

LeeAnn Decker, LMHC

8753 Forest Hill Pl NW, Seattle, WA 98117 206-522-0758 / 206-941-2004

Client Information

Name: _____ Date: _____

Address: _____ City _____ Zip _____

Phone: Home _____ Cell _____ Work _____

Please circle which number(s) you prefer I use.

Date of Birth: _____ Age: _____ Relationship Status: _____

Employer/School: _____ Occupation/Studying: _____

Children and Ages: _____

Primary Care Physician: _____

Current Medications: _____

Past Psychotherapy-When, What purpose: _____

Alcohol and Drug Use Amount and Frequency: _____

Referred by: _____ Permission to thank them? _____

Emergency Contact Name and Phone: _____

Please list your reasons for seeking therapy at this time. Include when these problems started.

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Office Policies and Consent for Treatment

It is important that our relationship begin with clear agreement of our mutual rights and responsibilities. My credentials and office policies are listed below. Please read them carefully and ask me to clarify anything you don't understand.

Treatment Philosophy

My goal as a psychotherapist is to help you gain greater satisfaction with your life and to help relieve symptoms of anxiety, depression and compulsive behaviors. I believe positive outcomes in therapy occur through experiencing a trusting, emotionally safe relationship in which you can grow in your awareness of yourself and your behaviors. My role is to provide this relationship and assist you in challenging old beliefs, learning new skills and letting go of old pain. I will ask you questions, offer observations and look for patterns of behavior that bring about insight, understanding and compassion for yourself and others. My work has been shaped by psychodynamic, developmental, systems, behavioral and somatic theories.

Credentials

I earned my Masters degree in Psychology from Antioch University in 1990, and have continued to study a variety of advanced psychotherapy techniques since then. I have certifications in Interpersonal Neurobiology from Mindsight Institute, Mind Body Medicine from Harvard Medical School (now Benson Henry Institute,) and Inner Relationship Focusing from Focusing Resources. I am a member of the Washington Mental Health Counselors Association and Women's Therapy Referral Service. I am a Licensed Mental Health Counselor by the Washington State Department of Health #LH30002613.

Appointments, Fees and Cancellations

My fee is \$140 for a 55 minute session. Payment is due in full each session, by check, cash or credit card. If I have a contract with your insurance company, I will bill them for our sessions, and then bill you monthly for the "patient responsibility" portion of your fee. If I'm not contracted with your insurance company, I will provide monthly receipts for your use in seeking reimbursement. Whether or not I am a contracted provider with your insurance company, you are responsible for payment of services. Collateral services such as letters, reports and consultations will be prorated and billed at \$150 per hour. Please provide at least 24 hours notice for all cancellations. You will be responsible for the full fee for cancellations with less than 24 hours notice.

Confidentiality

Everything that occurs in our sessions is confidential, including the fact that you are seeing me, unless I have your written consent to share this information. However, I am legally required to release information without your consent in cases of suspected child abuse or neglect, potential harm to yourself or others, or in instances in which I am subpoenaed for your records.

If you elect to use your health insurance to pay for psychotherapy, your diagnosis, symptoms, substance abuse issues (if any) and history may become part of your permanent medical records.

If you choose to communicate with me by email or text, I cannot guarantee that this information will not be accessed by third parties. The Federal HIPAA confidentiality law considers email between clients and psychotherapists a breach of confidentiality. If you email or text me about appointment times, I will respond in kind, and then immediately delete your communication from my devices.

Your Legal Rights

You have the right and responsibility to choose a practitioner and treatment modality that best suits your needs. You have the right to refuse and/or end treatment at any time. You have the right to review and/or request a copy of your records. You also have the right to ask me to correct your records if you believe any information is in error. If you raise problems and you feel that I am unresponsive, you have the right to contact the Washington State Department of Health, Health Professionals Quality Assurance Division at www.doh.wa.gov. You may also review unprofessional conduct for LMHCs at this address.

Consent for Treatment

I have read the above information and understand the conditions under which I consent to treatment. I have received a copy of this agreement.

Client

Date

I authorize LeeAnn Decker to exchange information with my insurance company as necessary for my coverage.

Client

Date

LeeAnn Decker, LMHC
8753 Forest Hill Pl NW, Seattle, WA 98117

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.

I am required by law to maintain the privacy of your health information. I am also required to give you this Notice about my privacy practices, legal obligations, and your rights concerning your health information ("Protected Health Information" or "PHI"). I will follow the privacy practices that are described in this Notice. If I amend this Notice, I will provide you with the amended Notice for your information and signature.

For more information about my privacy practices, or for additional copies of this Notice, please let me know your questions as soon as they arise.

I. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

A. Permissible Uses and Disclosures Without My Written Authorization. I may use and disclose your PHI without your written authorization for certain purposes as described below. The examples provided in each category are not meant to be exhaustive, but instead are meant to describe the types of uses and disclosures of your mental health information that are legally permissible.

1. Treatment: I may use and disclose your PHI to other clinicians involved in your care in order to better provide integrated treatment to you. For example, I may discuss your diagnosis and treatment plan with your psychiatrist or nurse practitioner. In addition, I may disclose your PHI to other health care providers in order to provide you with appropriate care and continued treatment.

2. Payment: I may use or disclose your PHI for the purposes of determining coverage, billing, claims management, and reimbursement. For example, a bill sent to your health insurer may include some information about our work together so that the insurer will pay for the treatment. I may also inform your health plan about a treatment you are going to receive in order to determine whether the plan will cover the treatment.

