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Welcome to this professional psychology practice!
*Please complete one form for **each** child or minor.*
This is a strictly confidential patient medical record.

1. Child's Information

Legal Name: Last: _____ First:_____ Middle initial:_____

Date of birth: _____ Age: _____ Gender: female__ male__

Last 4 digits of Social Security #: XXX-XX-_____ Photo ID/Driver's license #: _____

Race/Ethnicity: African-Am __ Asian (Specify) _____ Caucasian__ Hispanic__ Native Am__ Pacific Islander__ Other_____

Handedness: Right__ Left__ Ambidextrous__ Height: ___'_____" Weight: _____lbs.

Home address: _____ City:_____ State:_____ Zip:_____

Child's Cell Phone (if applicable): _____ Email: _____

Child's Doctor: _____ Phone:_____

Emergency contact name and phone number: _____

Parent/Guardian Contact Information:

1) Mother
Name:_____ Date of Birth:_____
Address:_____ State:_____ Zip:_____
Home phone: _____ OK to leave messages? □ yes □ no
Cell Phone: _____ OK to leave messages? □ yes □ no
Work Phone: _____OK to leave messages? □ yes □ no
Email: _____
How and when do you prefer to be contacted? _____

2) Father
Name:_____ Date of Birth:_____
Address:_____ State:_____ Zip:_____
Home phone: _____ OK to leave messages? □ yes □ no
Cell Phone: _____ OK to leave messages? □ yes □ no
Work Phone: _____OK to leave messages? □ yes □ no
Email: _____
How and when do you prefer to be contacted? _____

3) Identify: Stepfather__ Stepmother__ Guardian
Name:_____ Date of Birth:_____
Address:_____ State:_____ Zip:_____
Home phone: _____ OK to leave messages? □ yes □ no
Cell Phone: _____ OK to leave messages? □ yes □ no
Work Phone: _____OK to leave messages? □ yes □ no
Email: _____
How and when do you prefer to be contacted? _____

Which Parent/Guardian(s) will be the primary contact person?:_____

How did your family hear of this practice? □ web □ referral □ phone book □ other: _____

2. Presenting Problems / Reason for today's appointment:

What are the problems that caused you to seek help for this child? _____
_____
_____

Check any that apply:
Victim Witness case?__ Employee Assistance Program (EAP)?__ Addictions?__ Family Problems?__ Learning problems?__
Mood/anxiety?__ Neurocognitive?__ Oppositional?__ Conduct?__ ADHD?__ Other__

3. Payment / Insurance Information

We will be paying for these sessions by cash, personal check, or credit card: □ yes □ no *(note: a 4% fee applies for credit card)*
We would like insurance to be billed and have received approval for therapy from our insurance company: □ yes □ no

Please complete ALL below information if billing insurance:
Insurance company: _____Insured's ID number: _____

Policy group name/number: _____ Plan name/number: _____

Copay: _____ Deductible: _____ Number of appointments approved: _____

Insured's Relationship to Child: self__ Mother__ Father__ Guardian__ other relationship_____

Insured's name: Last _____ MI ___ First _____ Birthdate _____Gender_____

Insured's address: _____City_____State____Zip_____

Insured's employer: _____

3. Family History

Where was the child born?_____ Raised?_____

US Citizen? □ yes □ no Date citizenship received_____ If immigrated, when?_____ from where?_____

Child is living with: Both Parents__ Mother__ Father__ Mother and Stepfather__ Father and Stepmother__ Legal Guardian__
Other (please specify)_____

Is the child adopted? □ yes □ no
If yes, with which parent(s) (if any) does the child live? Natural__ Adoptive__ Child's age at adoption_____

Status of parents' marriage: Married__ Separated__ Divorced__ Widowed__ Single__
How long married?_____ How long divorced? _____ Child's age at divorce_____

Birth Mother:
Age:_____ Highest Grade Completed:_____ Diploma/Degree:_____ Occupation:_____
Please describe any special education or tutoring: _____
Please describe and grades repeated or subjects failed: _____
Please describe any learning difficulty, and subject and grade level at which it occurred: _____
_____
Please describe any behavior problems and treatment received: _____
_____
Please describe any psychological or psychiatric problems for which treatment was received: _____
_____
Any Attention-Deficit Disorder or hyperactivity? Please describe treatment: _____
_____

