



**Rebecca Jones, LPC**

1733 W 33rd St., Suite 120, Edmond, OK 73013  
Phone: (405) 285-7332 Fax: (405) 285-7338

**CONSENT FOR TREATMENT & POLICIES**

Welcome! I am honored that you chose me to provide your individual, couples, or family therapy services. My mission is to provide you with quality care that fits your needs. It is my belief that every person is unique and deserves a customized treatment plan. I am willing to incorporate the therapy techniques that meet your specific needs. I am also committed to adhering to guidelines that protect you as my client. As a result, I would like for you to be aware of the following guidelines before your mental health treatment with me begins.

**Confidentiality:**

Your verbal communication and clinical records are strictly confidential except for:

- a) Information (diagnosis and dates of service) shared with your insurance company to process your claims;
- b) Information you and/or your child(ren) report about physical or sexual abuse; then, by Oklahoma state law, I am obligated to report this to the Department of Human Services;
- c) Where you sign a release of information to have specific information shared;
- d) If you provide information that informs me that you are in danger of harming yourself or others;
- (e) Information necessary for case supervision or consultation;
- (f) When required by law.

A transfer plan is in place in the unlikely event that I am unable to provide ongoing services. Your records will be maintained by the backup therapist for a period of 7 years.

**CLIENT INITIALS:** \_\_\_\_\_

**Emergency Services:**

Tensegrity Counseling Associates is not an emergency service. If an emergency for which the client or their guardian feels immediate attention is necessary and I am unable to return your call within a reasonable amount of time, the client or guardian understands that they are to contact 911, go to the nearest emergency room for those services, contact the Crisis Center at (405) 522-8100, or call the Suicide Prevention Hotline at 1-800-784-2433.

**CLIENT INITIALS:** \_\_\_\_\_

**Financial & Insurance Issues:**

As a courtesy, I will bill your third-party payer, responsible party or insurance company. If a third-party is paying for your services, you will need to sign a release giving me permission to discuss financial matters relating to your treatment services with the third-party. Additionally, the third-party will need to make financial arrangements directly with the office manager. **Payment in full is required at each session.**

**CLIENT INITIALS:** \_\_\_\_\_

**Canceling or Rescheduling Appointments:**

Your time is extremely valuable. Every effort is made to ensure that your session is productive and uninterrupted. If you are unable to keep your appointment, please give a 24-hour notice of cancelation so that you will not be assessed the **\$100 fee**. Often there are others that would like to fill your session time in the event you cannot keep your appointment. I appreciate your cooperation in trying to provide high quality service.

**CLIENT INITIALS:** \_\_\_\_\_

**Involvement in Legal Matters:**

My services **do not** include court related work, testifying, depositions, child custody disputes, reports or letters written to the judge, or discussing matters with your attorney. If I am forced to provide such services my court fees will apply (please see the fees page) and you will be required to pay in advance.

**CLIENT INITIALS:** \_\_\_\_\_

**Professional Consultation:**

As a therapist, it is helpful to consult with a professional colleague regarding treatment issues that arise with my clients. All mental health professionals are bound by confidentiality laws as well as a code of ethics. If you have an issue with this please speak to me about it so that we can discuss it together.

**CLIENT INITIALS:** \_\_\_\_\_

**Couples & Family Counseling:**

Working with couples and families is different than individual therapy. All members of the session are considered “the client” together as a unit and are entitled to rights of informed consent and confidentiality. This means that all persons with legal status would have to sign a release of information before any information could be released outside of the system. I may on occasion meet with people individually as needed for supportive purposes for the greater good of the family or couple unit, but I adhere to a strict “no secrets policy”. While it is not my practice to reveal information from individual sessions, I also cannot guarantee complete confidentiality as the issues overlap. If you are concerned about details that need to be kept secret, then it will be important for you to have your own individual therapist separate from my services.

**CLIENT INITIALS:** \_\_\_\_\_

**No Secrets Policy:**

I view the client, couple, and/or family as a unit of treatment. Therefore, it is my practice to adhere to a “no secrets” policy in our work together. This means that I may choose not to partake in keeping secrets from members of the therapeutic system. If you are participating in couple’s or family therapy, any information you disclose to your therapist may be openly discussed with other participating parties as part of treatment.

