

Rae A. Littlewood, Ph.D.
Licensed Clinical Psychologist - NM License #1167

CLIENT INFORMATION

Today's Date: _____

Name: _____ DOB: ____/____/____ Age : _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Phone #: _____

Email Address: _____

Please describe your biological sex, gender identity, and pronoun preference: _____

If you are under 18 years of age, please provide the following information:

Guardian Name & Relationship to you: _____

Phone _____

Who referred you? _____

Who should I contact in the event of an emergency (ideally this is a person who knows that you are seeing a therapist)?

Name/Relationship/Phone #: _____

DEMOGRAPHIC INFORMATION

Education (highest grade/degree *completed*): _____

Occupation: _____ Employer: _____

Marital Status: _____ If Divorced or Widowed, year: _____

Partner/Spouse's Name: _____ Age: _____

Partner/Spouse's Occupation: _____ Employer: _____

Children's Names & Ages: _____

Who lives in your home with you? _____

Briefly describe the problem or concern that you would like to address in therapy:

Have you seen a psychologist, psychiatrist, or counselor in the past? NO YES

If YES, please provide the names and approximate dates seen: _____

Are you currently seeing another psychologist or therapist? NO YES

If YES, please provide their Name & Phone Number: _____

Please list CURRENT health conditions, problems, and allergies:

Please list PAST health problems, including major operations and hospitalizations:

Please list (or provide a list separately) medications and doses (including homeopathic) you are currently taking:

If you are taking any psychiatric medications, who is prescribing and how often do you consult with your prescriber about these medications? Please provide their name and contact information.

Primary Care Physician Name & Contact Information:

HEALTH BEHAVIORS

What type and frequency of physical activity do you do? _____

How often and how much do you drink alcohol? _____

Do you use tobacco/nicotine products? NO YES Frequency of use? _____

Do you drink caffeine? NO YES Quantity per day? _____

Do you use other drugs? NO YES Type/Quantity per day? _____

Do you have a medical marijuana card? NO YES
If yes, for what conditions and what is the frequency/quantity of your use?

Have you ever had problems with alcohol or drugs or been in treatment for substance abuse or dependence?

NO YES If YES, please describe: _____

Please provide a brief description of your family of origin: *Where did you grow up? Who raised you? How many siblings do you have? What is your relationship with your immediate family?*

If anyone in your family of origin (mother, father, siblings, grandparents, uncles, aunts, 1st cousins) had or has trouble with substance abuse, schizophrenia, bipolar disorder (i.e., manic-depression), depression, or other major emotional problems, please list them here and indicate the type of problem.

Have you ever experienced any of the following as a child or an adult? (Circle Yes or No for each item.)

Sexual Abuse:	NO	YES	Physical Abuse:	NO	YES
Emotional Abuse:	NO	YES	Victim of Crime:	NO	YES
Eating Disorder:	NO	YES	Suicide Attempt:	NO	YES
Self-Harm:	NO	YES			

Please describe any current, past, or future legal problems or concerns: _____

Please describe any problems with your finances, job, or school: _____

Please describe your hobbies, special interests, and talents: _____

How would you rate your support system (spouse/partner, extended family, friends, co-workers)?

Excellent Good Fair Poor

DESCRIPTION, POLICIES, AND CONSENT FOR INDIVIDUAL THERAPY

This document contains important information about my services and business policies. Please read it carefully and ask me any questions that arise. Your signature indicates that you understand and accept the terms of treatment.

Psychotherapy varies depending on the particular problems being treated and the theoretical approach practiced by the providing psychologist. It is therefore important that you take care in selecting a therapist that fits your style and treatment goals. Our first few sessions will involve an evaluation of your current problems, concerns, and needs. By the end of the evaluation period, I will offer you my clinical impressions and a recommended approach to treatment. During this time, it is important that we both consider if I am the best person to provide the services you need to meet your specific treatment goals. If indicated, a referral to a more appropriate therapist will be provided (e.g., your presenting problem is outside the scope of my clinical expertise). As therapy involves a commitment of time, energy, and money, it is important that you feel comfortable working with me. The goals of therapy are arrived at by mutual collaboration between us. The goals we establish will be reviewed during the course of our work in order to assess and/or modify the focus of therapy according to your needs. If any questions or concerns about our work together arise at any point during treatment, please bring them to my attention.

