



KENNETH A. DE LUCA, PH.D. & ASSOCIATES, INC.
PSYCHOLOGICAL, COUNSELING & EDUCATIONAL SERVICES

Kenneth A. De Luca, Ph.D. & Associates, Inc.
Welcomes You to Our Office!

As a new/returning patient to our practice, we would like to extend a warm welcome to you and thank you for choosing us to provide your Mental Health needs. In order for us to establish/update your file, we ask that you please print out (and complete at home) the following documents:

- Request for Services Form**
- Financial Policies Form**
- Outpatient Services Contract/Informed Consent**

In addition to your completed paperwork, please also bring the following items with you to your first session:

- Insurance Card(s)**
- List of Medications** (if applicable) – Please include dosage and how frequently taken

Bringing your completed paperwork and other requested items to your first session allows us to provide the most beneficial use of your time with us. If you have any questions, please feel free to contact our office staff at 440.327.1800.

NORTH RIDGEVILLE OFFICE
MAIN OFFICE
35888 CENTER RIDGE ROAD,
SUITE 5
NORTH RIDGEVILLE, OHIO 44039

SHEFFIELD VILLAGE OFFICE
5425 DETROIT ROAD
UNIT 6
SHEFFIELD VILLAGE, OHIO 44054

WESTLAKE OFFICE
2001 CROCKER ROAD
SUITE 600
WESTLAKE, OHIO 44145

ROCKY RIVER OFFICE
20525 CENTER RIDGE ROAD
SUITE 134
ROCKY RIVER, OHIO 44116

SANDUSKY OFFICE
2525 COLUMBUS AVENUE
SANDUSKY, OHIO 44870

PHONE 440-327-1800 • FAX 440-327-1533
WWW.KENDELUCAINC.ORG

ADULT REQUEST FOR SERVICES

****The following is vital information in helping us to help you. Thank you!****

DATE: _____

NAME: _____
 (LAST) (FIRST) (MI)

ADDRESS: _____
 (STREET) (CITY) (ZIPCODE)

PHONE: _____ S.S.NO: _____

BIRTHDATE: _____ AGE: _____ SEX: _____ MARITAL STATUS: _____

EDUCATION: _____ OCCUPATION: _____

EMPLOYER: _____ PHONE: _____

BEST NUMBER TO REACH YOU AT 1. _____ 2. _____ 3. _____

Please briefly describe the reason for your visit: _____

List all immediate family and significant relationships:

Name	Relationship	Age	Health Issues (specify)

Marital and Relationship History:

- | | | |
|--|---|-----------------|
| <input type="checkbox"/> Never married | <input type="checkbox"/> In relationship now | How long: _____ |
| <input type="checkbox"/> Married Date: _____ | <input type="checkbox"/> Separated | Date: _____ |
| <input type="checkbox"/> Divorced Date: _____ | <input type="checkbox"/> 2 nd Marriage | Date: _____ |
| <input type="checkbox"/> 2 nd Divorce Date: _____ | <input type="checkbox"/> Widowed | Date: _____ |

ADDITIONAL INFO: _____
 SPOUSE'S NAME: _____ S.S.#: _____ AGE: _____ DOB: _____
 SPOUSE'S OCCUPATION/EMPLOYER: _____

Please list any stressors that you have experienced recently (i.e. job change or loss, family illness or injury, accidents, death, moves, violence, crime victimization, etc.): _____

Please describe any PAST or PENDING legal matters including visitation/custody proceedings:

Please list any mental health services or chemical dependency; including counseling, you or a family member have previously received:

Name	Provider/Agency	Dates	Reason	Outpatient and/or Inpatient

Please list any major, chronic, significant illnesses or conditions you have had including injuries due to accident.

CURRENT MEDICATIONS

Name	Dosage	Purpose	Prescribing Doctor	Side Effects?

