

**Stokan Jagers & Associates**  
23501 Cinco Ranch Blvd., Ste. G270  
Katy, Texas 77494

Ruth Wilson, M. Ed., LPC-Intern, Supervised by Amy Galpin, MA, LPC-S

## **Client - Therapist Agreement**

This agreement contains important information about my professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and client rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment and health care operations. HIPAA requires that Stokan Jagers & Associates share with you a Notice of Privacy Practices for use and disclosure of PHI for treatment and health care operations. The Notice, which accompanies this Agreement, explains HIPAA and its application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that Stokan Jagers & Associates has provided you with this information. Although these documents are long and sometimes complex, it is important that you read them carefully. We can discuss any questions you have about the procedures. When you sign that you have received this document, it will also represent an agreement between us. You may revoke this Agreement in writing at any time. That revocation will be binding on me unless I have taken action in reliance on this agreement.

### **SERVICES**

Psychotherapy is not an exact science; it can have both benefits and risks. In order for it to be most helpful to you, it will require a very active effort on your part. There are no guarantees regarding outcome. Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include and will devise a treatment plan to follow. You should evaluate this information along with your own opinions of whether you feel comfortable working with me and make your own decisions about whether this is the course you wish to follow. Therapy involves a large commitment of time, money and energy, so you should be very careful about the therapist you select. In order for therapy to be most effective, you will need to put forth active effort both during sessions and in-between them as well. Throughout our work together I will continue to elicit your views and feedback about your treatment and progress. If you ever have questions about any aspect of your treatment, I encourage you to bring them to me. The more involved, honest, and open you are throughout the therapy process, the more effective it will be for you.

### **BENEFITS AND RISKS**

Therapy has both benefits and risks. While a majority of individuals who undertake therapy benefit from the process, there are no guarantees. Therapy often leads to a significant reduction in feelings of distress, better relationships, and resolutions of specific problems. Success may vary depending on the particular problems being addressed. Since therapy often requires discussing unpleasant aspects of your life, risks sometimes include experiencing uncomfortable feelings such as unhappiness, anger, guilt, or frustration for example. These are a natural part of the therapy process and often provide the basis of change.

### **CONFIDENTIALITY**

The law protects the privacy of communications between a client and therapist. In most situations, I can release information about your treatment to others only if you sign a written authorization form. There are

a few situations requiring only that you provide written, advance consent. Your signature on this Agreement provides consent for those activities, as follows:

- I may occasionally find it helpful to consult other health and mental health professionals about a case. During consultation, I make every effort to avoid revealing the identity of my client. The other professionals are legally bound to keep the information confidential.
- If a patient seriously threatens to harm himself/herself, I may be obligated to seek hospitalization for him/her, or to contact family members or others who can provide protection. Texas law provides that a mental health professional may disclose confidential information only to medical or law enforcement personnel if the professional determines that there is a probability of imminent physical injury by the patient to himself/herself or others.

There are some situations where I am permitted or required to disclose information without either your consent or authorization:

- If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, such information is protected by the psychotherapist-patient privilege law. I cannot provide any information without your (or your legal representative's) written authorization or a court order. If you are involved in, or are contemplating litigation, or should consult your attorney to determine if a court would be likely to order me to disclose information.
- If a government agency is requesting information for health oversight activities, I may be required to provide it to them.

There are some situations in which I am legally obligated to take actions, which I believe are necessary to attempt to protect others from harm, and I may have to reveal some information about a client's treatment. These situations are unusual in my practice.

- If I have cause to believe that a child under 18 has been or may be abused or neglected (including physical injury, substantial threat of harm, mental or emotional injury, or any kind of sexual contact or conduct), or that child is a victim of a sexual offense, or that an elderly or disabled person is in a state of abuse, neglect or exploitation, the law requires that I make a report to the appropriate governmental agency. Once a report is filed, I may be required to provide additional information.
- If I determine that there is a probability that the patient will inflict imminent physical injury on another, or that the patient will inflict imminent physical injury on another, or that the patient will inflict imminent physical, mental or emotional harm upon himself/herself, I may be required to take protective action by disclosing information to medical or law enforcement personnel.

