CID		NEW	REOPEN	UPDATE	THERAPIST:	
PHONE:	(HOME	)	(CE	ELL)	(WORK)	
NAME:LAST						
ADDDECC.				MIDDLE		MAIDEN
STREE	T/ROUTE	APT./P.C			STATE	ZIP CODE SEX:
						YESNO
MARITAL STATUS:	NEVER MARR	IED M	ARRIED S	SEPARATED	DIVORCED WIDOV	WED
REFERRAL SOURCE	E:		Ll	EGAL GUARDIA	N'S NAME:	
WHO IS FINANCIAL	LY RESPONSIE	LE FOR TH	IS BILL:			
	ADDRESS:_					
FAMILY MEMBERS NAME				RELATI	ONSHIP E	MPLOYER
					HOMELESS FOR A YEAR ELESS BUT 1 OR 2 NOT A	
EDUCATION (LAST	YEAR COMPLE	ETED)		SPOU	USE'S EDUCATION	
YOUR OCCUPATION	N:			EMPLOYER:_		
SPOUSE'S OCCUPA	TION:			EMPLOYER:_		
ARE YOU EMPLOY!	ED NOW? YES	S NO	O FUL	L-TIME	PART-TIME_	
DURATION OF EMP	LOYMENT		TO	ΓAL JOINT YEA	RLY INCOME	
SOURCE OF INCOM	Е					
SOCIAL SECURITY	#:			MEDICARE #:		
					NY NAME:	
POLICY NUMBER:_			(	GROUP NUMBE	R:	
PHYSICIAN:				DATE OF LA	AST PHYSICAL:	
ARE YOU CURRENT	TLY PREGNANT	Γ? YES _	NO PREVI	OUS PSYCHIAT	RIC HOSPITALIZATIO	N: YES NO
WHERE:			ADMIS	SION DATE:	DISCHAR	GE DATE:
					DATES:	
OFFICE USE ONLY						
Private Pay Insurance	Cou City	•	Medicare TXIX	FeeMod/ Means		PLE AC

DATE:\_

FOR OFFICE USE ONLY

## DAKOTA COUNSELING INSTITUTE

### **CLIENT INSURANCE INFORMATION**

Medicaid Number:		
Insured's Name (Policyholder): Insured's Date of Birth: Insured's Address:	Group Number:	
insurance form. I authorize payment Counseling Institute. I understand the	to release information requested on my nt of any benefits directly to Dakota that I am fully responsible for any charges that licy. This authorization will remain in effect	
Patient / Parent / Guardian Signat	ture:	

# DAKOTA COUNSELING INSTITUTE FINANCIAL AGREEMENT

The typical fees for service are as follows:

Outpatient Intake Therapy	\$220.00
Outpatient Therapy	\$172.00
Psychiatric Evaluation	\$285.00
Medication Management	\$156.00

These rates are subject to adjustment due to the variance in the length of sessions and/or June 1st of each year due to contractual inflation.

Any insurance coverage or changes in coverage should be reported to the front desk. Preauthorization of services is the responsibility of the insured. Dakota Counseling Institute is unable to guarantee payment by the insurance company due to the individuality of each plan. Some reasons for denial may be pre-existing condition, non-covered diagnosis, or no mental health benefits. The agency will assist with the filing of insurance, but all charges are the responsibility of the client from the date the service is rendered. As a reminder, your insurance contract is between you, your employer when applicable, and the insurance company.

Dakota Counseling Institute will work with patients on their outstanding balances as long as the payments are reasonable and regular. We accept cash, checks, Visa and MasterCard. Returned checks are subject to an additional collection fee. Balances older than 30 days are subject to interest charges of 1.5% per month.

I have read and understand the above information.	
Signature of Client/Parent/Guardian	Date
Witness	 Date

## Dakota Counseling Institute, Inc. About Our Notice of Privacy Practices

In compliance with the law, we are committed to protecting your personal health information.

