



Insurance/Fee Registration Form

Date _____

Diagnosis (Therapist will Fill In) _____

Therapist _____

Client Information

Patient Name (Print) _____ Date of Birth _____
Last Name First Name Middle Initial
Street Address _____ Home Phone _____
City _____ State _____ ZIP _____ Cell Phone _____
E-Mail Address _____ Ok to Text Appointment Reminder Messages? ☐ Yes ☐ No
Work Phone _____
Legal Sex: ☐ F ☐ M ☐ X Pronouns: ☐ she/her ☐ he/him ☐ they/them ☐ Other _____ Race/Ethnicity: ☐ Alaska Native/American Indian - Tribe: _____
☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White/Caucasian ☐ Multiracial ☐ Other (specify) _____ ☐ Decline to answer
Relationship Status: ☐ Single ☐ Partnered ☐ Married ☐ Widowed ☐ Divorced ☐ Separated
Employer _____
Referred by _____ May we acknowledge this referral? ☐ Yes ☐ No

Primary Insurance

Primary Insurance Company _____ Phone _____
Ins Claims Address _____ City _____ State _____ Zip _____
Policy / Member ID _____ Group/Account # _____

Policy Holder Information: (if the client is not the employee/policy holder)

Name _____ Date of Birth _____
Last name First Name Initial
Address _____ City _____ State _____ Zip _____ Relationship _____
Employer _____

Secondary Insurance

Secondary Insurance Company _____ Phone _____
Ins Claims Address _____ City _____ State _____ Zip _____
Policy / Member ID _____ Group/Account # _____

Policy Holder Information: (if the client is not the employee/policy holder)

Name _____ Date of Birth _____
Last name First Name Initial
Address _____ City _____ State _____ Zip _____ Relationship _____
Employer _____

Responsible Party (Where should the client's portion of the bill be sent, if not to the client?)

Name _____ Relationship _____
Address _____ Phone _____

Assignment and Release

I the undersigned, certify that I (or my dependent) have insurance coverage as noted above and assign directly to the healthcare provider listed at the top of this form all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I hereby authorize the healthcare provider to release all information necessary to secure the payment of benefits and to mail client statements. I authorize the use of this signature on all insurance submissions.

Responsible Party Signature (Required) _____

Relationship _____

Date _____



CREDIT CARD AUTHORIZATION

Our top priority at the Relationship Therapy Center is to provide you with the smoothest experience possible, both in the therapy room and outside of it. This includes billing. If you have ever checked into a hotel, the first thing you are asked for is a credit card, which is recorded and later used to pay your bill. This is an advantage for both you and the hotel, since it makes checkout easier, faster, and more efficient.

Our Automated Payment Service follows a similar process. This saves valuable session time, as well as saving you time outside of therapy paying your bill. The service eliminates monthly invoice statements, and therefore helps us keep the administrative cost of healthcare down. Below, you will fill in your payment information. This information will be transmitted and held securely. You will always have the option to pay fees using another method of payment at the time of service. Charges to your account will be determined as follows:

Copays/Self Pay Charges* – Copays are due on the date of service, per your contract with your insurance company. Self-pay charges are also due on the date of service. This includes any other services not covered by insurance such as phone sessions. You may present another method of payment prior to, or at the time of service. If another method of payment is not offered by the date of service, the method of payment you authorize below will be auto-charged within 1-3 business days after your session.

Coinsurance and/or Deductibles* – These amounts are determined after your insurance company has finished processing your claim. The time frame for claims to be processed can range from 7-28 days. At that time, if a balance remains on your account, the method of payment authorized below will be auto-charged within 1-3 business days after your claim being processed by your insurance company. You can always check the status of your claims on your insurer's website. There may be instances when your insurance provider processes multiple claims at once, in which case you may be charged for multiple sessions at one time.

Late Cancellation or No-Show Charges – These charges are generated by your provider if you fail to show up for a scheduled appointment, or if you do not give adequate notice (48 hours) for canceling an appointment. ***If you incur such a charge, the method of payment authorized below will be auto-charged within 1-3 business days after your originally scheduled appointment.***

Client Portal – You will be able to see any outstanding balance on your account using our secure online client portal, and you may pay any outstanding balance at any time. You are not able to access receipts through your Client Portal account but you may contact the office to request payment records at contact@mncouplescounseling.com.

Method of Payment – Please provide a valid credit or debit card number in the space below. If you are providing an HSA/FSA/HRA card, we ask that you provide a backup credit or debit card as well. The backup card will only be charged if the HSA/FSA/HRA is declined for insufficient funds. If the backup card is charged, we are unable to reverse the charge and apply it to your HSA/FSA/HRA at a future date, but we can provide you with a receipt for your payment which you can submit to your HSA/FSA/HRA for reimbursement.

We are able to accept all major credit cards, as well as CareCredit cards.

Client Name (printed) _____ **Card/Account Holder Name** _____

Billing Address _____ **City, State, Zip** _____

Credit Card Option - Check Here ☐ ☐ **Check here if this is an HSA card** ☐ **Check here if this is a CareCredit card**

Account Number _____ Exp Date _____ Security Code _____

If the above credit card information is from an HSA/FSA/HRA account, please also furnish a backup credit card. This card will only be charged if the above card is declined.