If such a situation arises, I will make every effort to discuss it with you before taking action, and I will limit my disclosure to what is necessary. While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have now or in the future. The laws governing confidentiality can be quite complex, and I am not an attorney. In situations where specific advice is required, formal legal advice may be needed.

**MINORS**

If you are under eighteen years of age, please be aware that the law may provide your parents or guardian the right to examine your treatment records. I generally provide only general information to parents about our work together, unless I feel there is a high risk that you will seriously harm yourself or someone else. In this case, I will notify them of my concern. Before giving them this information, I will discuss the matter with you, if possible, and do my best to handle any objections you may have with what I am prepared to discuss.

**APPOINTMENTS**

A scheduled appointment means that a 45-minute session is reserved only for you. Typically, appointments are scheduled weekly, but this can vary. If an appointment is missed or canceled with less than 24 hours' notice (business days), you will be billed directly according to the scheduled fee. An exception to this policy may be made if we agree that there were circumstances beyond your control.

**BILLING AND PAYMENTS**

You will be expected to pay for each session at the time it is held. Payment schedules for other professional services will be agreed to when they are requested.

**PROFESSIONAL FEES**

My fees are \$175.00 for the initial intake session and \$135.00 for a 45-minute psychotherapy session. For other professional services you may need outside of our scheduled sessions, I will bill you on a prorated basis. These services may include telephone conversations lasting longer than fifteen minutes, extensive coordination of care, consulting with other professionals with your permission, report writing, preparation of records or treatment summaries, and the time spent performing any other service you may request of me. In the unusual circumstance that you are involved in a legal proceeding that requires my participation, I charge a higher fee for my professional fee for my professional time due to the complexity and difficulty of legal involvement.

**CONTACTING ME**

Due to my work schedule, I am often not immediately available by telephone. I do not answer the telephone when I am with a client. I will make every effort to return your call on the same day you place it. This may not always include weekends or holidays. If you have an emergency that cannot reasonably wait until the end of the business day, you are urged to call 911 or contact the nearest emergency room and ask for the psychiatrist on call.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS. YOUR SIGNATURE ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED THE HIPAA NOTICE FORM DESCRIBED ABOVE.

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

Client Signature: \_\_\_\_\_

Client's Printed Name: \_\_\_\_\_

If signing for a minor, Guardian's Signature: \_\_\_\_\_

Minor's Name: \_\_\_\_\_

## Stokan Jagers & Associates

23501 Cinco Ranch Blvd., Ste. G270

Katy, Texas 77494

### Treatment Consent Form

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

#### Explanation of Consent Form:

This treatment consent form covers all procedures that are not of a nature to require a special consent, and it provides protection for the procedures performed by the professional staff of Stokan Jagers & Associates. This form documents that the client has consented to treatment at Stokan Jagers & Associates, including but not limited to psychotherapy, neurofeedback, biofeedback and counseling. This allows the professional staff at Stokan Jagers & Associates to provide services to you.

This form provides evidence that no guarantee is made by any professional at Stokan Jagers & Associates concerning the outcome of treatment. There is no guarantee that treatment will be successful. This form also provides evidence that consent is given only after a full explanation has been provided by the staff at Stokan Jagers & Associates. If you have any questions concerning this or any other matters, it is your responsibility to ask your therapist. By signing this form, you acknowledge that you understand your consent to treatment as explained in this form.

#### Consent to Treatment:

I, \_\_\_\_\_, for \_\_\_\_\_  
(Print your name) (Print the client's name if different than yours)

do hereby voluntarily consent to care and treatment by any professional at Stokan Jagers & Associates. I am aware that the practice of psychotherapy, neurofeedback and biofeedback is not an exact science, and I acknowledge that no guarantees have been made as to the result of evaluation or treatment.

I am aware that I am an active participant in the therapeutic process, and that I share responsibility for treatment. My responsibilities in treatment include informing the therapist of any information that may be relevant to the problems or conditions being treated, assisting in setting goals for treatment, following therapeutic advice to the best of my ability, and ending treatment in a responsible way.

