

# *Cadenza Center for Psychotherapy & the Arts, Inc.*

## ADULT INTAKE

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

Name: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_ Sex: M F

**ETHNIC ORIGIN:**  White  Hispanic  Haitian  African American  Other: \_\_\_\_\_

**PRIMARY LANGUAGE:**  English  Spanish  Other: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell:(\_\_\_\_): \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone number to call for session reminder:(\_\_\_\_): \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Presenting Problem: \_\_\_\_\_

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

### FAMILY HISTORY

**Place of Birth:** City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

If not local, date of arrival to South Florida: \_\_\_ / \_\_\_ / \_\_\_ Reason for move: \_\_\_\_\_

Religion raised in: \_\_\_\_\_ Actively Practicing:  Yes  No

**MARITAL STATUS:**  Single  Married, # of years \_\_\_\_\_  Separated  Divorced (age at divorce: \_\_\_\_\_)

Name of spouse/significant other: \_\_\_\_\_ Age: \_\_\_\_\_

Briefly describe your relationship: \_\_\_\_\_

CHILDREN Name	Age	Lives with You?
1.		Y N
2.		Y N
3.		Y N
4.		Y N

SIBLINGS	
Name	Age
1.	
2.	
3.	
4.	
5.	

**History of Physical Abuse/Family Violence or Neglect:**  No  Yes Has abuse been reported?  Yes  No  
 Charges Pending?  Yes  No  
 Explain: \_\_\_\_\_

**History of Sexual Abuse/Trauma:**  No  Yes Has abuse been reported?  Yes  No  
 Charges Pending?  Yes  No  
**Explain** \_\_\_\_\_

**History of Violence:**  No  Yes, toward:  People  Property  Other: \_\_\_\_\_  
 Explain: \_\_\_\_\_

**Gang Involvement:**  No  Yes  
 Charges Pending?  No  Yes, explain: \_\_\_\_\_

**History of Cruelty to Animals and/or Fire Setting:**  No  Yes, explain: \_\_\_\_\_

**History of Risk Taking Behaviors, General Behavioral Problems or Unusual/Bizarre Behaviors:**  No  Yes  
 Explain (provide time frames/dates): \_\_\_\_\_

**History of Arrest or incarceration:**  No  Yes, explain: \_\_\_\_\_

## MEDICAL & DEVELOPMENTAL HISTORY

**Name of Primary Care Doctor:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**General Health:**  Excellent  Fair  Poor, explain: \_\_\_\_\_

History of significant Medical Conditions/Illnesses or hospitalizations: \_\_\_\_\_

**Describe problems with the following:**

Health (physical, headaches, pain, etc.): \_\_\_\_\_

Sleeping: \_\_\_\_\_

Eating: \_\_\_\_\_

Focus/Concentration: \_\_\_\_\_

Energy: \_\_\_\_\_

Mood: \_\_\_\_\_

Social/Friends: \_\_\_\_\_

Work/Employment: \_\_\_\_\_

Drug and/or alcohol use: \_\_\_\_\_

Current frequency of use: \_\_\_\_\_

**MENTAL HEALTH HISTORY**

Previous counseling/psychotherapy: No Yes, when: \_\_\_\_\_

Previous therapist's name: \_\_\_\_\_

How helpful was it? \_\_\_\_\_

Family History of Psychiatric Illness: \_\_\_\_\_

Have you been hospitalized for psychiatric care? No Yes, when & where? \_\_\_\_\_

How helpful was it? \_\_\_\_\_

Do you have a history of suicidal thoughts and/or attempts? No Yes, describe: \_\_\_\_\_

Family History of Alcohol/Substance Abuse: \_\_\_\_\_

Name of Psychiatrist (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

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

Previous medications taken under psychiatrist's care: \_\_\_\_\_

**Current medications:**

1. \_\_\_\_\_ Dose: \_\_\_\_\_ For: \_\_\_\_\_

2. \_\_\_\_\_ Dose: \_\_\_\_\_ For: \_\_\_\_\_

3. \_\_\_\_\_ Dose: \_\_\_\_\_ For: \_\_\_\_\_

**ACADEMIC HISTORY:**

Excellent  Good  Poor, describe: \_\_\_\_\_

Highest level of education (grade, degree): \_\_\_\_\_

The information I have provided herein is accurate to the best of my ability and knowledge.

\_\_\_\_\_  
Date: \_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

# *Cadenza Center for Psychotherapy & the Arts, Inc.*

## Client Rights and Responsibilities, and Consent for Treatment

Client Name: \_\_\_\_\_

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

As a potential client of Cadenza Center for Psychotherapy & the Arts , Inc., I understand that I am assured humane and dignified treatment at all times and the following rights, and I agree to the following responsibilities.