Birth Father:
Age:_____ Highest Grade Completed:_____ Diploma/Degree:_____ Occupation:_____
Please describe any special education or tutoring: _____
Please describe and grades repeated or subjects failed: _____
Please describe any learning difficulty, and subject and grade level at which it occurred: _____
_____
Please describe any behavior problems and treatment received: _____
_____
Please describe any psychological or psychiatric problems for which treatment was received: _____
_____
Any Attention-Deficit Disorder or hyperactivity? Please describe treatment: _____
_____

Adoptive Mother__ or Stepmother__ or Other_____ (check one)

Age:_____ Highest Grade Completed:_____ Diploma/Degree:_____ Occupation:_____

Adoptive Father__ or Stepfather__ or Other_____ (check one)

Age:_____ Highest Grade Completed:_____ Diploma/Degree:_____ Occupation:_____

Other Children
(Including step-siblings and half-siblings) Please fill out chart below. *For more space use page 10.*

Name	Age / Gender	In home?	School/behavioral/health problems
	□M □F	□ yes □ no	
	□M □F	□ yes □ no	
	□M □F	□ yes □ no	
	□M □F	□ yes □ no	
	□M □F	□ yes □ no	

Please describe the child's parents' relationship with one another _____
_____

Please describe the child's relationship with each parent _____
_____

Please describe the child's parents' physical health, drug or alcohol use, mental or emotional difficulties_____
_____

Please describe the child's relationship with his or her brothers and sisters _____
_____

Was the child ever abused? ☐ yes ☐ no *Please describe circumstances, child's age, and effects on him or her:*
_____
_____

Biological Extended Family
Do any extended family members (maternal/paternal grandparents, uncles, aunt, cousins) suffer from a problem with inattentiveness or hyperactivity; epilepsy; seizures; migraines; alcoholism or substance abuse; psychological, emotional, or personality difficulty; learning problems or developmental disabilities; and/or a "nervous" or neurological disorder; etc.? □yes □no
If yes, please list relationship to child, disorder, and any treatment received:

Maternal (Mother's Side)	Paternal (Father's Side)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For more space use page 10

Please provide any other information about the child's extended family that might help us understand the child's needs (medical, developmental, behavioral, educational, emotional, or psychological):
_____
_____
_____

4. Birth and Developmental History

Pregnancy
Full term__ Premature__ at week #_____ Late__ at week #_____
Any illnesses or complications while pregnant? □ yes □ no If yes, please explain: _____
_____

Medications taken by mother **during** pregnancy? Please list:_____

Substances used **during** pregnancy:
□ Cigarettes How many? _____per □day □week
□ Alcohol How many drinks? _____per □day □week □month
□ Drugs Please describe type(s) of drug, frequency of use, and at what month of pregnancy use was stopped (if applicable): _____
_____

Was the father taking any medications or drugs at the time of conception? □ yes □ no If so, what? _____
_____

Did the mother suffer abuse during pregnancy? □ yes □ no What?_____

How many pregnancies and/or miscarriages has the mother had? _____

Labor and Delivery
Delivery: Vaginal__ C-Sect__ Breach__

Was the birth of the child "normal?" □ yes □ no If no, please explain: _____
_____

Do you think the child's problems might be related to pregnancy, labor, or delivery? □ yes □ no If yes, please explain:
_____
_____

Perinatal History
Birth weight: _____ Length: _____ APGAR Scores: _____

Did the mother or baby stay in Special or Intensive care? □ yes □ no
Please describe any problems: _____
_____

Please list any birth defects: _____

Infancy and Early Childhood
Please rate your child on the following behaviors: Circle *1* if the behavior on the left was present the majority of the time. Circle *5* if the behavior on the right was present the majority of the time. Stages in between are represented by *2, 3,* and *4*. If there are two behaviors listed (e.g., tantrums and headbanging), please check the one that was present.

Quiet and content	1	2	3	4	5	colicky and irritable
Very easy to feed	1	2	3	4	5	daily feeding problems
Slept well	1	2	3	4	5	frequent sleeping problems
Usually relaxed	1	2	3	4	5	often restless
Underactive	1	2	3	4	5	overactive
Cuddly, easy to hold	1	2	3	4	5	did not enjoy cuddling
Easily calmed down	1	2	3	4	5	□ tantrums □ headbanging
Cautious and careful	1	2	3	4	5	□ accident prone □ daredevil
Coordinated	1	2	3	4	5	uncoordinated
Enjoyed eye contact	1	2	3	4	5	avoided eye contact
Liked people	1	2	3	4	5	disliked contact with people

Other problems or comments regarding infancy or early childhood development: _____
_____
_____