Backup CC Account Number _____ Exp Date _____ Security Code _____

SIGNATURE _____ DATE _____

☐ **IF COUPLES/FAMILY COUNSELING:** Please check this box if you would like us to store this method of payment on your partner's account in addition to your own. If choosing this option – write your partner's name here: _____

By signing above I authorize the Relationship Therapy Center PC to charge the payment method indicated in this authorization form according to the terms outlined above. I certify that I am an authorized user of the bank account or credit card and that I will not dispute the payment with my credit card company or banking institution, so long as the transaction corresponds to the terms indicated in this form. *If cost is prohibitive – please talk with your therapist about possible options.



THE RELATIONSHIP THERAPY CENTER, PC. (RTC)

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ST LOUIS PARK, MN 55416
(P) 612-787-2832

2600 EAGAN WOODS DRIVE, SUITE 200
EAGAN, MN 55121
CONTACT@MNCOUPLESCOUNSELING.COM

CLIENT INFORMATION BOOKLET

Welcome to the Relationship Therapy Center! You have taken a very positive step by deciding to pursue therapy, and we are honored to be a part of your healing. This booklet will help acquaint you with our office procedures, as well as provide information about your rights and responsibilities with regard to therapy. You will also find updated information about your rights pursuant to the Health Insurance Portability and Accountability Act (HIPAA). If you have any questions about this information, please discuss them with your therapist at any time. Some of the forms you are filling out ask for similar information. This is due to the forms being for different purposes (eg insurance). We apologize for the redundancy and thank you for taking the time to fill out the forms.

PLEASE READ CAREFULLY

PROFESSIONAL RELATIONSHIP

Professional therapy is not easily described in general statements. It varies depending on the personalities of the therapist and client, and the particular concerns you are experiencing. There are many different methods your therapist may use to deal with the concerns you hope to address. Therapy is *not* like a medical doctor visit. Instead, it calls for a very active effort on your part. It might even include other important people in your life. Therapy can be more successful as you work on goals and strategies at home that you have talked about during sessions.

Therapy can have benefits and risks. Since therapy may involve discussing unpleasant experiences of your life, you may experience uncomfortable feelings such as sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, therapy has also been shown to have many benefits. Successful therapy can lead to more satisfaction in relationships, new possibilities for addressing specific problems, and/or reductions in feelings of distress. But there are no guarantees of what you may experience.

The first few sessions will involve an evaluation of your needs and goals. By the end of the evaluation, you and your therapist will be able to discuss your first impressions of what therapy could include and a potential plan to follow. It is important to evaluate this information along with your own opinions of whether you feel comfortable working together. Since therapy involves a commitment of time, money, and energy, it is important to make sure your therapist is a good fit. If you have questions about any procedures, please discuss these whenever they arise.

MEETINGS & PROFESSIONAL FEES

We conduct an intake session that ranges from 53-60 minutes at a cost of \$225. Following the intake session is an evaluation period that will last from 2 to 3 sessions. During this time, you and your therapist will both decide if this is a good fit to help you reach your goals. Together you will work together to determine how often and for what length of time to meet.

RELATIONSHIP

THERAPY CENTER

Therapists most commonly suggest weekly meetings of 53-60 minutes each, but may recommend a different frequency depending on your situation. Our fees are as follows: 30 minutes- \$110; 45 minutes - \$165; 53-60 minutes - \$200; 75 minutes - \$260; family sessions – 50-55 minutes - \$200. **Once an appointment is scheduled, WE NEED 48 HOURS ADVANCE NOTICE OF CANCELLATION.** It is important to note that insurance companies do not provide reimbursement for canceled sessions. All cancellations or no-shows without a 48 hour notification will incur a late-cancellation fee of \$100. If you are reserving a multiple hour session, the cancellation fee is \$100 per hour and 5 days notice is required in order to cancel these sessions without a cancellation fee. All charges related to your therapy will be automatically charged to your method of payment according to the Credit Card Authorization Form earlier in this packet. This includes charges noted in the next section “Connecting, Coaching, & Additional Professional Fees Outside of Session.” All out-of-network and fee-for-service clients are entitled to a Good Faith Estimate for the costs of services.

CONNECTING, COACHING, & ADDITIONAL PROFESSIONAL FEES OUTSIDE OF SESSION

We strive to provide as much support as possible during your session. Sometimes, clients request extra help outside of session and want a prompt response. Some of these clients want help using skills in the heat of the moment, and others want a more objective opinion about a particular situation. Whatever the need – RTC therapists offer outside contacts of up to 10 minutes for \$80 each (therapist availability varies). Clients can also choose to buy a package of 6 contacts at the rate of \$295 – a 38% savings over the individual price. These contacts can include phone calls, texts, or e-mails. For other professional services you may require, the rate is \$220 per 60 minutes. These services include writing reports, some consulting with other professionals with your permission, and the time spent performing any other service you may request of your therapist. These services may not be covered by insurance. If you become involved in legal proceedings that require therapist participation, you will be responsible for paying all of your therapist’s professional time at the rate of \$325 per hour, including preparation and transportation costs, even if a third party is the requestor.