The attached Notice of Privacy Practices state:

- Our obligation under law with respect to your personal health information.
- How we may use and disclose the health information that we keep about you.
- Your rights relating to your personal health information.
- Our rights to change our Notice of Privacy Practices.
- How to file a complaint if you believe your privacy rights have been violated.
- The conditions that apply to uses and disclosures not described in this Notice.
- The person to contact for further information about our privacy practices.

We are required by law to give you a copy of this Notice and to obtain your written acknowledgment that you have received a copy of this Notice.

### Patient Acknowledgment of Receipt

I,	hereby acknowledge that I have
received a copy of the Notice of Privacy Practices at D	akota Counseling Institute.
Client	Date
Parent/Guardian	Date
Documentation of Good Faith	
Attempted to distribute the Notice of Privacy Prathey declined to acknowledge receipt.	ctices to the client/parent/legal guardian, but
The Notice of Privacy Practices was mailed to the Other	e client/parent/legal guardian.
5	
Staff Member	Date

## DAKOTA COUNSELING INSTITUTE TREATMENT CONTRACT

The following is a contract between Dakota Counseling Institute professional staff and you, the consumer, to provide treatment to you. By signing this contract, both parties acknowledge that they have read, understand and agree with the terms set forth in this document.

Informed Consent: By signing this contract, you give consent to receive treatment by DC Institute professional staff. You have a right to be informed of your diagnosis. You have the right to receive information about the nature, purpose, and risks of any tests, treatment, or procedures suggested to you. You are encouraged to ask the clinician working with you any questions you may have regarding your treatment and its potential outcome. If your treatment involves individual, group, couple, or family therapy sessions, you must understand that the issues, which brought you to seek therapy, may become worse before they get better. For example, you may feel more anxious or depressed in the beginning phases of treatment. In rare cases, you may experience loss of contact with reality, or you may experience strong suicidal intent, both of which could necessitate a period of hospitalization in a psychiatric facility. During the course of therapy, interpersonal relationships may change. If you have experienced significant trauma at some time in the past, you may experience flashbacks or a reliving of past experiences and feelings associated with these.

**Confidentiality:** Confidentiality means that the information you share with DC Institute and its employees will not be released to other individuals or outside agencies, with the following exceptions:

- 1. If you sign a release specifying to whom the information is released, what information you want released, and for what time period the release of information is valid.
- 2. Some insurance companies and EAP's request information about your treatment. When you sign on with an insurance company and/or EAP, you sign a waiver or a release of authorization for such information. Therefore, we will release the requested information to your insurance company and/or EAP unless you inform us in writing that you do not want us to do this. Once we receive your request in writing, all information gathered about you after the request is received will not be released to your insurance company and/or EAP. However, if you make such a request, you become solely responsible for the cost of your treatment.
- 3. Upon a proper court order, your records and/or the testimony of your primary mental health professional may be released.
- 4. All mental health professionals are mandated reporters. This means that the clinician working with you has to report child abuse or abuse of other dependent persons.

  This process will follow all guidelines set forth by State Law.
- 5. If your primary mental health professional judges you to be a danger to yourself or others and you refuse voluntary hospitalization, necessary information will be released to outside agencies to insure your and others' safety and to insure continuity of treatment.
  This process will follow all guidelines set forth by State Law.
- 6. Your financial obligation, name and address may be referred to outside collection agencies, including small claims court, if your account is delinquent.
- 7. Contact with your HMO for coordination of care.
- 8. If you are under the age of 18, or have a legal guardian, your parents/legal guardians have the right to obtain information about your treatment, and the right to sign releases of information to other agencies about your treatment on your behalf.
- 9. If services are funded, wholly or in part, through State Contract or Medicaid monies, the State of South Dakota, Division of Mental Health, will receive certain demographic information about you and may, periodically, review records to assure our compliance with contract requirements. At no time will we release your name or your address. If you have further questions about this, please ask staff.