Did any event, health condition, separation, etc., disturb any early infant/mother bonding or the developing toddler/mother relationship? □ yes □ no If yes, please describe condition/injury, treatment, and surgery, when, how long, and where:

_____
_____
_____
_____

Please describe your child as an infant (temperament, sleeping, eating patterns, etc.):

_____
_____
_____

Ages at Milestones
(please fill in child's age in blanks)
Gross Motor: crawled_____ walked alone_____ ran well_____
Fine Motor: fed self with spoon_____ scribbled_____ tied shoes_____
Language: used single words_____ used sentences (2+ words) _____ described activity_____
Social/Adaptive: potty trained/day_____ potty trained/night_____
Rate of development overall: □ slow □ normal □ fast

5. Medical History

Child's primary care physician:_____ Phone: _____

Date of last physical examination?_____ Findings if any?_____

Please list all diseases illnesses, important accidents and injuries, surgeries, hospitalizations, convulsions, seizures and/or any other medical conditions the child has ever experienced (list additional information on page 10):

Age	Illness/Injury/Medical Problem	Treatment	Result

Does the child have any allergies? (food, drug, etc.) □ yes □ no If yes, please describe them: _____
_____

Any diet restrictions? _____

Please list medications (with dosage and times) that have been taken by the child, including nonprescription medications:

Drug	Dose	Helps?	Reason	Taking presently?
		+ -		
		+ -		
		+ -		
		+ -		

Past/current medical history *(please circle any specifics that apply):*
Cardio Vascular: murmurs, angina, tachycardia, shortness of breath, fainting, MCI, arrhythmia,
Central Nervous System: headache, migraine, TBI, tremors, dizziness, LOC, myasthenia gravis, tumor, seizures, MS, TIAs, neurosurgery, fetal alcohol syndrome, down syndrome
Skin: psoriasis, eczema, hair loss, itching, rashes, acne, surgery
Endocrine: polydipsia, polyuria, diabetes, hyperthyroidism, polycystic ovarian syndrome, other, surgeries
Ear Eye Nose Throat: pains, halo around light, blurring, red eye, double vision, floaters, tinnitus, ear pain, Otis media, hoarseness, other, surgeries

Gastrointestinal: nausea/vomiting, diarrhea, constipation, GERD, Crohn's, colitis, cancer, IBS, surgery
Respiratory: chronic cough, sore throat, bronchitis, asthma, COPD, pneumonia, cancer, sleep apnea, surgery
Genital/reproductive: amenorrhea, discharges, incontinence bowel/bladder, UTI, pelvic pain, renal, cancer, surgeries
History of: enuresis, encopresis, bruxism, night terrors, nightmares, cancer, phobias: When? _____

Has your child ever had a head injury? □yes □no Describe:_____
Did he or she lose consciousness? □yes □no How long?_____Was he or she in a coma? □yes □no How long?_____

Do you see your child as being □ hyperactive? □ inattentive? □ a behavioral problem?

Does your child seem to be able to control his or her behavior and attention? □yes □no Please explain:
_____
_____
_____

Has your child ever been diagnosed by a psychologist, physician, or other professional as having ADHD (Attention-Deficit/Hyperactivity Disorder)? □yes □no If yes, When? _____

What treatment (**not medication**) has your child had for ADHD? _____
_____

What medication (include dosage and times) has your child received for ADHD? _____
_____

Please describe any other handicapping conditions or special health considerations and their treatments: _____
_____

Date of last hearing test: _____ Result:_____ Does the child wear □ glasses? □ contacts?
Why? _____

The child's current health is: □ poor □ fair □ good □ excellent

6. Self Care Information

What type of physical exercise does your child get weekly? _____

What in his/her life is currently stressful? _____

What does he/she do for stress management?_____

When does he/she go to sleep?_____How long does it take to fall asleep?_____When does he/she wake up?_____

What does he/she do to help fall asleep? _____If he/she wakes up in the middle of sleep, for how long?_____

Has his/her weight fluctuated in the past 2 months? □ yes □ no By how much?_____lbs. gained__ lost__

Has he/she restricted his/her eating in any way? □ yes □ no How? Why? _____

7. Behavior and Mental Health History

Please describe any behaviors that are particularly concerning to you or others: _____
_____
_____

Please list any unusual, traumatic, or possibly stressful events in your child's life that you think may have had an impact on his or her development and current functioning. Include incident, child's age at the time, and comments:
_____
_____
_____
_____

Has the child or family received any professional mental health treatment, such as individual or family counseling, group counseling, psychiatric or psychological treatment, alcohol treatment etc.? □yes □no
If yes, please list provider's name(s) and dates of service_____

