

**Tracy R. Limes, MA, LPC**  
**317 Creekstone Ridge**  
**Woodstock, GA 30188**  
**770.605.9543**

**Child / Adolescent Client Intake Information**

The purpose of the following questionnaire is to help your counselor understand some important things about your child in order to help your child and your family most effectively. Please complete all pages.

**Child's Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Child's date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

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

Telephone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Is it okay to leave a message at home/ cell/ on work phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Caregiver/Parent Name(s):** \_\_\_\_\_

Caregiver/Parent(s) date of birth: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Marital Status:

Single \_\_\_\_\_ Divorced \_\_\_\_\_ Engaged \_\_\_\_\_

Separated \_\_\_\_\_ Widowed \_\_\_\_\_ Other \_\_\_\_\_

Married \_\_\_\_\_ No. of Years \_\_\_\_\_ Name of Spouse \_\_\_\_\_

Spouse's Age \_\_\_\_\_ Spouse currently living with you? \_\_\_\_\_

Previous Marriages (Nos. and length of each) \_\_\_\_\_

Custody Status: \_\_\_\_\_

How did you hear about Tracy? \_\_\_\_\_

**Presenting Problem:**

Please circle stressors you have had in recent months:

Marital Issues      Health Issues      Job Issues      Financial Issues      Parent/Child Issues

Issues in Past      Other: \_\_\_\_\_

**Child's Presenting Problem(s):** (please circle all that apply)

Sexual abuse      Physical abuse      Neglect      Delinquent behavior      Nightmares

Suicidal thoughts      Sexually acting out      Sleeping problems      Anxiety      Shyness

Academic problems      Change in appetite      Concentration      Bed wetting      Stealing

Clinging behavior      Impulsivity      Temper outbursts      Withdrawn      Lying

Peer conflict      Drug use      Alcohol use      Stubborn      Running away

Missing school      Health issues      Strange thoughts      Legal trouble      Harming self

Head banging      Overactive      Skipping school      Sexual problems      Fearful

Other problems and/or concerns: \_\_\_\_\_

\_\_\_\_\_

How long have these problems occurred (number of weeks, months, years): \_\_\_\_\_

Why did you decide to seek counseling at this time? \_\_\_\_\_

Describe how you hope counseling will help your child: \_\_\_\_\_

Describe how you hope counseling will help you and your family: \_\_\_\_\_

**Psychosocial History:**

**Current Family Situation:**

List the occupants in the home, even if temporary: \_\_\_\_\_

Biological siblings (list names and ages in order of oldest to youngest): \_\_\_\_\_

Are there any current concerns regarding siblings (please list concerns)? \_\_\_\_\_

Has the child ever been exposed to domestic violence? \_\_\_\_\_

Traumas or losses (please indicate the loss or trauma and the age of the child) \_\_\_\_\_

**Living Arrangements:**

Is there currently a custody dispute? \_\_\_yes \_\_\_no \_\_\_possibly

Is there weekend visitation with a non-custodial parent? \_\_\_yes \_\_\_no

Has your child recently moved? \_\_\_yes \_\_\_no Number of moves in child's life: \_\_\_\_\_

Who makes the decisions regarding the household money, discipline, routine: \_\_\_\_\_

What is your major form of discipline? (example: grounding, spanking, taking away TV, etc.) \_\_\_\_\_

Who is the major disciplinarian? \_\_\_\_\_

**Physical / Mental Health of Client and Family Members**

Please note all health problems your child has had or has now:

	Age:		Age:		Age:		Age:
High fever	_____	Dental problems	_____	Dizziness	_____	Sinus problems	_____
Pneumonia	_____	Weight problems	_____	Tonsils out	_____	Heart problems	_____
Flu	_____	Allergies	_____	Vision problems	_____	Hyperactivity	_____
Encephalitis	_____	Skin problems	_____	Hearing problems	_____	High/Low	
Meningitis	_____	Asthma	_____	Earaches	_____	Blood pressure	_____
Convulsions	_____	Headaches	_____	Fainting	_____		
Unconsciousness	_____	Stomach problems	_____				
Convulsions	_____	Accident prone	_____				
Head injury	_____	Anemia	_____				

Major illness or physical limitations? \_\_\_\_\_

Has your child ever been hospitalized? If so please explain: \_\_\_\_\_

Please list all medications your child is taking: \_\_\_\_\_

Name of primary care physician: \_\_\_\_\_

Name of other physicians your child is seeing, especially psychiatrists: \_\_\_\_\_