If you receive services from more than one professional staff member of Dakota counseling Institute, members of your treatment team will likely exchange information in order to coordinate services and provide you with the best treatment available.

Grievance Procedure: Dakota Counseling Institute is committed to providing high quality mental health services through its various programs. Our goal is to provide the most effective services possible, and we want you to be satisfied with the services you receive. As is the case with any service provider, however, occasionally there will be times when a person receiving services is dissatisfied with the services provided by the agency. If you believe that you have a legitimate complaint regarding services provided to you, please try to discuss the situation or the nature of your dissatisfaction with the staff member providing services to you. Most problems are likely to be resolved at this level.

If the problem is not resolved by talking directly to the staff person providing services to you, you may submit a written explanation of your complaint to the Clinical Director of Dakota Counseling Institute. The Clinical Director will respond to your complaint verbally and in writing within 15 days of receiving it. If the problem is not resolved at this level, you may forward your complaint in writing to the Executive Director of Dakota Counseling Institute. The Executive Director will respond to your complaint verbally and in writing within 15 days of receiving it.

If you and the Executive Director do not resolve the problem to your satisfaction, you may contact the Division of Mental Health at the following address and phone number:

Division of Mental Health

Hillsview Properties Plaza, East Hwy 34

c/o 500 East Capitol

Pierre, SD 57501-5070

Client	Date
Parent/Guardian	Date
Witness/Therapist	Date
Parental Consent: I,	parent/legal
guardian of	hereby consent to have this child treated b
Dakota Counseling Institute professional staff.	
Parent/Legal Guardian Signature	Date
Witness/Therapist	Date

[Revised 7/05]

# DAKOTA COUNSELING INSTITUTE NOTICE OF HEALTH INFORMATION PRACTICES

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

#### Introduction

At Dakota Counseling Institute, we are committed to treating and using protected health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice is effective April 14, 2003, and applies to all protected health information as defined by federal regulations.

#### **Understanding your Health Record/Information**

Each time you visit Dakota Counseling Institute, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serve as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided
- A tool in educating health professionals,
- A source of data for medical research,
- A source of information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing,
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

#### **Your Health Information Rights**

Although your health record is the physical property of Dakota Counseling Institute, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practices upon request,
- Inspect and copy your health record as provided for in 45 CFR 164.524,
- Amend your health record as provided in 45 CFR 164.528.
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528,
- Request communications of your heath information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164,522, and
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

#### Our Responsibilities

Dakota Counseling Institute is required to:

- Maintain the privacy of your health information,
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this notices,
- Notify you if we are unable to agree to a requested restriction, and
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. You may request a copy of the current notice from any of our locations.

We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue to use or disclose your health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

#### For More Information or to Report a Problem

If you have questions and would like additional information, contact the practice's Privacy Officer, Michelle Carpenter, Executive Director, at 605-996-9686 or at m.carpenter@dakotacounseling.net

If you believe your privacy rights have been violated, you can file a complaint with the practice's Privacy Officer or with the Office for Civil Rights, US Department of Health and Human Services. There will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights. The address for the OCR is listed below:

Office for Civil Rights US Dept of Health and Human Services 200 Independence Ave SW Room 509F, HHH Building Washington, DC 20201

# DAKOTA COUNSELING INSTITUTE CONSUMER RIGHTS

As a consumer of Dakota Mental Health Center, your rights include, but are not limited to the following:

- The right to confidentiality and privacy of all medical records and information given in treatment.
- The right to be treated with respect and dignity.
- The right to receive treatment that is sensitive to you as an individual in a non-discriminatory manner.
- The right to actively participate in your treatment plans as well as any modification of that plan to insure your understanding and agreement with this plan.
- The right to know the reasons why a particular treatment is considered appropriate.
- The right to refuse any proposed treatment or medication unless in an emergency.
- The right to receive an explanation of diagnosis and prescribed medications and any side effects.
- The right to be fully informed of the fees for therapy.
- The right to locate alternative sources of assistance.
- The right to be informed of the volunteer or student status of a therapist.
- The right to review your case records unless conditions arise as specified by South Dakota Codified Law.
- The right to assert grievances if your rights are violated.
- The right to have access to advocacy services at any time.

