

# Curtis C. Rouanzoin, Ph.D. & Associates, Inc.

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## Patient Registration

Date: \_\_\_\_\_

### Patient Information

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_, CA, \_\_\_\_\_

SS# \_\_\_\_\_ DL# \_\_\_\_\_ Sex: M F Marital Status: \_\_\_\_\_

Home phone { } \_\_\_\_\_ - \_\_\_\_\_ Message OK?  Yes  No Occupation: \_\_\_\_\_

Work phone: { } \_\_\_\_\_ - \_\_\_\_\_ Message OK?  Yes  No Employer: \_\_\_\_\_

Other phone: { } \_\_\_\_\_ - \_\_\_\_\_ Message OK?  Yes  No Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Emergency Contact home phone: { } \_\_\_\_\_ - \_\_\_\_\_ Emergency Contact work phone: { } \_\_\_\_\_ - \_\_\_\_\_

### Billing information (if different from above or patient is a minor)

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Sex: M F Relationship to Patient: \_\_\_\_\_

Home phone: { } \_\_\_\_\_ - \_\_\_\_\_ Work phone: { } \_\_\_\_\_ - \_\_\_\_\_ Other phone: { } \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

### Confidential History

Date: \_\_\_\_\_

Name \_\_\_\_\_

Education level \_\_\_\_\_ Current Occupation \_\_\_\_\_

Satisfied with your occupation?  Yes  No comment: \_\_\_\_\_

Ethnicity \_\_\_\_\_ Religion \_\_\_\_\_

Marital Status (Check all that apply): Years Married \_\_\_\_\_

married  living together  never married  divorced  separated

custodial parent remarried  non-custodial parent remarried

Are there current marital problems?  Yes  No comments: \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Highest level of education \_\_\_\_\_

Occupation \_\_\_\_\_ Satisfied with job?  Yes  No

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## Children

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ Stepmother?  Yes  No

Occupation \_\_\_\_\_ Highest level of education \_\_\_\_\_

**Father's Name** \_\_\_\_\_ Stepfather?  Yes  No

Occupation \_\_\_\_\_ Highest level of education \_\_\_\_\_

## Siblings

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_

Please list any major medical conditions in your family: \_\_\_\_\_

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**Your medical conditions or health issues:** \_\_\_\_\_

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Current Physician: Dr. \_\_\_\_\_ Phone # {\_\_\_\_} \_\_\_\_ - \_\_\_\_

Date of most recent visit \_\_\_\_\_ Reason \_\_\_\_\_

Medications you take  I do not take prescription medication at this time

Medication: \_\_\_\_\_ For what condition: \_\_\_\_\_

Medication: \_\_\_\_\_ For what condition: \_\_\_\_\_

Medication: \_\_\_\_\_ For what condition: \_\_\_\_\_

Medication: \_\_\_\_\_ For what condition: \_\_\_\_\_

Please describe other serious illnesses or injuries : \_\_\_\_\_

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Is there any family history of treatment for psychological/psychiatric conditions?  Yes  No

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Comments: \_\_\_\_\_

Have you had previous counseling or psychotherapy?  Yes  No

With whom and when: \_\_\_\_\_

Have you ever felt suicidal?  Yes  No Do you feel that way now?  Yes  No

comment: \_\_\_\_\_

**Are involved in any legal proceedings?**  Yes  No comment: \_\_\_\_\_

Have you ever been arrested?  Yes  No Have you been convicted of a crime?  Yes  No

comment: \_\_\_\_\_

Do you drink alcohol?  Yes  No What type: \_\_\_\_\_ Frequency: \_\_\_\_\_

Do you use tobacco?  Yes  No What type: \_\_\_\_\_ Frequency: \_\_\_\_\_

Do you use other drugs?  Yes  No What type: \_\_\_\_\_ Frequency: \_\_\_\_\_

**What are your main concerns/reasons for seeking treatment?** \_\_\_\_\_

\_\_\_\_\_

Did a specific event lead to this session?  Yes  No comment: \_\_\_\_\_

\_\_\_\_\_

Have you been a victim of physical or sexual abuse/assault?  Yes  No comment: \_\_\_\_\_

\_\_\_\_\_

Is there anything significant the form did not ask that you would like to add? \_\_\_\_\_

\_\_\_\_\_

Therapist: \_\_\_\_\_ Referred by: \_\_\_\_\_

The *Informed Consent for Psychotherapy and Office Policies* and *Notice of Privacy Policies* must be read, understood, and signed by the end of the first session. Please feel free to ask your therapist any questions you might have regarding these documents.

