

Relationship Resolutions, LLC
P: 412.921.3908, F: 412.927.0578
www.relationshipresolutions.org

969 Greentree Rd, Ste 108
Pgh, PA 15220

1100 Ashwood Cmns, Ste1101
Canonsburg, PA 15317

5433 Walnut Street, Ste 3
Pittsburgh, PA 15232

144 Emeryville Rd, Ste 120
Cranberry, PA 16066

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 THIS NOTICE CAREFULLY.

Your health record contains personal information about you and your health. This information, which may identify you and relates to your past, present or future physical or mental health or condition and related health care services, is referred to as Protected Health Information (“PHI”). This Notice of Privacy Practices describes how we may use and disclose your PHI in accordance with applicable law. It also describes your rights regarding how you may gain access to and control your PHI.

We are required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices. We reserve the right to change the terms of our Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at that time. We will provide you with a copy of the revised Notice of Privacy Practices by posting a copy on our website, sending a copy to you in the mail upon request, or providing one to you at your next appointment.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:

Authorization will be required for most uses and disclosures of psychotherapy notes (where appropriate), marketing purposes or for any sale of PHI.

For Treatment. Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating, or managing your health care treatment and related services. This includes consultation with clinical supervisors or other treatment team members and discussion of your case at case consultation meetings. We may disclose PHI to any other consultant only with your authorization.

For Payment. We may use or disclose PHI so that we can receive payment for the treatment services provided to you. This will only be done with your authorization. Examples of payment-related activities are: making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities. If it becomes necessary to use collection processes due to lack of payment for services, we will only disclose the minimum amount of PHI necessary for purposes of collection.

For Health Care Operations. We may use or disclose, as needed, your PHI in order to support our business activities including, but not limited to, quality assessment activities, employee review activities, reminding you of appointments, to provide information about treatment alternatives or other health related benefits and services, licensing, and conducting or arranging for other business activities. For example, we may share your PHI with third parties that perform various business activities (e.g., billing or typing services) provided we have a written contract with the business that requires it to safeguard the privacy of your PHI. For training or teaching purposes PHI will be disclosed only with your authorization.

Required by Law. Under the law, we must make disclosures of your PHI to you upon your request. In addition, we must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining our compliance with the requirements of the Privacy Rule.

Following is a list of the categories of uses and disclosures permitted by HIPAA without an authorization.

**Abuse and Neglect
Emergencies
National Security**

**Judicial and Administrative Proceedings
Law Enforcement
Public Safety (Duty to Warn)**

Without Authorization. Applicable law and ethical standards permit us to disclose information about you without your authorization only in a limited number of other situations. The types of uses and disclosures that may be made without your authorization are those that are:

- Required by law, such as the mandatory reporting of child abuse or neglect or mandatory government agency audits or investigations (such as state licensing boards or health department)
- Required by Court Order
- Necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. If information is disclosed to prevent or lessen a serious threat, it will be disclosed to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

Verbal Permission. We may use or disclose your information to family members that are directly involved in your treatment with your verbal permission.

With Authorization. Uses and disclosures not specifically permitted by applicable law will be made only with your written authorization, which may be revoked.

YOUR RIGHTS REGARDING YOUR PHI

You have the following rights regarding your personal PHI maintained by our office. To exercise any of these rights, please submit your request in writing to our Privacy Officer, Megan Norris at Relationship Resolutions, LLC, 969 Greentree Road, Pittsburgh, PA 15220.

- **Right of Access to Inspect and Copy.** You have the right, which may be restricted only in exceptional circumstances, to inspect and copy PHI that may be used to make decisions about your care. Your right to inspect and copy PHI will be restricted only in those situations where there is compelling evidence that access would cause serious harm to you. We may charge a reasonable, cost-based fee for copies.
- **Right to Amend.** If you feel that the PHI we have about you is incorrect or incomplete, you may ask us to amend the information, although we are not required to agree to the amendment.
- **Right to an Accounting of Disclosures.** You have the right to request an accounting of certain of the disclosures that we make of your PHI. We may charge you a reasonable fee if you request more than one accounting in any 12-month period.
- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the use or disclosure of your PHI for treatment, payment, or health care operations. We are not required to agree to your request. You have the right to restrict disclosures of PHI to your health insurer where the restrictions relate to services that were paid for, in full and in cash.
- **Right to be Notified.** You have the right to be notified in the event of a breach of your PHI, within

60 days of the discovery. A breach constitutes any acquisition, access, use and/or disclosure of PHI that is not permitted under the Privacy Rule.