To maximize beneficial consumer outcome, consumers should be aware of their responsibilities. The consumer is responsible for:

- Following recommended and agreed upon treatment plan
- Financial obligations of mental health services
- Punctuality of appointments and notification to center if unable to attend a session
- Consideration of the rights of the staff and other consumers
- Being respectful of the property of others
- Maintaining cleanliness and order
- Providing accurate medical and personal information



March 4, 2013

In our continuous effort to improve the process of requesting refills for previously prescribed medications, we have updated our policy. All refill requests need to be made Monday thru Thursday. Refill requests are still to be called into your pharmacy, without exception. Your pharmacist in turn will take care of receiving authorization for renewal of the medication from us.

As stated in previous communication, we recommend that you plan your refill needs carefully. You will need to plan at least 24 hours for your refill request to be processed, or the following Monday if your request was received on a Thursday. Please keep in mind that any prescriptions for controlled substances will not be renewed until 2-3 days before your refill is due.

Sincerely,

Roswitha Konz, M.A. Clinical Director

### DAKOTA COUNSELING INSTITUTE

### PARENTAL INFORMATION SHEET

CHILD:		TODAY'S DATE:
CHILD LIVES WITH:		
		(NAME)
		(STREET ADDRESS)
		(STREET REPORTS)
		(CITY/STATE/ZIP)
		(TELEPHONE)
	(F	RELATIONSHIP TO CHILD)
BIOLOGICAL FATHER:		
TATTIEK.		(NAME)
		(STREET ADDRESS)
		(611.221.1162.1200)
		(CITY/STATE/ZIP)
		(TELEPHONE)
BIOLOGICAL		
MOTHER:		(NAME)
		(CERTIFIE ADDRESS)
		(STREET ADDRESS)
		(CITY/STATE/ZIP)
		(TELEPHONE)
PARENTS ARE: (Please check one)	[] married and living together	[] married and separated
	[] legally divorced	[] not married and living together
	[] not married and living separa	ately
If divorced or living sep	parately, please check one:	
	[] both parents have legal custo	ody
	[] mother's parental rights have	e been terminated
	[] father's parental rights have	been terminated

### INTAKE QUESTIONAIRE – CHILD VERSION – AGES 8-12

NAME: TODAY'S DATE:				
GRADE IN SCHOOL				
ADDRESS:				
Who brought you to today's appointment?				
Why does this person want you to be seen?				
What kinds of things would you like to change about yourself or	about your family?			
What kinds of things do others say you need to change or improv	ve upon?			
Please answer the following questions by circling eith	er YES or NO:			
It is easy for me to make friends at school.	YES / NO			
I like my teacher.	YES / NO			
I get along with my parents most of the time.	YES / NO			
I sometimes wake up at night and have a hard time going ba	ck to sleep. YES / NO			
I have one best friend with whom I play even outside of scho	ol. YES / NO			
School work is hard for me.	YES / NO			
I keep thinking about bad stuff in my head.	YES / NO			
I worry almost all of the time.	YES / NO			
I think others like me.	YES / NO			
I think I am too fat.	YES / NO			
I feel safe at school.	YES / NO			
My brothers/sisters and I fight a lot.	YES / NO			
Sometimes I wish I were dead.	YES / NO			
Please tell us what kinds of things you like to do:				