For office use:

Privacy Policy returned, date: \_\_\_\_\_ Informed Consent returned, date: \_\_\_\_\_

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## INFORMED CONSENT FOR PSYCHOTHERAPY SERVICES & OFFICE POLICIES

**This form provides you (client) with information that is additional to that detailed in the Notice of Privacy Practices. Please initial each paragraph in the space provided indicating that you have read and understood the content of that paragraph.**

**CONFIDENTIALITY:** All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your (patient's) written permission, except where disclosure is required by law. Most of the provisions explaining when the law requires disclosure were described to you in the Notice of Privacy Practices that you received with this form. Initial \_\_\_\_\_

**When Disclosure Is Required By Law:** Some of the circumstances where disclosure is required by the law are: where there is a reasonable suspicion of child, dependent or elder, abuse or neglect; and where a patient presents a danger to self, to others: or is gravely disabled (see also Notice of Privacy Practices form) Initial \_\_\_\_\_

**When Disclosure May Be Required:** Disclosure may be required pursuant to a legal proceeding. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by your therapist. In couple and family therapy, or when different family members are seen individually, confidentiality and privilege do not apply between the couple or among family members. Your therapist will not release records to any outside party unless they are authorized to do so by **all** adult family members who were part of the treatment. Initial \_\_\_\_\_

**Litigation Limitation:** Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be highly sensitive and of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you, nor your attorney, nor anyone else acting on your behalf will call on your therapist to testify at any proceeding, nor will a disclosure of the psychotherapy records be requested. Initial \_\_\_\_\_

**Health Insurance & Confidentiality of Records:** Disclosure of confidential information may be required by your health insurance carrier, HMO/PPO/MCO/EAP, or other third party payer in order to process the claims. Only the minimum necessary information will be communicated to the carrier. Unless authorize by you explicitly the Psychotherapy Notes will not be disclosed to your insurance carrier. Your therapist has no control or knowledge over what insurance companies do with the information they submit or who has access to this information. You must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy, or to future eligibility to obtain health or life insurance. The risk stems from the fact that mental health information, including a diagnosis, is entered into insurance companies' computers and will also be reported to the congress-approved National Medical Data Bank. Accessibility to companies' computers or to the National Medical Data Bank database is always in question, as computers are inherently vulnerable to break-ins and unauthorized access. Medical data has been reported to have been sold, stolen, or accessed by enforcement agencies; therefore, you are in a vulnerable position. Initial \_\_\_\_\_

**Confidentiality of E-mail, Cell Phone and Faxes Communication:** It is very important to be aware that e-mail and cell phone communication can be relatively easily accessed by unauthorized people and hence, the privacy and confidentiality of such communication can be compromised. E-mails, in particular, are vulnerable to such unauthorized access due to the fact that servers have unlimited and direct access to all e-mails that go through them. Faxes can easily be sent erroneously to the wrong address. Please notify your therapist at the beginning of treatment if you decide to avoid or limit in any way the use of any or all of the above-mentioned communication devices. Please do not use e-mail or faxes for emergencies. Initial \_\_\_\_\_

**Consultation:** Your therapist may consult with other professionals regarding their patients; however, the patient's name or other identifying information is never mentioned. The patient's identity remains completely anonymous, and confidentiality is fully maintained. This is done to provide you with the best care possible. Initial \_\_\_\_\_

**THE PROCESS OF THERAPY:** Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Psychotherapy requires your very active involvement, honesty, and openness in order to change. Your therapist will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. During therapy, remembering or talking about painful memories, unpleasant events, feelings, or thoughts can result in your experiencing considerable discomfort or strong feelings. This may include anger, sadness, worry, fear, shame, anxiety, depression, insomnia, etc. Your therapist may challenge some of your assumptions and/or perceptions and propose different ways of looking at, thinking about, or handling situations that can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy, such as personal or interpersonal relationships, may result in changes that were not originally intended. Psychotherapy may result in decisions about changing perceptions, beliefs, behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but more often it will be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy, your therapist is likely to draw on various psychological approaches according, in part, to the problem that is being treated and their assessment of what will best benefit you. Sometimes more than one approach can be helpful in dealing with a certain situation. These approaches may include, but are not limited to: cognitive-behavioral, psychodynamic, EMDR, behavioral, existential, systems/family of origin, developmental (adult, child, family), bibliotherapy, or psycho-educational. Initial \_\_\_\_\_