Therefore, if you have secrets to keep from the other members of the therapy process you will need to do so in an individual therapy setting with a separate therapist. If you need assistance finding an individual therapist please let me know and I will give you some referrals.

**CLIENT INITIALS:** \_\_\_\_\_

**Progress During Treatment:**

Making progress and meeting your treatment goals are important. If at any point, you do not feel like you are making the progress you want or you feel like we are not a good match for each other please let me know. I want you to feel like you are getting what you need out of our time together. I will not take it personally if you feel like you need to work with another therapist, want to change the direction of treatment, or want to change your treatment goals. I am open to discussing these things at any time. If you need help finding a therapist more compatible with your needs I would be happy to provide you with contact information of other therapists I know.

**CLIENT INITIALS:** \_\_\_\_\_

If you have questions regarding your care, please let me know. Any non-emergency phone messages will be returned as scheduling allows, but primarily will be returned at the end of the day.

\*\*I have read and understand the **Consent for Treatment**. By signing below, I certify that I agree to these guidelines as defined above.

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

Printed Name: \_\_\_\_\_

\*\*I also certify that I have received a copy of the **Notice of Privacy Practices** detailing the provisions of HIPAA and my privacy rights.

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

Printed Name: \_\_\_\_\_



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## **SOCIAL MEDIA POLICY**

### **Email**

Please use email to contact me for administrative reasons only (modifying appointments, billing information, etc.). Please do not email content related to our counseling sessions, unless otherwise discussed. Email communication is not completely secure or confidential. Any emails I receive from you and any responses I send to you become a part of your legal record.

### **Text Messages**

Please do not send text messages, unless otherwise agreed upon. I will not respond to texting. Any text message I receive from you becomes a part of your legal record.

### **Friending**

I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). Adding clients as friends on these sites can compromise your confidentiality and our therapeutic relationship.

### **Following**

I will not follow any client on Twitter, Instagram, blogs, or other apps/websites. If there is content you wish to share from your online life, please bring it into our sessions where we can explore it together.

### **Search Engines**

It is not a regular part of my practice to search for clients on Google, Facebook, or other searchable sites. An exception could be during a crisis. If I have reason to suspect you are a danger to yourself or others and I have exhausted all other reasonable means to contact you and/or your emergency contact, then I may use a search engine for information to ensure your welfare. If this ever occurs, I will fully document the search and discuss it with you at your next session.

### **Location-Based Services**

Please be aware if you use location-based services on your mobile phone you may compromise your privacy while attending session at my office. My office is not a check-in location on various sites such as Foursquare, however it can be found as a Google location. Enabled GPS tracking makes it possible for others to surmise you are a counseling client due to regular check-ins at my office location.

### **Business Review Sites**

You may find my psychology practice on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find my listing on any of these sites, please know that my listing is NOT a request for a testimonial, rating, or endorsement from you as my client.

**\*\*I have read and understand the Social Media Policy. By signing below, I certify that I agree to these guidelines as defined above.**

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

Printed Name: \_\_\_\_\_

### **STATEMENT OF PROFESSIONAL DISCLOSURE**

This document is to inform you about my professional training, orientation/techniques, experience, fees, and credentials. I am a Licensed Professional Counselor (LPC) by the Oklahoma State Department of Health, license number 6090.

The licensing website is listed below where you can access the law and regulations which govern my license. I will furnish you with printed materials about the requirements of my licensure if you so desire. You may contact, without giving your name, the licensing boards at:

Oklahoma State Department of Health  
Protective Health Services  
Professional Counselor Licensing – 0504  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117-1299  
Telephone: (405) 271-6030  
Fax: (405) 271-1918  
Website: <http://www.health.ok.gov/program/lpc/>

Rebecca Jones, M.Ed., LPC has satisfactorily supplied me with information regarding her practice, licensure, and professional development.

\_\_\_\_\_  
*Signature of Patient/Parent/Guardian*

\_\_\_\_\_  
*Date*

# Tensegrity

COUNSELING ASSOCIATES

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## FEES FOR SERVICES

Initial Assessment & Testing	\$150
Individual Therapy per hour	\$125
Missed Appointment/No Show/Late Cancelation fee	\$100
Returned checks	\$30

Telephone discussions longer than 5 minutes and the preparation of reports will be charged according to my hourly rate prorated according to the amount of time spent.