❖ **ALLERGIES TO MEDICATIONS:** _____

❖ **EMERGENCY CONTACT:** _____
(Name) (Phone) (Relationship)

❖ **REFERRAL SOURCE or why, or how, did you select us?** _____

❖ I understand that my records are protected by laws governing confidentiality and cannot be disclosed without my written consent. I understand that I can revoke my consent at any time except when disclosure has already occurred. This consent will automatically expire twelve months from the date signed.

❖ Please check one: Please release any applicable information to my primary care/referring physician. Do not release any information to my physician. I do not have a primary care physician.

❖ **Primary Care Physician's Name, Address & Telephone Number:** _____

I agree and consent to participate in mental health services offered and provided by Kenneth A. De Luca, Ph.D. & Associates, Inc. I have reviewed a copy of the Ohio Notice Form: Notice of Psychology/Counselor and Social Worker's Policies and Practices to Protect the Privacy of Your Health Information.

Patient Signature: _____
(Legal Guardian / Power of Attorney Signature)

Date: _____

Clinician Signature: _____

Date: _____

KENNETH A. DE LUCA, Ph.D. & ASSOCIATES, INC.

FINANCIAL POLICY FOR OUR INSURED PATIENTS

The associates and staff of Kenneth A. De Luca, Ph.D. & Associates, Inc., are pleased to have you as a patient and welcome you to their care. We believe it is important that you are aware of our payment policies prior to your treatment. This will avoid any future misunderstanding.

I UNDERSTAND AND AGREE TO THE FOLLOWING:

(Please Read and Initial All)

All professional charges are billed to my insurance company, on my behalf, as a courtesy. **Initial Session \$190.00, Individual Session \$160.00, Family Session \$160.00, Testing Session \$160.00**

I will provide all insurance and managed care information, including referral and/or authorization, for the purpose of filing insurance claims. **I will be responsible for payment in full if I do not.**

Some services provided might not be covered benefits by my insurance plan. I will know the contents of my health insurance plan and will be responsible for my payments as per my insurance plan.

If my insurance company does not make payment, after two attempts have been made to obtain payment, the payment for services rendered becomes my responsibility regardless of the fact that I have insurance.

I will assume responsibility for contacting my insurance company to help resolve problems.

The custodial parent bringing a minor client for services is responsible for paying any deductible, co-payment and/or co-insurance **at the time of service.** Unaccompanied minors shall come prepared to make payment.

I will give 24 hours notice if an appointment needs to be rescheduled or pay \$50.00 for each missed appointment that another person in need could have had.

I will pay any deductible, co-payment and/or co-insurance **at the time of service** (This is a requirement of your insurance company). **A \$5.00 charge will be added to each date of service that I do not make my co-payment.**

To secure reimbursement on my behalf, I authorize the provider of services to disclose only that information that is necessary to the insurance company/companies I have.

I understand that for any Psychological Evaluation there is a \$60.00 charge for the Comprehensive Report NOT BILLABLE TO INSURANCE that must be paid in full at the first session before a full evaluation can be scheduled.

I understand that all copays, deductibles and co-insurance **must be paid in full** before any reports will be released.

I understand that a \$30 fee will be charged/added to my account for a Return/ Non-Sufficient check.

I understand and agree that if my therapist (or my minor child or dependent's therapist) is required to appear in court or a deposition to testify relating to my (or my minor child or dependent's) treatment, then I am responsible for paying the therapist's regular session rate for all time required in connection with such testimony, including preparation time, travel, and time spent in the courthouse. I further understand that this expenditure is not covered by health insurance and that I am fully responsible for payment.

I understand that any type of electronic recording is **strictly prohibited** at any location within these offices.

Signature of Patient or Responsible Person

Date

KENNETH A. DE LUCA, Ph.D. & ASSOCIATES, INC.