- **Right to Request Confidential Communication.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. If we engage in fundraising, you have the right to opt out of such communications.
- **Right to a Copy of this Notice.** You have the right to a copy of this Notice.

COMPLAINTS

If you believe we have violated your privacy rights, you have the right to file a complaint in writing with Megan Norris, our Privacy Officer, at the address listed above, or with the Secretary of Health and Human Services at 200 Independence Avenue, S.W., Washington, D.C. 20201, or by calling (202) 619-0257. **We will not retaliate against you for filing a complaint.** **The effective date of this Notice is September 23, 2013.**

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**Notice of Privacy Practices
Receipt and Acknowledgment of Notice**

Patient/Client Name: _____

Date of Birth: ____ / ____ / ____

Social Security Number: ____ - ____ - ____

I hereby acknowledge that I have reviewed and have been given an opportunity to receive a copy of Relationship Resolutions' Privacy Practices. I understand that if I have any questions regarding the Notice or my privacy rights, I can contact the Privacy Officer, Megan Norris at 412.921.3908.

Signature of Patient/Client

Signature of Parent, Guardian or Personal Representative*

Date: ____ / ____ / ____

*If you are signing as a personal representative of an individual, please describe your legal authority to act for this individual (i.e., power of attorney, health care surrogate, etc.).

Patient/Client Refuses to Acknowledge Receipt:

Signature of Clinician

Date: ____ / ____ / ____

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Client Information

Client Name: _____ DOB: ____/____/____

Social Security Number: _____ - _____ - _____ Identified Gender Male Female Other

Marital Status: Single Married Widowed Divorced/Separated

Address: _____
Street Apt # City State Zip

Primary Phone Number: Home Mobile Work _____ - _____ - _____

Alternate Phone Number: Home Mobile Work _____ - _____ - _____

*Email Address: _____ Referral Source: _____

**This is required for credit card receipts and satisfaction surveys.*

Employer Name: _____

Emergency Contact: _____

Emergency Contact Phone: _____

Relationship to client: _____

Insurance Information

Name of Insurance: _____

Member ID: _____ Group Number: _____

Phone Number: _____ - _____ - _____ (on back of card - usually says "For mental health / substance abuse...")

Are you the primary cardholder? Yes No

SS Number of Primary Cardholder (if different than your own): _____ - _____ - _____

DOB of Primary Cardholder (if different than your own): ____/____/____

Employer of Primary Cardholder (if different than your own): _____

Is this your primary or only insurance policy? Yes No

Name of secondary insurance, if applicable: _____

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CLIENT CONSENT FORM

IMPORTANT INFORMATION AND CLIENT CONSENT: Please read and sign at the end stating you have fully read and understand the information below.

CLIENT/THERAPIST RELATIONSHIP: You and your Therapist have a professional relationship existing exclusively for therapeutic treatment. This relationship functions most effectively when it remains strictly professional and involves only the therapeutic aspect. Your Therapist can best serve your needs by focusing solely on therapy and avoiding any type of social or business relationship. Gifts are not appropriate, nor is any sort of trade of service for service.

AVAILABLE SERVICES: Relationship Resolutions offers a wide array of counseling services, including individual, family, couples, and group services. We are staffed by skilled and experienced licensed professional counselors, licensed marriage and family therapists, licensed clinical social workers, and licensed clinical psychologists. Effective psychotherapy is founded on mutual understanding and good rapport between client and therapist. It is our intent to convey the policies and procedures used in our practice, and we will be pleased to discuss any questions or concerns you may have.

RISKS AND BENEFITS: Counseling and psychotherapy can be beneficial but there are inherent risks. During counseling, you will have discussions about personal issues which may bring to the surface uncomfortable emotions such as anger, guilt, and sadness. In the presence of these emotions, some clients start to wonder if the therapy is helping. Oftentimes, the level of distress is a necessary experience in the journey of self-discovery and change. The benefits of counseling can, therefore, far outweigh any discomfort encountered during the process. Some of the possible benefits are improved personal relationships, a reduction in maladaptive behavior, increased insight, and an increase in personal choice. While we cannot guarantee these benefits, it is our desire to work with you to attain your personal goals.

