



Valley Psychological Associates

1045 S. Cedar Crest Boulevard
Allentown, Pa 18103-5443

CLIENT DEMOGRAPHIC INFORMATION FORM

Initial Appointment Date: _____ Clinician: _____

Client Name: _____ • M / F DOB: ___/___/___

Partner's Name (if couple): _____ • M / F DOB: ___/___/___

Home Address _____ City _____ State _____ Zip _____ Home phone _____ - _____ - _____ Messages Okay? <input type="checkbox"/> Yes <input type="checkbox"/> No Cell phone _____ - _____ - _____ Messages Okay? <input type="checkbox"/> Yes <input type="checkbox"/> No	Social Security #: _____ E-mail address _____ May we contact you by email? <input type="checkbox"/> Yes <input type="checkbox"/> No In Case Of Emergency, Notify: NAME _____ RELATIONSHIP _____ Cell/Home phone _____ - _____ - _____
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

How did you learn about Valley Psychological Associates?

___ Website ___ Relative/ friend ___ *Physician ___ Yellow Pages/Website ___ Insurance Company

___ Internet Search engine (please circle: Google, Yahoo, Bing, MSN, Other) Search words used: _____

* If there is a referring physician, may we have your permission to thank the referral source? Yes No

Insurance Information

No insurance, self-pay: _____ Primary Care Physician: _____ Phone: _____

If you have insurance please provide the following information:

Name of insured: _____ Employer: _____

Insurance Company: _____ ID # (on card): _____ Group #: _____

Date of Birth of the insured person _____ 1-800 Number on Card _____

Client's Relationship to insured: ___self ___spouse ___son/daughter

Do you have secondary insurance? Y / N _____ Date of Birth of the insured person _____

Name of insured: _____ Employer: _____

Insurance Company: _____ ID # (on card): _____ Group #: _____

Patient's Signature and Release: I authorize Valley Psychological Associates to provide my insurance company with any information necessary to process my claims. I understand that my signature below is my written permission for insurance payments for services rendered to be paid directly to the provider for services.

CLIENT SIGNATURE _____

DATE _____



Valley
Psychological Associates
1045 S. Cedar Crest Boulevard
Allentown, Pa 18103-5443

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. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

Use And Disclosure Of Health Information

This notice of HIPAA Privacy Rules includes information we are required to give you regarding our privacy practices. We use and disclose health information about you for treatment, payment, and health care operations. For example:

Payment: We may use and disclose your health information to obtain payment for services we provide you. We may also disclose your health information to another health care provider or entity that is subject to the Federal Privacy Rules for its payment activities.

On Your Authorization: You may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any uses or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this notice.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

For Your Safety and the Safety of Others: If we determine that you are a danger to yourself or others, we will take all necessary steps to protect those at risk, including informing the Police and Crisis Intervention.

Our Legal Duty

Federal and state law requires us to maintain the privacy of your health information. The law also requires us to give you this notice about our privacy practices, our legal duties and your rights concerning your health information. We must follow the privacy practices as described in this notice while it is in effect. This notice takes effect April 14, 2003 and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this notice at any time, provided such applicable law permits the changes. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all health information we maintain, including health information we created or received before we made the changes. Prior to making any significant changes in our privacy practices, we will change this notice and make the new notice available upon request.

You may request a copy of your notice at any time. For more information about our privacy practices, or for additional copies of this notice, please contact us at any time.

Acknowledgement of Receipt of Notice of Privacy Practices

Thank you very much for taking the time to review how we are carefully using your health information. If you have any questions, we want to hear from you. If not, we would appreciate your acknowledging your receipt of our policy by signing below.

I, _____ acknowledge that I have received the notice of privacy practices from
Jaclyn Davis, Ph.D.

Patient Signature(s)

Date



Valley
Psychological Associates
1045 S. Cedar Crest Boulevard
Allentown, Pa 18103-5443

Psychotherapy Agreement

Jaclyn Davis, Ph.D.

Welcome to Valley Psychological Associates. I look forward to meeting with you and discussing how I can best assist you in addressing your presenting concerns. Before our appointment, please take a few minutes to read over this agreement to orient you to the therapy process and provide you with further information about me.