CONTACTING YOUR THERAPIST

Due to the nature of therapy hours, your therapist may not be immediately available by phone due to being in session with other clients. When unavailable, your therapist’s telephone is answered by voicemail that is monitored frequently. Your therapist will make every effort to return your call within 24 business hours (therapists’ business hours may vary). If you are difficult to reach, please inform your therapist of some times when you will be available. If you are unable to reach your therapist and feel that you can’t wait for a return call, contact your primary care physician or the nearest emergency room and ask for the psychologist/psychiatrist/social worker on call. You can also contact one of the following: **the Crisis Connection** at (612) 379-6363, the **St. Paul Ramsey Crisis Intervention Center** at (651) 221-8922, **Hennepin County COPE Emergency Mental Health Services** at (612) 596-1223 or your local emergency services at 911.



BILLING, PAYMENTS, & INSURANCE

If paying privately, session fees are due at time of service. If you are insured through Blue Cross Blue Shield, Aetna, HealthPartners, Cigna, Optum (eg. UnitedHealthcare, Medica, UMR), or Medicare, copays and deductible payments are also due at time of service (unless your insurance requires another arrangement). **If you are covered by an insurance policy other than the insurances listed above, please see our out of network policy on page 14 of this packet. Your portion of the payment is due at the time of the session.** If you are behind in payment for more than three sessions, no appointments may be scheduled until payment for previous sessions are made. The only exception to this policy is when insurance coverage is unknown, or insurance claims are delayed. If you need a receipt of payment, please let us know and we will provide one. If your account is 60 days past due and arrangements for payment have not been agreed upon, RTC has the option of using legal means to secure payment. This may involve hiring a collection agency or going through small claims court, which will require RTC to disclose otherwise confidential information. In most collection situations, the only information released regarding a client's treatment is their name, the nature of services provided, and the amount due. If such action is necessary, the client will be responsible for all costs associated with it (collection agencies usually charge between 33-50% of the original amount.) **ALL LATE BILLS WILL BE ASSESSED A 1.5% MONTHLY SERVICE CHARGE.** **All returned checks incur a \$35 fee.**

INSURANCE REIMBURSEMENT & CONFIDENTIALITY (If Using Insurance)

You should be aware that your contract with your health insurance company requires that RTC provide them with information relevant to the services that are provided to you. RTC is also required to provide a clinical mental health diagnosis. We may also be required to provide additional clinical information such as treatment plans or summaries, or copies of your entire clinical record. In such situations, RTC will make a reasonable effort to release only the minimum information about you that is necessary for the purpose requested. This information will become part of the insurance company files and will likely be stored digitally. Although all insurance companies claim to keep such information confidential, RTC has no control over what they do with it once it is in their hands. For example, they may share the information with a national medical information database. It is important to remember that you always have the right to pay for your services yourself to avoid the problems described above, unless prohibited by your insurer's contract. RTC will provide you with a copy of any report submitted, if you request it. By signing this Agreement, you agree that RTC can provide requested information to your carrier.

CONCERNS

We urge you to discuss with your therapist any questions or concerns you may have with the therapy you receive. If you are not satisfied with the results of that discussion and additional measures are necessary, a formal concern or complaint may be made with our clinic owner, Jeb Sawyer, at 612-483-4994.

SUPERVISION & CONSULTATION

At the Relationship Therapy Center we endeavor to provide the best therapy possible. Part of this process is regular consultation among therapists to ensure we are providing the best standard of care. Some of our therapists are also actively

under supervision while working towards their licensure. These therapists include: Manny Anderson, Isabelle Bond, Anna Boyes, Phillip Buganski, Krysta Clipp, Emma Dangers, Zachariah Devereux, Katherine Downing, Erin Egertson, Sam Egertson, Todd Faehner, Taylor Gaines, Sharon Ganivet Hernandez, Bethany Hartzell, Brody Hed, Linda Khang, Christian Ann Larson, Dana Le Duc, Trevor Limberg, Kiera McGinness, Sidney Miller, Dani Mohie, Fernanda Quevedo, Josh Sampson, Sully Schmidt, Julia Schultz, Holly Severson, Maya Severson, Ellie Siedow, Jennie Stein, Vicky Thao, Nafiisa Tohu, Anna Ward, and Ashley Young.

If you have any need to reach out to a supervisor, please call Theresa Benoit at 612-850-8065.

INFORMED CONSENT FOR TELEHEALTH

This Informed Consent for Telehealth contains important information focusing on doing psychotherapy using a HIPAA compliant internet video conferencing platform. This section uses “I” and “me” to refer to your therapist, and “we” to refer to The Relationship Therapy Center. Please read this carefully, and let me know if you have any questions. When you sign this document, it will represent an agreement between us.

