



Welcome to Renew Wellness!

Our mission is to guide individuals in discovering their best self through emotional and physical healing. We look forward to working with you!

The Intake packet includes the following:

- **PERSONAL INFORMATION**
- **CURRENT CONCERNS**
- **HEALTH HISTORY/SELF ASSESSMENT**
- **ACE QUESTIONNAIRE**
- **CLIENT POLICIES**
- **INFORMED CONSENT FOR TREATMENT**
- **CLIENT FEE AGREEMENT**
- **HIPPA NOTICE OF PRIVACY PRACTICES**
- **CC AUTHORIZATION FORM**

We ask that you sign where it indicates “**Client**” (if over 18 yrs) or “**Parent/Guardian**” (if under 18 yrs) and do your best to provide as much requested information as possible. For minors, fill out the assessment on behalf of your child with information relating to the child.

Please present your **payment upon arrival** including, but not limited to, your insurance card, co-payment or fee. Be sure to provide updates of any address or phone number changes during further visits. If applicable, for your designated service, insurance cards must be presented each visit.

Parents/Guardians of children under 18 must check their child in and wait with them until the therapist has come to greet you.

Please do not hesitate to ask questions. Thank you for coming to Renew Wellness, and we look forward to helping you find your best self!



PERSONAL INFORMATION

(If under 18 years, parent should fill out on behalf of the child)

Last Name: _____ First Name: _____

Social Security Number: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Do you give permission for us to contact you via phone? Yes No

Do you give us permission to leave you a message? Yes No

Email: _____

Do you give permission for us to contact you via email? Yes No

In case of emergency, Name of whom should we contact? _____

Relationship to Client: _____

Home Phone Number: _____ Cell Phone Number: _____

How did you find out about our services at Renew Wellness?

CURRENT CONCERNS

Please state briefly in your own words the nature of your concerns(s):

Have you had help previously with this type of concern? If yes, please explain

How do you hope that your requested service (list) will help?



COUNSELING FEE AGREEMENT

Fees for Service:

- **1-hour therapy session:** _____ (to be completed by practitioner)
- **Late Cancel:** _____ (to be completed by practitioner)
- **No Show:** _____ (to be completed by practitioner)
- The payment for services is the responsibility of the patient or designated responsible party. For your convenience, we will submit your insurance forms for you.
- We expect prompt payment from you of any insurance payments made directly to you for counseling services.
- If your insurance company pays the total cost of services, Renew Wellness will reimburse you any excess amount you have paid us.
- Payment is expected on the day of service. If you choose to not submit an insurance claim, you will be expected to pay full cash fee.
- Your fee is:
 - Full Cash Fee
 - Insurance

Primary Insurance Company: _____

Co-Pay Amount: _____

Contact Information: _____

Secondary Insurance Company: _____

Co-Pay Amount: _____

Contact Information: _____

Subscriber Information: Full Name: _____

Relationship to Client: _____

Subscriber Address if different than Client: _____

Subscriber Social Security # _____ - _____ - _____

Subscriber Birth Date: _____

I understand I will be charged a minimum amount of \$30.00 for late cancellations, appointments cancelled without 24 hour notice, and the full fee for a no-show appointment. Clients who do not give a 24-hour notice for cancellations or who do not keep scheduled appointments may be terminated according to the agency cancellation policy.



Please review this agreement (previous page) before signing. By signing this form you agree to abide by the fee agreement. I also understand that you are financially responsible for the amount of charges not covered by your insurance.

AUTHORIZATION TO PERMIT PAYMENT OF MEDICAL BENEFITS

Client/Guardian Signature

Date

AUTHORIZATION FOR RELEASE OF INFORMATION TO A THIRD-PARTY PAYER

I hereby authorize Renew Wellness to release any information required in the course of evaluation or treatment to the Insurance carrier(s) and allow a photocopy of my signature to be used.

Client/Guardian Signature

Date



Do you have, or have you had any of the following diseases, conditions, or problems?
Please check all that apply to you.

- | | |
|--|--|
| <input type="checkbox"/> Heart Problems/stroke | <input type="checkbox"/> High Blood Pressure |
| <input type="checkbox"/> Fainting | <input type="checkbox"/> Poor Memory |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> History of Brain Injury |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Sexual Dysfunction |
| <input type="checkbox"/> Eating Problems | <input type="checkbox"/> Vision/Hearing Problems |
| <input type="checkbox"/> Poor Concentration | <input type="checkbox"/> Pain/Aches/Headaches |
| <input type="checkbox"/> Often Tired | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Nausea/Digestive Problems | <input type="checkbox"/> Breathing Difficulty |
| <input type="checkbox"/> Frequent Alcohol Use | <input type="checkbox"/> Frequent Substance Use |
| <input type="checkbox"/> Addiction Issues | <input type="checkbox"/> Seeing/Hearing Unusual Things |
| <input type="checkbox"/> Temper Outbursts | <input type="checkbox"/> Compulsions |
| <input type="checkbox"/> Fears/Phobias | <input type="checkbox"/> Confusion |
| <input type="checkbox"/> Problems with Relationships | <input type="checkbox"/> Developmental Disabilities |
| <input type="checkbox"/> Emotional/Mental Abuse | <input type="checkbox"/> Sexual Abuse |
| <input type="checkbox"/> Feelings of Hopelessness | <input type="checkbox"/> Physical Abuse |
| <input type="checkbox"/> Thoughts of Suicide | <input type="checkbox"/> Suicide Attempts |
| <input type="checkbox"/> Family History of Substance Abuse | <input type="checkbox"/> Family History of Mental Health |
| <input type="checkbox"/> Sleep Problems | |