About Me

I am a licensed psychologist in the state of Pennsylvania, specializing in clinical psychology. I earned my Doctor of Philosophy (Ph.D.) in Clinical Psychology at Rosemead School of Psychology at Biola University. Although I have the experience and training to provide therapy and assessment for all ages and for many types of problems, I specialize in working with adults and couples. I work from a relational psychodynamic perspective, which focuses not only on resolving problems but achieving greater insight into them to effect changes that are lasting. I view the therapeutic relationship as the vehicle through which you may better understand your unique history, identify problematic ways you have learned to be in the world, and experiment with new ways of being and relating. By unmasking hidden aspects of yourself and patterns in your relationships, therapy provides a meaningful relationship where you may become known as you truly are and experience the possibility for transformation, healing, and restoration.

Confidentiality

Confidentiality is one of the most important aspects of the psychotherapeutic relationship. Confidentiality fosters trust and safety, so that people are fully able to share their emotional experiences. Since trust and safety are so important, I will keep what you share with me confidential, except what is prohibited by law. Otherwise, everything that you share with me will remain confidential and I will not disclose anything that we discuss to anyone unless I have your verbal and written permission. While I do maintain records of our appointments and content of our meetings, I make every effort to keep these secure and confidential.

In all but a few situations, state law and the rules of my profession protect your confidentiality. The following are the most common cases in which confidentiality is *not* protected:

- If you make a serious threat to harm yourself or others, the law allows me to try to protect you or a potential victim. This usually means telling others about the threat and helping you seek appropriate help.
- If I have cause to believe a child, disabled person, or an elderly person has been or will be abused, neglected, or exploited, I am legally required to report this to the proper authorities.

At times, I may also discuss various cases with other consultants, as a way to enhance my clinical work with my clients. You can rest assured that these individuals are bound by the same confidentiality standards as outlined above.



Valley
 Psychological Associates
 1045 S. Cedar Crest Boulevard
 Allentown, Pa 18103-5443

Appointments

During our first few appointments, we will discuss what brings you to treatment. This will be a time for us to gather more information, gain a better “feel” for one another, and decide together what may be the best course of treatment for you. If we do not feel we would be a good fit to continue working together, or if you would prefer to meet with someone different, I would be happy to make a referral to another trusted therapist who might better meet your goals or fit your preferences. Should we both decide to continue working together, we will set up regular appointments at a frequency of once per week. Once we decide on a mutually agreeable time and day for your appointment, this time will be considered solely “yours” on a consistent, reliable basis.

Fees

My fees are listed below. I am considered “in-network” with several insurance companies, so the fee schedule below may not accurately reflect the actual out-of-pocket costs for which you will be responsible.

Initial Consultation Appointment	\$140
Individual Psychotherapy Appointment	\$130
Couples Psychotherapy Appointment	\$130

Insurance

I am an “in-network” provider with the following insurance companies:

- Highmark
- Capital Blue Cross
- Blue Cross Blue Shield (multiple plans)
- Medicare Part B

If you would like to use one of these companies to supplement the cost of your treatment, your actual out-of-pocket costs (co-payment) will be based on your particular plan, amount of coinsurance, and amount of deductible to be met (if any).

If you do not have one of the above types of insurance, and you would like to use your insurance to help pay for your treatment, I would be considered an “out-of-network” provider for you. If I am out of network for you, I will submit a bill to your insurance company, so that you may potentially obtain partial reimbursement for the costs of treatment.

Billing

I accept cash, check, credit cards, and health and flexible savings accounts. Payment for appointments is due at the beginning or end of each visit. You will be provided with a monthly invoice if you have an outstanding balance. If your account is chronically past-due, we may discuss a payment plan for you to be able to continue treatment. There may be cases where an outstanding balance may interrupt your ability to continue in treatment, but we will discuss this as the occasion arises. A fee of \$30.00 will be assessed when checks are returned due to insufficient funds.



Valley
Psychological Associates
1045 S. Cedar Crest Boulevard
Allentown, Pa 18103-5443

Cancellation and Late Arrival Policy

Out of respect for you and other clients, I will try to always begin and end on time. Because your appointment time is reserved for you, you will be charged the full appointment fee for missed appointments and late cancellations (less than 24 hours notice). I will make exceptions to this policy on certain occasions such as illnesses, accidents, emergencies, poor weather conditions, etc. If you are late for appointments, you will be charged the full appointment fee.

Financial Responsibilities of Clients

It is important for you to know that you are financially responsible for all payment of services. If your treatment is discontinued and an outstanding balance has been incurred, I will try to negotiate a repayment plan with you. If your account remains seriously past due and a repayment plan has been unsuccessful, you may be referred to a collection agency. In the event of such a referral, your personal information will, by necessity, be given to the agency, and your confidentiality protection will be considered waived.