COUNSELING: We provide short and long-term counseling to address a variety of presenting and underlying problems which are a source of distress for our clients. Your first visit will be an assessment session in which your therapist will be gathering information to better understand your position. Your therapist will be attempting to clarify your goals for change and will offer their ideas about the way s/he can be assistance to you in achieving those goals.

The goal of Relationship Resolutions is to provide the most effective therapeutic experience available to you. If at any time you feel that you and your current Therapist are not a good fit, please discuss this matter with your Therapist to determine if transferring to a more suitable Therapist is right for you. If you and your Therapist decide that other services would be more appropriate, we will assist you in finding a provider to meet your needs. If you are not comfortable addressing your desire to switch clinicians with your therapist, please contact the client services representative at clientservices@relationshipresolutions.org or 412-921-3908 to discuss your situation.

All of the therapists at Relationship Resolutions are required to demonstrate cultural competence. We are aware that culture impacts a client's experiences, values, lifestyles, choices, and ways of interacting, and we strive to understand the role our client's culture plays in their life. If at any time you feel as though you are being discriminated against or treated disrespectfully based on your race, ethnicity, sexual orientation, or religious beliefs, please contact the client services representative to discuss your concerns.

At Relationship Resolutions, we believe that wellness is more than the absence of disease; it is a state of optimal well-being. It goes beyond the curing of illness to achieving health. Through the ongoing integration of our physical, emotional, mental, and spiritual self, each person has the opportunity to create and preserve a whole and happy life. Our services are designed to provide our clients an integrated solution for their mind, body, spirit, and life to enhance their lives and resolve issues.

APPOINTMENTS: Appointments are typically scheduled on a weekly basis and are approximately 50 minutes long. More frequent or longer sessions are available if determined appropriate by your Therapist. If you must cancel or reschedule your appointment, we require that you call your therapist at least 24 hours in advance, whenever possible. This will free your appointment time for another client. Failure to do so will result in a \$75 missed session fee.

FEE SCHEDULE:	*Diagnostic & Evaluation Session (1 st visit)	\$125-150
	*Regular Office Visits (50 minutes) (Individual/Family Therapy)	\$100-125
	*Extended Office Visit (75 min.)	\$125-150
	Phone Consults (Over 10 min.)	\$50
	Written Reports (disability papers, letters, legal reports)	\$40
	Returned check fee, per check	\$25

**Fee varies by provider*

A reasonable fee will be charged for copies of any records requested by the Client.

All checks are to be made out to Relationship Resolutions and not your individual provider.

Any fees incurred by Relationship Resolutions from credit card companies, collection agencies or banks due to non-sufficient funds, payment disputes, or non-payment of fees will be passed along to the client.

Clients choosing to self pay for sessions may request changing to utilization of insurance benefits to cover treatment for future date appointments, but Relationship Resolutions will not submit insurance claims for past sessions which were previously paid out of pocket. Furthermore, no refunds will be given for prior session payments as a result of the Client switching from self-pay to insurance coverage.

PAYMENT/INSURANCE FILING: Payment of fees, including any required co-pays, is expected at the time of each appointment. We request that payment be made before your session begins. If your therapist at Relationship Resolutions is in network with your insurance company, we will file insurance claims for you, and we will honor any contractual agreements that have specific reimbursement restrictions and claim requirements. If your insurance company sends reimbursement checks directly to you, you are legally obligated to sign the checks over to the provider for services rendered. If you wish to file your own claim or if you are using out of network benefits, we expect full payment at the time of service, and we will provide you with a statement for services rendered. **Failure to provide payment of fees at the time of your session will result in a \$5 non-payment at time of services fee.**

EMERGENCIES: Relationship Resolutions is not a 24-hour crisis service. In the event of a life-threatening emergency, you need to call 911 or immediately proceed to the closest emergency room. If you are experiencing a non-life threatening emergency, please call your therapist at the number s/he gives you at today's session.

CONFIDENTIALITY: Relationship Resolutions follows all ethical standards prescribed by state and federal law. We are required by practice guidelines and standards of care to keep records of your counseling. These records are confidential with the exceptions noted below and in the Notice of Privacy Practices offered to you.