Other please describe: _____



ADVERSE CHILDHOOD EXPERIENCE (ACE) QUESTIONNAIRE

While you were growing up, during your first eighteen (18) years of life:

1. Did a parent or other adult in the household often swear at you, insult you, put you down, or humiliate you, or act in a way that made you afraid that you might be physically hurt?
 Yes or **No** If **Yes**, enter **1** ____
2. Did a parent or other adult in the household often push, grab, slap, or throw something at you, or ever hit you so hard that you had marks or were injured?
 Yes or **No** If **Yes**, enter **1** ____
3. Did an adult or a person at least five (5) years older than you ever touch or fondle you or have you touch their body in a sexual way, or try to or actually have oral, anal, or vaginal sex with you?
 Yes or **No** If **Yes**, enter **1** ____
4. Did you often feel that no one in your family loved you or thought you were important or special, or that your family didn't look out for each other, feel close to each other, or support each other?
 Yes or **No** If **Yes**, enter **1** ____
5. Did you often feel that you didn't have enough to eat, had to wear dirty clothes, and had no one to protect you, or that your parents were too drunk or high to take care of you or to take you to the doctor if you need it?
 Yes or **No** If **Yes**, enter **1** ____
6. Were your parents ever separated or divorced?
 Yes or **No** If **Yes**, enter **1** ____
7. Was your mother or stepmother often pushed, grabbed, slapped, or had something thrown at her; or was she sometimes or often kicked, bitten, hit with a fist, or hit with something hard; or was she ever repeatedly hit over, at least, a few minutes or threatened with a gun or a knife?
 Yes or **No** If **Yes**, enter **1** ____
8. Did you live with anyone who was a problem drinker or alcoholic, or who used street drugs?
 Yes or **No** If **Yes**, enter **1** ____
9. Was a household member depressed or mentally ill, or did a household member ever attempt suicide?
 Yes or **No** If **Yes**, enter **1** ____
10. Did a household member go to prison?
 Yes or **No** If **Yes**, enter **1** ____

Now add up your "Yes" answers: _____



CLIENT POLICIES

As a client at Renew Wellness, you can expect that the following rights will be met:

- The right to be treated with consideration and respect for personal dignity, autonomy, and privacy;
- The right to service in a humane setting which is the least restrictive feasible as defined in the treatment plan;
- The right to be informed of one's own condition, of proposed or current services, treatment, or therapies, and of the alternatives;
- The right to consent to or refuse any service, treatment, or therapy upon full explanation of the expected consequences of such consent or refusal. A parent or legal guardian may consent to or refuse any service, treatment, or therapy on behalf of a minor client;
- The right to confidentiality of communications and of all personally identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state of federal statutes, unless release of information is specifically authorized by the client or parent or legal guardian of a minor client or court-appointed guardian of the person of an adult client in accordance with Rule 5122":2-3-11 of the State of Ohio Administrative Code;
- The right to have access to one's own treatment records, unless access to particular identified items of information is specifically restricted for that individual client for clear treatment reasons in the client's treatment plan. "Clear treatment reasons" shall be understood to mean only severe emotional damage to the client such that dangerous or self-injurious behavior is an imminent risk. The person restricting the information shall explain to the client and other persons authorized by the client the factual information about the individual client that necessitates the restriction. Any person authorized by the client has unrestricted access to all information. Clients shall be informed in writing of agency policies and procedures for viewing or obtaining copies of personal records;
- The right to be informed in advance of the reason(s) for discontinuance for service provision, and to be involved in planning for the consequences of that event;
- The right to receive and explanation of the reasons for denial of service;
- The right to know the cost of services;
- The right to be fully informed of all rights;



As a client of Renew Wellness, we expect the following from you as our client:

