

**Bobby Vann Jr. LGPC**  
**877 Baltimore Annapolis Blvd #202**  
**Severna Park, MD 21146**  
**410-245-2611**

### **Informed Consent Policies and Procedures**

Please ask your therapist any questions and feel free to discuss any concerns regarding this consent form.

#### **CONFIDENTIALITY**

We maintain a policy of strict confidentiality in all matters pertaining to our clients. At times your therapist may discuss aspects of your therapy with a supervisor. As issues are presented, the therapist will protect the client's confidentiality by using only the client's first name and remove any identifying characteristics.

No one at Bobby Vann, Jr. will disclose any information about you except under the following circumstances:

1. You threaten to harm yourself or someone else.
2. You are involved in a legal action and the court has ordered your records.
3. You or your child states being abused as a minor, and this abuse has not been reported previously.\*
4. Your child is under 18 years of age and is at risk for being abused.\*
5. The abuse of a vulnerable adult is disclosed.

\* Child abuse is sexual or physical abuse, neglect, or mental injury by a family member or household member, a caretaker, or a person who has permanent or temporary custody. Maryland state law mandates disclosure in such cases.

#### **INFORMED CONSENT**

In all likelihood you are seeking counseling because of some difficulty or crossroads in your life that you wish to address. Your therapist is here to assist you in that process. While being in therapy can be very helpful, it is not without possible risk. Those risks may include but are not limited to:

- You may feel worse before you feel better.
- You will have to "work" for therapy to be helpful to you.
- You may experience mood changes that could affect your day to day functioning.
- You may experience some mild or severe depression that could result in a referral to a physician/psychiatrist for medication evaluation.
- As you learn new ways to address troubling situations, the people around you may change their behavior and complain that you have changed.
- You may decide to make changes in your life such as a career move.

#### **CLIENT THERAPIST RELATIONSHIP**

We encourage you to let your therapist know how you think you are doing in therapy, what you find helpful and not, and what areas you would like to stress in treatment. In turn your therapist will provide you regular feedback of her impressions of your progress or areas of concern.

This information is required by the Board of Professional Counselors and Therapists which regulates all certified and licensed counselors and therapists. Maryland Department of Mental Health and Hygiene, Board of Professional Counselors and Therapists, 42011 Patterson Ave. Baltimore, MD 21215 410-764-47

### **TERMINATION OF SERVICES**

The therapist reserves the right to terminate therapy at her discretion. Reasons for termination include; untimely payment of fees, failure to comply with treatment recommendations, conflict of interest, failure to participate in therapy, the client's needs are outside the scope of competence or practice, or the client is not making adequate progress in therapy. The client also has the right to terminate therapy at her/his discretion.

If you fail to keep your standing appointment for two consecutive weeks without calling to cancel or reschedule, we will assume that you no longer wish to receive services and will send you a notice of termination.

### **PROBLEMS WITH A THERAPIST (LGPC)**

Should you have a concern about your treatment; you are encouraged to discuss this with your therapist. If that discussion does not meet with your satisfaction, you may contact the therapists' supervisor (Kathleen Horrigan, LCPC 410-627-0678.)

### **GRIEVANCE PROCEDURE**

Any client who believes that she/he has been aggrieved by a decision, action, or inaction by the therapist retains the right to have their grievance heard. Grievances must be submitted in writing within 5 business days of the incident to the therapist's supervisor.

### **APPOINTMENTS AND CANCELLATIONS**

Therapy works best when both appear for scheduled appointments. The agreement we make each time we schedule an appointment is to honor each other's commitment of time and effort by being there. To ensure fairness to all, please be on time for appointments. If you are late, please be advised that your session will last only for the remainder of your scheduled session. If you need to cancel your appointment in the event of an emergency, please leave a message for your therapist on her voice mail. We ask that cancellations be made 24 hours in advance. Appointments missed or those cancelled with less than 24 hours notice will be charged as usual.

### **RETURNED CALLS OR E-MAILS**

Phone call will be returned within the business day, and e-mails will be returned within 2 business days of the receipt of the message. All emergencies should be directed to call 911 or to go directly to the hospital emergency room for immediate treatment.

In the event of the therapist's demise, all records will be released to a representative of the therapist's practice estate and in specific instances, a law enforcement official.

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I confirm that I have read and understand the policies of Bobby Vann Jr. LGPC.