Has your child ever seen a therapist before? \_\_\_\_yes \_\_\_\_no Name of therapist: \_\_\_\_\_

What was the presenting problem? \_\_\_\_\_

Duration of therapy: \_\_\_\_\_

Has your child ever had a psychiatric diagnosis? \_\_\_\_\_

**Family Medical and Psychiatric History:**

Medical problems or disabilities in the family: \_\_\_\_\_

Psychiatric history in family: \_\_\_\_\_

Substance abuse history: \_\_\_\_\_

**Developmental History**

**Prenatal:**

Please list any problems or complications with pregnancy or delivery: \_\_\_\_\_

**Developmental Milestones:**

(Referring to age when the child walked, talked, potty trained, etc.)

Additional Comments: \_\_\_\_\_

**Educational History:**

Name of child's school: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher(s) name: \_\_\_\_\_ Average grades: \_\_\_\_\_

Concerns regarding school academics or behavior: \_\_\_\_\_

Have there been any significant changes or problems in school behavior or grades? \_\_\_\_\_

Child's best subject: \_\_\_\_\_ Child's most challenging subject: \_\_\_\_\_

Please check the following according to your child:

Learning disabilities? \_\_\_\_yes \_\_\_\_no If yes, please explain? \_\_\_\_\_

Gifted program? \_\_\_\_yes \_\_\_\_no

ADHD? \_\_\_\_yes \_\_\_\_no

Participate in extracurricular activities? \_\_\_\_yes \_\_\_\_no (explain) \_\_\_\_\_

**Social history**

In school how many friends does your child have: \_\_\_\_a lot \_\_\_\_a few \_\_\_\_none

How much time does your child spend with other children outside of school during the week?

0-1 day \_\_\_\_ 2-3 days \_\_\_\_ 4-5 days \_\_\_\_ more than 5 days \_\_\_\_

Please list child's special interests, hobbies, skills: \_\_\_\_\_

Who does your child spend most of his/her time with? \_\_\_\_\_  
How does your child get along with:  
Peers? \_\_\_\_\_  
Adults? \_\_\_\_\_  
Teachers? \_\_\_\_\_  
Parents? \_\_\_\_\_  
Other? \_\_\_\_\_

Is your family connected with other groups, churches, or religious organizations? \_\_\_\_\_

Has your child ever had difficulty with the police? \_\_\_\_\_yes \_\_\_\_\_no (explain if yes) \_\_\_\_\_

Has your child ever been on probation? \_\_\_\_\_yes \_\_\_\_\_no

Is your child employed? \_\_\_\_\_yes \_\_\_\_\_no

Additional comments, questions, or concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**For Teens Only**  
**Please Complete the Following Sentences**

- 1 I worry about
- 2 I am happiest when
- 3 What I do best is
- 4 I have been criticized for
- 5 I sometimes feel guilty about
- 6 It makes me angry when
- 7 My biggest mistake was
- 8 My hobby is
- 9 It makes me nervous when
- 10 My experience with religion
- 11 My personality would be better if
- 12 I often feel like my mother is
- 13 My younger childhood was
- 14 My biggest disappointment
- 15 I would be better liked if
- 16 I think sex is
- 17 Boys seem to be
- 18 I often feel my father is
- 19 An unspoken fear I have is
- 20 Girls seem to be
- 21 What hurts me most is
- 22 In relationships, I don't seem to be able to
- 23 My girlfriend/boyfriend is
- 24 Lately I have been feeling

## Policies

Please initial where indicated, stating you have read and understood the information provided

**Confidentiality:** A very important aspect of developing the openness, honesty, and trust between counselor and client is confidentiality. Whatever you share with me will be kept in the strictest confidence and will not be disclosed to anyone without your express, written consent. At the same time, it is important for you to know that under Georgia law, a few situations sometimes arise in which I am both legally and ethically required to make disclosures that are necessary to ensure the safety of yourself or others. Those situations include: suspected child abuse, threat of physical violence to others, suicidal intent. I will further discuss any aspect of confidentiality, which may concern you, including any information requested by your insurance company. **Initials** \_\_\_\_\_

**Court:** I do not participate in divorce or child custody proceedings because the same professional should not perform evaluation and therapy. Under the circumstances that I am subpoenaed to appear in court or have to put together a sworn affidavit, I will bill at \$200 an hour for all time (consultation, phone calls, emails, texts, travel time, etc.) spent on the case.  
**Initials** \_\_\_\_\_