Benefits and Risks of Telehealth

Telehealth refers to providing psychotherapy services remotely using telecommunications technologies, such as video conferencing. One of the benefits of telehealth is that the patient and clinician can engage in services without being in the same physical location. This can be helpful in ensuring continuity of care if the client or clinician moves to a different location, takes an extended vacation, or is otherwise unable to continue to meet in person. It is also more convenient and takes less time. Telehealth, however, requires technical competence on both our parts to be helpful. Although there are benefits of telehealth, there are some differences between in-person psychotherapy and telehealth, as well as some risks. For example:

- Risks to confidentiality. Because telehealth sessions take place outside of the therapist’s private office, there is potential for other people to overhear sessions if you are not in a private place during the session. On my end I will take reasonable steps to ensure your privacy. But it is important for you to make sure you find a private place for our session where you will not be interrupted. It is also important for you to protect the privacy of our session on your device. You should participate in therapy only while in a room or area where other people are not present and cannot overhear the conversation.
- Issues related to technology. There are many ways that technology issues might impact telehealth. For example, technology may stop working during a session, and although unlikely, other people might be able to get access to our private conversation. The reason this is highly unlikely is that the video conferencing platform is end to end encryption, so that only you and I have access to the video conferencing when we are on it together.
- Crisis management and intervention. Usually, I will not engage in telehealth with clients who are currently in a crisis requiring high levels of support and intervention. Before engaging in telehealth, we will develop an emergency response plan to address potential crisis situations that may arise during our telehealth work.
- Efficacy. Most research shows that telehealth is generally as effective as in-person psychotherapy. However, some therapists believe that something is lost by not being in the same room. For example, there is debate about a therapist’s ability to fully understand non-verbal information such as body language when working remotely.

Confidentiality

I have a legal and ethical responsibility to make my best efforts to protect all communications that are a part of our telehealth. However, the nature of electronic communications technologies is such that I cannot guarantee that our communications will be kept confidential or that other people may not gain access to our communications, as unlikely as that is given the platform we are using. I have a business agreement with the videoconferencing service to keep these sessions confidential.

Appropriateness of Telehealth

If a situation arises where an in-person session is indicated, I will arrange to see you at the practice office in person and/or ask that a colleague have a consultative session with you. If telehealth services are no longer in your best interest, we will discuss options of engaging in in-person counseling with a colleague of mine in the practice.

Assessing and evaluating threats and other emergencies can be more difficult when conducting telehealth than in traditional in-person therapy. To address some of these difficulties, we will create an emergency plan before engaging in telehealth services. I will ask you to identify an emergency contact person who is near your location and who I will contact in the event of a crisis or emergency to assist in addressing the situation. I will ask that you sign a separate authorization form allowing me to contact your emergency contact person as needed during such a crisis or emergency.

If the session is interrupted for any reason, such as the technological connection fails, and you are having an emergency, do not call me back; instead, call 911, or go to your nearest emergency room. Call me back after you have called or obtained emergency services.

If the session is interrupted and you are not having an emergency, disconnect from the session and I will wait two (2) minutes and then re-contact you via the telehealth platform on which we agreed to conduct therapy. If you do not receive a call back within two (2) minutes, please reach out to me at my direct number.

Fees

The same fee rates will apply for telehealth as apply for in-person psychotherapy. However, insurance or other managed care providers may not cover sessions that are conducted via telecommunication. If your insurance, HMO, third-party payor, or other managed care provider does not cover electronic psychotherapy sessions, you will be solely responsible for the entire fee of the session. In Minnesota, it appears that insurers likely will cover this therapy. However, we will know if this is the case after submitting a statement for services rendered to your insurance.

RELATIONSHIP THERAPY CENTER

HEALTH HISTORY

On average, how many days per week do you currently drink alcohol? _____

On a typical day when you drink: (a) how many drinks do you typically have? _____

and (b) what type of alcohol (beer, wine, liquor, other)? _____

What is the maximum number of drinks you have had on any given day in the past month? _____

Have you ever felt you ought to cut down on your drinking or drug use? **Yes or No (circle)**

Have you ever had people annoy you by criticizing your drinking or drug use? **Yes or No (circle)**

Have you ever felt bad or guilty about your drinking or drug use? **Yes or No (circle)**

Have you ever had a drink or used drugs as an “eye opener” first thing in the morning to steady your nerves or to get rid of a hangover, or to get the day started? **Yes or No (circle)**

**CAGE
AID
Questionnaire**

IN THE PAST YEAR...

Do you use other recreational drugs? Yes or No (circle). If yes, which ones and how often? _____

Do you use tobacco? Yes or No (circle). If so, what type? _____ How many times per day? _____

Do you gamble? Yes or No (circle). If so, how many times per week _____? Per month? _____

Have you ever thought you might have a gambling problem, or been told you might? _____

Have you had previous therapy? Yes or No (circle). If so, what was it for? _____

What was helpful and not helpful about your past therapy experience(s)? _____

Have you ever been hospitalized? _____ If yes, for what? _____

Is suicide a concern at this time? Yes or No (circle) Have you ever attempted suicide? Yes or No (circle) If yes, please explain the conditions surrounding the attempt: _____

What medications are you currently taking (esp. mental health medications)? _____

Any concerns about medications specific to mental health? Yes or No (circle)