OUTPATIENT SERVICES CONTRACT

Welcome to our practice. Therapy is a relationship that works in part because of clearly defined rights and responsibilities held by each person. This frame helps to create the safety to take risks and the support to become empowered to change. As a patient in psychotherapy, you have certain rights and certain limitations to those rights that you should be aware of. As a therapist, I have corresponding responsibilities to you. This document contains important information about our professional services and business policies. Please read it carefully and jot down any questions you might have so that we can discuss them at our first meeting. When you sign this document, it will represent an agreement between us.

PSYCHOLOGICAL SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the mental health provider and patient, and the particular problems you hope to address. There are many different methods I may use to deal with those problems. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home.

Psychotherapy can have benefits and risks, and there are no guarantees as to what you will experience. Because therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress.

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 a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions about whether you feel comfortable working with me. At the end of the evaluation, I will notify you if I believe that I am not the right therapist for you and, if so, I will give you referrals to other practitioners whom I believe are better suited to help you.

Therapy involves a commitment of time, money, and energy, so you should be very careful about the therapist you select. If you have questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional for a second opinion.

APPOINTMENTS

I normally conduct an initial evaluation that will last from 1 to 3 sessions. During this time, we can both decide if I am the best person to provide the services you need in order to meet your treatment goals. If we agree to begin psychotherapy, I will usually schedule a 45- to 55-minute session at the frequency of between once per week and once per month. If you are unable to attend an appointment, you must

provide 24 hours advance notice of cancellation, unless we both agree that you were unable to attend due to circumstances beyond your control. There will be a \$50 charge for any missed appointments or appointments that were not cancelled within the 24-hour window. After two missed appointments, it will be at the therapist's discretion to schedule another appointment. You are responsible for coming to your session on time and at the time we have scheduled. If you are late, we will end on time and not run over into the next person's session. If the appointment is for a minor, parents and/or guardians must attend the first appointment alone, so that the therapist can obtain a detailed and accurate history.

PROFESSIONAL FEES

My hourly fee is \$190 for the first session and \$160 for subsequent sessions. If you have insurance, a lower negotiated rate is often established depending upon our contract with the insurance company. If we meet longer than the usual time, I will charge accordingly. In addition to scheduled appointments, I charge this same hourly rate for other professional services you may need, though I will prorate the hourly cost if I work for periods of less than one hour. Other professional services include, but are not limited to, letter or report writing, telephone conversations lasting longer than 10 minutes, and attendance at meetings with other professionals you have authorized. If you become involved in legal proceedings that require my participation, you will be expected to pay for any professional time I spend on your legal matter, even if the request comes from another party. I charge \$250 per hour for professional services I am asked or required to perform in relation to your legal matter, which is not covered by your insurance. I will forward one copy of your records at no charge, but any copies after that will require a \$10 copying fee.

BILLING AND PAYMENTS

You will be expected to pay for each session at the time it is held, unless we agree otherwise or unless you have insurance coverage that requires another arrangement. Payment schedules for other professional services will be agreed to when such services are requested. In circumstances of unusual financial hardship, I may be willing to negotiate a payment installment plan.

If you have not made any payment for more than 60 days and arrangements for payment have not been agreed upon, I have the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court.

Our office will not carry balances over \$300. If your balance is over \$300 and you are not making payments, we will not schedule any further appointments until some payment is made. As long as you are making regular payments on your balance, we are happy to continue scheduling appointments.

INSURANCE REIMBURSEMENT

In order for us to set realistic treatment goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. If you have a health insurance policy, it will usually provide some coverage for mental health treatment. I will fill out forms and provide you with whatever assistance I can in helping you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of my fees. It is very important that you find out exactly what mental health services your insurance policy covers.

You should also be aware that most insurance companies require that I provide them with your clinical diagnosis. You understand that, by using your insurance, you authorize me to release such information to your insurance company. I will try to keep that information limited to the minimum necessary.