### **Rights:**

1. Right to refuse and/or terminate treatment at any time.
2. Right to informed consent.
3. Right to confidentiality whereby the information revealed by me during treatment will be kept strictly confidential (understanding that any pertinent information relative to my care will be documented in a Cadenza Center for Psychotherapy & the Arts, Inc. contact record) and will not be revealed to anyone without my written authorization. The law provides the following exceptions to this provision.
  - a. If Cadenza Center for Psychotherapy & the Arts , Inc. has knowledge of client's intent to harm self or others.
  - b. If Cadenza Center for Psychotherapy & the Arts, Inc. has knowledge of child abuse, neglect or exploitation.
  - c. If Cadenza Center for Psychotherapy & the Arts, Inc. receives a court-order to the contrary.
  - d. If client enters into litigation with Cadenza Center for Psychotherapy & the Arts, Inc.
  - e. If medical emergency necessitates disclosure.
  - f. If Cadenza Center for Psychotherapy & the Arts, Inc. has knowledge of client's intentional spreading of communicable disease.
4. Right to request second opinion.
5. Right to treatment without regard to race, color, sex, age, religion, national origin, disability or sexual orientation.

### **Parent/Legal Guardian/Client Responsibilities:**

1. To keep predetermined appointment and to notify Cadenza Center for Psychotherapy & the Arts, Inc. at least 24 hours in advance of canceling or rescheduling an appointment.
2. To participate and follow agreed upon treatment.
3. To maintain confidentiality pertaining to group therapy, when applicable.
4. To assume responsibilities for payment of the assessed and agreed fees for services.
5. To inform Cadenza Center for Psychotherapy & the Arts, Inc. of any change in address and phone numbers.

### **Consent for Treatment:**

I understand and voluntarily agree to the above, and I authorize evaluation and/or treatment by Cadenza Center for Psychotherapy & the Arts . I understand that this consent can be repealed in writing at any time during the treatment period.

Name of the Client/Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**CADENZA CENTER FOR PSYCHOTHERAPY & THE ARTS, INC.**  
**Consent for Release of Information**

Therapist/Provider: \_\_\_\_\_

Client's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I, undersigned, voluntarily request and authorize the personnel at the Cadenza Center to exchange with/obtain from/release to the party I have indicated below the information contained in my clinical and medical record. I authorize the Cadenza Center to exchange, release or obtain information verbally/in writing/both in writing and verbally. I understand that my health information may be protected by the Federal Rules (HIPAA) for privacy of Individually Identifiable Health Information (45 CFR parts 160 and 164), the Federal Rules for Confidentiality of Alcohol and Drug Abuse Patient records (42 CFR Chapter, part 2), and/or the State laws.

I understand that information disclosed based on this authorization may be subject to re-disclosure by the recipient, and no longer protected by federal privacy regulations.

Person/Organization receiving information from or communicating information to the Cadenza Center for Psychotherapy & the Arts, Inc. include:

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Purpose of Release: \_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship:  Self     Parent     Guardian

\_\_\_\_\_ (initial) I choose to decline the invitation to authorize communication between my therapist and other members of my medical team (i.e., primary care physician, psychiatrist, other current and/or past therapists).

\_\_\_\_\_ (Initial) This consent is valid until my written request to rescind this authorization or at the termination of active treatment at the Cadenza Center.

# Notice of Privacy Acknowledgement

Cadenza Center for Psychotherapy & the Arts, Inc.

450 N. Park Road, #400  
Hollywood, FL 33021  
954-925-3191 (t) 954-925-3193

Client Name: \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Social Security Number \_\_\_ - \_\_\_ - \_\_\_

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (“HIPPA”), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

1. Conduct, plan and direct my treatment and follow up among the multiple healthcare providers who may be involved in that treatment directly or indirectly.
2. Obtain payment from third party payers.
3. Conduct normal healthcare operations such as quality assessment and physician/non-physician certifications.

I have received, read and understand your **Notice of Privacy Practices** containing a more complete description of the uses and disclosures of health information. I understand that this organization has right to change it **Notice of Privacy Practices** from time to time and that I may contact this organization at any time at the above address to obtain a current copy of the **Notice of Privacy Practices**. (Do we have a more complete description of our Notice of Privacy Practices?)

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or other healthcare operations. I also understand that you are not required to agree to my requested restrictions but if you do agree then you are bound to abide by such restrictions.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## **HIPAA Notice of Privacy and Health Information Practices**

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

### **Introduction**

At Cadenza Center for Psychotherapy & the Arts, we are committed to treating and using health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect and how and when we use or disclose that information. It also describes your rights as they relate to your Protected Health Information. This Notice is effective June 1, 2005, and applies to all Protected Health Information as defined by Federal Regulations.

