

Dr. Benna Strober, Licensed Psychologist
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(914) 329-5355 • • bennastrober.com

Please fill out the information as *completely* as you can. Please note if there are any items you would like to discuss further.

Patient's name: _____ Age: _____ Today's Date: _____

Address: _____

Phone home: _____ cell: _____ parent cell: _____

Email (HIPAA governed) patient _____ parent _____

Patient's place and date of birth: _____

Adopted? Y/N If yes, when? _____

Primary language spoken at home: _____

Person(s) completing this form: _____

Relationship to patient: _____

Bio/adoptive/step (circle) father's name: _____ Age: _____

Education? _____

Employed? If so, where? _____

Religion _____ Observant? _____

Bio/adoptive/step (circle) mother's name: _____ Age: _____

Education? _____

Employed? If so, where? _____

Religion _____ Observant? _____

Siblings (name and age)

Patient is currently living with (circle one)	Both parents	Mother
	Father	Grandparents
		Other _____

What is your child/adolescent generally like (circle all that apply)

Impulsive	Easily frustrated	Happy	Shy	Dependent
Affectionate	Can't ask for help	Relaxed	Anxious	Outgoing
Sensitive	Gets in trouble	Quiet	Immature	Private
Independent	Friendly	Distractible	Bossy	Angry
Demanding	Easy-going	Stubborn	Irritable	Moody
Often tearful	Restless	Helpful	Aggressive	Depressed
Tense	Fearless	Disorganized	Daring	Kind

Please describe the problem(s) for which you are seeking help at this time. _____

How does your child get along with parents (describe)? _____

Are there parent or family conflicts (describe)? _____

How does your child/adolescent usually react to stress or difficulties? _____

What type of discipline works best? _____

How often does your child/teen require discipline? _____

Who sets most of the limits at home? _____

School information:

Name of last school attended: _____

Highest grade completed: _____

Grades repeated? _____ Grades skipped? _____

Academic performance in school? _____

Behavior in school? _____

Special interests/activities? _____

Any known learning disabilities, special education? _____

Which of the these problems, if any, does your child have in school? (circle what apply)

- | | | |
|---|--------------------------------------|--------------------------|
| does not do homework (HW) | fails to check HW | poor handwriting |
| starts, not finishes HW | poor spelling | poor math |
| forgets assignments | messy & disorganized | poor attention in class |
| out of seat | talks out in class | problems with writing |
| non-compliant in class | makes many careless errors | test anxiety |
| distracted | often unaware of personal boundaries | |
| Interactions with peers (circle all that apply) | no friends | few friends many friends |
| trouble making friends | trouble keeping friends | risky bossy |
| aggressive | easy to please | shares well cooperative |

Developmental history

Mother's condition during pregnancy? (circle all that apply) healthy fevers
used drugs drank alcohol smoked cigarettes diabetes
injuries toxemia other _____

Labor & Delivery (circle all that apply) C-section breech
labor induced cord around baby's neck

Baby's condition at birth (circle all that apply) trouble breathing had infection
jaundice premature anemia born with defects
needed oxygen needed surgery trouble sucking needed ICU
in hospital more than 5 days

Infancy (0-12 months)

Major family events (deaths, illnesses, moves, parent/family conflicts, separations from parents) _

Illnesses, surgeries, hospitalizations? _____

Feeding problems? _____

Sleeping problems? _____

What was baby like? (circle all that apply) cuddly fussy difficult to soothe
slow to adjust to change fussy social quiet

Toddler years (2-3 years)

Major family events (deaths, illnesses, moves, parent/family conflicts, separations from parents) _

Illnesses, surgeries, hospitalizations? _____

Unusual habits, mannerisms, fears? _____

First use of words? _____ months Sentences? _____ Months

Walked alone? _____ months

Beginning of toilet training? _____ months Completed? _____ Months

Problems with toilet training? _____

Problems with separations? _____

Preschool (3-6 years)

Major family events (deaths, illnesses, moves, parent/family conflicts, separations from parents) _

_____ Illnesses, surgeries,
hospitalizations? _____

Behavior problems? _____

How does/did child react to changes in routine? _____

Special concerns about child? (circle all that apply) feeding toileting problems

Tantrums speech problems sleep problems

Middle Childhood (6-11)

Major family events (deaths, illnesses, moves, parent/family conflicts, separations from parents) _

Illnesses, surgeries, hospitalizations? _____

Problems getting the child to school? _____

Relationships with teachers? _____

Relationships with friends? _____

Does child have a best friend? _____

Problems with grades? _____

Problems with behavior in class (fights, detention, suspensions)? _____

Early signs of puberty? (circle all that apply) menstruation growth spurt

Voice change Other _____

Child's reaction to above?