Potential Risks of Therapy

Psychotherapy may involve risks. These may include recollection of unpleasant events that can arouse intense emotions of fear and anger. Feelings of discomfort, anxiety, sadness, frustration, loneliness, or helplessness may also be aroused but frequently abate during the course of treatment. If you are coming for couple's therapy, you may experience increased conflict and tension in your relationship as personal growth is often painful and adjustments in your personal relationships are often required. While these adjustments can be difficult and painful, many people find the interpersonal rewards of change to be well worth the effort.

Urgent Situations and Emergencies

During the course of psychotherapy, *urgent situations* sometimes arise between appointment times. I will try to help you through these times to the best of my abilities, and additional appointments may be recommended. In the event of an emergency, please contact your physician, hospital emergency room, community crisis line, or 911.

Summary

Finally, I am honored that you chose to work with me in psychotherapy. I recognize that this is not an easy decision and requires a significant commitment of time, energy, and financial resources. I am looking forward to getting to know you better and am hopeful you will find our time together meaningful and beneficial. I invite any and all questions or comments you might have about our work together or any aspect of your treatment.

****Please retain this portion of the Psychotherapy Agreement for your own reference.***



Valley
 Psychological Associates
 1045 S. Cedar Crest Boulevard
 Allentown, Pa 18103-5443

**Consent to Treatment & Fee Policy
 Agreement**

I have read pages 1-3 of “Psychotherapy Agreement” for Jaclyn Davis, Ph.D. and have received a copy for my own reference. I agree that Jaclyn Davis, Ph.D. has explained the nature and types of treatment that may be provided. I understand that I have the right to terminate treatment at any time, and that I am responsible for payment in full of services received and missed appointments. I will pay by check, cash, credit/debit card, or health/flexible savings account at the beginning or end of each appointment.

My signature below attests to my acceptance of and consent to the described treatment policies/procedures and financial obligations outlined on pages 1-3 of the “Psychotherapy Agreement.”

 Client Printed Name(s)

 Client Signature(s)

 Date

 Jaclyn Davis, Ph.D.

 Date



Valley Psychological Associates

1045 S. Cedar Crest Boulevard
Allentown, Pa 18103-5443

INITIAL EVALUATION

Please complete the following questionnaire to help me gain a better understanding of you and your background. If you are uncomfortable with completing any items, please leave them blank, and we can discuss your concerns during our initial appointment.

Client Name _____

Name of Partner (if couples therapy) _____

Date of Birth: __/__/__ Age: _____ Sex: M / F

Date of Appointment: __/__/__

What are the primary reason(s) for seeking help?

Family History

Place of Birth _____ Childhood Residence _____

Current Residence _____

Members of my current household include:

- Spouse/Partner Children My parents Spouse/Partner's parents Extended family Other (friend)

Father:

Father's Name _____ Present Age _____ Deceased
If deceased, age at death _____ When _____ Cause _____
If living, place of residence _____ Occupation _____
Health status _____

Mother:

Mother's Name _____ Present Age _____ Deceased
If deceased, age at death _____ When _____ Cause _____
If living, place of residence _____ Occupation _____
Health status _____

My parents are divorced Yes No If Yes, my parents divorced when I was _____ years of age.

I would describe my parents' relationship as _____

As a child, I often felt _____

Siblings:

Name _____ Age _____ Single Married Divorced Remarried
Deceased Since _____; Age at Death _____
Name _____ Age _____ Single Married Divorced Remarried
Deceased Since _____; Age at Death _____
Name _____ Age _____ Single Married Divorced Remarried
Deceased Since _____; Age at Death _____

Personal History

Marital Status: Single Single & Dating Committed relationship Married 1X Married 2X
 Married 3X or more Widowed Divorced Separated: How long? _____

Spouse/Partner's Name _____ Current Age _____
 1st Marriage 2nd Marriage 3rd or More Marriages

Spouse/Partner's Occupation and Employer _____

Assessment of current relationship? (if applicable): Good Fair Poor

I have been in emotionally and/or physically abusive romantic relationships Yes No

My earliest memory (please describe): _____

When I am upset, I do the following in order to feel better (please describe): _____

Sexual/Reproductive History:

- I have never been sexually active
- I have been sexually active in the past, but have been inactive since ___/___
- I am currently sexually active
- I have experienced: miscarriage; #___ stillbirth; #___ abortion; #___
- I am diagnosed with a sexually transmitted disease
- I consider my sexual orientation to be: heterosexual, homosexual, bi-sexual, questioning

Traumatic Events:

- I have been raped or molested.
- I have been physically abused.
- I have survived life-threatening experiences.
- Other _____

Financial History:

- I am currently experiencing financial problems.
- I struggle chronically with being in debt.
- I or my spouse/partner tend to be a compulsive spender, gambler.
- I have difficulty saving a portion of my income.
- My spouse/partner and I cannot cooperate and/or communicate about our finances.

