primary care physician with regard to your psychological treatment or to discuss any medical issues for which you are receiving treatment. In addition, insurance companies require that I notify your physician by telephone or in writing concerning services that are being provided unless you request otherwise.

Please check only ONE of the following:

- I authorize you to contact my **primary care physician** to discuss the treatment that I am receiving while under your care and to obtain information concerning my medical diagnosis and treatment. I am willing to sign a Release of Information giving my consent to do so.
- I do not authorize you to contact my primary care physician with regard to the treatment that I am receiving while under your care or to obtain information concerning my medical diagnosis and treatment.

Email and Texting Restrictions:

I understand that I am able to email or text my therapist for the purposes of scheduling and/or canceling appointments. If I use email or text for purposes other than appointment requests, I understand and waive my right to complete confidentiality, as there are limits to what can be kept private over the internet and phone. I understand that my therapist will not give advice or consultation via email or text due to confidentiality restrictions.

Please initial here to indicate your understanding of this policy: _____

Client Bill of Rights

You have the right to:

- Receive helpful and respectful treatment.
- A safe treatment environment, free from sexual, physical, and emotional abuse.
- Report any immoral or illegal behavior by a clinician.
- Receive information regarding my qualifications, including my license, education, training, experience, membership in professional groups, special areas of practice, and limits on practice.
- Receive written information regarding fees, methods of payment, insurance coverage, estimated number of sessions, substitute therapists (in cases of vacation and emergencies), and cancellation policies.
- Refuse to answer any question or give any information with which you are uncomfortable.
- Be aware of whether your therapist will discuss your case with others (for instance, supervisors or students).
- Ask your therapist to inform you of your progress.

Statement of Principles and Complaint Procedures

It is my intention to fully abide by the rules of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.

Problems can arise in our relationship, just as in any other relationship. If you are not satisfied with any area of our work, please raise your concerns with me at once. Our work together will be slower and more difficult if your concerns with are not voiced. I will make every effort to seek solutions to any complaints you may have. If you feel that I have treated you unfairly or have broken a professional rule, alert me. You can also contact the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board regarding any concerns.

In my practice as a therapist, I do not discriminate against clients because of age, sex, marital/family status, race, color, religious beliefs, ethnic origin, place of residence, veteran status, physical disability, health status, sexual orientation, or criminal record unrelated to present dangerousness. This commitment is both personal and required by federal, state, and local laws and regulations. I promise to always take steps to advance and support the values of equal opportunity, human dignity, and racial/ethnic/cultural diversity. If you believe you have been discriminated against, please bring this matter to my attention immediately.

Our Agreement

I, the client (or his or her parent or guardian), understand I have the right to decline to sign this form. My signature below indicates that I have read and discussed this agreement; it does not indicate that I am waiving any of my rights. I understand that any of the points mentioned above can be discussed and may be open to change. If at any time during the treatment I have questions about the subjects discussed in this agreement, I can talk with my therapist about them, and he or she will do his or her best to answer them. I understand that after therapy begins I have the right to withdraw my consent to therapy at any time, for any reason. However, I will make every effort to discuss my concerns about my progress with my therapist before ending treatment.

I understand that no specific promises have been made to me by my therapist about the results of treatment, the effectiveness of the procedures used, or the number of sessions necessary for therapy to be effective. I have read, or have had read to me, the issues and points in this form. I have discussed points I did not understand, and have had any questions fully answered. I agree to act according to the points covered in this agreement. I hereby agree to enter into therapy with this therapist (or to have the client enter therapy), and to cooperate fully and to the best of my abilities.

Signature of client (or person acting for client)

Date

Printed name

Relationship to client: Self Parent Legal guardian Health care custodial parent of a minor (less than 14 years of age) Other person authorized to act on behalf of the client – specify: _____

I, the therapist, have met with this client (and/or his or her parent or guardian) for a suitable period of time, and have informed him or her of the issues and points raised in this form. I have responded to all of his or her questions. I believe this person fully understands the issues, and I find no reason to believe this person is not fully competent to give informed consent to treatment. I agree to enter into therapy with the client.

Signature of therapist

Date

Signature of therapist's supervisor, *if applicable*

Date

Copy accepted by client Copy kept by therapist

**Nemeth Counseling and Consultation
Client Information Form (Adult)**

Date: _____

Note: If you have been a patient here before, please fill in only the information that has changed.