Discussions between a Therapist and a Client are confidential. No information will be released without the Client's written consent unless mandated by law. Possible exceptions to confidentiality include but are not limited to suspicions or evidence of: child abuse, abuse of the elderly or disabled, abuse of patients in mental health facilities, sexual exploitation, and/or AIDS/HIV infection with possible transmission. Mental health professionals are not required to respond to Attorney subpoenas but are mandated to provide information requested via a court order for situations such as: criminal prosecutions, child custody cases, and/or suits in which the mental health of a party is in issue. Additionally, confidentiality is compromised in situations in which the Therapist has a duty to disclose, or where, in the Therapist's judgment, it is necessary to warn or disclose; fee disputes between the Therapist and the client; a negligence suit brought by the Client against the Therapist; or the filing of a complaint with the licensing or certifying board. If you have any questions regarding confidentiality, you should bring them to the attention of the Therapist when you and the Therapist discuss this matter further.

By signing this Information and Consent Form, you are giving consent to the undersigned Therapist to share confidential information with all persons mandated by law and with the agency that referred you and the insurance carrier responsible for providing your mental health care services and payment for those services, and you are also releasing and holding harmless the undersigned Therapist from any departure from your right of confidentiality that may result. You also understand that members of the Relationship Resolutions clinical team, the administrative staff, and any Interns have

access to your records, but are not ethically able to purposely obtain information about your work with another provider in the group. It is understood, however, that your therapist may utilize other Relationship Resolutions clinical contractors to consult on your case, as needed, given that the purpose of the consult is in the best interest of you, the Client.

CONSENT FOR EMAIL CORRESPONDENCE: Email correspondence poses the risk, not only of your email address being visible on the Internet, but also the content of your message, and the possibility of a computer virus. Also, we cannot assure that your family members, friends, co-workers etc. are not reading the email correspondence you receive. Relationship Resolutions email address use a secure site, and we maintain anti-virus software on our computers and make every effort to keep your information private.

DUTY TO WARN/DUTY TO PROTECT: If my Therapist believes that I (or my child if child is the client) am in any physical or emotional danger to myself or another human being, I hereby specifically give consent to my Therapist to contact any person who is in a position to prevent harm to me or another, including, but not limited to, the person in danger. I also give consent to my Therapist to contact the following person(s) in addition to any medical or law enforcement personnel deemed appropriate:

Name of Emergency Contact

Telephone Number of Contact

CONSENT TO TREATMENT

By signing this Client Information and Consent Form as the Client or Guardian of said Client, I acknowledge that I have read, understand, and agree to the terms and conditions contained in this form. I have been given appropriate opportunity to address any questions or request clarification for anything that is unclear to me. I am voluntarily agreeing to receive mental health assessment, treatment and services for me (or my child if said child is the client), and I understand that I may stop such treatment or services at any time.

CONSENT TO PAYMENT

I hereby authorize payment of medical benefits to be made to Relationship Resolutions, LLC for services provided to me and the release of necessary medical information for insurance reimbursement purposes. **I understand that I am financially responsible for all charges whether or not paid by said insurance.**

If I need to cancel a session for any reason, the therapist requires 24 hours notice, prior to the session or I agree to pay the \$75 late cancellation / no show fee. Additionally, if I do not provide payment at the time of the session, including any past due balances, I agree to pay a \$5 non-payment at time of services fee. Moreover, any fees incurred by Relationship Resolutions from credit card companies, collection agencies or banks due to non-sufficient funds, payment disputes, or non-payment of fees will be my responsibility. Furthermore, I hereby authorize Relationship Resolutions, LLC to release any information necessary to secure such payment.

This assignment will remain in effect until revoked by me in writing.

Signature - Client/Parent

Date

Signature - Spouse/Partner/Parent

Date

Signature - Therapist

Date

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Client Information

Date: _____ / _____ / _____

Client Name: _____ DOB: _____ / _____ / _____

Age: _____

Identified Gender: Male Female Other

What led you to the decision to engage in psychotherapy at this time:

Have you been in counseling before? Yes No

If so, please list approximate dates and length of attendance:

Did you find the experience(s) helpful? Yes No

Why or why not? _____

What do you hope to get out of your current therapy?

