

### 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..... \$50.00

1 Hour (50 Min.) if payment not received at time of service \$120.00

1 Hour (50 Min.) if payment received at time of service.....\$120.00

**MISSED APPOINTMENTS.....\$120.00**

Brief Phone Calls..... No Charge

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

Outgoing Correspondence re: evaluation or treatment of a client

½ page or less..... No Charge

Comprehensive summaries, evaluations, letters or reports.....\$120.00 per Hour

On site observations, staffing, follow up conferences, court

(includes travel time).....\$120.00 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): HOME 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: \_\_\_\_\_

For Office Use Only:

☐ Benefits have been run

☐ Form copied for IBOS

☐ Client number received

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