**Discussion of Treatment Plan:** Within a reasonable period of time after the initiation of treatment, your therapist will discuss with you their working understanding of the problem, treatment plan, therapeutic objectives, and view of the possible outcomes of treatment. If you have any unanswered questions about the course of your therapy, the possible risks, your therapist’s ability, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits. If you could benefit from any treatment that your therapist does not provide, they have an ethical obligation to assist you in obtaining those treatments. Initial \_\_\_\_\_

**Termination:** You have the right to terminate therapy at any time. Ideally, this happens when the goals of therapy have been met. If at any point during psychotherapy, your therapist believes they are not effective in helping you reach the therapeutic goals, they are obliged to discuss it with you and, if appropriate, to terminate treatment. In such a case, they would give you a number of referrals that may be of help to you. If you request it and authorize it in writing, your therapist will talk to the new psychotherapist of your choice in order to help with the transition. If at any time you want another professional’s opinion or wish to consult with another therapist, your therapist will assist you in finding someone qualified, and with your written consent will provide her or him with the essential information needed. Initial \_\_\_\_\_

**Dual Relationships:** A dual relationship exists when you have some type of relationship with your therapist outside the clinical setting. This may include civic and philanthropic groups, religious communities, sports leagues, etc. Appropriate dual relationships are not unethical. Therapy never involves sexual or any other dual relationship that can be exploitative in nature, or impairs your therapist’s objectivity, clinical judgment and/or therapeutic effectiveness. Appropriate non-sexual dual relationships can be clinically beneficial, and may, in fact, be the reason you chose your therapist. Your therapist will discuss with you the potential benefits and difficulties that may be involved in dual relationships and will discontinue the dual relationship if it interferes with the effectiveness of the therapeutic process. Initial \_\_\_\_\_

**TELEPHONE & EMERGENCY PROCEDURES:** If you need to contact your therapist between sessions, please leave a message with the office secretary, your therapist’s voice mail, or our answering service and your call will be returned as soon as possible. Your therapist checks messages a few times a day, unless they are out of town. Understand that your therapist may charge you for services rendered over the phone. Please clarify with your therapist about their policy in this regard. If an emergency situation arises, please indicate it clearly in your message. Each therapist in our office covers emergencies for their own patients unless they are out of town, in which case whom-ever your therapist has made on-call arrangements with will respond to you as soon as possible. *If you need to have your therapist paged, you can call our office and follow instructions to reach the secretary or the answering service. In case of medical emergency, or when there is immediate danger or potential for harm, call 911.* Initial \_\_\_\_\_



**HEALTH INFORMATION PORTABILITY & ACCOUNTABILITY ACT  
NOTICE OF PRIVACY PRACTICES**

**This Notice Describes How Medical Information About You May Be Used And Disclosed And How You Can Get Access To This Information. Please Review It Carefully.**

**It Is Your Therapist's Legal Duty To Safeguard Your Protected Health Information (PHI).**

By law your therapist is required to insure that your PHI is kept private. The PHI constitutes information created or noted by your therapist that can be used to identify you. It contains data about your past, present, or future health or condition, the provision of health care services to you, or the payment for such health care. Your therapist is required to provide you with this Notice about their privacy procedures. This Notice must explain when, why, and how your therapist would use and/or disclose your PHI. Use of PHI means when your therapist shares, applies, utilizes, examines, or analyzes information within the practice; PHI is disclosed when your therapist releases, transfers, gives, or otherwise reveals it to a third party outside the practice. With some exceptions, your therapist may not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, your therapist is always legally required to follow California law and the privacy practices described in this Notice.

Please note that your therapist reserves the right to change the terms of this Notice and the privacy policies at any time. Any changes will apply to PHI already on file with your therapist. Before your therapist makes any important changes to the policies, they will immediately change this Notice and post a new copy of it in the office. You may also request a copy of this Notice from your therapist, or you can view a copy of it in the office.

**How Your Therapist Will Use And Disclose Your PHI.**

Your therapist will use and disclose your PHI for many different reasons. Most of the uses or disclosures will require your prior written authorization; others, however, will not. Below you will find the different categories of your therapist's uses and disclosures, with some examples.