Describe the treatments:_____
_____
_____

Does your child have a current mental health diagnosis? □yes □no What? _____

Has your child ever taken medications for psychiatric or emotional problems? □yes □no Adherence to prescription: full, partial, non

If yes, please list medication(s), dose, duration, problem(s) and results: _____

_____

Prior psychiatric hospitalizations: □ yes □ no When?_____How long?_____
Prior out treatment: □ yes □ no When?_____How long?_____
Prior therapy? □ yes □ no When?_____How long?_____

Has your child heard, seen or sensed things other people around do not hear, see or sense? □yes □no When?_____
Describe:_____

Has your child ever had thoughts of suicide? □ yes □ no When?_____ How long?_____

Has your child ever attempted suicide? □ yes □ no When?_____By what means?_____

Has your child ever thought of hurting themself? □yes □no When?_____How long?_____ SOMEONE ELSE? □ yes □ no

Has your child ever attempted to hurt themself? □yes □no When?_____How long?_____ SOMEONE ELSE? □ yes □ no

Self harm? Aggression? (check all that apply): Head banging__ cutting__ picking at skin__ pulling out hair__ hurt animals__ eating dirt or other materials__ high risk behaviors__

Has your child ever been abused/tortured? □yes □no Physically__ emotionally__ sexually__ verbally__ Explain:_____
Had a child protective services or police call?__ When?_____ Regarding what?_____

Please indicate whether or not your child is **currently / recently** experiencing any of the following symptoms:

Suicidal thoughts/impulse	□ yes □ no	Homicidal thoughts/impulses	□ yes □ no
Appetite problems	□ yes □ no	Sleep problems	□ yes □ no
Isolation/social withdraw	□ yes □ no	Anxiety/panic	□ yes □ no
Phobia	□ yes □ no	Binging/purging	□ yes □ no
Poor impulse control	□ yes □ no	Violence toward others	□ yes □ no
Destruction of property	□ yes □ no	Strange or unusual behavior	□ yes □ no
Confused or irrational thinking	□ yes □ no	Bothersome thoughts or behaviors	□ yes □ no
Self-harm	□ yes □ no	Hearing or seeing things others do not	□ yes □ no
Preoccupations	□ yes □ no	Compulsive behaviors	□ yes □ no
Fluctuations in your mood	□ yes □ no	Collecting things that crowd things out	□ yes □ no
Trouble making decisions	□ yes □ no	Sexual preoccupation	□ yes □ no
People bugging you about internet use	□ yes □ no	Relationship problems with a parent/sibling	□ yes □ no
Relationship problems at work	□ yes □ no	Chronic pain	□ yes □ no
Problems with gambling	□ yes □ no	Depression	□ yes □ no

If you answered yes to any of the above questions, please supply details: _____
_____
_____

Present Personality and Behavior

Please circle all traits that apply to your child **now**:

sad	happy	leader	follower	moody
friendly	quiet	overactive	independent	dependent
sensitive	affectionate	fearful	cooperative	tantrums
lethargic	too responsible	trouble sleeping	hard to discipline	even-tempered
prefers to be alone				

8. Drug and Alcohol History

Child has never used drugs or alcohol _____ *(skip to section 8)*

Has your child ever injected drugs? □ yes □ no
Has your child ever shared needles? □ yes □ no
Has your child ever felt the need to cut down on your drinking? □ yes □ no
Has your child ever felt annoyed by criticism of your drinking? □ yes □ no
Has your child ever felt guilty about your drinking? □ yes □ no
Has your child ever used inhalants such as glue, gasoline or paint thinner? □ yes □ no
Has your child ever used cough syrup or mouthwash as a psychoactive drug? □ yes □ no
Has your child used medications not prescribed for you in the past ten years? □ yes □ no
Has your child ever been in trouble with the law because of drinking or drug use? □ yes □ no

If you answered yes to any of the above questions, please supply details about the child's use of drugs or chemicals including amounts, how and why he or she used them?

