

### Client Demographic Form

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

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

DL 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..... \$75.00

1 Hour (50 Min.) if payment not received at time of service	\$150.00
1 Hour (50 Min.) if payment received at time of service.....	\$150.00
Missed Appointments.....	\$150.00
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.....	\$150.00 per Hour
On site observations, staffing, follow up conferences, court (includes travel time).....	\$150.00 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: \_\_\_\_\_

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

Chief Complaint/Reason for Referral:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*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