If I am consenting to treatment for another person, I certify that I am legally responsible for that person and am entitled to consent to treatment for him or her.

This form has been fully explained to me, and I certify that I understand its contents. I also understand that it is my sole responsibility to ask any questions or obtain any clarification necessary to my full understanding of this form.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Date)

SJ | STOKAN JAGGERS  
A | & ASSOCIATES

CREDIT CARD AUTHORIZATION FORM

We accept HSA/FSA, Visa, Master Card, American Express, and Discover Cards.

Payment is rendered at time of visit.

We ask that our clients complete a credit card authorization form which is included in this packet of new client forms and documents. This form is kept secure on file here in our office, and is only accessible by management staff.

This form authorizes Stokan Jaggars & Associates as a provider of  
services for: \_\_\_\_\_

Credit Card Type: VISA, MASTER CARD, DISCOVER, AMEX

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

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

Security Code (CVV): \_\_\_\_\_

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

Name as it appears on card: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
signature

## COUPLES INTAKE ASSESSMENT FORM

STOKAN JAGGERS & ASSOCIATES  
23501 Cinco Ranch Blvd., Ste. G270  
Katy, Texas 77494  
Office: 281-394-2005

Please answer all of the following questions to the best of your ability.

### IDENTIFYING INFORMATION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Is it OK to contact you at home?  Yes  No OK to leave a message?  Yes  No

Special calling instructions?  Yes  No \_\_\_\_\_

### OCCUPATION/EMPLOYMENT INFORMATION

Check all that apply:  employed  retired  disabled  student  
 homemaker  unemployed

If/When employed, what type of work do you do?

\_\_\_\_\_

Are you currently having difficulties on the job?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

### HEALTH/MEDICAL INFORMATION

How is your current physical health? (please check)

Poor  Fair  Satisfactory  Good  Very good

Please list any significant medical problems/conditions, and indicate if you are receiving treatment for them:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do any of these problems affect your everyday life?  Yes  No If yes, how?

\_\_\_\_\_

\_\_\_\_\_

Have you ever had a serious head injury?  Yes  No If so, please describe:

\_\_\_\_\_

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List all medications that you currently use:

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Please list any "alternative" therapies/treatments you are currently using and the reason for each:

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Please check any symptoms you are currently or have recently experienced:

- |  |   |
|--|---|
| Depression: <input type="checkbox"/>                       | Extreme Mood Swings: <input type="checkbox"/>       |
| Racing Thoughts: <input type="checkbox"/>                  | Anxiety: <input type="checkbox"/>                   |
| Panic Attacks: <input type="checkbox"/>                    | Phobias: <input type="checkbox"/>                   |
| Sleep Disturbances: <input type="checkbox"/>               | Hallucinations: <input type="checkbox"/>            |
| Unexplained losses of time: <input type="checkbox"/>       | Unexplained Memory Lapses: <input type="checkbox"/> |
| Poor Concentration: <input type="checkbox"/>               | Frequent Body Complaints: <input type="checkbox"/>  |
| Eating Disorder: <input type="checkbox"/>                  | Body Image Problems: <input type="checkbox"/>       |
| Repetitive Thoughts (Obsessions): <input type="checkbox"/> | Repetitive Behaviors: <input type="checkbox"/>      |
| Loneliness: <input type="checkbox"/>                       | Low Self Esteem: <input type="checkbox"/>           |
| Stress: <input type="checkbox"/>                           | Impulsive Behaviors: <input type="checkbox"/>       |
| Anger: <input type="checkbox"/>                            | Fears: <input type="checkbox"/>                     |
| Rapid Speech: <input type="checkbox"/>                     | Sadness: <input type="checkbox"/>                   |
| Feeling Worthless: <input type="checkbox"/>                | Unmotivated: <input type="checkbox"/>               |
| Indecisiveness: <input type="checkbox"/>                   | Grief <input type="checkbox"/>                      |
| Intrusive Memories: <input type="checkbox"/>               | Spiritual Problems: <input type="checkbox"/>        |
| Vocal or Motor Tics: <input type="checkbox"/>              | Startled Easily: <input type="checkbox"/>           |
| Guilt: <input type="checkbox"/>                            | Fatigue: <input type="checkbox"/>                   |
| Aggression: <input type="checkbox"/>                       | Other: <input type="checkbox"/> _____               |

#### SUBSTANCE USE HISTORY

Have you ever experienced a problem with alcohol, drugs, or prescription medications?