_____
_____

Please fill in your child's age in relation to the first and last uses of the following substances, and the age (if applicable) he or she entered rehab

Substance	Age 1st use	Age last use	Age rehab	Substance	Age 1st use	Age last use	Age rehab
Alcohol				PCP			
Meth				Hallucinogen			
Coke / Crack				Tobacco			
Heroin/opium				Pills			
Cannabis				Ecstacy/MDMA			

Last time your child consumed an alcoholic beverage _____ How much _____ How much in an average 24 hour period _____ in an average week? _____ Is the child an alcoholic? □ yes □ no

How much tobacco does your child smoke or chew each day? _____ Week? _____

9. Educational History

Did your child attend preschool or daycare? If so, list location, type of program, number of days a week, age when started, progress:

_____
_____

Current grade and school:_____

List previous schools and grades attended at each:_____
_____

Briefly describe your child's performance and any concerns in each grade:

Kindergarten _____

1st grade _____

2nd grade _____

3rd grade _____

4th grade _____

5th grade _____

Middle School _____

What are the child's grades in school? Failing__ Below Average__ Average__ Good__ Excellent__
Best subject(s)_____ Worst subject(s)_____

Learning disability? □ yes □ no What?_____ How long?_____

Special education? □ yes □ no What?_____ How long?_____
Special assistance? □ yes □ no What?_____ How long?_____
Speech assistance? □ yes □ no What?_____ How long?_____

If your child has been placed in special education programs currently or in the past, what is the category? _____

If your child is/ was receiving tutoring, for what subjects?_____

Has your child ever had trouble in school with any of the following? (please check all that apply): Anxieties__ Obsessions__ Friends__ Cheating__ Stealing__ Fighting__ Setting fires__ Skipping school__ Running away__ Using drugs/alcohol__ Isolating__ Selling Drugs__ Talking too much in class__ Not sitting still__ Inattention__ Bullying__ Being picked on__ Harming animals__ None of the above__

10. Employment Information

Currently Employed? □ yes □ no

Employer: _____Position: _____Length:_____Reason for Leaving:_____
Employer: _____Position: _____Length:_____Reason for Leaving:_____

Can the child work part time? □ yes □ no Why?/why not?_____ Doing What?_____

11. Legal History

Has your child ever been arrested? □ yes □ no For What?_____ When?_____Years_____
Charged with a misdemeanor? □ yes □ no What?_____ When?_____Years_____
Charged with a felony? □ yes □ no What?_____ When?_____Years_____
Been to Juvenile Hall? □ yes □ no For What?_____ When?_____Years_____
Been to state/federal/youth prison? □ yes □ no For What?_____ When?_____Years_____

Is your child now on probation? □ yes □ no Until?_____ On parole? □ yes □ no Until?_____ Ended when?_____

12. Personal

What are your child's hobbies? _____

What are some of his or her character strengths? _____

What are some of his or her character shortcomings? _____

Does he or she have religious or spiritual interests or practices? □ yes □ no *Please explain:*
_____

What do you believe a therapist/evaluator should be like?_____

What is he or she prepared to change about his or herself? How?_____
_____

13. Additional Information

Please attach results of any previous testing.

Please add any additional comments you think might be helpful:
_____
_____
_____
_____

Signature: _____ Date: _____
Individual completing form, relationship to child

Thank you for your time in completing this form. Please present it at your first appointment.
This is a strictly confidential patient medical record.

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Further Notes / Elaborations:

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LIMITS OF CONFIDENTIALITY

Contents of all therapy sessions are considered to be confidential. Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian. Noted exceptions are as follows:

DUTY TO WARN AND PROTECT

When a client discloses intentions or a plan to harm another person, the mental health professional is required to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

ABUSE OF CHILDREN AND VULNERABLE ADULTS

If a client states or suggests that he or she is abusing a child (or vulnerable adult) or has recently abused a child (or vulnerable adult), or a child (or vulnerable adult) is in danger of abuse, the mental health professional is required to report this information to the appropriate social service and/or legal authorities.

PRENATAL EXPOSURE TO CONTROLLED SUBSTANCES

Mental Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

MINORS / GUARDIANSHIP

Parents or legal guardians of non-emancipated minor clients have the right to access the clients' records.

INSURANCE PROVIDERS (when applicable)

Insurance companies and other third-party payers are given information that they request regarding services to clients.

Information that may be requested includes, but is not limited to: types of service, dates/times of service, diagnosis, treatment plan, description of impairment, progress of therapy, case notes, and summaries.

I agree to the above limits of confidentiality and understand their meanings and ramifications

_____ Client signature (Client's parent/guardian if under 18)

_____ Today's date

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CANCELLATION POLICY

If you fail to cancel a scheduled appointment, we cannot use this time for another client and you will be billed for the entire cost of your missed appointment.

A full session fee is charged for missed appointments or cancellations with less than a 24-hour notice unless it is due to illness or an emergency. A bill will be mailed directly to all clients who do not show up for or cancel an appointment.