CONTACTING ME

I am often not immediately available by telephone. Office staff is available to take your calls between 8 AM and 5 PM weekdays and 8 AM to 12 PM on Saturday. If you leave a message, I will make every effort to return your call within 24 hours, with the exception of weekends and holidays. If it is an urgent matter, please ensure that you inform the office staff of the urgency of the call. When the office is closed, an on-call therapist is available 24/7 by calling the following number: 440-213-0321. Please contact this number only for after-hours emergencies. If you are unable to reach me and feel that you cannot wait for me to return your call, contact your family physician or the nearest emergency room.

In general, I prefer not to communicate via email. If you elect to communicate with me by email at some point in our work together, please be aware that email is not completely confidential. Any email I receive from you, and any responses that I send to you, will be printed out and kept in your treatment record.

I do not communicate with, accept friend requests, or contact any of my current or former patients through social media platforms like Twitter and Facebook. I believe that adding patients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. The practice, Kenneth A. DeLuca, Ph.D. and Associates, Inc., has a Facebook Page and a website to allow our organization to share information, blog posts and practice updates with others. You are welcome to view the practice Facebook Page and read or share articles posted there. The Facebook page is not a place to contact me regarding clinical concerns or engage in any communication related to our therapy.

I will not use web searches to gather information about you without your permission. I believe that this violates your privacy rights; however, I understand that you might choose to gather information about me in this way. In this day and age, there is an incredible amount of information available about individuals on the internet, much of which may not actually be known to that person and some of which may be inaccurate. If you encounter any information about me through web searches, or in any other fashion, please discuss this with me during our time together so that we can deal with it and its potential impact on your treatment.

You may find my psychology practice on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. 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 patient.

Of course, you have a right to express yourself on any site you wish. But due to confidentiality, I cannot respond to any review on any of these sites whether it is positive or negative. I urge you to take your own privacy as seriously as I take my commitment of confidentiality to you. You should also be aware that if you are using these sites to communicate indirectly with me about your feelings about our work, there is a good possibility that I may never see it. If we are working together, I hope that you will bring your feelings and reactions to our work directly into the therapy process. This can be an important part of therapy, even if you decide we are not a good fit.

If you feel I have done something harmful or unethical and you do not feel comfortable discussing it with me, you can always contact the Ohio State Board of Psychology or the Ohio Counselor, Social Worker and Marriage and Family Therapist Board, depending on your provider, which oversees licensing, and they will review the services I have provided.

CONFIDENTIALITY [for adult patients]

In general, the privacy of all communications between a patient and a mental health provider is protected by law. With the exception of certain specific exceptions described below, you have the absolute right to the confidentiality of your therapy. I cannot and will not tell anyone else what you have told me, or even that you are in therapy with me without your prior written permission.

In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some legal proceedings, a judge may order my testimony if he/she determines that the issues demand it, and I must comply with that court order.

There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a patient's treatment. For example, if I believe that a child, elderly person or disabled person is being abused or has been abused, I must make a report to the appropriate state agency.

If I believe that a patient is threatening serious bodily harm to another, I am required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the patient. If the patient threatens to harm himself/herself, I am obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection. If a similar situation occurs in the course of our work together, I will attempt to fully discuss it with you before taking any action.

The next is not a legal exception to your confidentiality. However, it is a policy you should be aware of if you are in couples therapy with me. If you and your partner decide to have some individual sessions as part of the couples therapy, what you say in those individual sessions will be considered to be a part of the couples therapy, and can and probably will be discussed in our joint sessions. Do not tell me anything you wish kept secret from your partner.

OTHER RIGHTS

You have the right to ask questions about anything that happens in therapy. I am always willing to discuss how and why I have decided to do what I am doing, and to look at alternatives that might work better. You can feel free to ask me to try something that you think will be helpful. You can ask me about my training for working with your concerns and can request that I refer you to someone else if you decide I am not the right therapist for you. You are free to leave therapy at any time.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

PATIENT SIGNATURE _____ DATE _____