- **To be motivated for change. By contacting and scheduling appointments with us, we assume that you are prepared to make positive and transformative changes in your life on this journey to becoming your BEST SELF. We expect that you will make the commitment to attend your scheduled appointments. Our time is valuable, and we are here to work with you as you walk down this path of change. Repeated cancellations call into question your commitment to this process.**
 - **You will be charged a minimum amount of \$30.00 for late cancellations or appointments cancelled without 24 hour notice**
 - **You will be charged the full fee of \$110 for a NO SHOW counseling appointment or full fee of scheduled massage.**
- We use a variety of communication to stay in contact with you including phone, text messaging, and email. If you choose to communicate with us through these methods, you acknowledge that there are limits to what can be kept confidential over the Internet. We are often not immediately available by telephone or outside of business hours. We encourage the use of your support system and coping strategies to manage stress outside of scheduled appointment times. If at any time you feel that you cannot wait for a return phone call or keep yourself safe, please contact 1) Netcare Access at 614-276-2273, 2) call 911, or 3) attend your nearest emergency department. We provide appointment reminders for counseling appointments, this service is a courtesy provided to you but you are ultimately responsible for your own appointment time.
- For counseling services, we schedule hourly appointments for 50 minute hours to allow us to have ample time to prepare in advance for our appointment with you. If you arrive late to your appointment, you will still have the same allotted time your appointment will end at ten minutes 'til the hour. We want to be respectful of everyone's time and make our best effort to keep our appointments on time.
- We use a variety of treatment modalities at Renew Wellness that are evidence based practices to help facilitate your process of change. We will provide you with as much as information as you would like about these modalities and the evidence that supports our decision to utilize these in your treatment process. We recognize that every person is different, and we will develop a treatment plan appropriate to your needs and desired changes. We expect that you will participate in these treatments to the best of your ability and as appropriate by our recommendations.



A copy of the CLIENT POLICIES will be distributed in written form to each client during the intake or assessment process and can be clarified or read them orally if needed.

By signing the CLIENT POLICIES, you are also acknowledging receipt and acceptance of the CLIENT POLICIES.

Client/Guardian

Date

Witness

Date



INFORMED CONSENT FOR COUNSELING SERVICES

Each treatment service that I receive has risks and benefits associated with it. The risks and benefits are outlined below and have been explained to me. My initials indicate that I wish to receive this treatment, and that I have had these benefits and risks explained to me as well as any others that may apply.

___ Diagnostic Assessment: Diagnostic assessment is a means for your clinician to better understand you and the concerns that bring you to therapy. Your clinician may ask you questions regarding your past and present levels of functioning. This information will be helpful to your clinician in developing an individual treatment plan with you. Occasionally, your therapist or refer you for additional testing or services, that may include a practitioner at Renew Wellness or a collaborative practitioner.

___ Counseling / Psychotherapy: I understand that therapy is a collaborative effort and that success or failure is a function of the efforts of both the therapist and myself. Specific benefits of an effective therapy for me are outlined in my individual service plan. General benefits of therapy may include relief of symptoms, increased insight and confidence, improvement in interpersonal relationships, decreased anxiety, and a general improvement in daily functioning. The professional literature suggests that approximately 10% of therapy clients become more dysfunctional as a result of the stress of treatment.

___ Confidentiality has been explained to me and I understand this concept.

___ As a minor 14 years of age or older, I understand I am entitled to receive counseling services for not more than six sessions or thirty (30) days, whichever comes first, without the consent of my parent / guardian and without that person being informed. If services extend beyond that point, I will work with my therapist to involve my parent / guardian in my treatment

___ I understand that I have the right to refuse any and all treatment. I also understand that my therapist may decline to provide services to me if I refuse or cannot comply with the necessary requirements of therapy. I understand that I have the right to withdraw my consent for any and all treatments at any time. If I refuse or withdraw consent for treatment, my therapist will make an effort to develop input or an alternative approach to therapy.



I consent to receive the services for which I have initialed and dated above or I consent for my child, who is under the age of eighteen- (18) to receive these services.

Client (Parent/Guardian) Date Witness Date

I refuse consent for the treatment services provided for me (or my child,)

Client (Parent/Guardian) Date Witness Date



HIPPA NOTICE OF PRIVACY PRACTICES

This notice describes how medical/mental health information about you may be used and disclosed and how you can get access to this information. Please review it carefully. This information is effective as of January 1, 2016

Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow us to use and disclose your health information for these purposes. All information released will be in accordance with state and federal laws and the ethics of the counseling profession. This notice describes our policies related to the use and disclosure of client health care information.

For the purposes of treatment, we use and disclose health information to provide, manage and coordinate care. This may include case consultation.

To obtain payment we use and disclose health information to verify insurance coverage and to process claims and collect fees.

We use and disclose health information for healthcare operations such as reviews of treatment and business activities.

We will disclose client information to report child abuse, medical emergency and as required by law. This includes:

- Report of suspected physical, sexual or emotional abuse of a minor to appropriate authorities
- Report homicidal ideation to the identified victim(s) and local police department
- Report suicidal intentions if treatment recommendations are not followed

Client Signature _____

Date_____

Witness Signature _____

Date_____



Credit Card Authorization Form

Name on the Card _____

Type of Card: Visa MC AmEx Discover Other _____

Account Number _____

Expiration Date _____

Security Code _____

Billing Address _____

City, State, Zip _____

Phone Number _____

Order/Invoice Number _____

Item(s) Purchased _____

Amount to be Charged _____

**By signing this form, you authorize _____
to charge your card for the amount listed above.**

Signature _____

Date _____