

### **Contact Information**

**Patient's Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Preferred Phone Number/Type:** \_\_\_\_\_

Is it OK to leave a message at your: ☐ Preferred # ☐ Other # \_\_\_\_\_

☐ e-mail \_\_\_\_\_

### **Emergency Contact**

Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Psychiatrist or other Mental Health Provider (if relevant)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Primary Physician**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you find out about me? \_\_\_\_\_

### **Parent Information (for minors)**

Parents' Marital Status: ☐ Never Married ☐ Married ☐ Divorced ☐ Separated

If divorced, who has custody? ☐ Mother ☐ Father ☐ Joint ☐ Other

\*Please note that if you are divorced, you will need to provide proof of your legal right to seek treatment for your child, or both parents will need to consent to treatment. Both parents are presumed to have the right to information about the child's treatment unless legal documentation to the contrary is provided.

Mother's Name: \_\_\_\_\_ Preferred # \_\_\_\_\_

Is it OK to leave a message at your: ☐ Preferred # ☐ Other # \_\_\_\_\_

☐ e-mail \_\_\_\_\_

Father's Name: \_\_\_\_\_ Preferred # \_\_\_\_\_

Is it OK to leave a message at your: ☐ Preferred # ☐ Other # \_\_\_\_\_

☐ e-mail \_\_\_\_\_

Address of parent different than that provided above for the child:

\_\_\_\_\_

Stepmother: \_\_\_\_\_ Stepfather: \_\_\_\_\_

Minor's phone number: \_\_\_\_\_

Minor's e-mail address: \_\_\_\_\_

**Other Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Working with Me**

When I choose to work with someone, and they choose to work with me, I want to make sure we are setting our work up for success. Therapy is not one-size-fits-all, and my approach, while very effective, is not a good fit for everyone. Here are some things to consider about working with me.

### **Benefits**

- I have over 10 years of experience working with anxiety, parenting challenges, and common concerns of childhood and adolescence.
- I use the most current cutting-edge approaches to therapy.
- The methods I use can often lead to faster results than other more traditional forms of therapy.
- My approach teaches skills that you can learn to use yourself in the future—the goal is for you to need less of my support over time.
- If there are other resources I believe will be helpful for you, either in addition to or instead of my services, I will recommend them.

### **Things to Know**

- Before I accept you as a patient, you will need to complete the full 2-4 session intake process (see below for a detailed description of this process).
- In order to benefit from my services, you will need to commit to doing the work—both by attending sessions regularly and working outside of sessions. Imagine seeing a nutritionist weekly and not changing your diet...
- While you may enjoy some of the approaches I recommend, you may also need to try new approaches that feel uncomfortable in order to get better.
- I am not on any insurance panels. Payment is due at the time of services. Depending on your insurance plan, you may be eligible for reimbursement through out-of-network benefits.
- Similar to most other doctors, my office hours are during standard business hours. Any calls or e-mails outside of sessions are billable.

## Intake Process

Once you make the decision to start therapy, you are probably eager to get started working on your concerns, and I'm eager to start helping! In order for our work together to be the most effective, it is important we take the time to set our work up for success. Please familiarize yourself with my intake process below.

### Adult Patients

- Two hour initial intake session - this can be scheduled in two separate sessions or combined into one double session.
- For some young adults still living with their parents, the intake process for children and adolescents (described below), may be preferable. We can discuss this at your first appointment to decide which approach would be right for you.
- *During the intake process we will not be in a Doctor-Patient relationship, I will act as a consultant until we make a formal agreement to work together.* Our relationship is important for therapeutic success, as is making sure we have a clear agenda.