Problems, worries, concerns about sex? _____

Adolescence (12-19 years)

Major family events (deaths, illnesses, moves, parent/family conflicts, separations from parents) _

Illnesses, surgeries, hospitalizations? _____

Unusual fears, mannerisms, worries? _____

Age of physical changes during puberty? Onset of menses? _____

Special concerns about teen's friends? _____

Have there been worries about sex or sexual activity? _____

History of trouble with the law? _____

Does/Has teen hold/held a job? _____

Have there been issues around curfew, rules, school? _____

History of drinking or drug use? _____

History of physical struggles with adults? _____

Medical/psychiatric history

Does your child have any illnesses, allergies, or physical problems? _____

Any history of head injury or loss of consciousness? _____

Has your child ever been treated for an emotional or behavioral problem? (if so, please describe by whom, where, and dates) _____

Any history or evidence of trauma or abuse? _____

Current medications _____

Past medications _____

Family medical/ psychiatric history

Has mother or mother's relatives had any medical problems (diabetes, heart disease, etc)? _____

Has mother or mother's relatives had or been treated for any emotional problems? (depression, bipolar illness, schizophrenia, ADHD, suicide attempts, anxiety, other psychiatric problems?) _____

Has father or father's relatives had any medical problems (diabetes, heart disease, etc)? _____

Has father or father's relatives had or been treated for any emotional problems? (depression, bipolar illness, schizophrenia, ADHD, suicide attempts, anxiety, other psychiatric problems?) _____

What important strengths, interests, or activities does your child have?

Is there anything else you would like me to know about your child or family? _____

Please attach relevant school reports, psychological/neurological evaluations, and labs.

PSYCHOLOGICAL SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the therapist and patient and the particular problems you are experiencing. There are many different methods that may be used to deal with the problems that you hope to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant parts of one's life, your child may temporarily experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has been shown to have many benefits. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. There are no guarantees of what your child will experience.

Therapy sessions sometimes involve a large commitment of time, money, and energy so you should be very thoughtful about the therapist you select. Our first few sessions will involve an evaluation of your child's needs and requests so that I can offer impressions and formulate a treatment plan if you decide to continue therapy. You should evaluate this information along with your own opinions of whether you and your child feel comfortable working with me.

CHILD THERAPY CONTRACT

- If you decide to terminate treatment, I have the option of having a few closing sessions with your child to properly end the treatment relationship.
- You are waiving your right to access to your child's treatment records.
- I will inform you if your child does not attend treatment sessions.
- Periodically throughout treatment and at the end of treatment, I will provide you with a summary that includes a general description of goals, progress, and potential areas that may require intervention in the future.
- If necessary to protect the life of your child or another person, I have the option of disclosing information to you without your child's consent.
- You agree that my role is limited to providing treatment and that you will not involve me in any legal dispute, especially a dispute concerning custody or custody arrangements (visitation, etc.)
- You also agree to instruct your attorneys not to subpoena me or to refer in any court filing to anything I have said or done.
- If there is a court appointed evaluator, and if appropriate releases are signed and a court order is provided, I will provide general information about the child which will not include recommendations concerning custody or custody arrangements.
- If, for any reason, I am required to appear as a witness, the party responsible for my participation agrees to reimburse me at the rate of \$350.00 per hour for time spent traveling, preparing reports, testifying, being in attendance, and any other court-related costs.

OFFICE POLICIES AND PROCEDURES

1. Therapy sessions are approximately 45 minutes with a charge of \$350.00 per session. Payment is due in full at the time of the appointment.
2. Scheduled appointments are commitments. Please make every effort to be on time. If you are late, time will be lost from your session. If you miss an appointment and fail to notify the office at least 24 hours in advance, you will be charged for the full session fee of \$350.00 unless the appointment is missed due to an emergency or is weather related.
3. All records and communications about the patient will be treated confidentially with applicable state and federal laws. These laws may oblige me to report suspected abuse or neglect, domestic violence, and those who pose a danger to themselves or others. Managed care requires that you waive your rights to keep your psychotherapy confidential. They require treatment reports which request information about why you are using your outpatient mental health benefit. They will not authorize and therefore will not pay for sessions without this information

INFORMED CONSENT FOR TREATMENT

I, _____, have read and understand the above contract and policies and agree to its terms and give informed consent for treatment.