PROFESSIONAL FEE INFORMATION

SESSION FEES: The standard fee billed to insurance for an initial diagnostic interview is \$225.00. The standard fee billed to insurance for ongoing psychological services or assessment is \$200.00 for a 60-minute session. New Mexico Gross Receipts tax is included in these rates.

SELF-PAY: The fee for an initial diagnostic interview is \$200. The fee for ongoing 1-hour sessions is \$175. Shortened or extended sessions are billed in increments of 15 minutes at the rate of \$175 per hour or \$43.75 per 15-minute increment. Forms of payment accepted for self-pay are cash, check, Venmo Business (@RaeLittlewoodPhD), and credit card. There is a 3% surcharge for credit card payments.

ASSESSMENT FEES: The fee for psychological assessment is \$250.00 for the first hour and \$200.00 for each additional hour, including time required for scoring and report writing. Payment in full is required at the time of the initial interview.

INSURANCE: Dr. Littlewood accepts Presbyterian, New Mexico Health Connections, True Health, Medicare, and Presbyterian Centennial. If you intend to use your insurance, it is your responsibility to confirm that you have coverage for behavioral health services and to understand your benefits. You are responsible for payment of your deductible and/or co-payment. You are responsible for any amount that is not covered by your insurance company, whether that is a co-payment, the result of an unmet deductible, or lack of benefits.

PAYMENT: Payment is due at the time services are rendered. If you have a health plan with which I am contracted, I will bill them directly, and am reimbursed by them directly. Depending on your coverage, you may be responsible for a deductible and/or co-payment. It is your responsibility to inform me of any changes to your insurance coverage. Failure to do so may result in your liability

for the total account balance.

MISSED SESSIONS: If you must cancel an appointment, please provide at least 24 hours of notice. The fee for a missed session that is not canceled with 24 hours of notice is \$75. Insurance does not cover charges for missed appointments.

INFORMED CONSENT

I have chosen to receive psychological services from Rae A. Littlewood, PhD., a provider at Behavior Therapy Associates. My choice is voluntary, and I understand that I may terminate therapy at any time.

I understand that there is no assurance that I will feel better. Because psychological treatment is a cooperative effort between me and my therapist, I will work with my therapist to the best of my ability to resolve my difficulties.

I understand that during the course of my treatment, material may be discussed that is upsetting in nature and that this may be necessary to help me resolve my problems.

I understand that the ability of my therapist to provide useful feedback and guidance to me is dependent upon the accuracy of the information I provide about myself.

My rights include:

- The right to be informed of the steps and activities involved in receiving services
- The right to confidentiality under federal and state laws relating to the receipt of services
- The right to humane care and protection from harm, abuse, or neglect
- The right to make an informed decision whether to accept or refuse treatment
- The right to contact and consult with counsel at my expense
- The right to select practitioners of my choice at my expense

I understand that records and information collected about me will be held or released in accordance with state and federal laws regarding confidentiality of such records and information.

I understand that state and local laws require that my therapist report all cases of abuse or neglect of minors or vulnerable adults.

I understand that state and local laws require that my therapist report all cases in which there exists a danger to self and/or others.

I understand that there may be other circumstances in which the law requires my therapist to disclose confidential information.

I understand that my therapist may contact me to ensure continuity and quality of my treatment and/or after the completion of treatment, to assess the outcome of treatment.

I understand that my therapist will be required to provide basic clinical information, including diagnoses, to my insurance company in order to receive payment for services, and that my

therapist has no control over how my insurance company handles my private information and that my therapist cannot be held liable for the actions of the insurance company.

If you have questions about fees, payment plans, insurance, or other financial concerns, please discuss these with me. Please be sure, as well, to read the **Notice of Privacy Practices** available in the waiting area.

Your signature below verifies that you have read, understand, and agree with the information provided in the section titled “**OUTPATIENT PSYCHOTHERAPY CONTRACT AND INFORMED CONSENT**”. This also verifies that you have read and understand the Notice of Privacy Practices and have been offered a copy for your records. Your signature also authorizes the release of any medical or other information necessary to process this claim with your insurance company.

Signature of patient: _____

Print patient name: _____ Date: _____

If patient is under the age of 15, parental consent for treatment is required.

Signature of Parent or Legal Guardian: _____

Print name of Parent or Legal Guardian: _____

Date: _____