### Children and Adolescents

- The initial intake process usually occurs over four 50-minute sessions.
  1. Session One: Parent session, preferably with both parents present (unless child is over 13, then session one and two can be swapped at your discretion)
  2. Session Two: Child/teen/young adult alone
  3. Session Three: Child/teen/young adult alone (on a separate day from session 2)
  4. Session Four: Wrap-Up session, with parents, with or without child, depending on age/maturity/sensitivity of child. Treatment recommendations will be outlined and we will decide together on the best course of action.
- During the initial intake, I will get to know you and your family, and you will have an opportunity to get to know me. By the end of the intake we will determine if working together is a good fit. Our relationship is important for therapeutic success, as is making sure we have a clear agenda.
- The intake process allows me to do a thorough evaluation including contacting relevant individuals involved in your care (psychiatrists, teachers, pediatricians, or anyone else you think would provide useful information).
- *During the intake process I will act as a consultant to your family, and will not be in a Doctor-Patient relationships. If at the end of your intake process, we (you, your family, and myself) feel it is a good fit, and you would like to continue working with me, then your child/adolescent will become an "established patient" and we will begin treatment together in a Doctor-Patient relationships.*

## **Psychological Services**

Psychotherapy is not easily described in general statements; it varies depending on the personalities of the psychologist and patient, and the particular problems you bring forward. Even if you've had past experiences with therapists, our work together may look much different. In order for our work together to be as effective as possible, I believe it's important for you to know what to expect.

My approach to therapy is active and collaborative, and based on the most up-to-date research in the field on what works. This means we will work together and I will help to guide you toward the goals you set for yourself. I will not tell you what your goals should be, but will encourage you (or your child, when applicable) to choose goals. There are many different methods I may use to deal with the problems that you hope to address.

Just like any other doctor's visit, I will use measures to check how you're feeling at each session, and the solutions we discuss will only be effective if you use them. If your doctor prescribed medication or physical therapy and you did not follow through at home, these solutions would not be effective. If you went to a personal trainer or nutritionist and talked about your goals, but did not put in the work to make changes, you would not meet those goals. Therapy is no different than that. While talking about your concerns is an important part of the process, and can result in temporary feelings of relief, in order for therapy to be most successful, you will have to work on things we talk about both during our sessions and at home. It calls for a very active effort on your part.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness, which can result in temporarily feeling worse. At the same time, psychotherapy has also been shown to have long-term benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. There are no guarantees of what you will experience, but the more you put into the process, the more benefits you are likely to get out of it.

## Administrative Information–

This memo describes my policies. A clear understanding of these arrangements can make our work together far more rewarding and helpful. If anything seems confusing or unfair, feel free to discuss your concerns with me at the initial evaluation. I'd be more than happy to review any of these topics with you and answer any questions you may have. Please read each of the policies carefully and check whether you agree, disagree, or would like to discuss each of them, and sign the last page. Thank you!

**Instructions.** Put a check (✓) in the column to the right of each item to indicate whether or not you understand and agree with it. If you feel confused or unsure, simply check "Needs discussion." Thank you!

I agree	I do not agree	Needs discussion
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<b>1. Initial Evaluation</b>	The initial evaluation will be for consultation and not for treatment. I will review your history and pinpoint the kinds of problems you want help with. This will require at least two sessions, typically four sessions for children and adolescents. If I feel that I have the tools and skills to help you, I will share my treatment recommendations with you. This will probably involve talk therapy (cognitive behavioral therapy) along with psychotherapy homework assignments between sessions. In some cases, medications might be helpful as well. In such a case I will refer you to a psychiatrist. If you decide that you would like to work with me along the lines that I suggest, I will be pleased to accept you as my client at that time. If I feel that I do not have the tools to help you, or if the treatment methods I suggest do not appeal to you, you will be free to explore other treatment options and you will not become my client. If you pursue treatment with another therapist, I will be happy to share the results of my evaluation with that therapist if you provide written permission for me to do so.			
<b>2. Scheduling</b>	I typically have patients schedule their sessions on my website through vCita. You are able to schedule appointments several months in advance. This helps guarantee your preferable availability.			
<b>3. Canceling Sessions</b>	I prefer one week notice to cancel a session, but require a 48-hour notification to cancel a session for any reason. If you provide this advance notification (48-hours), I will not charge you for the session. If you do not provide me with a 48-hour notification, you will be charged for the missed session. If I can fill your slot at the last minute, I will not charge you for the cancelled session, even if you give me less than 48-hours notice.			

