

### Client Demographic Form

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (Apt.) (County)  
\_\_\_\_\_  
(City) (State) (Zip)

Driver's License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_

Social Security Number ----- \_\_\_\_\_

*Please put a check in the box next to the number where you may be best reached:*

Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_  Work Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Cell Phone : (\_\_\_\_)\_\_\_\_-\_\_\_\_  Other: (\_\_\_\_)\_\_\_\_-\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Responsible Party** (Parent if Applicable): \_\_\_\_\_

DOB: \_\_\_\_\_ DL#: \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone: \_\_\_\_\_  
Home Mobile

Address (if different from above): \_\_\_\_\_  
Employer \_\_\_\_\_ Y \_\_\_ N \_\_\_

Business Work Phone May I call there?

PERSON TO CONTACT IN EMERGENCIES: \_\_\_\_\_  
Name/Relationship Phone Number

#### Office Policy

**All Payments are due at the time of service.** If, for any reason, payment is not received at time of service, client will be allowed five (5) business days to make payment in full unless other arrangements are made.

**I understand that payment due is based on I-BOS Counseling Center's best estimate. I understand I am responsible for any fees not covered by the insurance plan. If the debt is not paid, it will be sent to collections.**

\_\_\_\_\_  
**INITIAL**

**Returned checks require a \$25.00 per check charge in addition to payment of Fees accrued.**

\_\_\_\_\_  
**INITIAL**

THIS OFFICE MUST BE CONTACTED AT LEAST **24 HOURS** PRIOR TO APPOINTMENTS TO AVOID MISSED APPOINTMENT CHARGE.

\_\_\_\_\_  
**INITIAL**

#### FEE SCHEDULE

Individual Psychotherapy, Parent/Family Conference Therapy  
20 Minutes.....\$65.00

1 Hour (50 Min.) if payment not received at time of service \$135.00  
1 Hour (50 Min.) if payment received at time of service.....\$135.00

**MISSED APPOINTMENTS... \$135.00**

Brief Phone Calls .....No Charge

Phone Consult (over 15 Minutes) ..... Based on Hourly Rate

Outgoing Correspondence re: evaluation or treatment of a client  
1/2 page or less ..... No Charge

Comprehensive summaries, evaluations, letters or reports... \$135.00 per Hour

On site observations, staffing, follow up conferences, court  
(includes travel time)..... \$135.00 per Hour

**INITIAL**

Occupation/School \_\_\_\_\_ Number of Years: \_\_\_\_\_

Education: Highest Level Completed \_\_\_\_\_ Any Degrees \_\_\_\_\_ Majors \_\_\_\_\_

Marital Status (circle): SINGLE MARRIED PARTNERED SEPARATED DIVORCED  
WIDOWED COHABITATING OTHER

If ever married, how many times? \_\_\_\_\_ If ever divorced, how many times?

Place you live in (circle): HOUSE APARTMENT CONDO ROOM HOTEL OTHER

Family Physician: \_\_\_\_\_  
Name Phone Number

Medications Currently Taking: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

How can we help you?

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

**Do you have Medicare?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**\*\*CONSENT FOR TREATMENT\*\***

I hereby authorize this therapist to evaluate and render appropriate counseling service to myself/my child. This consent is knowingly and freely given. I further understand that ALL INFORMATION given by myself/my child or any member of my family to the therapist is CONFIDENTIAL and WILL NOT be released except by WRITTEN client permission or as provided by law.

I understand the Office Policies as stated above and accept full responsibility for payment of services rendered.

\_\_\_\_\_  
Therapist

\_\_\_\_\_  
Client (or Parent, if Child is a Minor)

\_\_\_\_\_  
Date

CLIENT REFERRED BY: \_\_\_\_\_