

GENE KUMMERER II, M.DIV., M.S. LPC-S

1300 WEST LYNN STREET, SUITE 214

AUSTIN, TEXAS 78703

(512) 897-4787 - OFFICE

www.genekummerer.com

Consultation Information Sheet (Adult)

Name: _____ Age: _____ Date of birth: _____

Address: _____
Street City State Zip Code

Telephone (Home): _____ (Business): _____ (Cell): _____

E-mail Address: _____

Employer: _____

Spouse's Name (if applicable): _____ Age: _____ Date of birth: _____

Address (if different): _____
Street City State Zip Code

Telephone (Home): _____ (Business): _____ (Cell): _____

E-mail Address: _____

Employer: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Address: _____ Telephone: _____ Cell: _____

Church You Attend _____

How did you hear about Gene? Please include the name of the person who referred you (if applicable).

- Gene's website Conference or Seminar _____
 Friend/Family _____ M.D./Counselor _____
 Pastor _____ Other _____

Present Marital Status:

- Single Engaged (Wedding Date) _____ Married (Date): _____
 Separated (Date): _____ Widowed (Date): _____

Previous Marriages (if applicable):

Date married: _____ Date divorced: _____ Date widowed: _____

Date married: _____ Date divorced: _____ Date widowed: _____

(OVER)

Names and ages of children

1. _____ Age: _____ 3. _____ Age: _____

2. _____ Age: _____ 4. _____ Age: _____

Previous Counseling

Have you or your family ever received counseling before? Yes No Date of previous counseling: _____

Name of previous counselor(s): _____

Presenting Problem

What is the specific problem / concern that has caused you to come to counseling at this time? _____

What have you done about this problem up to this point? _____

What do you expect from this counseling? _____

Your physical health: Good Average In Crisis

Recent weight changes: _____ Lost # lbs. _____ Gained # lbs. Date of last physical exam: _____

Physician: _____ Phone: _____

Please list any medications you are currently taking and the name of the prescribing physician:

Have you ever been admitted to a psychiatric hospital? Yes No Dates: _____

Hospital: _____ Location: _____

Does your spouse know you are coming for counseling? Yes No N/A

Is your spouse willing to come for counseling? Yes No N/A

How would you rate your present marriage:

Very Happy Happy Average In Conflict N/A

How would you rate your parents' marriage:

Very Happy Happy Average In Conflict N/A

Agreement

I understand that all statements made by me to my counselor are of a confidential nature and generally, except as noted below, may not be disclosed by my counselor without my consent. I further understand and accept as a condition of my receiving counseling, that certain statements made by me or situations may require my counselor to take action or make disclosure when my counselor believes it is necessary for the protection of life or when my counselor may be required by law to disclose or report threats or past instances of harm to myself, or threatened harm or past instances of harm to a third person. These disclosures will be made at the sole discretion of my counselor.

Signature of Client _____ Date _____

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Privacy Policies

This notice describes how psychological and health information about you may be used and disclosed, and how you may get access to it. Please review it carefully. **Your privacy is important to me!**

I may use or disclose your health information:

1. to a physician or therapist providing treatment to you.
2. to obtain payment for services I provide to you.
3. in connection with our healthcare operations, including assessment, audits/administrative services, case management and care coordination.

You have the following rights concerning the use/disclosure of your health information:

1. to request restrictions on certain uses and disclosures
2. to inspect and copy your information (excluding psychotherapy notes)
3. to request to amend the information

As required by law, we may use/disclose your health information without your consent or authorization in the following circumstances:

1. Child Abuse

If we have cause to believe that a child has been or may be abused or neglected—we are required to report this within 48 hours to the proper authorities.

2. Elderly/Disabled Persons Abuse

If we have cause to believe that an elderly or disabled person has been or may be abused, neglected, or exploited—we are required to report it to the Department of Protective and Regulatory Services.

3. Judicial/Administrative Proceedings

If you are involved in a court proceeding which involves a court order requiring information about your diagnosis and treatment.

4. Serious Threat to Health/Safety

If we determine that you pose a serious threat to yourself or someone else, we may disclose relevant mental health information to medical or law enforcement personnel.

If you have any questions or concerns regarding this notice or your privacy, please do not hesitate to ask me.

Signature

Date

GENE KUMMERER, LLC

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Financial Policies

The following information is intended to acquaint you with the financial policies of this practice. Please read it carefully and feel free to discuss any questions you may have.

Counseling sessions are scheduled for sixty (60) minutes. Longer sessions or sessions held more or less often than once per week will be decided on an individual basis.