<b>4. Length and Frequency of Sessions</b>	<p>I typically meet with patients for 45-50 minute sessions every 1-2 weeks. At the end of your intake session, we will make a plan for the optimal frequency for you. Meeting more frequently tends to lead to quicker results than spacing out appointments. Most therapists meet with clients for an hour a week, but there's never been any research that showed it was the best way to learn or grow. For some patients, scheduling double sessions can speed up progress in treatment and are a more effective use of time. If you'd like to schedule extended sessions, or more frequent sessions, this may greatly speed up your recovery, which can sometimes reduce the cost of treatment since the rate of recovery may be much faster.</p>			
<b>5. Duration of Therapy</b>	<p>This varies greatly from person to person, couple to couple, and family to family. Some clients with mild problems have been helped in just a few sessions. Others with more severe difficulties may require many months of hard, persistent work before they feel better. It's difficult to predict this ahead of time.</p>			
<b>6. Psychotherapy Homework</b>	<p>I will ask you to do homework between sessions, including written assignments. These assignments can greatly enhance your understanding and speed your recovery. Generally, 10 to 20 minutes per day will be sufficient. We will review your psychotherapy homework together during sessions. If you are not willing to do psychotherapy homework, or feel you cannot do the homework for any reason, please let me know at the initial evaluation.</p>			
<b>7. Relapse Prevention</b>	<p>Therapy has two goals. Feeling better and getting better. Feeling better means that you overcome your symptoms and solve the problems that brought you to therapy. If you're suffering from depression or panic attacks, feeling better means that the depression and panic attacks will disappear. Feeling better is tremendously important!</p> <p>Getting better means that you learn the tools to deal with any emotional or relationship problems that might emerge in the future. This is vitally important because no one can be happy forever. We all run into bumps in the road from time to time. But if you know how to deal with painful mood swings or conflicts with other people, they won't be such a threat or a problem.</p> <p>Before we terminate, I'll need at least one final session so I can teach you some relapse prevention techniques and review our work together. Then, if you ever need a tune-up in the future, you'd be welcome to return so we can try to nip the problem in the bud right away. That will make the termination of our work therapy together more comfortable and enlightening for you, and you'll know that you can return anytime in the future if you have the need. In most cases, only a few sessions will be required to overcome a relapse, especially if we've done good work together initially.</p>			

<b>8. Premature Termination</b>	<p>If you become discouraged between sessions or feel the urge to drop out of therapy for any reason, I'd strongly encourage you to come in for an additional session to discuss your feelings. This often leads to a therapeutic breakthrough. If, after discussing your concerns, you would still like to discontinue our work together, I will respect your right to do so and can provide referrals to other providers if you wish. If you are not comfortable with this arrangement, and want the right to drop out between sessions, please let me know at the initial evaluation as we are not a good fit for treatment.</p>			
<b>9. Billing</b>	<p>Payment will be collected for each session at that session. You can also pay in advance online. My fee \$225 for the first 1-hour intake session and \$200 per 50 min hour thereafter. I do not send out monthly statements, but can provide you with receipts if you request them. I will not bill third parties for your therapy. If someone else, like a parent, wants to pay for your treatment, that's fine. They can submit a payment online or send payment with you, so you can pay me at each session. I want to be clear that you're my boss. I'm working for you, and not someone else. I also require an active credit card to be on file for missed appointments and late cancellations.</p>			
<b>10. Insurance Policies</b>	<p>It will be your responsibility to submit forms to your insurance company for reimbursement. It might be a good idea to call them and ask questions like this: "How much will I be reimbursed for each therapy session? How many sessions will I be covered for?" Sometimes, the information will be different from what you expected. If your insurance company wants me to complete any forms about the treatment, I will be happy to do so. I will show you the forms so you will have knowledge about any information I provide. In fact, I will ask you to send them to the insurance company yourself. If extensive amount of time is required (greater than 30 minutes, I will charge you for this time). Please note that in order for insurance companies to reimburse for therapy sessions, you will need to be given a diagnosis, which will be submitted to them.</p>			
<b>11. Emergency Phone Calls</b>	<p>In certain cases, you may need to call me if a problem develops between sessions. For example, if you suddenly feel suicidal, I want you to call me right away. If a phone consultation is needed, I will charge for the time we spend together at my usual rate, based on the length of the call. Often, I can schedule additional sessions with you at the office within a day or two of your call if you need extra help. Sometimes, hospitalization may be helpful.</p> <p>I hope you will keep phone calls between sessions to a minimum, because, as you can imagine, I also need time to unwind. This allows me to be at my very best when I see you. If you think you will need to call me frequently between sessions, we should discuss this at the initial evaluation. If you believe you are having a life-threatening emergency and are unable to contact me for any reason, you should go to the nearest emergency room or call 911.</p>			



