



MIRACLE | Counseling

**INTAKE
INITIAL PACKET**



Initial verification completed by Office Personnel _____ Date _____

PATIENT CHART

DEMOGRAPHICS						
Name:					Sex – <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Other	
DOB:		Languages:		Relation to Patient		
Home #		Cell #		Email:		
Address:						
EMPLOYMENT						
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Student	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Military	<input type="checkbox"/> Disabled	<input type="checkbox"/> Retired
Location:			Position:			
Phone Number:			Email:			
EDUCATION						
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Not Applicable		Institution:		
Level of Education:		Phone #:		Email:		
EMERGENCY CONTACT #1						
Name:					Sex – <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Other	
DOB:		Languages:		Relation to Patient:		
Home #:		Cell #:		Email:		
Address:						
EMERGENCY CONTACT #2						
Name:					Sex – <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Other	
DOB:		Languages:		Relation to Patient:		
Home #:		Cell #:		Email:		
Address:						



ACTIVE MEDICATIONS (Use additional paper if needed)		
Name of Medication	Quantity	Frequency

DISCONTINUED MEDICATIONS (Use additional paper if needed)		
Name of Medication	Quantity	Frequency

ALLERGIES (Use additional paper if needed)		
Allergy	Reaction	Protocol

Parent's Names:

Other important information:

This form was completed to the best of my knowledge and ability. It will remain my responsibility to update Miracle Counseling and Life Coaching LLC of any future changes.

Patient's Name

Signature

Date

Relationship to Patient

Signature

Date



INFORMED CONSENT

PROVIDERS	
Dr. Mirta Cabrera – LPC, PsyD	Dr. Lilian Tocco– MSEdu., MSLPC, PsyD
Abigail Webber – MS, LPC	Melissa Badertscher – MS, MSAT, LPC-IT
E. Basil Jackson – DPM, MD, ThD, Ph.D, DSc, JD, DLitt.	Lashonda Miranda – LCSW

The Counseling Process

Counseling is summarized by guided methods of resolving issues with the assistance of a licensed professional. It is essential to establish a positive, professional, client-therapist relationship so that desired change can become the new lifestyle. Various therapy methods are used to promote long-term solutions unless there is an immediate need that should be discussed first. Typically, an initial biopsychosocial assessment is completed in the first session, followed by a treatment plan and mental health evaluations. Depending on the needs of the individual, the client could attend weekly, bi-weekly, or monthly appointments; there will be regular reevaluations of the efficiency of the treatment plan. Sessions usually last 30-60 minutes. Written reports may be provided if needed. Charges may apply. Clients have access to their charts and the objectives of their treatment.

Length of Service

A treatment plan will be determined after the client’s initial assessment components. In the event that the client does not have insurance, the determined treatment plan will remain unchanged until a reevaluation takes place. Comparatively, clients with insurance may experience their HMOs to determine the length of service. In addition, the allotted span of service may not reflect the treatment plan. In that case, the client and therapist will seek the best possible plan for the client and plan according to HMOs coverage and make accommodations for self-pay. Referrals can also be provided. The therapist reserves the right to refer the client to a colleague or other mental health professional for further treatment or resources.

*****If the client has 3 missed appointments, there will be a 3-month hold on their appointments*****

Another reason for the interruption of services would be the client’s inability to maintain scheduled appointments. There are competitive slots of time in which other clients also need aid in their day-to-day lives and require scheduled and timely assistance. If unable to attend, contact Miracle within 24 hours or become responsible for covering the session fee. In the event the therapist cannot keep an appointment, the receptionist will contact the client to reschedule.

Parameters

If a grievance should arise, the client is responsible for completing the Grievance Form (available at the front desk) in its entirety. Miracle will review the material and work on a resolution with the parties involved. An Authorization for Release of Information is required prior to information leaving the office and discussing confidentiality information with someone out of the therapeutic context. This consent relies on the confidential manner in which my case is discussed, and I understand it is solely dependent on providing me quality service. The client's services are based on the agreed treatment plan and Miracle Counseling and Life Coaching LLC’s resources. If the therapist or client cannot meet the treatment plan’s goals effectively, the therapist will refer the client to other resources. We work endlessly to provide a safe place for all beliefs, cultures, and races. Please note that Miracle Counseling and Life Coaching is LLC only open by appointment.

In case of an emergency, please call 911, contact the Suicide Prevention Lifeline at 1-800-273-TALK (8255), or go to the hospital most convenient near you. Otherwise, please make an appointment to directly discuss therapeutic matters with the therapist.



HIPAA INFORMED CONSENT

Background: The Health Insurance Portability and Accountability Act (HIPAA) provides safeguards to protect your privacy. This is a “friendly” version. A more complete text is posted at the clinic. Specifically, there are rules and restrictions on who may see or be notified of your Protected Health Information (PHI). These restrictions do not include the normal interchange of information necessary to provide you with office services. In addition, HIPAA provides certain rights and protects you as a patient. We balance these needs with our goals of providing you with quality professional service and care. Additional information is available from the U.S. Department of Health and Human Services www.hhs.gov.