### Court Fees:

**The following fees will be assessed to you, the client or client's guardian, if I must appear in court for any reason, under any and all circumstances, relating to the client or client's family.**

➤ Travel time per 15 miles	\$120
➤ Court appearance *(minimum of 4 hours including commute & waiting)	\$1200
➤ Each additional hour for court appearance	\$300
➤ Preparation of reports for court (per 15 minutes)	\$75
➤ Emergency appearance (less than 14 days' notice)	\$400/hr.

**\*Appearance must be scheduled at least 14 days in advance. Court fee is due at the time of scheduling the appearance and is non-refundable without a 7-day notice for cancellation. These fees are subject to change without notice.**

I hereby acknowledge that these services are not a benefit of my health coverage and I will be personally responsible for the payment in full of the billed charges for these services.

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

Printed Name: \_\_\_\_\_

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## APPOINTMENT REMINDERS

As a courtesy, we offer automated appointment reminders. Please indicate below how you would like to receive reminders. Please just choose one.

Your name: \_\_\_\_\_

- Via a text message on my cell phone (normal text message rates will apply)

Cell # \_\_\_\_\_

- Via an email message to the address listed here

Email address \_\_\_\_\_

- Via an automated telephone message to my home phone

Home # \_\_\_\_\_

- None of the above. I'll remember my appointments on my own. **(Missed appointment fees will still apply)**

Appointment information is considered to be "Protected Health Information" under HIPAA. By my signature, I am waiving my right to keep this information completely private, and requesting that it be handled as I have noted above.

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

Printed Name: \_\_\_\_\_

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**Patient Name** \_\_\_\_\_

I authorize Tensegrity Counseling Associates to use my credit card details for charges incurred for: \_\_\_\_\_ (*Patient Name*), which includes missed session fees. This agreement will be in effect until I revoke this agreement in writing to: Tensegrity Counseling Associates, 1733 W 33rd St., Suite 120, Edmond, OK 73013.

I understand that if this agreement is not paid as agreed it will be turned over for outside collections and all collection agency's fees and attorney's fees will become patient responsibility.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

(*Circle one*) Visa / MasterCard / Discover

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_/20\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Security Code

\_\_\_\_\_  
Cardholder Name as Appears on Card

\_\_\_\_\_  
Billing Address Associated with Card

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code



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## Client Information Form

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

May we send mail here?  Yes  No

Date of Birth: \_\_\_\_\_ Sex:  Male  Female

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

How did you find out about my services?  Psychology Today  Facebook

LinkedIn  TCA website  Person: \_\_\_\_\_

### Contact Information:

Home #: \_\_\_\_\_ OK to leave message?  Yes  No

Work #: \_\_\_\_\_ OK to leave message?  Yes  No

Cell #: \_\_\_\_\_ OK to leave message?  Yes  No

Email: \_\_\_\_\_ OK to email you?  Yes  No

### Emergency Contact:

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

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

### Insurance Information:

Primary Insurance: \_\_\_\_\_ Member ID #: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_ Policy Holder Birthdate: \_\_\_\_\_

Is there anyone you want to grant permission to discuss with the therapist information relating to your treatment plan? If so, please list their name and relationship to you.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Work/School Information:**

Status:  Full-time student  Part-time student  Full-time work  Part-time work

If student, where do you attend school?

\_\_\_\_\_

Students, what are you majoring in?

\_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

How long? \_\_\_\_\_

Ave. Hours Worked Per Wk.: \_\_\_\_\_ Education level completed? \_\_\_\_\_

Have you ever served in the military? \_\_\_\_ If yes, how long? \_\_\_\_\_

**Demographic Information:**

Ethnic/Racial background: \_\_\_\_\_

Sexual Orientation: \_\_\_\_\_

Religious/Spiritual background: \_\_\_\_\_

Involvement in religious/spiritual activities:  none  some/irregular  active

**Relational Information:**

Current Relationship Status:  Single  Dating  Engaged  Married

Separated  Divorced  Widowed

If in relationship, how long? \_\_\_\_\_

If separated, divorced, or widowed, how long? \_\_\_\_\_

Number of previous marriages for you? \_\_\_\_\_ Your partner? \_\_\_\_\_

Partner's Name: \_\_\_\_\_ Partner's Age: \_\_\_\_\_

Partner's Occupation: \_\_\_\_\_

Ave. Hours Worked Per Wk.: \_\_\_\_\_

Does your partner support you seeking counseling?  Yes  No  Partner doesn't know

With whom do you currently live? Please list their names, ages, and relationship to you.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**Health Background:**

List all current medications and dosages, including supplements:

Name	Dose	How often	Reason	Date Started	Prescribing Dr.