I. Identification

Name: _____ Date of Birth: _____ Age: _____ Nicknames: _____

Gender Identity Female Male Female-to-Male Male-to-Female Other: _____

Sexual Orientation Straight Gay Lesbian Bisexual Questioning Other: _____

Ethnicity/National Origin: _____ Race: _____

Home Address: _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____

Best Contact Number: _____ (Cell/Work/Home) May we leave a voicemail? Yes No

Alternate Contact Number: _____ (Cell/Work/Home) May we leave a voicemail? Yes No

Calls will be discreet, but please indicate any restrictions: _____

To receive appointment reminders, please provide your email address: _____

II. Chief Concern: Please describe the main reason you have come to see us:

III. Referral: How did you hear about Nemeth Counseling?

Name: _____ Contact Number: _____

IV. Religious Identification

Current Religious Denomination/Affiliation: Protestant Catholic Jewish Islamic Buddhist Hindu

Other (specify): _____ None

Involvement: None Some/Irregular Active

How important is faith/spirituality to your life? _____

What, if any, church, synagogue, temple, or meeting are you involved with? _____

Is there any other important way by which you identify yourself? _____

V. Medical Care

Doctor: _____ Contact Number: _____

Address: _____

VI. Employment

Current Employer: _____

Address: _____

VII. Emergency Contact Information: If an emergency arises while you are in our office, who should we call? Please list someone who will not be present with you.

Name: _____ Phone: _____

Relationship to You: _____

Name: _____ Phone: _____

Relationship to You: _____

VIII. Education and Training

Began	Ended	School	Adjustment Concerns	Did you graduate?	Degree Earned

IX. Employment and Military Experience

Began	Ended	Employer/Military Branch	Job Title	Reason for Leaving

X. Family History

	Name	Age (Or Age at Death)	Significant Mental and/or Physical Illnesses (Or Cause of Death) <i>Example: depression, anxiety, diabetes</i>	Deceased?
Father				
Mother				
Sibling				
Sibling				
Sibling				
Sibling				
Other				
Other				

Please describe your parents' relationship with each other: _____

Please describe your relationship with each parent, as well as with any other adults present in the home during your childhood:

Please indicate your parents' medical problems, drug or alcohol use, and mental or emotional difficulties: _____

Please describe your relationship with any siblings, both currently and during childhood: _____

XI. Marital/Romantic Relationship History

Name of Spouse/Partner	Age of Spouse/Partner	Your Ages at Relationship Start	Still Together?	Married? How Many Years?

Please describe your relationship with your current spouse or partner: _____

XII. Previous Significant Non-Romantic Relationship History

Name of Other Person	Person's Age at Relationship Start	Your Age at Relationship Start	Is the Relationship Ongoing?	Reasons for Ending Relationship

Please describe any significant non-marital relationships here. These can include romantic relationships or close friends:

XIII. Children in Household

Name	Age	Sex	Grade	From Previous Relationship?	Relationship (e.g., Mother, Father, Adoptive- or Step-Parent, Grandparent)

Please describe your relationships with any child: _____

XIV. Abuse History

I have never been abused in any way. I have been abused. I have witnessed abuse.

Physical Abuse: beating, striking, or other infliction of pain

Sexual Abuse: molesting, fondling, intercourse

Emotional Abuse: humiliation, criticism, name-calling, bullying

Neglect: failure to feed, shelter, or protect

Type of Abuse	Age	By Who?	Effects on You	Who did you tell?	Results of Telling	Witnessed Only?
Physical						
Sexual						
Emotional						
Neglect						

XV. Legal History

Attorney's Name: _____ Contact Number: _____

Probation/Parole Officer's Name: _____ Contact Number: _____

Are you currently suing anyone or thinking of suing anyone? Yes No

If yes, please explain:

Is your reason for coming to see us related to an accident or injury? Yes No

If yes, please explain: _____

Are you required by court, the police, or a probation/parole officer to attend this appointment? Yes No

If yes, please explain: _____

Are there any other legal involvements we should know about? _____

Please list any contact with the police, courts, or jails/prisons you have had. Include both past and pending charges.