Policies

1. Patient information will be kept confidential except as necessary to provide services or to ensure that all administrative matters related to your care are handled appropriately. This specifically includes the sharing of information with other healthcare providers, laboratories, health insurance payers, as is necessary and appropriate for your care.
2. Patient files are stored after sessions in locked filing cabinets. However, the normal course of providing care means that such records be left temporarily in administrative areas such as the front office, clinician’s office, etc. Those records will not be available to persons other than office staff. You agree to the normal procedures utilized within the office for the handling of charts, patient records, PHI, and other documents or information.
3. This practice aims to remind clients of their appointments. We may do so by phone, text, or email in the most convenient manner for you. However, it is not our responsibility to remind you of the appointments as this is a courtesy service we aim to render. In addition, we may send you other communications informing you of changes to office policy and new technology that you might find valuable or informative.
4. The practice uses an off-site billing specialist that may have access to PHI but has agreed to abide by the confidentiality rules of HIPAA.
5. You understand and agree to inspect the office and review of documents, which may include PHI by government agencies or insurance payers in normal performance of their duties.
6. You agree to bring any concerns or complaints regarding privacy to the attention of the office manager or your clinician.
7. Your confidential information will not be used for the purposes of marketing or advertising products, goods, or services.
8. We agree to provide patients with access to their records in accordance with state and federal laws.
9. We may change, add, delete, or modify any of these provisions to serve better the needs of both the practice and the patient.
10. You have the right to request restrictions in the use of your PHI and request change in certain policies used within the office concerning your PHI. However, we are not obliged to alter internal policies to conform to your request.
11. Surveillance cameras are present on the property for safety reasons and are being used to maintain the security and safety of staff and patients. Video footage from security cameras will not be used for evaluation purposes.
12. Both parties are prohibited from any type of recording (either voice or video) during sessions.

This form was completed to the best of my knowledge and ability. It will remain my responsibility to update Miracle Counseling and Life Coaching LLC of any future changes.

Patient’s Name

Signature

Date

Relationship to Patient

Signature

Date



MIRACLE | Counseling

INSURANCE VERIFICATION FORM

Patient's Name:

Date:

PRIMARY INSURANCE INFORMATION			
Policy Holder's Name:		Insurance Company Name:	
Policy Holder's ID Number:		Patient's ID Number:	
Do you Work? – <input type="checkbox"/> YES <input type="checkbox"/> NO	Group Number:		DOB:
Company Address:		Company Phone Number:	
TYPE OF INSURANCE PLAN			
MEDICAID + HMOs			
<input type="checkbox"/> Medicaid Forward	<input type="checkbox"/> Molina Medicaid	<input type="checkbox"/> Anthem Medicaid	<input type="checkbox"/> UHC Community Plan
<input type="checkbox"/> NHP Medicaid	<input type="checkbox"/> MHS Medicaid	<input type="checkbox"/> iCare Medicaid	<input type="checkbox"/> Children's Community HP
COMMERCIAL			
<input type="checkbox"/> Humana	<input type="checkbox"/> UHC Commercial	<input type="checkbox"/> UHC EAP	<input type="checkbox"/> Molina Marketplace
<input type="checkbox"/> Cigna	<input type="checkbox"/> BCBS Commercial	<input type="checkbox"/> Together W/ CCHP	<input type="checkbox"/> United Choice One
<input type="checkbox"/> UMR	<input type="checkbox"/> All Savers (UHC)	<input type="checkbox"/> Beacon Health (EAP)	<input type="checkbox"/> Other:

SECONDARY INSURANCE INFORMATION			
Policy Holder's Name:		Insurance Company Name:	
Policy Holder's ID Number:		Patient's ID Number:	
Do you Work? – <input type="checkbox"/> YES <input type="checkbox"/> NO	Group Number:		DOB:
Insurance Company Address:		Company Phone Number:	
TYPE OF INSURANCE PLAN			
MEDICAID + HMOs			
<input type="checkbox"/> Medicaid Forward	<input type="checkbox"/> Molina Medicaid	<input type="checkbox"/> Anthem Medicaid	<input type="checkbox"/> UHC Community Plan
<input type="checkbox"/> NHP Medicaid	<input type="checkbox"/> MHS Medicaid	<input type="checkbox"/> iCare Medicaid	<input type="checkbox"/> Children's Community HP
<input type="checkbox"/> Other:			
COMMERCIAL			
<input type="checkbox"/> Humana	<input type="checkbox"/> UMR	<input type="checkbox"/> UHC EAP	<input type="checkbox"/> Molina Marketplace
<input type="checkbox"/> BCBS Commercial	<input type="checkbox"/> All Savers (UHC)	<input type="checkbox"/> Cigna	<input type="checkbox"/> United Choice One
<input type="checkbox"/> UHC Commercial	<input type="checkbox"/> Together W/ CCHP	<input type="checkbox"/> Beacon Health (EAP)	<input type="checkbox"/> Other:

NOT APPLICABLE

INCLUDE A COPY (FRONT & BACK) of INSURANCE CARD & IDENTIFICATION

*****Good Faith Estimate is available upon request*****