Yes  No

If yes, please explain

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**INTERESTS AND ACTIVITIES**

Please list any leisure activities (such as sports, clubs, religious organizations, etc.) that you are currently involved in:

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Please describe your personal strengths and characteristics:

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**RELATIONSHIP QUESTIONS**

Name of Spouse: \_\_\_\_\_

Marital/Relationship Status (Check one):

- Married/Committed       Separated       Divorced       Dating  
 Living Together       Living Apart

Length of time in current relationship: \_\_\_\_\_

Is monogamy an expectation in your relationship: \_\_\_\_\_

Children (Including biological, adopted, foster, step):

Name	Sex	Age	Type	Custody

Please check any of the reasons listed below that resulted in your request for therapy.  
(If appropriate, specify self or partner)

- \_\_\_\_\_ Depression or Anxiety \_\_\_\_\_
- \_\_\_\_\_ Alcohol/Drug Abuse \_\_\_\_\_
- \_\_\_\_\_ Marital Problems \_\_\_\_\_
- \_\_\_\_\_ Communication Difficulties \_\_\_\_\_
- \_\_\_\_\_ Extramarital Affair/Relationship \_\_\_\_\_
- \_\_\_\_\_ Improve Sexual Relations \_\_\_\_\_
- \_\_\_\_\_ Child/Parent Conflict \_\_\_\_\_
- \_\_\_\_\_ Divorce Counselling \_\_\_\_\_
- \_\_\_\_\_ Sexual Orientation Questions \_\_\_\_\_
- \_\_\_\_\_ Suicidal Thoughts \_\_\_\_\_
- \_\_\_\_\_ Homicidal Thoughts \_\_\_\_\_
- \_\_\_\_\_ Difficulty with Loss or Death \_\_\_\_\_



- Relationship Enhancement \_\_\_\_\_
- Abuse (Physical/Mental) \_\_\_\_\_
- Medical/Physical Problem \_\_\_\_\_
- Pre-Marital Counseling \_\_\_\_\_
- Other \_\_\_\_\_

What is the primary issue that you are dealing with in your relationship?

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How long have you had this issue?

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Have you had similar issues in past relationships?

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Why are you seeking help NOW?

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Have you received couples therapy in the past?  Yes  No  
If yes, when and with whom? \_\_\_\_\_

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What was the outcome? \_\_\_\_\_

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What are your greatest strengths as a couple?

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What would you like to see happen as a result of therapy?

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- Check the statement(s) below that describe the type of family you grew up in:
- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="checkbox"/> overly close family               | <input type="checkbox"/> no "breathing room"        | <input type="checkbox"/> no privacy |
| <input type="checkbox"/> boundaries not respected          | <input type="checkbox"/> comfortably close family   | <input type="checkbox"/> loving     |
| <input type="checkbox"/> many positive experiences         | <input type="checkbox"/> supportive                 | <input type="checkbox"/> distant    |
| <input type="checkbox"/> not much time spent together      | <input type="checkbox"/> not a lot of support       |                                     |
| <input type="checkbox"/> angry, lots of fighting/hostility | <input type="checkbox"/> verbal abuse and conflicts | <input type="checkbox"/> violence   |
| <input type="checkbox"/> frightening                       | <input type="checkbox"/> scared to make mistakes    |                                     |
| <input type="checkbox"/> other descriptors:                |   |                                     |

What do you consider to be the other stresses in your life?

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Other information you feel is important and wasn't asked:

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Thank you for your time and cooperation