**Uses and Disclosures Related to Treatment, Payment, or Health Care Operations That Do Not Require Your Prior Written Consent:**

1. **When disclosure is required by federal, state, or local law; judicial, board, or administrative proceedings; or law enforcement.** Your therapist may make a disclosure to the appropriate officials when the law requires them to report information to courts, government agencies, law enforcement personnel, and/or in an administrative proceeding. This includes search warrants and court orders for release of records. If you, or any one else, places your mental condition as part of any litigation (such as divorce, custody, or personal injury), your therapist may be compelled to release your PHI.
2. **Disclosure is compelled or permitted when you are in such mental or emotional condition as to be dangerous to yourself and if your therapist determines that disclosure is necessary to prevent potential harm.** For example, suicidal or serious self destructive behavior.
3. **Disclosure is mandated by the California Child Abuse and Neglect Reporting law.** For example, if your therapist has a reasonable suspicion of child abuse or neglect.
4. **Disclosure is mandated by the California Elder/Dependent Adult Abuse Reporting law.** For example, if your therapist has a reasonable suspicion of elder abuse or dependent adult abuse.
5. **Disclosure is mandated when you tell your therapist of a serious/imminent threat of physical violence by you against a reasonably identifiable victim or victims.** Also, confidentiality does not apply to disclosure of crimes planned for the future. This applies to interests of national security, such as protecting the President of the United States or assisting with intelligence operations to prevent future terror activities.
6. **When disclosure is required to obtain payment for treatment.** Your therapist might send your PHI to your insurance company, health plan, or other third party payer in order to receive payment for services your therapist provided to you. Your therapist may also provide your PHI to business associates, such as billing companies or others that process health care claims for the office.
7. **Appointment reminders and health related benefits or services.** Your therapist may use PHI to provide appointment reminders. Your therapist may use PHI to give you information about alternative treatment options, or other health care services or benefits your therapist offer.
8. **When disclosure is otherwise specifically required by law.**

**Other Uses and Disclosures Require Your Prior Written Authorization.** For situations not described above, your therapist will require written authorization before disclosing any of your PHI. This includes communication with family members or other health care providers. Even if you signed an authorization to disclose your PHI, you may later revoke that authorization, in writing, to stop any future disclosures.

**What Rights You Have Regarding Your PHI:**

**The Right to See and Get Copies of Your PHI.** In general, you have the right to see your PHI that is in your therapist’s possession, or to get copies of it; however, you must request it in writing. You will receive a response from your therapist within 5 days of receiving your written request. Under certain circumstances, your therapist may deny your request. If they do, your therapist will give you, in writing, the reasons for the denial. You have the right to have the denial reviewed. If you ask for copies of your PHI, you will not be charged more than \$.25 per page. Your therapist may see fit to provide you with a summary or explanation of the PHI, but only if you agree to it, as well as to the cost, in advance.

**The Right to Request Limits on Uses and Disclosures of Your PHI.** You have the right to ask that your therapist limit how your therapist uses and discloses your PHI. You do not have the right to limit the uses and disclosures that they are legally required or permitted to make.

**The Right to Choose How Your PHI is Sent to You.** It is your right to ask that your PHI be sent to you at an alternate address (for example, sending information to your work address rather than your home address) or by an alternate method (for example, via email instead of by regular mail).

**The Right to a List of the Disclosures Your Therapist Has Made.** You are entitled to a list of disclosures of your PHI that your therapist has made after April 15, 2003. The list will not include uses or disclosures made before April 15, 2003. After April 15, 2003, disclosure records will be held for six years.

**The Right to Amend Your PHI.** If you believe that there is some error in your PHI or that important information has been omitted, it is your right to request that your therapist correct the existing information or add the missing information. Your request must be made in writing. Your therapist may deny your request, in writing, if your therapist finds that: the PHI is (a) correct and complete, (b) forbidden to be disclosed, (c) not part of their records, or (d) written by someone other than your therapist. Your therapist’s denial must be in writing and must state the reasons for the denial. You have a right to file a written statement objecting to the denial. You have the right to ask that your request and the denial be attached to any future disclosures of your PHI. When approved, your therapist will advise others who need to know about the change to your PHI.

**The Right to Get a Copy of This Notice.** You have the right to get this notice by email or paper hard copy.

**How To Complain About Your Therapist’s Privacy Practices**

If, in your opinion, your therapist may have violated your privacy rights, or if you object to a decision your therapist made about access to your PHI, you are entitled to file a complaint with your therapist or if applicable, their clinical supervisor. You may also send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Avenue S.W. Washington, D.C. 20201. If you file a complaint about privacy practices, your therapist will take no retaliatory action against you.

**This Notice Is In Effect From April 14, 2003.**

**I acknowledge the terms of this notice and the privacy practices of this office.**

_____	_____	_____	Relationship to patient: _____
Signature	Name (print)	Date	
_____	_____	_____	Relationship to patient: _____
Signature	Name (print)	Date	
_____	_____	_____	Relationship to patient: _____
Signature	Name (print)	Date	