Who prescribes the medications? _____

Do you currently have any medical conditions? _____

Concerns you have about your health? _____

Approximately how many hours of sleep do you get each night? _____

Estimate how much time you spend each day on “screen time” (including email, TV, internet, online shows/movies, social media, etc.)? _____ Percentage that is: work? _____ school? _____ entertainment? _____ other? _____

Is there anything about how you think or feel that tends to bother you (i.e., unusual or troubling)? _____

Any concerns your therapist should be aware of regarding your sexual interests or behaviors that have either bothered you or others, at some point? _____

Do you have any spiritual commitments that we should be aware of? _____

Are you experiencing distress related to your racial/ethnic/cultural identity? (if so, please describe) _____

Any concerns your therapist should be aware of regarding your racial/ethnic/cultural identity, racial trauma, etc? _____

Has abuse ever been present in your current or past relationships including physical or emotional abuse? Yes or No (circle)

If you are in a relationship – do you believe your partner has jealousy issues? _____

Highest Level of Education Completed: ☐ Haven't Completed High School ☐ GED ☐ High School Graduate

☐ Some College ☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate ☐ Other – please fill in here _____

Occupation _____ Hours Worked Per Week _____ Length of Employment _____

ITEMS OF CONCERNS (CHECK ALL THAT APPLY):

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Hopelessness | <input type="checkbox"/> Eating Disorders | <input type="checkbox"/> Obsessiveness |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Worthlessness/Guilt | <input type="checkbox"/> Abuse | <input type="checkbox"/> Self-Harm |
| <input type="checkbox"/> Self-Esteem | <input type="checkbox"/> Sleep | <input type="checkbox"/> Substance Use | <input type="checkbox"/> Impulsivity/Distractibility |
| <input type="checkbox"/> Appetite/Weight | <input type="checkbox"/> Mood | <input type="checkbox"/> Internet Usage | <input type="checkbox"/> Racial Identity/Issues |
| <input type="checkbox"/> Energy/Fatigue | <input type="checkbox"/> Social/Job functioning | <input type="checkbox"/> Sex/Sexuality | <input type="checkbox"/> Gender Identity/Issues |
| <input type="checkbox"/> Concentration | <input type="checkbox"/> Family/Relationships | <input type="checkbox"/> Spirituality/Faith | <input type="checkbox"/> Other: _____ |

RELATIONSHIP THERAPY CENTER

The Burns Anxiety Inventory*

Instructions : The following is a list of symptoms that people sometimes have. Put a check in the space to the right that best describes how much that symptom or problem has bothered you **during the past week**. Make sure you answer all the questions. If you feel unsure about any, put down your best guess

Symptom List

CATEGORY I: ANXIOUS FEELINGS

	0 - N O T A T A L L	1 - S O M E W H A T	2 - M O D E R A T E L Y	3 - A L O T
1. Anxiety, nervousness, worry or fear				
2. Feeling that things around you are strange, unreal, foggy				
3. Feeling detached from all or part of your body				
4. Sudden unexpected panic spells				
5. Apprehension or a sense of impending doom				
6. Feeling tense, stressed, "uptight", or on edge				

CATEGORY II: ANXIOUS THOUGHTS

7. Difficulty concentrating				
8. Racing thoughts or having your mind jump from one thing to the next				
9. Frightening fantasies or daydreams				
10. Feeling that you're on the verge of losing control				
11. Fears of cracking up or going crazy				
12. Fears of fainting or passing out				
13. Fears of physical illnesses or heart attacks or dying				
14. Concerns about looking foolish or inadequate in front of others				
15. Fears of being alone, isolated, abandoned				
16. Fears of criticism or disapproval				
17. Fears that something terrible is about to happen				

Symptom List (continued)

CATEGORY III: PHYSICAL SYMPTOMS

	0 - N O T A T A L L	1 - S O M E W H A T	2 - M O D E R A T E L Y	3 - A L O T
18. Skipping or racing or pounding of the heart (sometimes called "palpitations")				
19. Pain, pressure or tightness in the chest				
20. Tingling or numbness in the toes or fingers				
21. Butterflies or discomfort in the stomach				
22. Constipation or diarrhea				
23. Restlessness or jumpiness				
24. Tight, tense muscles				
25. Sweating not brought on by heat				
26. A lump in the throat				
27. Trembling or shaking				
28. Rubbery or "jelly" legs				
29. Feeling dizzy, lightheaded, or off balance				
30. Choking or smothering sensations or difficulty breathing				
31. Headaches or pains in the neck or back				
32. Hot flashes or cold chills				
33. Feeling tired, weak, or easily exhausted				

Add up your total score for the 33 symptoms and record it here:
_____ Date _____

Scoring Key included on the next page. Please refer to this key to determine your degree (if any) of anxiety.

* Copyright © 1984 by David Burns, M.D., from *The Feeling Good Handbook*, copyright © 1989

RELATIONSHIP THERAPY CENTER

Scoring Key for Anxiety

Total Score	Degree of Anxiety
0-4	Minimal or no anxiety
5-10	Borderline anxiety
11-20	Mild anxiety
21-30	Moderate anxiety
31-50	Severe anxiety
51-99	Extreme anxiety or panic

The Burns Depression Checklist*

Instructions : Place a check in the box to the right of each of the 15 symptom clusters to indicate how much this type of feeling has been bothering you in the past several days. Make sure you answer all the questions. If you feel unsure about any, put down your best guess.