CIRCLE ALL THE FO	OLLOWING THAT DESCI	RIBE HOW YOU US	UALLY INTERACT V	WITH OTHER PEOPLE:
I'M A FOLLOWER	SELF-SACRIFICING	ISOLATE MYSELF	MANIPULATIV	E CONFIDENT
COOPERATIVE	INDEPENDENT	QUIET	JOKER	ARGUMENTATIVE
EASILY HURT	I'M A LEADER	BRAGGING	SOCIABLE	RESPECTFUL
PLEASE LIST ALL N	MEMBERS OF YOUR HOU	SEHOLD:		
NAME	RELATIONSHIP TO YOU	AGE DI	ESCRIBE HOW YOU GE	ET ALONG WITH HIM/HER
	WE EAT MEALS TOGETI	VE JOKE AROUND TOG HER WE ALL GO THEY YELL A LOT	ETHER THEY SAY  DUR OWN WAY THE  THEY FIGHT A	HOSE THAT APPLY: HURTFUL THINGS TO ME EIR RULES ARE REASONABLE RGUE WITH EACH OTHER
		LY HURT BY THEM SUN	AETIMES	
	_		CUDDENT	CDADE LEVEL
				GRADE LEVEL:
_				
FAVORITE SUBJECT_			ORITE SUBJECT	
		STATEMENTS	VEC / NO	
	•		•	
		at lunch	•	
, •			•	
-	-	ouple of times a mo	•	
	-		•	
-		ool	•	
		001.	•	
_		school in the past	•	
		school iii tiie past.	•	
	ry stressful for me.		YES / NO	
CURRENT GRADES (I FAVORITE SUBJECT_ PLEASE CIRCLE YES O I generally I Others tease I enjoy socia I skip class o I like most o I am tardy n I felt mad en I feel respect I have been I enjoy extra	Please circle all that apply):  OR NO FOR THE FOLLOWING ike my teachers.  The me at school.  The alizing with other students or a whole day of school a confirm classes.  The many days.  The activities is a suspended/expelled from a suspended/expelled from a saccurricular activities.	A's B's C's LEAST FAN STATEMENTS  at lunch. couple of times a mon	CURRENT D'S F'S  VORITE SUBJECT  YES / NO	GRADE LEVEL:

### INTAKE QUESTIONAIRE – ADOLESCENT VERSION – AGES 13-17

NAME:	SEX: M F	AGE	E: DATE:
What are your reasons for coming	in today?		
What are your parents'/legal guar	diane' reasons for bringing you i	in toda	
what are your parents / legal guar	ulans reasons for bringing your	iii tou	ay:
Please check any of the follow	wing experiences you have	had	during the past month:
SAD, BLUE OR DEPRESSED	ANXIETY/WORRYING	S	SUDDEN PANIC OR FEAR
UNABLE TO HAVE FUN	LESS NEED FOR SLEEP	G	GETTING INTO FIGHTS
FEELING WORTHLESS/HOPELESS	CANNOT STAY FOCUSED	I	NTRUSIVE THOUGHTS
FEELINGS OF GUILT	FEEL BETTER THAN USUAL	C	CONFUSED THINKING
I FEEL FAT/OVERWEIGHT	RESTLESSNESS	N	NIGHTMARES
DIFFUCULTY FALLING ASLEEP	WORRY ALL THE TIME	II	RRITABLE WITH PARENTS
DIFFUCULTY STAYING ASLEEP	MY THOUGHTS ARE RACING	Н	HEARING VOICES IN MY HEAD
I WISH I WERE DEAD	I CAN'T SIT STILL	S	EEING THOUGHTS
USE OF ALCOHOL	USE OF CIGARETTES	U	JSE OF OTHER DRUGS
FEEL ANGRY A LOT	I DON'T LIKE MYSELF	I	THINK I AM DUMB/STUPID
GETTING TEASED AT SCHOOL	GETTING BULLIED AT SCHOOL	N	NO FRIENDS AT SCHOOL
THROW UP AFTER I EAT	FELT LIKE HURTING SOMEONE	:L	OST/GAINED WEIGHT
ARE YOU A VICTIM OF ABUS	E? (CIRLCE YES OR NO)		
Has anyone ever touched	you in your private parts?	YES	/ NO
If yes, have you to	old anyone about it?	YES	/ NO
Has an adult ever hit, kick	ed or otherwise hurt you?	YES	/ NO
If yes, have you to	old anyone about it?	YES	/ NO
Does someone say things	to you everday that make you fe	ll bad	inside? YES / NO
Have you seen adults hit o			/ NO
CIRCLE ALL THE FOLLOWIN	G THAT APPLY TO YOUR S	OCIA	AL EXPERIENCE:
ONE BEST FRIEND	DRUG USE WITH FRIENDS		SLUFFING SCHOOL
WITHDRAWN FROM SOCIAL SCENE	PHYSICAL VIOLENCE WITH FRIEN	IDS	SEXUAL RELATIONSHIPS
PARTYING	GANG RELATED ACTIVITY		SPORTS RELATED ACTIVITY
SCHOOL DANCES	GOING TO MOVIES WITH FRIENDS	S	FEW FRIENDS
GOING TO THE GYM	DATING		BREAKING RULES
GETTING HURT	SHOWING OFF FOR PEOPLE		