<b>12. Disability Claims And Legal Issues</b>	<p>I do not do disability evaluations or sign disability claims, since this represents a conflict of interest. If you wish to be evaluated for disability, I can suggest the names of forensic experts who can provide that service for you. I will not provide copies of my evaluation, or reports of our work together, to anyone involved in a disability claim. Here's the rationale for this policy: If you recover and I have to report that to someone who is providing disability payments, then you could lose that income. This conflict of interest could prevent us from working together effectively. But if I don't have any involvement in any forensic issues, we can work together toward your recovery without any competing concerns about financial gains or losses.</p> <p>If you are involved in any legal action, such as a divorce proceeding or a lawsuit, I will not testify in your behalf or provide copies of my records or reports of our work together unless I am legally forced to do so by a judge. The rationale for this is that legal testimony can harm the therapeutic relationship and, as a result, the effectiveness of our work together.</p>			
<b>13. Meeting outside of sessions</b>	I do not meet with clients, friends or family members of clients outside of sessions for any reason.			
<b>14. Business dealings</b>	I do not get involved in any business dealings with clients. Our work together will focus on the problems and symptoms you need help with.			
<b>15. HIPAA</b>	Check to acknowledge you have reviewed the Privacy Practices information and are aware you can find a copy on my website <a href="https://www.houstonfamilypsychology.com">https://www.houstonfamilypsychology.com</a>			

My signature below indicates that I have read and understand the above and have had the opportunity to have all of my questions answered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Credit Card Authorization Form

I \_\_\_\_\_ authorize Ehrin E. Weiss, Ph.D. to keep my signature on file and charge my credit card for the following, unless other arrangements are made (see rates below). If you arrive late, your session will still end on time, and charged in full:

1. Missed sessions and sessions cancelled less than 48 hours before the scheduled time
2. Sessions not paid for by other means at the time of service
3. Phone calls and e-mails with me or a third party on my behalf or paperwork done for me

### Credit Card Information

Card type (Visa, Master Card, etc.): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date on Card: \_\_\_\_\_ Code (3-4 digit) \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

E-mail address for receipt: \_\_\_\_\_

I understand that this authorization is valid until all services have been paid for. I also understand that I can request to make other arrangements for payment. Requests for cancelation of this authorization must be made to Dr. Weiss in writing.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

### Rates:

\$225: Initial session

\$200 follow up sessions lasting 45-60 minutes.

\$400/hr for court appearances. Minimum 4 hour charge for court appearances.

\$25 per 10 minutes for e-mails, phone calls, and paperwork taking more than 5 minutes to complete and sessions that run past their scheduled end time.

\$1 per page for copies of your records

**Scheduled Sessions** are to be paid in full at the time of session

**Missed Sessions (No-Shows) and Late Cancels (<48 hours notice)** will be charged the full rate at which they would normally be billed (including off-site appointments) because that time has been reserved for you alone and cannot be filled by anyone else. If something comes up and you cannot make it to my office, I recommend you call me and we can have our session over the phone.