Year	Charge	Jurisdiction (Federal, State, County, City)	Sentence (Alternate Resolution, Community Service, Fine, Incarceration, Probation, Parole, Restitution, Other)

XVI. Mental Health Treatment History

Have you ever received psychological, psychiatric, drug or alcohol treatment, or counseling services before? Yes No

When	Where	Reason	Results

Have you ever been given a mental health diagnosis? Yes No

If yes, please indicate: _____

Have you ever taken medications for psychiatric or emotional issues? Yes No

Medication	Prescribed When?	Prescribed By	Reason	Results	Currently taking?

XVII. Medical History

Starting with your childhood and proceeding to the present, please list all diseases, serious illnesses, accidents, injuries, surgeries, hospitalizations, periods of loss of consciousness, seizures, or any other medical conditions you have had.

Age	Ailment	Treatment Received	Treated By (Physician, Hospital, No Treatment, etc.)	Resulting Complications/Current Status

Please list any allergies.

Allergy	Reaction	Allergy Medications

Please list all medications, drugs, or other substances you have taken **in the last year**, including prescribed medications, over-the-counter vitamins, herbs, etc. _____

XVIII. Lifestyle

What kind of physical exercise do you get? How often? _____

Do you have problems getting enough sleep? If yes, please describe: _____

Do you restrict your eating in any way? If yes, how and why? _____

How many of the following do you consume per day?

Cups of Coffee: _____ Cups of Tea: _____ Sodas/Pops: _____ Energy Drinks: _____

How much tobacco do you smoke or chew per week? _____

How many alcoholic drinks (beer, wine, or liquor) do you consume each week? _____

Have you ever felt the need to cut down on your drinking? Yes No

Have you ever felt irritated by someone's criticism of your drinking? Yes No

Have you ever felt guilty about your drinking? Yes No

Have you ever taken a morning "eye opener"? Yes No

Are there times when you drink to unconsciousness or run out of money as a result of drinking? Yes No

Have you ever used inhalants, such as glue, gasoline, or paint thinner ("huffing")? If yes, please describe:

Which substances (**not** including medications that have been prescribed for you) have you used in the last 10 years?

Please provide any further details about substance use, such as amounts, frequency, effects, etc.

XIX. Other

Is there anything else that is important for us to know about you in order to provide you with the best possible service?

Nemeth Counseling and Consultation

Adult Checklist of Concerns

Name: _____

Date: _____

Please mark all of the items below that apply, and feel free to add any additional concerns at the end. You may add a note or details in the space next to the concerns checked. (For a child, mark any of these and then complete the "Child Checklist of Characteristics.")

- I do not have a problem or concern
- Abuse—physical, sexual, emotional, neglect (of children or elderly persons), cruelty to animals
- Aggression, violence
- Alcohol use
- Anger, hostility, arguing, irritability
- Anxiety, nervousness
- Attention, concentration, distractibility
- Career concerns, goals, and choices
- Childhood issues (your own childhood)
- Codependence
- Confusion
- Compulsions
- Custody of children
- Decision making, indecision, mixed feelings, putting off decisions
- Delusions (false ideas)
- Dependence
- Depression, low mood, sadness, crying
- Divorce, separation
- Drug use—prescription medications, over-the-counter medications, street drugs
- Eating issues—overeating, under-eating, appetite, vomiting (see also "Weight and diet issues")
- Emptiness
- Failure
- Fatigue, tiredness, low energy
- Fears, phobias
- Financial or money troubles, debt, impulsive spending, low income
- Friendships
- Gambling
- Grieving, mourning, deaths, losses, divorce
- Guilt
- Headaches, other kinds of pains

- Health, illness, medical concerns, physical problems
- Housework/chores—quality, schedules, sharing duties
- Inferiority feelings
- Interpersonal conflicts
- Impulsiveness, loss of control, outbursts
- Irresponsibility
- Judgment problems, risk taking
- Legal matters, charges, suits
- Loneliness
- Marital conflict, distance/coldness, infidelity/affairs, remarriage, different expectations, disappointments
- Memory problems
- Menstrual problems, PMS, menopause
- Mood swings
- Motivation, laziness
- Nervousness, tension
- Obsessions, compulsions (thoughts or actions that repeat themselves)
- Oversensitivity to rejection
- Pain, chronic
- Panic or anxiety attacks
- Parenting, child management, single parenthood
- Perfectionism
- Pessimism
- Procrastination, work inhibitions, laziness
- Relationship problems (with friends, with relatives, or at work)
- School problems (see also “Career concerns ...”)
- Self-centeredness
- Self-esteem
- Self-neglect, poor self-care
- Sexual issues, dysfunctions, conflicts, desire differences, other (see also “Abuse”)
- Shyness, oversensitivity to criticism
- Sleep problems—too much, too little, insomnia, nightmares
- Smoking and tobacco use
- Spiritual, religious, moral, ethical issues
- Stress, relaxation, stress management, stress disorders, tension
- Suspiciousness, distrust
- Suicidal thoughts