	0 - N O T A T A L L	1 - S O M E W H A T	2 - M O D E R A T E L Y	3 - A L O T
1. Sadness: Have been feeling sad or down in the dumps?				
2. Discouragement: Does the future look hopeless?				
3. Low self-esteem: Do you feel worthless or think of yourself as a failure?				
4. Inferiority: Do you feel inadequate or inferior to others?				
5. Guilt: Do you get self-critical and blame yourself for everything?				
6. Indecisiveness: Do you have trouble making up your mind about things?				
7. Irritability and frustration: Have you been feeling resentful and angry a good deal of the time?				
8. Loss of interest in life: Have you lost interest in your career, your hobbies, your family, or your friends?				
9. Loss of Motivation: Do you feel overwhelmed and have to push yourself hard to do things?				
10. Poor self-image: Do you think you're looking old or unattractive?				
11. Appetite Changes: Have you lost your appetite? Or do you overeat or binge compulsively?				
12. Sleep changes: Do you suffer from insomnia and find it hard to get a good night's sleep? Or are you excessively tired and sleeping too much?				
13. Loss of libido: Have you lost your interest in sex?				
14. Hypochondriasis: Do you worry a great deal about your health?				
15. Suicidal impulses†: Do you have thoughts that life is not worth living or think that you might be better off dead?				

Add up your total score for the 15 symptom clusters and record it here: _____ Date: _____

Scoring Key is on the next page. Please refer to this key to determine your degree (if any) of depression.



† Anyone with suicidal urges should seek immediate consultation with a qualified mental health professional

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Scoring Key for Depression

Total Score	Degree of Depression
0-4	Minimal or no depression
5-10	Borderline depression
11-20	Mild depression
21-30	Moderate depression
31-45	Severe depression

CONFIDENTIALITY AGREEMENT

Information about clients and their families is confidential with exception to the following:

- 1) Authorization by the client and/or family (valid authorization form).
- 2) Therapist's duty to warn another in the case of potential suicide, homicide or threat of imminent, serious harm to another individual.
- 3) Therapist's duty to report suspicion of abuse or neglect of children or vulnerable adults.
- 4) Therapist's duty to report prenatal exposure to cocaine, heroin, phencyclidine, methamphetamine, and amphetamine, THC (marijuana), excess & habitual use of alcohol or their derivatives.
- 5) Therapist's duty to report the misconduct of mental health or health care professionals.
- 6) Therapist's duty to provide a spouse or parent of a deceased client access to their child or spouse's records.
- 7) Therapist's duty to provide parents of minor children access to their child's records. Minor clients can request, in writing, that particular information not be disclosed to parents. Such a request should be discussed with the therapist.
- 8) Therapist's duty to release records if subpoenaed by the courts or a court order issued by a judge.
- 9) Therapist's obligations to contracts (e.g. to employer of client, to an insurance carrier or health plan.)
- 10) In case of emergency – including serious injury or concern of serious injury to client, therapist will have the option of contacting client's emergency contact noted below.
- 11) If paying with a credit card – our credit card processor may require us to provide proof of service – which can include a signed receipt or a signed agreement. This is universally true if you decide to dispute the charge.
- 12) At times at the Relationship Therapy Center we will work collaboratively as a team to provide the best care for clients by having you see multiple RTC therapists. During this process the therapists regularly share confidential information. If you prefer your information not be shared during this collaborative process, please notify your therapists in writing.
- 13) At The Relationship Therapy Center, we undertake an extensive consultation process to ensure clients are receiving the highest level of care. Consultation members are available upon request and include supervisors and clinical members. The purpose of this consultation is to obtain additional insight,



further therapeutic skills, and insure the highest possible service to our clients. Every effort will be made to provide only those details necessary to gain feedback and maintain all confidentiality. Therapist reserves the right to consult with other clinicians at the Relationship Therapy Center about any/all aspects of our work together, and reveal identifying information if necessary.

- **My signature below indicates I understand the above limits of confidentiality**
- **The Client Bill of Rights is posted in the waiting room. Please review this.**
- **In addition, your signature below indicates that you have read the pages 1-10 of this document and agree to abide by its terms during our professional relationship and agree to the financial obligations of therapy and consultation.**
- **Your signature also serves as an acknowledgement that you have received pages 1-10 of the AGREEMENT described above or have refused a copy of the information.**

Client Signature

Date

Client Signature or Parent/Guardian for minor

Date

EMERGENCY CONTACT:

Emergency Contact's Name

Emergency Contact's Phone Number



MINNESOTA NOTICE FORM

Notice from the Relationship Therapy Center, PC (RTC) Policies and Practices to Protect the Privacy of Your Client's Health Information

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

I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

RTC 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, Payment, and Health Care Operations*”
 - *Treatment* is when your therapist provides, coordinates, or manages your health care and other services related to your health care. An example of treatment would be when your therapist consults with another health care provider, such as your family physician or a psychologist.
 - *Payment* is when RTC obtains reimbursement for your healthcare. Examples of payment are when RTC 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 my 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 my [office, clinic, practice group, etc.], such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- “*Disclosure*” applies to activities outside of the clinic such as releasing, transferring, or providing access to information about you to other parties.