Client's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Therapist's signature: \_\_\_\_\_ Date \_\_\_\_\_

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**Client Information**

Starting date: \_\_\_\_\_ Client# \_\_\_\_\_ Closing date: \_\_\_\_\_

Primary Counselor: \_\_\_\_\_

**Demographic Information**

Full Name: \_\_\_\_\_  
                                First                                Middle                                Last

If client is a minor, please provide information:  
Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
  
Signature of parental consent to treat a minor : \_\_\_\_\_

Client's Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:    \_\_\_ Male \_\_\_ Female

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Discretion Advised: \_\_\_ Yes \_\_\_ No

Cell Phone: \_\_\_\_\_ O-K-2 text, WorkPhone: \_\_\_\_\_ **Email** \_\_\_\_\_

Where do you prefer us to contact you? \_\_\_\_\_ **Emergency contact** \_\_\_\_\_

Ethnic Background: \_\_\_ African American \_\_\_ Asian/ Pacific Islander \_\_\_ Caucasian/White  
\_\_\_ Hispanic/ Latino(a) \_\_\_ Native American \_\_\_ Other

Physical Disability: \_\_\_ No \_\_\_ Yes Describe:  
\_\_\_\_\_

Mental Disability: \_\_\_ No \_\_\_ Yes Describe:  
\_\_\_\_\_

**Health:**

Last Doctor's visit \_\_\_\_\_ Physician's name: \_\_\_\_\_ Phone \_\_\_\_\_  
(Date)

Medications:

\_\_\_\_\_

Reasons: \_\_\_\_\_

Briefly describe health, problems, and any hospitalizations \_\_\_\_\_

Are you currently under a psychiatric care, alcohol, or drug treatment? If yes, give name of doctor and brief explanation \_\_\_\_\_

Describe if any, current and/or past use of alcohol, caffeine and/or smoking \_\_\_\_\_

Describe any past counseling \_\_\_\_\_

**Household Status:**

Marital Status: \_\_\_ Married \_\_\_ Single \_\_\_ Separated \_\_\_ Divorced \_\_\_ Widowed \_\_\_ Engaged

Are you currently living with your partner? \_\_\_ Yes \_\_\_ No **Partner's Name** \_\_\_\_\_

Is your partner employed? \_\_\_ Yes \_\_\_ No Disabled \_\_\_ Yes \_\_\_ No

Do you have any children? \_\_\_ Yes \_\_\_ No Living with you? \_\_\_ Yes \_\_\_ No

Names/Ages of children: \_\_\_\_\_

**Background Information**

Education: \_\_\_ No schooling \_\_\_ Student \_\_\_ No High School \_\_\_ Some H.S \_\_\_ H.S. Grad  
\_\_\_ Vocational Training \_\_\_ College (0-3) \_\_\_ College Degree \_\_\_ Advanced Degree

Estimate Annual Household Income: \_\_\_ 0- 10,000 \_\_\_ 10,000- 25,000 \_\_\_ 25,000-50,000  
\_\_\_ 50,000- 70,000 \_\_\_ 70,000- 90,000 \_\_\_ 100,000-125,000 \_\_\_ 130,000-150,000 \_\_\_ 200,000+

Source of Income: \_\_\_ Wages/Salary \_\_\_ Alimony \_\_\_ Child Support  
\_\_\_ Retirement \_\_\_ Social Security \_\_\_ Unemployment \_\_\_ Other \_\_\_\_\_

Employment: \_\_\_ Never employed \_\_\_ Unemployed \_\_\_ Disa  
Client's Signature Therapist's Signature

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**Client HIPAA Consent Form**

I give this practice Bobby Vann Jr. my consent to use or disclose my health information to carry out my treatment, to obtain payment from insurance, and for health care operations such as billing, statements or quality reviews.

I have been informed that I may review Bobby Vann Jr. confidentiality agreement prior to signing this contract.

I understand that Bobby Vann Jr. has the right to change or update their confidentiality agreement and that I may obtain any revised notices from Bobby Vann Jr.

I understand that I have the right to request a restriction of how my protected health information is used. However, I also understand that in extenuating circumstances Bobby Vann is not required to agree to this request.

I understand that I may revoke this consent at any time, by making a request in writing, except for information already used or disclosed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Client, parent, or legal representative:

If signed by client representative, state relationship to client \_\_\_\_\_

\_\_\_\_\_