Are you taking these medications according to your doctor's recommendations?

Yes  No

List all hospitalizations, severe injuries, head injuries that involved loss of consciousness, and current as well as past health problems:

Health Problem/Injury/Operation	Date	Currently a problem?

List any allergies you have: \_\_\_\_\_

Approximate date of your most recent physical examination: \_\_\_\_\_

Women: # Pregnancies \_\_\_\_\_ # Births \_\_\_\_\_ # Abortions \_\_\_\_\_ # Miscarriages \_\_\_\_\_

List any addiction/substance abuse treatment or psychiatric treatment and dates:

Name of Treatment or Psychiatric Facility	Dates	Inpatient/Outpatient

Please indicate if you have ever experienced any of the following:

Historical Information	Yes	No
Have you ever been in legal trouble?		
Is there a history of mental health problems, suicides, or suicide attempts in your family?		
Have you ever been physically abused?		
Have you ever been emotionally abused?		
Have you ever been verbally abused?		
Have you ever been sexually abused or sexually assaulted?		
Have you ever witnessed violence or a tragic event?		
Have you ever attempted suicide?		
Have you ever put yourself in harmful situations?		
Have you ever injured yourself?		
Have you ever acted out sexually?		
Have you ever wanted to severely hurt or kill someone else?		
Have you ever acted aggressively towards others?		
Is there a history of alcohol or drug problems in your family?		
Do you currently use alcohol?		
Do you currently use street drugs?		
Do you currently use medicines that are not prescribed to you by a doctor?		
Do you currently use tobacco?		

Please indicate if you are currently, or have in the past, experienced problems with any of the following:

Symptom	Past	Present	Symptom	Past	Present
Chronic sadness			Sleeping too little/too much		
Low frustration level			Difficulty falling asleep		
Crying episodes			Insomnia		
Irritability			Wakefulness		
Hopelessness			Nightmares		
Thoughts of suicide			Loss of appetite		
Difficulty concentrating			Over eating		
Weight loss			Binge eating		
Weight gain			Worry about being underweight		
Withdrawing from others			Worry about being overweight		
Difficulty functioning at work/school			Self induced vomiting		
Difficulty functioning socially			Laxative use		
Low energy/fatigue			Extreme exercising		
Reduced interest/pleasure			Self starvation		
Nausea/Vomiting			Obsessed with food		
Feelings of worthlessness/guilt			Obsessed with weight		
Difficulty making decisions			Difficulty waiting		
No interest in daily activities			Don't finish what you start		
Recurring thoughts of death or dying			Racing thoughts		
Extreme lows/highs			Constantly moving/pacing		
Shortness of breath			Taking on too much at once		
Pounding heart/palpitations			Difficulty starting a new task		
Avoid public places			Difficulty concentrating		
Trembling/shaking			Impulsive		
Agitation			Forgetfulness		
Fear of dying			Difficulty following directions		
Panic attacks			Grief/Loss		
Chest pain			Parent-child relationship issues		
Fearfulness			Financial concerns		
Avoid social situations			Infidelity		
Fear of leaving home			Communication problems		
Restlessness			Couple/Marital relationship issues		
Fear of loss of control			Self-harm/cutting		
Excessive worry			Sexual Problems		
Hearing voices/seeing things others do not			Anger Issues		
Fearful others are talking about you			Disaster		
Fearful someone is plotting against you			Terminal Illness		
Feelings of being followed/stalked			Health Problems		
			Work burn-out		
Substance use causing problems with family/friends/work			Feeling detached from others/life		
Health problems/accidents due to substance use			Flashbacks/reliving bad experiences		
Others think I have a substance problem			Intrusive thoughts or bad memories		
Adult child of an alcoholic parent			Easily startled/upset		
Excessive use of alcohol/drugs			Feeling tense		
Fail at efforts to reduce use of alcohol/drugs			Hypervigilance		
Use of substances to cope			Feelings people are out to get me		
Legal problems related to substance use			Headaches		
Cigarette use causing health problems			Intestinal trouble		
Excessive gambling			Fatigue		
High risk sexual behavior			Trouble relaxing		
Pornography use			Body pain		
Prescription drug abuse			Stomach problems		
Drug abuse			Weakness		
Alcohol abuse			Tiredness		
Struggling with partner's addiction issues					

There are 36 questions in this test. Select **only one** answer that **best applies** to you and do **NOT** skip questions.