II. Uses and Disclosures Requiring Authorization

RTC may use or disclose PHI for purposes outside of treatment, payment, or 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 RTC is asked for information for purposes outside of treatment, payment or health care operations, RTC will obtain an authorization from you before releasing this information. RTC will also need to obtain an authorization before releasing your psychotherapy notes. “*Psychotherapy notes*” are notes your therapist has made about your conversation during a private, group, joint, or family counseling session, which have been kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) RTC 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

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



- **Child Abuse:** If your therapist knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, your therapist must immediately report the information to the local welfare agency, police or sheriff's department.
- **Adult and Domestic Abuse:** If your therapist has reason to believe that a vulnerable adult is being or has been maltreated, or if your therapist has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained, your therapist must immediately report the information to the appropriate agency in this county. Your therapist may also report the information to a law enforcement agency.

"Vulnerable adult" means a person who, regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:

 - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
 - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.
- **Health Oversight Activities:** The Minnesota Board of Marriage & Family Therapy and the Minnesota Board of Behavioral Health and Therapy may subpoena records from RTC if they are relevant to an investigation it is conducting.
- **Judicial and Administrative Proceedings:** If you are involved in a court proceeding and a request is made for information about the professional services that RTC has provided you and/or the records thereof, such information is privileged under state law and RTC must not release this information without written authorization from you or your legally appointed representative, or a court order. This privilege does not apply when you are being evaluated for a third party or where the evaluation is court-ordered. Your therapist will inform you in advance if this is the case.
- **Serious Threat to Health or Safety:** If you communicate a specific, serious threat of physical violence against a specific, clearly identified or identifiable potential victim, your therapist must make reasonable efforts to communicate this threat to the potential victim or to a law enforcement agency. Your therapist must also do so if a member of your family or someone who knows you well has reason to believe you are capable of and will carry out the threat. Your therapist may also disclose information about you necessary to protect you from a threat to commit suicide.
- **Worker's Compensation:** If you file a worker's compensation claim, a release of information from your therapist to your employer, insurer, the Department of Labor and Industry or you will not need your prior approval.

IV. Patient's Rights and Clinician's Duties

Patient's Rights:

- *Right to Request Restrictions* –You have the right to request restrictions on certain uses and disclosures of protected health information. However, RTC is not required to agree to a restriction you request.
- *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 being seen at RTC. On your request, RTC will send your bills to another address.)
- *Right to Inspect and Copy* – You have the right to inspect or obtain a copy (or both) of PHI (and psychotherapy notes) in RTC's mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Your therapist may deny your access to PHI under certain circumstances, but in some cases, you may have this decision reviewed. On your request, your therapist 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 therapist may deny your request. On your request, your therapist will discuss with you the details of the amendment process.
- *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). On your request, your therapist will discuss with you the details of the accounting process.



- *Right to a Paper Copy* – You have the right to obtain a paper copy of the notice from RTC upon request, even if you have agreed to receive the notice electronically.

Clinician's Duties:

- RTC is required by law to maintain the privacy of PHI and to provide you with a notice of our legal duties and privacy practices with respect to PHI.
- RTC reserves the right to change the privacy policies and practices described in this notice. Unless we notify you of such changes, however, we are required to abide by the terms currently in effect.
- If we revise our policies and procedures, we will send you a copy by mail or give you a copy in session.

V. Questions and Complaints

If you have questions about this notice, disagree with a decision your therapist makes about access to your records, or have other concerns about your privacy rights, you may contact the clinic owner, **Jeb Sawyer, at 612-483-4994.**

If you believe that your privacy rights have been violated and wish to file a complaint with *our office*, you may send your written complaint to:

**Jeb Sawyer, MA, LMFT
5407 Excelsior Blvd, Suite B
St Louis Park, MN 55416**

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.

You have specific rights under the Privacy Rule. Your therapist will not retaliate against you for exercising your right to file a complaint.

VI. Effective Date, Restrictions and Changes to Privacy Policy

This notice will go into effect on 4/14/03

RTC reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI that your therapist may maintain. RTC will provide you with a revised notice by mail or in session.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS AND ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED OR REFUSED A COPY OF THE HIPAA NOTICE FORM DESCRIBED ABOVE.