Signature of Patient or Guardian

Date

Signature of Child if 12 or older

Date

PATIENT CONTACT AUTHORIZATION

Occasionally, it is necessary for my office to call to discuss insurance information, coordinate/discuss referral to another physician or practitioner, or schedule/change appointments. **It is your responsibility to keep track of your appointments.**

Telephone number where you want to receive calls _____

Permission to leave a message Y N (if No, please explain) _____

Can confidential messages (i.e., messages to call the office regarding appointments) be left on your answering machine or voicemail? Y N

May I call you at your place of employment if you cannot be reached at home? Y N

Would custodial parent need to be notified if non-custodial parent requests information? Y N

Patient Name (please print) _____

Signature _____

Please circle one: Self / Guardian / Custodial Parent

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I acknowledge the receipt of the HIPAA Privacy Information found at the end of this packet.

Printed Name

Date

Signature

I wish to take the Notice of Privacy Practices (HIPAA) form for my records. Y N

CONSENT FOR TREATMENT

I, _____, will be receiving psychotherapy services from Benna Strober, Psy.D. These services will be confidential in nature with a few exceptions:

- If there is an allegation of child or elder abuse or neglect it will be necessary for me to share pertinent information with the proper authorities.
- If there is an expressed intention to harm yourself or someone else, pertinent information would be shared with proper authorities to prevent such harm.
- Whenever permission has been granted in writing by you or your parent, as applicable, information may be shared with the identified entity.
- Information may be released to third party payers, such as your insurance company's carve-out payment vendor, for the purposes of receiving payment for services. This information will be limited to the information relevant to receive payment.

In addition, Dr. Strober may consult with other mental health professionals in order to provide the best treatment options.

Dr. Strober can be reached at her office during normal business hours at (914) 329-5355. Please leave a message on her confidential voicemail system. She will do her best to return phone calls in a timely manner. However, in the event of an emergency, call 911 or go to your nearest emergency room.

You may also consider calling one of the following resources:

- Child Protective Hotline: 800-635-1522
- Hopeline: 800-784-2433
- NY Domestic Violence Hotline: 800-942-6906
- Rape/Sexual Violence Hotline: 800-656-4673

The information contained in this document, limitations to confidentiality and contact information has been reviewed. I understand that if I have additional questions or concerns regarding these matters, I will ask that they be addressed.

Signature of Patient (12 years of age and older) Date

Signature of Parent/Legal Guardian Date

Printed Name of Patient

NOTICE OF PRIVACY PRACTICES (HIPAA INFORMATION)

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 about you that may identify you and that 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 I may use and disclose your PHI in accordance with applicable law, including the Health Insurance Portability and Accountability Act (“HIPAA”), regulations promulgated under HIPAA including the HIPAA Privacy and Security Rules, and the *American Psychological Association (APA) Ethical Principles of Psychologists and Code of Conduct (2010)*. It also describes your rights regarding how you may gain access to and control your PHI.

I am 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. I am required to abide by the terms of this Notice of Privacy Practices. I reserve the right to change the terms of my Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that I maintain at that time. I will provide you with a copy of the revised Notice of Privacy Practices by posting a copy in my office, sending a copy to you in the mail upon request or providing one to you at your next appointment.

HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

For Treatment: With your written consent only, I will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. For example, your protected health information may be provided to a doctor to whom you have been referred to ensure that the doctor has the necessary information to diagnose or treat you, consultation with clinical supervisors or other treatment team members.

For Payment: I may use and disclose PHI so that I 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, I will only disclose the minimum amount of PHI necessary for purposes of collection.

For Health Care Operations: I 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, licensing, and conducting or arranging for other business activities. For example, I may share your PHI with third parties that perform various business activities (e.g., billing services) provided I 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.

Business Associates: I may share protected health information with third party “business associates” that perform various activities (e.g., billing, transcription services). Whenever an arrangement between myself and a business associate involves the use or disclosure of your protected health information, I will have a written contract from them that contains terms that will protect the privacy of your protected health information.

Required by Law: Under the law, I must disclose your PHI to you upon your request. In addition, I 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.

Without Authorization: Following is a list of the categories of uses and disclosures permitted by HIPAA without an authorization. Applicable law and ethical standards permit us to disclose information about you without your authorization only in a limited number of situations.

As a licensed psychologist in this state, it is my practice to adhere to more stringent privacy requirements for disclosures without an authorization. The following language addresses these categories to the extent consistent with the *APA Ethics Code* and HIPAA.

Child Abuse or Neglect: I may disclose your PHI to a state or local agency that is authorized by law to receive reports of child abuse or neglect.

Judicial and Administrative Proceedings: I may disclose your PHI pursuant to a subpoena (with your written consent), court order, administrative order or similar process.

Deceased Patients: I may disclose PHI regarding deceased patients as mandated by state law, or to a family member or friend that was involved in your care or payment for care prior to death, based on your prior consent. A release of information regarding deceased patients may be limited to an executor or administrator of a deceased person's estate or the person identified as next-of-kin. PHI of persons that have been deceased for more than fifty (50) years is not protected under HIPAA.