**Emergencies:** If you have an emergency (something that cannot wait for your next appointment), please call me at 770.605.9543. All calls are returned within 24 hours or the next business day. If you feel that you cannot wait, please call 911 or go to the nearest Hospital Emergency Room for help. Please do not wait for me to contact you to utilize those resources.  
**Initials** \_\_\_\_\_

**Insurance:** I do not currently insurance. Since each insurance company is different in the health benefits it provides, there can be no guarantee that the counseling services you receive will be covered. Although I am a qualified and licensed professional, exact requirements for payment vary. You should be able to ascertain your plan's eligibility from your agent, your insurance company, or your employer. In the event that your insurance company requires correspondence with me in order to reimburse you for services provided by me, you will be asked to provide specific written consent for the me to communicate with your insurance company. Please let me know if you intend to file a claim.

**Are you planning to file a claim for reimbursement of services with your mental health insurance provider?** \_\_\_\_\_ Y \_\_\_\_\_ N **Initials** \_\_\_\_\_

**Cancellation Policy:** : Cancellations can be made over the phone, through text or email; however you must receive a reply from me that I have gotten your message of cancellation or it will not be accepted. I will confirm your cancelled appointment over the phone. For cancellations occurring at least 24 hours prior to your appointment time, no charges will be incurred. For cancellations occurring less than 24 hours in prior to your appointment time, the full charge for your scheduled session will be applied. For appointments not kept (and not cancelled) the full amount will be charged. For those who are on a sliding scale, the full rate (not the sliding scale rate) will be charged. **Initials** \_\_\_\_\_

**Payment and Returned Check Fee:** Payment in full is due when services are rendered unless other arrangements have been made with me in advance. Fees are charged for sessions, phone consultations and report writing. There is a \$30 returned check fee in addition to the fee for service.

Please sign below, indicating that you have read, understood, and received a copy of this information. If you have any questions or concerns, please discuss before signing.

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

## Keep This Copy For Your Records

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**Insurance:** I do not currently insurance. Since each insurance company is different in the health benefits it provides, there can be no guarantee that the counseling services you receive will be covered. Although I am a qualified and licensed professional, exact requirements for payment vary. You should be able to ascertain your plan's eligibility from your agent, your insurance company, or your employer. In the event that your insurance company requires correspondence with me in order to reimburse you for services provided by me, you will be asked to provide specific written consent for me to communicate with your insurance company. Please let me know if you intend to file a claim.

**Cancellation Policy:** Cancellations can be made over the phone, through text or email; however you must receive a reply from me that I have gotten your message of cancellation or it will not be accepted. I will confirm your cancelled appointment over the phone. For cancellations occurring at least 24 hours prior to your appointment time, no charges will be incurred. For cancellations occurring less than 24 hours in prior to your appointment time, the **full charge for your scheduled session will be applied.** For appointments not kept (and not cancelled) the **full amount will be charged.** For those who are on a sliding scale, the full rate (not the sliding scale rate) will be charged.

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## Consent to Treat a Minor

We, (Parents Names) \_\_\_\_\_ and \_\_\_\_\_,  
are legal custodial parents with decision-making responsibility for (Minor's Name)  
\_\_\_\_\_, a minor. (If sole legal custodian please attach a copy of  
Permanent Court Order Provision.)

We authorize Tracy Limes, MA, LPC in her capacity as a Licensed Professional Counselor to  
begin the mental health assessment and treatment of said minor on (Date) \_\_\_\_\_.  
Authorization will be in effect until such time as this psychotherapeutic relationship is  
terminated.

As legal custodial parent, we understand that we have the right to information concerning our  
minor child in therapy, except where otherwise stated by law. We also understand that this  
therapist believes in providing a minor child with a private environment in which to disclose  
himself/herself to facilitate therapy. We therefore give permission to this therapist to use her  
discretion, in accordance with professional ethics and state and federal laws and rules, in  
deciding what information revealed by my child is to be shared with us. This is my written  
consent to the mental health assessment and treatment of minor child under the terms stated  
above.

Both parents must consent for treatment unless the treatment is court ordered or one parent is  
sole legal custodian (please attach provision).