Children:

Name _____ Age _____
 At Home Student/Grade _____ Out of Home: Where? _____
 Employment _____
 Health Status _____

Name _____ Age _____
 At Home Student/Grade _____ Out of Home: Where? _____
 Employment _____
 Health Status _____

Name _____ Age _____
 At Home Student/Grade _____ Out of Home: Where? _____
 Employment _____
 Health Status _____

Social History

I have a few close friends who know me well Yes No I was bullied or teased in school Yes No
 I can make friends easily Yes No My friends are mostly Men Women Both
 How would others describe you? _____

Education

Elementary School _____
 Secondary School _____ Diploma; If not, highest grade completed _____
 University _____ Degree _____
 Graduate Studies _____ Degree _____

Employment

Current Employer _____ Years worked _____ Job description _____
 Full Time Part Time Temporary
 Previous Employer _____ Years worked _____ Job description _____
 Previous Employer _____ Years worked _____ Job description _____
 I have been fired from a previous employer; If so, Reason? _____

Military Service

Military Service: No Yes Branch _____ From ___/___ To ___/___ Rank _____
 Type of discharge _____
 Rank at discharge _____

Medical

General Health: I have experienced good health across my lifespan
 I have experienced the following health problems:

1. _____ Year _____
2. _____ Year _____
3. _____ Year _____
4. _____ Year _____

Hospitalizations: I have been hospitalized for the following conditions:
 (List hospitalization for childbirth only if there were complications)

Condition: _____ Year _____
 Condition: _____ Year _____
 Condition: _____ Year _____

Medications: I am taking the following prescription medications:

1. _____ Dosage _____
2. _____ Dosage _____
3. _____ Dosage _____
4. _____ Dosage _____

• Additional information may be recorded on reverse side.

Physician: My family physician is _____

I do not have a family physician.

My last medical consult was: _____ / _____ With Dr. _____

Wellness Behaviors:

1. I sleep on average _____ hours each day.
2. Caffeine consumption (describe) _____
3. Alcohol consumption (describe) _____
4. Tobacco use (describe) _____
5. Physical exercise (describe) _____
6. Eating habits (describe) _____
7. Height & weight _____' _____" _____ lbs.

Mental Health/Drug & Alcohol History

I have **never** been seen by a psychologist, psychiatrist, social worker, or professional counselor.

I have received mental health and/or alcohol /drug abuse treatment from:

Name: _____ Problem/Condition _____ From ___/___ To ___/___

Name: _____ Problem/Condition _____ From ___/___ To ___/___

Name: _____ Problem/Condition _____ From ___/___ To ___/___

I have been hospitalized for a mental disorder or a drug/alcohol problem.

When? _____ Where? _____ Diagnosis _____

When? _____ Where? _____ Diagnosis _____

The following relatives have received treatment for a mental disorder or drug/alcohol problem:

Relationship: _____ Problem/ Condition _____

Relationship: _____ Problem/ Condition _____

I have considered killing myself in the past Yes No

I am currently considering killing myself Yes No

I have engaged in self-harm behaviors (e.g., cutting, hitting, burning, etc.) Yes No

I currently engage in self-harm behaviors (e.g., cutting, hitting, burning, etc.) Yes No

If "yes" to any self-harm behaviors above, please explain: _____

Spiritual/Religious History

I believe in God.

I am a member of a church, synagogue, religious order, etc.

If so, Name & Location _____

I believe that my present problem(s) will more likely be resolved if my faith in God is included in the counseling process.

I do not understand myself to be a spiritual person and/or I do not believe in God.

Other (please describe) _____

Legal History

I have been convicted or pled guilty to a misdemeanor or felony.

I have sued another person or entity; # of times _____

I have been or currently am being sued or am involved in legal litigation, custody, support and/or divorce proceedings.

I have been imprisoned.

Thank you for taking the time to complete this questionnaire.