### **Understanding Your Health Record/Information**

Each time you visit Cadenza Center for Psychotherapy & the Arts a record of your visit is made. Typically, this record contains your symptoms, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment,
- Means of communicating among the many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer (i.e., insurance company) can verify that services billed were actually provided,
- Source of information for public health officials charged with improving the health of the State and the Nation, as required by law (i.e., reporting child abuse and neglect or reporting domestic violence),
- Basis for disclosing your child's health information to a law enforcement official, for purposes such as identifying or locating an individual, in complying with a court order or subpoena, and other law enforcement purposes,
- Source for public safety. We may disclose your child's health information to appropriate persons in order to prevent or lessen a serious threat to health or safety of a particular person, or the general public, and
- Tool in educating health professionals, source of data for medical research, and tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

### **Your Health Information Rights**

Although your health record is the physical property of Cadenza Center for Psychotherapy & the Arts, the information belongs to you. You have the right to:

- Obtain a paper copy of this Notice of Health Information Practices upon request,
- Inspect and copy your health record, as provided for in 45 CFR 164.524,
- Amend your health record, as provided for in CFR 164.528,
- Obtain an accounting of disclosures of your health information, as provided in 45 CFR 164.528,
- Request communications of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information, as provided by 45 CFR 164.522, and
- Revoke your authorization to use or disclose health information, except to the extent that action has already been taken.

### **Our Responsibilities**

Cadenza Center for Psychotherapy & the Arts is required to:

- Maintain the privacy of your health information,
- Provide you with a copy of this Notice as to your legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this Notice,
- Notify you if we are unable to agree to a requested restriction, and



- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice, provided those changes affect your health information, to you at the address you have supplied us, or if you agree, we will e-mail the revised notice to you.

We will not use or disclose your health information without your authorization, except as described in this Notice. We will also discontinue using or disclosing your health information after we have received a written revocation of the authorization, according to the procedures included in the Authorization.

**For More Information or to Report a Problem**

If you have questions or would like additional information, you may contact Cadenza Center for Psychotherapy & the Arts at 954-925-3191. If you believe your privacy rights have been violated, complaints should also be directed to Michelle Hintz, PsyD, MT-BC. If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to: Office of Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201. There will be no retaliation for filing a complaint with either Cadenza Music Therapy, Inc. or the Office of Civil Rights. Please take this copy for your records

**CADENZA CENTER FOR PSYCHOTHERAPY & THE ARTS, INC.**  
**Financial Responsibility Agreement**

Client Name: \_\_\_\_\_

The following is a statement of our financial policy, which we require you to read and sign prior to receiving non-emergent care.

**FULL PAYMENT IS DUE AT THE TIME OF SERVICE. For your convenience, we accept Visa, Mastercard, cash, money orders or checks.** Non-payment of fees may result in the interruption of your services.

I understand that I am responsible to meet my insurance deductible and make co-payments as required by my plan in addition to any services provided that are not covered by my insurance carrier. This will be explained to me prior to my first appointment if possible. The staff at the Cadenza Center strive to obtain the most accurate insurance information from insurance companies, however from time to time, the information provided may be inaccurate. I also understand that if I am using an insurance plan, payment by an insurance company cannot be guaranteed even when benefits have been discussed with my carrier in advance of my first appointment. Therefore, in the event that my insurance carrier refuses to make payment against claims made for services rendered to myself and/or my family (regardless of reason – i.e., deductible, inaccurate copay information, inaccurate number of sessions approved), I understand that I am responsible for prompt payment (within 2 weeks of written notice) for these services received. I understand that I am entitled to a detailed description of the charges in dispute. Additionally, if I receive any insurance payments directly from my insurance carrier for services performed on my behalf, I will immediately pay over such payments to the Cadenza Center for Psychotherapy and the Arts, Inc.

I understand that in order to receive the best clinical services, my therapist may be available for brief phone sessions to speak with me or other professionals involved in my care when necessary. In addition, my therapist may prepare letters, treatment summaries, preparation of records, or other services I request. I understand that these services and time are not billable to my insurance carrier and therefore I am responsible for payment for services lasting more than 15 minutes. My therapist or office staff will advise me of any fees applied to my account. I understand that I will be billed a pro-rated fee for these services based upon my therapist's customary session fee.

Because scheduled sessions are reserved specifically and exclusively for me and/or my family, I understand that *unless my session is canceled with at least 24 hours in advance, I may be charged a fee for missed appointments.* Only my therapist may make exceptions and waive the fee, at his/her discretion, for emergency or unusual circumstances. I am aware that insurance carriers do not provide reimbursement for cancelled or missed sessions. Additionally, repeated missed appointments may result in termination of therapy. I understand that my therapist and the staff at the Cadenza Center will always make every effort to notify me and reschedule any appointments that need to be cancelled in case of an emergency.

The Cadenza Center reserves the right to refer any unpaid balance to an outside collection agency and to take appropriate legal action to collect unpaid balances. I know that I will be responsible for payment of all fees and costs associated with these collection efforts, including payment of any court costs and attorney's fees. I understand that unpaid balances greater than 30 days may be subject to a late fee of the greater of \$25 or 2% of the outstanding balance.

A photocopy of this authorization is as valid as if it were an original executed document. I authorize the release of payments and medical information necessary to process my and/or my family members' insurance claims and related claims. I hereby authorize payment directly to my therapist or to Cadenza Center for Psychotherapy and the Arts, Inc. of the insurance benefits otherwise payable to me for all professional services received.

I have read the financial policy and had an opportunity to have question answered. I understand and voluntarily agree to this financial policy.

Name of Client/Guardian: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_