Thank you for your consideration regarding this important matter.

I understand the cancellation policy outlined above

_____ Client signature (Client's parent/guardian if under 18)

_____ Today's date

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DISCLOSURE AUTHORIZATION FORM

Please sign the statement below giving your permission for me to communicate with individuals or agencies on your, or your dependent's behalf.

I (your name), _____

hereby give consent to David F. Dahl, Ph.D. to release or receive any information deemed necessary to or from:

name of individual or providing agency _____

address _____

phone _____

fax _____

which is relevant to the purpose stated below, from the case records of:

(name of patient) _____

Your relationship to the patient (circle one) self spouse parent child personal representative

for the purpose of: (check one)

□ Evaluation

□ Treatment

□ Other: _____

This authorization is valid for □ one year □ until revoked by me □ indefinite.

Authorization and signature: I authorize the release of my confidential protected health information, as described in my directions above. I understand that this authorization is voluntary, that the information to be disclosed is protected by law, and the use/disclosure is to be made to conform to my directions. The recipient may re-disclose the information that is used and/or disclosed pursuant to this authorization unless the recipient is covered by state laws that limit the use and/or disclosure of my confidential protected health information.

Signature:_____Personal representative:_____

Print name:_____Personal representative: _____

Signature:_____Personal representative:_____

Print name:_____Personal representative: _____

Date:_____

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PATIENT RIGHTS AND HIPAA AUTHORIZATION

The following specifies your rights about this authorization under the Health Insurance Portability and Accountability Act of 1996, as amended from time to time ("HIPAA").

1. Tell your psychologist if you do not understand this authorization, and the psychologist will explain it to you.
2. You have the right to revoke or cancel this authorization at any time, except: (a) to the extent information has already been shared based on this authorization: or (b) this authorization was obtained as a condition of obtaining insurance coverage. To revoke or cancel this authorization, you must submit your request in writing to the provider at the following address:

   David F. Dahl, Ph.D., 2542 South Bascom Avenue, Suite 265, Campbell, CA 95008.

3. You may refuse to sign this authorization. Your refusal to sign will not affect your ability to obtain treatment or payment or your eligibility for benefits. If you refuse to sign this authorization, and you are requesting a psychological evaluation for the purposes of:
   i. A court order
   ii. An attorney's recommendation
   iii. A pre-employment screening evaluation
   iv. A legal matter in which your mental status is at question, you must be aware that your refusal cancels the purpose for which the evaluation was ordered or recommended and you will still be held responsible for the fees ordinarily charged for this evaluation by the psychologist up to the point of the refusal.

   If you refused to sign this authorization, and you are in a research-related treatment program or have authorized your provider to disclose information about you to a third party, your provider has the right not to treat you or accept you as a patient in this practice.
4. Once the information about you leaves this office according to the terms of this authorization, this office has no control over how it will be used by the recipient. You need to be aware that at that point your information may no longer be protected by HIPAA.
5. If this office initiates this authorization, you must receive a copy of the signed authorization.
6. **Special instructions for completing this authorization for the use and disclosure of Psychotherapy Notes**. HIPAA provides special protections to certain medical records known as "Psychotherapy Notes". All Psychotherapy Notes recorded on any medium (i.e., paper, electronic) by a mental health professional (such as a psychologist or psychiatrist) must be kept by the author and filed separate from the rest of the client's medical records to maintain a higher standard of protection. "Psychotherapy Notes" are defined under HIPAA as notes recorded by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint or family counseling session and that are separate from the rest of the individual's medical records. Excluded from the "Psychotherapy Notes" definition are the following: (a) medication prescription and monitoring, (b) counseling session start and stop times, (c) the modalities and frequencies of treatment furnished, (d) the results of clinical tests, and (e) any summary of: diagnosis, functional status, the treatment plan, symptoms, prognosis, and progress to date. In order for a medical provider to release "Psychotherapy Notes" to a third party, the client who is the subject of the Psychotherapy Notes must sign this authorization to specifically allow for the release of Psychotherapy Notes. Such authorization must be separate from an authorization to release other medical records.
7. According to HIPAA, you have the right to review the record within 10 days of your request. You will be charged the full hourly fee for reviewing the record in the office with the psychologist.
8. According to HIPAA, you have the right to a summary of the record within 15 days of your request. You will be charged the equivalent of the hourly fee required by the psychologist to review and summarize the record. This summary will be one page, brief and general. If there are more than one person in the record, each party will receive the same summary.

Name:_____ Signature:_____ Date: _____