3. Health Care Operations: I may use and disclose your PHI in connection with health care operations, including quality improvement activities, training programs, accreditation, certification, licensing or credentialing activities. For, example, I may disclose disguised information about our work for training purposes.

4. Required or Permitted by Law: I may use or disclose your PHI when I am required or permitted to do so by law. For example, I may disclose your PHI to appropriate authorities if I reasonably believe that you are a possible victim of abuse, neglect, domestic violence, or the possible victim of other crimes. In addition I may disclose your PHI to the extent necessary to avert a serious threat to your health or safety or the health or safety of others. Other disclosures permitted or required by law include the following: disclosures for public health activities; health oversight activities including disclosures to state or federal agencies authorized to access your PHI; disclosures to judicial and law

enforcement officials in response to a court order or other lawful process; disclosures for research when approved by an institutional review board; disclosures for workers' compensation claims, and disclosures to military or national security agencies, coroners, medical examiners, and correctional institutions as authorized by law.

B. Permissible Uses and Disclosures That May Be Made Without My Authorization, But For Which You Have An Opportunity to Object.

1. Fundraising: I may use your PHI to contact you in an effort to offer you new services. I may also disclose PHI to any foundation with which I am connected so that the foundation may contact you in an effort to raise money for its operations. Any fundraising communications with you will include a description of how you may opt out of receiving any further fundraising communications.

2. Family and Other Persons Involved in Your Care. I may use or disclose your PHI to notify, or assist in the notification of (including identifying or locating) your personal representative, or another person responsible for your care, location, general condition, or death. If you are present, then I will provide you with an opportunity to object prior to such uses or disclosures. In the event of your incapacity or emergency circumstances, I will disclose your PHI consistent with your prior expressed preference, and in your best interest as determined by my professional judgment. I will also use my professional judgment and my experience to make reasonable inferences of your best interest in allowing another person access to your PHI regarding your treatment with me.

3. Disaster Relief Efforts. I may use or disclose your PHI to a public or private entity authorized by law or its charter to assist in disaster relief efforts for the purpose of coordinating notification of family members of your location, general condition, or death.

C. Uses and Disclosures Requiring Your Written Authorization.

1. Psychotherapy Notes. I will not disclose the records of our work that I keep separate from the medical record for my personal use, known as psychotherapy notes, except as permitted by law.

2. Marketing Communications; Sale of PHI. I must obtain your written authorization prior to using or disclosing your PHI for marketing or the sale of your PHI, consistent with the related definitions and exceptions set forth in HIPAA.

3. Other Uses and Disclosures. Uses and disclosures other than those described in this Notice will only be made with your written authorization. For example, you will need to sign an authorization form before I can send your PHI to your life insurance company or to your attorney. You may revoke any such authorization at any time by providing me with written notification of such revocation.

II. MY INDIVIDUAL RIGHTS

A. Right to Inspect and Copy. You may request access to your medical records and billing records maintained by me in order to inspect and request copies of the records. All requests for access must be made in writing. Under limited circumstances, I may deny access to your records. I may charge a fee for the costs of copying and sending you any records requested.

B. Right to Alternative Communications. You may request, and I will accommodate, any reasonable written request for you to receive your PHI by alternative means of communication or at alternative locations.

C. Right to Request Restrictions. You have the right to request a restriction on your PHI that I use or disclose for treatment, payment or health care operations. You must request any such restriction in writing addressed to **LeeAnn Decker, LMHC, 8753 Forest Hill PI NW, Seattle, WA 98117.**

I am not required to agree to any such restriction you may request, except if your request is to restrict disclosing your PHI to a health plan for the purpose of carrying out payment or health care operations, the disclosure is not otherwise required by law, and the PHI pertains solely to a health care item or service which has been paid in full by you or another person or entity on your behalf.

D. Right to Accounting of Disclosures. Upon written request, you may obtain an accounting of disclosures of your PHI made by me in the last six years, subject to certain restrictions and limitations.

E. Right to Request Amendment: You have the right to request that I amend your PHI. Your request must be in writing, and should explain why the information should be amended. I may deny your request under certain circumstances.

F. Right to Obtain Notice. You have the right to obtain a paper copy of this Notice by submitting a request to **LeeAnn Decker, LMHC, 8753 Forest Hill PI NW, Seattle, WA 98117** at any time.

G. Right to Receive Notification of a Breach. I am required to notify you if I discover a breach of your unsecured PHI, according to requirements under federal law.

H. Questions and Complaints. If you desire further information about your privacy rights, or are concerned that I have violated your privacy rights, please contact me at **(206) 522-0758**. You may also file a written complaint with the Director, Office for Civil Rights of the U.S. Department of Health and Human Services. I will not retaliate against you if you file a complaint.

III. EFFECTIVE DATE AND CHANGES TO THIS NOTICE

A. Effective Date. This Notice is effective on April 19, 2015.

B. Changes to this Notice. I may change the terms of this Notice at any time. If I change this Notice, I may make the new notice terms effective for all PHI that I maintain, including any information created or received prior to issuing the new notice. If I change this Notice, I will post the revised notice in the waiting area of my office and on my website at www.leeanndecker.com. You may also obtain any revised notice by asking me directly.

LeeAnn Decker, LMHC

8753 Forest Hill Pl NW, Seattle, WA 98117

**ACKNOWLEDGEMENT OF RECEIPT OF
NOTICE OF PRIVACY PRACTICES**

By my signature below I, _____, acknowledge that
I have received a copy of LeeAnn Decker's **Notice of Privacy Practices**.

Printed name of client

Date

Signature of client

Signature of LMHC

Date