How did you hear about Relationship Resolutions? _____

If online, which website or search engine: _____

What led you to the decision to seek services at Relationship Resolutions as opposed to some other Practice:

IDENTIFYING INFORMATION

Race/Ethnicity (optional): _____

Religion, if applicable: _____

Highest degree completed:

High School Some College Bachelor's Master's Doctorate Other

If other, please list: _____

Major(s): _____

Do you have any plans to return to school? Yes No

If so, what type of schooling might you be interested in? _____

Current Occupations/Main Life Activity: _____

Ultimate job/life fantasy: _____

MEDICAL/PHYSICAL HEALTH HISTORY

Name of Primary Care Physician: _____

Physician's Address: _____

Street Suite # City State Zip

Physician's Phone: _____ - _____ - _____

Name of Psychiatrist, if applicable: _____

Psychiatrist's Address: _____

Street Suite # City State Zip

Psychiatrist's Phone: _____ - _____ - _____

List all current medications being taken:

1. _____ Dosage/Freq.: _____

Start Date: ____ / ____ / ____ Purpose: _____

2. _____ Dosage/Freq.: _____

Start Date: ____ / ____ / ____ Purpose: _____

3. _____ Dosage/Freq.: _____

Start Date: ____ / ____ / ____ Purpose: _____

4. _____ Dosage/Freq.: _____

Start Date: ____ / ____ / ____ Purpose: _____

Do you have any known allergies or adverse reactions? Yes No

If so, please list: _____

Do you have any current medical problems: Yes No

If so, please describe: _____

Have you ever been hospitalized for medical or psychiatric reasons: Yes No

Hospital	Mo/Yr	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe the quality of your sleep at night: _____

How has your appetite for food been lately? _____

Have your eating patterns or your body weight ever been a concern for you? Yes No

If so, please describe: _____

Describe the amount and type of physical activity or exercise that you engage in on a regular basis: _____

FAMILY HISTORY

Please answer the following questions as completely as possible:

Place of birth: _____

What one word best describes your childhood? _____

Briefly describe your relationship with your mother:

a) while growing up: _____

b) now: _____

Briefly describe your relationship with your father:

a) while growing up: _____

b) now: _____

List your brothers and sisters, their ages and current state of residence:

Name	Relationship	Age	State of Residence

Describe any significant family medical or mental health history and severity of current symptoms: _____

RELATIONSHIP STATUS

Please indicate your current relationship status (check all that apply)

- Married
- Divorced
- Separated
- Widowed
- Never Married
- Living Together
- Dating One Person
- Dating More Than One Person
- Not Dating Anyone at the Present Time

If divorced: How many times have you been married? _____

What was the date of your most recent divorce? ____ / ____ / ____

Please add any relevant comments on the quality of your present relationship(s) or lack of relationship:

Please indicate your current living situation:

- Living Alone Living with Spouse Living with Spouse and Children
 Living with Significant Other Living with Roommate
 Other (please describe): _____

List your spouse (or significant other), your children and their ages:

Name	Relationship	Age	Lives with:

Have you ever been or are you currently being emotionally or physically abused by your partner/spouse? Yes No

If yes, please describe: _____

Do you feel safe in your current relationship? Yes No

Is there someone from a previous relationship who is making you feel unsafe now?

- Yes No

If so, whom and how? _____

EMOTIONAL/MENTAL HISTORY

How would you rate the level of stress that you are currently experiencing on a daily basis?
(1 = no stress, 10 = constant, severe stress): _____

If there is something in particular that you feel is responsible for the stress in your life at this time, please describe: _____

Have you had any recent or do you have any impending losses? Yes No
If so, please describe: _____

Have you ever or do you currently have suicidal or homicidal thoughts? Yes No
If so, please describe: _____

Have you ever attempted suicide or homicide? Yes No
If so, please describe: _____

Is there any family history of suicide or homicide? Yes No
If so, please describe: _____

Please check any of the following that describes how you have been feeling lately or that you have experienced recently:

- sad anxious depressed excessive fears quality angry aggressive
- resentful worthless tearful irritable confused extreme ups/downs
- jealous hopeless helpless social withdrawal difficulty with memory
- obsessions/compulsions poor concentration family problems sexual abuse
- child abuse verbal abuse physical abuse feelings of persecution

SEXUAL HISTORY

Have any aspects of your sexuality ever been a cause of concern for you? Yes No
If so, please describe: _____

Are you currently engaged in a sexual relationship with anyone? Yes No

How frequently do you have sex? _____

Do you experience any pain with intercourse? Yes No

How would you rate your desire for sex? High Average Low

Are you able to be and stay aroused sexually? Yes No

Are you able to orgasm? Yes No

How many sexual partners have you had in your lifetime?