Signature of Client (Parent/Guardian for Minor)

Date

Signature of Client (Parent/Guardian for Minor)

Date



POLICY ON OUT OF NETWORK INSURANCE V4.0

APPLICABLE TO ALL INSURERS EXCEPT: BLUE CROSS BLUE SHIELD, HEALTHPARTNERS, CIGNA/EVERNORTH, AETNA, OPTUM (UHC/MEDICA/UMR) & MEDICARE PLANS

Increasingly over the past decade, most insurance companies have saved money by decreasing benefits for out of network providers. The result has been a lot of confusion about benefits for these plans. At the Relationship Therapy Center, we want to give you as much pertinent information up front so you can make informed decisions regarding your therapy experience. Please make sure you understand the following:

- If you do not have an insurance plan through Blue Cross Blue Shield, HealthPartners, Cigna, Aetna, UnitedHealthcare, Medica, or UMR – your provider is going to be out of network (some HealthPartners, Blue Cross, & Aetna plans are out of network also). Out of Network benefits are almost always different than in network benefits.
- If you are insured through Medicare, please be aware that only certain providers at the Relationship Therapy Center are credentialed Medicare providers. Only these therapists may bill in-network for Medicare or Medicare supplement plans. All other therapists are considered out-of-network with Medicare.
- We strongly recommend you contact your insurer and obtain your *Out of Network Benefits* directly from them. Because it can be difficult to obtain correct information from insurers, we no longer check out-of-network benefits for clients.
- You will be responsible for paying your portion of the bill for out-of-network services. The estimated amount for the session will be due at the time of session. Out-of-network and private pay clients are entitled to a Good Faith Estimate of their services costs.
- We do not accept EAP plans and EAP benefits do not apply to our services.

By signing below you agree to the above information and terms:

Client Printed Name

Client Signature

Date



NOTICE OF NON-COVERED SERVICES

At the Relationship Therapy Center we strive to provide the most cutting edge treatments. Unfortunately, not all of these services are covered by healthcare insurers. Please understand the following procedures will not be covered by your insurance and will be your sole responsibility (fees for these services are in parentheses):

- **Intensive Couples Counseling (ICC) (Starts at \$2,495 for 8 hours)**
- **Sessions longer than 60 minutes. Each additional 53-60 minutes (\$200). 45 minute sessions (\$165). Family therapy – (\$200).**
- **Sex therapy may not be covered by some insurers. 53-60 minutes (\$200). 45 minutes (\$165).**
- **Therapy services via phone calls, e-mails, and texts. Billed by the minute (\$3/minute)**
- **Other professional time, including: writing reports, consulting with other professionals at your request and with your permission, and the time spent performing any other service you may request of your therapist. If you become involved in legal proceedings that require therapist participation, you will be responsible to pay for all of your therapist's professional time, including preparation and transportation costs, even if a 3rd party is the requestor (\$325 for each 60 minutes).**
- **Personal & Couples Coaching Services – price determined by length (from \$75-\$200)**
- **Family Therapy (90846 & 90847) is not covered by all insurers (\$200 for 45-60 minutes)**
- **Telehealth is not covered by some insurers (from \$95-\$225)**
- **Psychoeducation classes or support groups (\$50-\$600)**
- **Individual Intensive Therapy Group – 3 Days (\$999-\$2,000)**
- **Fill in other services that will not be covered below:**

We are happy to provide a receipt for all services you receive and we encourage you to follow up with your insurer or health savings plan to see if you are eligible for reimbursement.

Please talk to us with any questions you may have.

By signing below I:

- Understand the specific services listed above are non-covered through my health insurer and
- Understand all charges will be my responsibility

Client Signature

Date



AUTHORIZATION FORM

A therapeutic interchange of communication is a critical component of therapy. When completed and signed by you, the form below authorizes RTC to release and exchange confidential information with your partner. Although ethics of therapy require this release, it does not mean RTC will actively divulge information not considered therapeutic. This release is also limited to verbal communication and does not extend to client records (except where explicitly noted).

I, _____, authorize:

Your First and Last Name

Your Partner's First and Last Name

(Therapist)

The Relationship Therapy Center, PC

5407 Excelsior Blvd, Suite B, St Louis Park, MN 55416

2600 Eagan Woods Drive Suite 200, Eagan, MN 55121

Phone: 612-787-2832

and/or their administrative and and/or clinical staff to release/exchange the following information:

☐ All Past & Ongoing Documentation & Consultation

OR

☐ Initial Assessment/History

☐ Past and Ongoing Case notes

☐ Summary of Treatment

☐ Medical/Lab Results

☐ Consultation Reports

☐ All of the above

☐ Other (specify) _____

☐ Treatment Plan

☐ Psychological Testing and Evaluation

☐ Neurological Testing

☐ Chemical Dependency Evaluation

☐ Educational Assessments

(Provide specific and description of the information that you want disclosed.)

This information should only be released and/or exchanged with:

(Individual(s)/Clinic's Name)

(Address)

(Phone/Fax)

I am requesting my counselor to release/exchange this information for the following reasons: ("at the request of the individual" is all that is required if you do not desire to state a specific purpose.)

This authorization is considered ongoing, and does not expire unless I specify an expiration condition below:

☐ 30 days after termination of treatment ☐ Immediately after requested information is received

☐ Upon my written request ☐ Other (Specify) _____

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to my therapist's office address. I also understand that my revocation will not be effective to the extent that my therapist may have taken action in reliance on the authorization, or if this authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.

I understand that my therapist generally may not condition psychological services upon my signing an authorization unless the psychological services are provided to me for the purpose of creating health information for a third party. I understand that information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient of my information and no longer protected by the HIPAA Privacy Rule.

Signature of Client

Date