- Temper problems, self-control, low frustration tolerance
- Thought disorganization and confusion
- Threats, violence
- Weight and diet issues
- Withdrawal, isolating
- Work problems, employment, workaholism/overworking, cannot keep a job, dissatisfaction, ambition
- Please indicate any traumatic experiences: _____

- Other concerns or issues: _____

Please look back over the concerns you have checked off and choose the one that you most need assistance with:

This is a strictly confidential patient medical record. Re-disclosure or transfer is expressly prohibited by law.

DSM-5 Self-Rated Level 1 Cross-Cutting Symptom Measure—Adult

Name: _____ Age: _____ Sex: Male Female Date: _____

If this questionnaire is completed by an informant, what is your relationship with the individual? _____

In a typical week, approximately how much time do you spend with the individual? _____ hours/week

Instructions: The questions below ask about things that might have bothered you. For each question, circle the number that best describes how much (or how often) you have been bothered by each problem during the **past TWO (2) WEEKS**.

		None Not at all	Slight Rare, less than a day or two	Mild Several days	Moderate More than half the days	Severe Nearly every day	Highest Domain Score (clinician)
	During the past TWO (2) WEEKS , how much (or how often) have you been bothered by the following problems?						
I.	1. Little interest or pleasure in doing things?	0	1	2	3	4	
	2. Feeling down, depressed, or hopeless?	0	1	2	3	4	
II.	3. Feeling more irritated, grouchy, or angry than usual?	0	1	2	3	4	
III.	4. Sleeping less than usual, but still have a lot of energy?	0	1	2	3	4	
	5. Starting lots more projects than usual or doing more risky things than usual?	0	1	2	3	4	
IV.	6. Feeling nervous, anxious, frightened, worried, or on edge?	0	1	2	3	4	
	7. Feeling panic or being frightened?	0	1	2	3	4	
	8. Avoiding situations that make you anxious?	0	1	2	3	4	
V.	9. Unexplained aches and pains (e.g., head, back, joints, abdomen, legs)?	0	1	2	3	4	
	10. Feeling that your illnesses are not being taken seriously enough?	0	1	2	3	4	
VI.	11. Thoughts of actually hurting yourself?	0	1	2	3	4	
VII.	12. Hearing things other people couldn't hear, such as voices even when no one was around?	0	1	2	3	4	
	13. Feeling that someone could hear your thoughts, or that you could hear what another person was thinking?	0	1	2	3	4	
VIII.	14. Problems with sleep that affected your sleep quality over all?	0	1	2	3	4	
IX.	15. Problems with memory (e.g., learning new information) or with location (e.g., finding your way home)?	0	1	2	3	4	
X.	16. Unpleasant thoughts, urges, or images that repeatedly enter your mind?	0	1	2	3	4	
	17. Feeling driven to perform certain behaviors or mental acts over and over again?	0	1	2	3	4	
XI.	18. Feeling detached or distant from yourself, your body, your physical surroundings, or your memories?	0	1	2	3	4	
XII.	19. Not knowing who you really are or what you want out of life?	0	1	2	3	4	
	20. Not feeling close to other people or enjoying your relationships with them?	0	1	2	3	4	
XIII.	21. Drinking at least 4 drinks of any kind of alcohol in a single day?	0	1	2	3	4	
	22. Smoking any cigarettes, a cigar, or pipe, or using snuff or chewing tobacco?	0	1	2	3	4	
	23. Using any of the following medicines ON YOUR OWN, that is, without a doctor's prescription, in greater amounts or longer than prescribed [e.g., painkillers (like Vicodin), stimulants (like Ritalin or Adderall), sedatives or tranquilizers (like sleeping pills or Valium), or drugs like marijuana, cocaine or crack, club drugs (like ecstasy), hallucinogens (like LSD), heroin, inhalants or solvents (like glue), or methamphetamine (like speed)]?	0	1	2	3	4	