The initial intake session fee is \$175.00. The regular counseling fee is \$130.00 per session. Payment is due at the time of the session (unless other arrangements are made in advance). Court testimony fee is \$275.00 per hour. Court preparation is \$150 per hour. Estimated court fees must be paid prior to services being rendered.

The fee for each session is *due and payable on the day of the session*. A **no show fee** of \$65 will be charged for **missed appointments** that have not been canceled at least **24 hours in advance** of your scheduled appointment. After hours you may leave a message on the voicemail at the office phone number (512) 897-4787.

You are responsible for payment of fees incurred regardless of insurance coverage. While I may offer courtesy billing on a case-by-case basis I cannot accept final responsibility for collecting fees from your insurance company or for negotiating settlements of claims. In the event of an overpayment by an insurance company, a full refund of the overpayment will be made to you.

I have read and understand these financial policies.

Client (or parent/guardian of minor child)

Date

Gene Kummerer for *Gene Kummerer, LLC*

Date

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Information and Consent Form

Welcome. The following is to ensure that you understand our professional relationship and my qualifications.

Professional Qualifications and Affiliations

- ◆ **Master of Science, Educational Psychology: Agency Counseling**, Texas A&M University, College Station, TX
- ◆ **Master of Divinity**, Gordon-Conwell Theological Seminary, South Hamilton, Massachusetts
- ◆ **Twenty five years of experience** in counseling and social work
- ◆ **Licensed Professional Counselor** by the Texas State Board of Examiners of Professional Counselors
- ◆ Member **American Association of Christian Counselors, Christian Counselors of Texas, EMDRIA**

Counseling Philosophy & Expectations

I am committed to providing professional counseling guided by the Christian scriptures and informed by psychological research. In sessions I will listen, explain, pray with you, and give homework. Your responsibility is to be open and honest, to complete homework assignments, and to work diligently toward the goals which we establish for your counseling. I expect that, during our counseling relationship, you will be in fellowship with a local church. As a client you are in complete control and may end our counseling relationship at any time, though I do ask that you participate in a termination session. While benefits from counseling are expected, specific results are not guaranteed. Together we will work to achieve the best possible results for you. You have the right to discuss or refuse any counseling techniques that you believe might be harmful. Sessions are approximately 60 minutes in length. In serious after hours emergencies please contact Shoal Creek Psychiatric Hospital at 512-324-2000.

If you are ever dissatisfied with my services, please let me know so that I can work with you to resolve your concern. If we cannot resolve your complaint about my services to your satisfaction, you may contact:

Texas State Board of Examiners of Professional Counselors
1100 West 49th Street, Austin, TX 78756
(512) 834-6658

or call:
Consumer Complaint Line
1-800-942-5540

Counseling Confidentiality

What you say to me and records kept regarding your counseling will be held in strict confidence by me and anyone working for me. The clinical records of your treatment will be maintained in my custody for at least the time frames required by law. The following are the most common exceptions to confidentiality. I am ethically and/or legally obligated to disclose information given in confidence:

1. If I have reason to believe that:
 - a. You are likely to harm yourself or someone else,
 - b. Abuse or neglect of children, the elderly, or disabled has occurred or is suspected
 - c. Someone is planning to harm you or someone else
 - d. You have been the victim of previous sexual misconduct by a mental health provider
2. When a court or administrative proceeding is initiated against me or a court of law issues a subpoena and/or orders me to disclose information, which may include your written records.
3. When disclosure of your identifying information (name, birth date, social security number, address, etc.), diagnosis, dates of service and charges, and progress is required by your insurance company, third party payer, or a collection agency to collect unpaid fees.
4. When you are involved in group, marriage, or family counseling--it is impossible to guarantee that members will not disclose what happens in the session to non-members.
5. When counseling children under 18—parents, however, are encouraged to respect their child's confidentiality.
6. When I engage in supervision/ consultation to ensure the quality of services that I provide.
7. If you remain sexually active after being informed that you have a sexually transmitted disease, and are potentially spreading the disease, I have a responsibility to act to protect those you might put at risk.

Plan for Custody and Control of Mental Health Records

In the event of my death or incapacity or the termination of my counseling practice, the records of your mental health treatment will be transferred to the custody and control of Dr. Samuel Adams. Dr. Adams may be reached at (512) 328-9700. His offices are located at 4425 S Mopac Expy #700, Austin, TX 78735.

Client Understanding and Consent

Your signature below means that you have given me permission to counsel you (and/or your child) according to biblical principles, and that all of the above criteria and exceptions to confidentiality are understood by you, and accepted freely by you, as they apply to the counseling process.

Client (or Parent/guardian of minor client)

Date