Less than 5 6-10 11-20 greater than 20

Have you ever experienced sexual abuse or assault? Yes No

If so, please describe: _____

SUBSTANCE ABUSE HISTORY

ALCOHOL:

When was the last time you drank any alcohol? _____

How much did you drink at that time? _____

How often do you think drink alcohol? _____

How much alcohol do you usually drink when you do drink? _____

Has anyone ever expressed a concern about your drinking? Yes No

If so, who? _____

What was their concern? _____

MARIJUANA:

Have you ever used marijuana? Yes No

If so, how often? _____

Date you last used marijuana? ____ / ____ / ____

Have you ever used any other illicit drug or abused any prescription meds? Yes No

If so, which ones? _____

How often? _____

Date of last use? ____ / ____ / ____

Do you have any family members or significant others who now have or once had a problem with alcohol or drugs? Yes No

If so, who? _____

LEGAL HISTORY

Are you currently having, or have you ever had any legal problems? Yes No

If so, please describe: _____

LIFESTYLE ASSESSMENT

Are you currently having, or have you ever had any problems related to money, spending, gambling, credit cards or finances? Yes No

If so, please describe: _____

How would you describe your social network of friends and acquaintances?

What are your favorite leisure activities?

Are you involved in any volunteer activities or charitable organizations? Yes No

If so, please describe: _____

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Payment Agreement

In order to provide the best possible service to our clients, we adopt the following financial policies:

- Payment of session fees are due at the time of service. We accept cash, check, and most major credit cards. A \$5 fee will be applied to any balance that is accumulated.
- Account balances must be paid prior to or at the beginning of the next session. Continuation of services may be dependent on having your account in good standing.
- Clients utilizing their insurance benefits to cover a portion or all of their fees are responsible for any balances which result from the insurance company denying payment. We make every effort to verify coverage and identify financial liability (such as deductibles, co-pays, etc.), however, it is ultimately the client's responsibility to know their coverage and resolve any non-payment issues directly with their insurance company..
- We refund any overpayment that might occur due to misquoted benefits or deductible completion.
- A \$75 missed session fee will be assessed for any appointment not cancelled within 24 hours.
- Any fees incurred by Relationship Resolutions from credit card companies, collection agencies or banks due to non-sufficient funds, payment disputes, or non-payment of fees will be passed along to the client.
- To ensure compliance with these policies, we require a credit card be kept on file. Please complete the information below:

Visa / MC / Disc (circle one)

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

card #

Exp Date

--	--	--	--	--

CSV Code

--	--	--

By providing my signature below, I am authorizing Relationship Resolutions, LLC to keep a copy of my credit card on file for use to comply with the policies referenced above.

I understand that this form is valid through the expiration date on the card, unless I cancel the authorization through written notice to this organization.

Email that you wish receipt to be sent to: _____

Printed name: _____

Signature: _____

Date: _____

Written Statement Of Understanding For Couple Therapy

We understand couple therapy starts with an assessment of the relationship past and present and identification of specific, measurable goals upon which we can agree to work toward.

By entering into couple therapy, we accept that working toward change may involve experiencing difficult and intense feelings, some of which may be painful in order to reach our goals. We also understand that the changes made can have both negative and positive effects.

We understand that information discussed in couple therapy is for therapeutic purposes and is not intended for use in any legal proceedings involving the partners. We agree not to subpoena the therapist to testify for or against either party or to provide records in a court action.

If the therapist sees either member of the couple for individual sessions as part of couple treatment, secrets will not be kept and the therapist reserves the right to pass on information that furthers therapeutic goals.

There will be times when the therapist may appear on either person's side but is really on the side of the relationship.

If the relationship breaks up and either or both of you wish to re-contract with the couple therapist for individual counseling, the decision with whom s/he continues working is at his/her discretion. In some circumstances a referral will be made.

Phone calls, emails, or texts between sessions should be used for making or changing appointments only.

Since session time is limited to 45 minutes, try to be concise in presenting your thoughts and feelings.

If the therapist feels as though the session is doing more harm than good and has made attempts to re-direct, but one or both parties cannot seem to contain themselves, the therapist will either:

- End the session,
- Require a time out until both parties can commit to re-focusing on behaviors consistent to their goals, or
- Require that the member demonstrating inappropriate behavior leave.

Therapy works best if you strive for closure in your communications, that is, a point of satisfaction that you have said what you need to say and asked for what you need to ask for.

We agree to the above guidelines.

Signature of both partners:

Date

Date