Medical Emergencies: I may use or disclose your PHI in a medical emergency situation to medical personnel only in order to prevent serious harm. Our staff will try to provide you a copy of this notice as soon as reasonably practicable after the resolution of the emergency.

Family Involvement in Care: I may disclose information to close family members or friends directly involved in your treatment based on your consent or as necessary to prevent serious harm.

Health Oversight: If required, I may disclose PHI to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies and organizations that provide financial assistance to the program (such as third-party payors based on your prior consent) and peer review organizations performing utilization and quality control.

Law Enforcement: I may disclose PHI to a law enforcement official as required by law, in compliance with a subpoena (with your written consent), court order, administrative order or similar document, for the purpose of identifying a suspect, material witness or missing person, in connection with the victim of a crime, in connection with a deceased person, in connection with the reporting of a crime in an emergency, or in connection with a crime on the premises.

Specialized Government Functions: I may review requests from U.S. military command authorities if you have served as a member of the armed forces, authorized officials for national security and intelligence reasons and to the Department of State for medical suitability determinations, and disclose your PHI based on your written consent, mandatory disclosure laws and the need to prevent serious harm.

Public Health: If required, I may use or disclose your PHI for mandatory public health activities to a public health authority authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, or if directed by a public health authority, to a government agency that is collaborating with that public health authority.

Public Safety: I may disclose your PHI if 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.

Research: PHI may only be disclosed after a special approval process or with your authorization.

Marketing: I may use or disclose certain health information in the course of providing you with information about treatment alternatives, health-related services. For example, I may mail you a brochure about meditation classes or workshops. You may contact me to request that these materials not be sent to you.

Fundraising: I may send you fundraising communications at one time or another. You have the right to opt out of such fundraising communications with each solicitation you receive.

Verbal Permission: I may also use or disclose your information to family members that are directly involved in your treatment with your verbal permission, only when written permission is not a timely option to ensure your safety.

With Authorization: Uses and disclosures not specifically permitted by applicable law will be made only with your written authorization, which may be revoked at any time, except to the extent that I have already made a use or disclosure based upon your authorization. The following uses and disclosures will be made only with your written authorization: (i) most uses and disclosures of psychotherapy notes which are separated from the rest of your medical record; (ii) most uses and disclosures of PHI for marketing purposes, including subsidized treatment communications; (iii) disclosures that constitute a sale of PHI; and (iv) other uses and disclosures not described in this Notice of Privacy Practices.

YOUR RIGHTS REGARDING YOUR PHI

You have the following rights regarding PHI I maintain about you. To exercise any of these rights, please submit your request in writing to me at 71 Smith Avenue Suite 2 Mt. Kisco, NY 10549.

- **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 is maintained in a “designated record set”. A designated record set contains mental health/medical and billing records and any other records that are 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 or if the information is contained in separately maintained psychotherapy notes. I may charge a reasonable, cost-based fee for copies. If your records are maintained electronically, you may also request an electronic copy of your PHI. You may also request that a copy of your PHI be provided to another person.
- **Right to Amend.** If you feel that the PHI I have about you is incorrect or incomplete, you may ask us to amend the information although I am not required to agree to the amendment. If I deny your request for amendment, you have the right to file a statement of disagreement with us. I may prepare a rebuttal to your statement and will provide you with a copy. Please contact me if you have any questions.
- **Right to an Accounting of Disclosures.** You have the right to request an accounting of certain of the disclosures that I make of your PHI. I 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. I am not required to agree to your request unless the request is to restrict disclosure of PHI to a health plan for purposes of carrying out payment or health care operations, and the PHI pertains to a health care item or service that you paid for out of pocket. In that case, I am required to honor your request for a restriction.
- **Right to Request Confidential Communication.** You have the right to request that I communicate with you about health matters in a certain way or at a certain location. I will accommodate reasonable requests. I may require information regarding how payment will be handled or specification of an alternative address or other method of contact as a condition for accommodating your request. I will not ask you for an explanation of why you are making the request.
- **Breach Notification.** If there is a breach of unsecured PHI concerning you, I am be required to notify you of this breach, including what happened and what you can do to protect yourself. A breach is defined as stolen or improperly accessed PHI; sent to wrong provider; unauthorized views of PHI by employee. PHI is unsecured if it is not encrypted to government standards.
- **Right to a Copy of this Notice.** You have the right to a copy of this notice.

COMPLAINTS If you believe your privacy rights have been violated and wish to file a complaint with me, you may send your written complaint to my office at 71 Smith Avenue Suite 2, Mt. Kisco, NY 10549 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. I will not retaliate against you for filing a complaint.
The effective date of this Notice is January 1, 2015.