WORRIED OR ANXIOUS AROUND PEOPLE

DESTRUCTION OF PROPERTY WITH FRIENDS

I'M A FOLLOWER	SELF-SACRIFICING	ISOLATE MYSELF	MANIPULATIVE	CONFIDEN
COOPERATIVE	INDEPENDENT	QUIET	JOKER	ARGUMENTATIV
EASILY HURT	I'M A LEADER	BRAGGING	SOCIABLE	RESPECTFU
PLEASE LIST ALL M	MEMBERS OF YOUR HOU	USEHOLD:		
NAME	RELATIONSHIP TO YOU	AGE DESCR	IBE HOW YOU GET	ALONG WITH HI
PLEASE DESCRIBE	YOUR RELATIONSHIP V	WITH YOUR PARENTS	BY CIRCLING TH	OSE THAT APPL
		WE JOKE AROUND TOGETH		
I SNEAK AROUND THEM	WE EAT MEALS TOGET	THER WE ALL GO OUR	OWN WAY THEIR	R RULES ARE REASO
THEY RESPECT ME	I RESPECT THEM	THEY YELL A LOT	THEY FIGHT AR	GUE WITH EACH OT
	I GET PHYSICAL	LY HURT BY THEM SOMETI	MES	
COLLOOT EMBEDIE	NACE.			
SCHOOL EXPERIE	ENCE		CHERFNT	RADE LEVEL:
	Please circle all that apply)			TO TO BE VEE
	rease circle an that apply)			
, –			TE SUBJECT	
	R NO FOR THE FOLLOWING ike my teachers.	STATEMENTS	YES / NO	
	e me at school.		TES / NO	
			VES / NO	
		e at lunch	YES / NO	
	alizing with other students		YES / NO	
I skip class o	alizing with other students		YES / NO	
I skip class o	alizing with other students or a whole day of school a of my classes.		YES / NO YES / NO YES / NO	
I skip class o I like most o I am tardy m	alizing with other students or a whole day of school a of my classes. nany days.	couple of times a month.	YES / NO YES / NO YES / NO YES / NO	
I skip class o I like most o I am tardy m I felt mad en	alizing with other students or a whole day of school a of my classes.  In any days.  In ough to hurt people at sch	couple of times a month.	YES / NO	
I skip class of I like most of I am tardy most of I felt mad en I feel respect	alizing with other students or a whole day of school a of my classes.  In any days.  In ough to hurt people at school.	couple of times a month.	YES / NO YES / NO YES / NO YES / NO	
I skip class of I like most of I am tardy most of I felt mad en I feel respect	alizing with other students or a whole day of school a of my classes.  In any days.  In ough to hurt people at sch	couple of times a month.	YES / NO	