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Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Witness/Provider \_\_\_\_\_ Date \_\_\_\_\_

**Please sign below and keep the two subsequent pages  
of information for your records.**

## **Georgia Notice Form**

By signing below, I am acknowledging that I have received a copy of the Georgia Notice Form concerning the policies and practices protecting my health information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Georgia Notice Form

### Notice of Licensed Professional Counselor Policies and Practices to Protect the Privacy of Your Health Information

THIS NOTICE DESCRIBES HOW PSYCHOLOGICAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

#### I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

I may use or disclose your protected health information (PHI) for treatment, payment, and health care operations purposes with your consent. To help clarify these terms, here are some definitions:

- "PHI" refers to information in your health record that could identify you.
- "Treatment" is when I provide, coordinate, or manage your health care and other services related to your health care. An example of treatment would be when I consult with another health care provider, such as a family physician or another psychologist.
- "Payment" is when I obtain reimbursement for your healthcare. Examples of payment are when I disclose your PHI to your health care insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
- "Health Care Operations" are activities that relate to the performance and operation of my practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- "Use" applies only to activities within my office, such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- "Disclosure" applies to activities outside of my office, such as releasing, transferring, or providing access to information about you to other parties

#### II. Uses and Disclosures Requiring Authorization

I may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your appropriate authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when I am asked for information for purposes outside of treatment, payment, or health care operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your Psychotherapy Notes. "Psychotherapy Notes" are notes I have made about our conversation during a private, group, joint, or family counseling session, which I have kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or Psychotherapy Notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) I have relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, law provides that insurer the right to contest the claim under the policy.

#### III. Uses and Disclosures with Neither consent nor Authorization

I may use or disclose PHI without your consent or authorization in the following circumstances:

- Child Abuse: If I have reasonable cause to believe that a child has been abused, I must report that belief to the appropriate authority.
- Adult and Domestic Abuse: If I have reasonable cause to believe that a disabled adult or elder person has had physical injury or injuries inflicted upon such disabled adult or elder person, other than by accidental means, or has been neglected or exploited, I must report that belief to the appropriate authority.
- Health Oversight Activities: If I am the subject of an inquiry by the Georgia Board of Professional Counselors, Social Workers, and Marriage and Family Therapists Examiners, I may be required to disclose protected health information regarding you in proceedings before the Board.
- Judicial and Administrative Proceedings: If you are involved in a court proceeding and a request is made about the professional services I provided you or the records thereof, such information is privileged under state law, and I will not release information without your written consent or a court order.

- **Serious Threat to Health or Safety:** If I determine, or pursuant to the standards of my profession should determine, that you present a serious danger of violence to yourself or another, I may disclose information in order to provide protection against such danger for you or the intended victim.
- **Workers Compensation:** I may disclose protected health information regarding you as authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

#### IV. Patient's Rights and Licensed Counselor's Duties

##### *Patient's Rights:*

- **Right to Request Restrictions:** You have the right to request restrictions on certain uses and disclosures of protected health information. However, I am not required to agree to a restriction that you request.
- **Right to Receive Confidential Communications by Alternative Means and at Alternative Locations:** You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing me. On your request, I will send your bills to another address.)
- **Right to Inspect and Copy:** You have the right to inspect and/or obtain a copy of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. I may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. On your request, I will discuss the details of the request and denial process.
- **Right to Amend:** You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. I may deny your request. On your request, I will discuss with you the details of the amendment process.
- **Right to an Accounting:** You generally have the right to receive an accounting of disclosures of PHI. On your request, I will discuss with you the details of the accounting process.
- **Right to a Paper Copy:** You have the right to obtain a paper copy of the notice from me upon request, even if you have agreed to receive the notice electronically.

##### *Licensed Counselor's Duties:*

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.
- If I revise my policies and procedures, I will inform you of that change in a session or on the phone, and that information may be also provided to you in written form while you are in a session or through the mail.

#### V. Complaints

If you are concerned that I have violated your privacy rights, or you disagree with a decision I made about access to your records, please inform me. You may also contact the Georgia Board of Professional Counselors, Social Workers, and Marriage and Family Therapists. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. I can provide you with the appropriate address upon request.

#### VI. Effective Date, Restrictions, and Changes to Privacy Policy

This notice went into effect on April 14, 2003. I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. If the revisions reflect a material change to the use and disclosure of your information, your rights regarding such information, our legal duties, or other privacy practices described in the Notice, I will promptly distribute the revised Notice, post it in the waiting area of my office, and make copies available to my patients.