1. I've been
  - a. romantic and imaginative.
  - b. pragmatic and down to earth.
2. I have tended to
  - a. take on confrontations.
  - b. avoid confrontations.
3. I have typically been
  - a. diplomatic, charming, and ambitious.
  - b. direct, formal, and idealistic.
4. I have tended to be
  - a. focused and intense.
  - b. spontaneous and fun-loving.
5. I have been a
  - a. hospitable person and have enjoyed welcoming new friends into my life.
  - b. private person and have not mixed much with others.
6. It's been difficult for me to
  - a. relax and stop worrying about potential problems.
  - b. get myself worked up about potential problems.
7. I've been more of a
  - a. "street-smart" survivor.
  - b. "high-minded" idealist.
8. I have
  - a. needed to show affection to people.
  - b. preferred to maintain a certain distance with people.
9. When presented with a new experience, I've usually asked myself if it would be
  - a. useful to me.
  - b. enjoyable.
10. I have tended to focus too much on
  - a. myself.
  - b. others.
11. Others have depended on my
  - a. insight and knowledge.
  - b. strength and decisiveness.
12. I have come across as being too
  - a. unsure of myself.
  - b. sure of myself.
13. I have been more
  - a. relationship-oriented than goal-oriented.
  - b. goal-oriented than relationship-oriented.
14. I have
  - a. not been able to speak up for myself very well.
  - b. been outspoken--I've said what others wished they had the nerve to say.
15. It's been difficult for me to
  - a. stop considering alternatives and do something definite.
  - b. take it easy and be more flexible.
16. I have tended to be
  - a. hesitant and procrastinating.
  - b. bold and domineering.
17. My
  - a. reluctance to get too involved has gotten me into trouble with people.
  - b. eagerness to have people depend on me has gotten me into trouble with them.
18. Usually, I have
  - a. been able to put my feelings aside to get the job done.
  - b. needed to work through my feelings before I could act.

19. Generally, I have been
  - a. methodical and cautious.
  - b. adventurous and taken risks.
20. I have tended to be a
  - a. supportive, giving person who enjoys the company of others.
  - b. serious, reserved person who likes discussing issues.
21. I've often felt the need to
  - a. be a "pillar of strength."
  - b. perform perfectly.
22. I've typically been interested in
  - a. asking tough questions and maintaining my independence.
  - b. maintaining my stability and peace of mind.
23. I've been
  - a. a bit cynical and skeptical
  - b. mushy and sentimental.
24. I've often worried that
  - a. I'm missing out on something better.
  - b. if I let down my guard, someone will take advantage of me.
25. My habit of
  - a. being "stand-offish" has annoyed people.
  - b. telling people what to do has annoyed people.
26. I have tended to get anxious if there
  - a. was too much excitement and stimulation.
  - b. wasn't enough excitement and stimulation.
27. I have
  - a. depended upon my friends and they have known that they can depend on me.
  - b. not depended on people; I have done things on my own.
28. I have tended to be
  - a. detached and preoccupied.
  - b. moody and self-absorbed.
29. I have liked to
  - a. challenge people and "shake them up."
  - b. comfort people and calm them down.
30. I have generally been an
  - a. outgoing, sociable person.
  - b. earnest, self-disciplined person.
31. I've wanted to
  - a. "fit in" with others- I get uncomfortable when I stand out too much.
  - b. stand out from others- I get uncomfortable when I don't distinguish myself.
32.
  - a. Pursuing my personal interests has been more important to me than having comfort and security.
  - b. Having comfort and security has been more important to me than pursuing my personal interests.
33. When I've had conflict with others, I've
  - a. tended to withdraw.
  - b. rarely backed down.
34. I have
  - a. given in too easily and let others push me around.
  - b. been too uncompromising and demanding with others.
35. I've been appreciated for my
  - a. unsinkable spirit and resourcefulness.
  - b. deep caring and personal warmth.
36. Much of my success has been
  - a. due to my talent for making a favorable impression.
  - b. achieved despite my lack of interest in developing "interpersonal skills."