



MTC Preliminary Questionnaire

Cuestionario preliminar del MTC

By answering the following questions, you will assist our Administration Staff better serve you by ensuring one of our experienced clinicians is assigned that best matches your concerns, needs, and availability.

Al responder las siguientes preguntas, ayudará a nuestro personal administrativo a brindarle un mejor servicio al asegurarse de que se asigne uno de nuestros médicos experimentados que mejor se adapte a sus inquietudes, necesidades y disponibilidad.

1. Why are you seeking help now?

What is happening or is different? What stressors do you have? What do you hope will be different by seeking help?

¿Por qué estás buscando ayuda ahora?

¿Qué está pasando o es diferente? ¿Qué factores estresantes tienes? ¿Qué esperas que sea diferente al buscar ayuda?

2. What is your preference for a clinician?

Male / Female / Doesn't Matter

¿Cuál es su preferencia por un médico?

Hombre / Mujer / No importa

Male
Hombre

Female
Mujer

Doesn't Matter
No importa

English Speaking
De habla inglesa

Spanish Speaking
Habla español

3. What is your availability during the week for sessions?

Days and Times

¿Cuál es su disponibilidad durante la semana para las sesiones?

Días y horarios

Weekdays *Días entre semana*

Weekends *Fines*

After-School *Después de la escuela*

Mornings *Mañanas*

Afternoons *Tardes*

Evenings *Noches*

Mondays	<i>Lunes</i>	
Tuesdays	<i>Martes</i>	
Wednesdays	<i>Miércoles</i>	
Thursdays	<i>Jueves</i>	
Fridays	<i>Viernes</i>	
Saturdays	<i>Sábados</i>	
Sundays	<i>Domingos</i>	

4. What is your preference for session location?

In Office / Virtually / Doesn't Matter

¿Cuál es su preferencia para la ubicación de la sesión?

En la oficina / virtualmente / no importa

Office
En la oficina

Virtual
virtualmente

Doesn't Matter
no importa



Client Name: _____ Insurance ID: _____

CONSENT FOR TREATMENT - Adult

I, _____, give my permission and consent to, Mosaic Tree Counseling, to provide psychotherapeutic treatment to myself.

Client/Guardian Printed Name

Client/Guardian Signature

Date

MTC STAFF

MTC Representative

MTC Representative Signature

Date

CONSENT FOR TREATMENT - Child

I, _____, give my permission and consent to, Mosaic Tree Counseling, to provide psychotherapeutic treatment to my child, _____.

Guardian Printed Name

Client/Guardian Signature

Date

MTC STAFF

MTC Representative

MTC Representative Signature

Date



Client Name: _____ Insurance ID: _____

CONSENT FOR TREATMENT- School (if applicable)

I, _____, give my permission and consent to, Mosaic Tree Counseling, to provide psychotherapeutic treatment to my child, _____ at _____ School. I also give my permission to Mosaic Tree Counseling to communicate with the School Counselor and the School Counselor to communicate to the Therapist. I understand that others at school may see that the child is in counseling when called from the office or pulled out of class. Mosaic Tree will try to provide the session during lunch time or elective; however, this is not always possible and could occur during a core subject, limited to 45 minutes during a week. Myself or my child will notify Mosaic Tree Counseling if he/she does not attend school, whether an illness or a holiday.

School Name _____, School Address _____

School Phone Number _____, Client's Grade Level _____

Client's Counselor _____, School Hours _____

School Lunch Time _____, School Elective Time _____

Client/Guardian Printed Name

Client/Guardian Signature

Date

MTC STAFF
MTC Representative

MTC Representative Signature

Date



Client Name: _____ Insurance ID: _____

Primary Care Physician - Coordination of Care with Mosaic Tree Counseling

Please complete this form so we may communicate with your Primary Care Physician. If you do not want to disclose information, please check the box at the bottom and sign.

CLIENT INFORMATION		
Client's name:	Birth Date:	Type of Insurance:
Phone number:	If client is a minor, parent or guardian's name:	
Client's home address:		
Primary Care Physician or Medical Provider Information		
Primary Care Provider (PCP):	Address:	Medical Provider phone:
Medications:		Medical Provider fax:
BEHAVIORAL HEALTH PROVIDER COMMUNICATION		
Behavioral Health Provider (Therapist):	Mosaic Tree Counseling 2600 Gessner #203 Houston, TX 77080 713.969.8964 phone, 888.959.6775 fax	
Client Diagnosis:	Comments/Concerns:	

I understand that I am not required to sign this authorization as a condition of receiving services from Mosaic Tree Counseling. The reason for disclosure is to facilitate coordination of treatment, which may include the diagnosis of mental health disorders. I understand that I may revoke this consent at any time. This consent expires two years from the date:

_____ I give my authorization:

_____ **To release mental health** information to my medical provider from my Therapist to my PCP & to release any applicable medical information from my PCP to my Therapist

_____ **I DO NOT give my authorization** to release any information to my PCP and/or Therapist

Client or Parent/Guardian Signature: _____ **Date:** _____

For Office Use		
Date faxed to PCP/Medical Provider: _____	By: _____	Notes:
<i>To the party receiving this information: This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations (42) CFR Part 2 prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of information is not sufficient for this purpose.</i>		



Client Name: _____

Insurance ID: _____

Policies and Procedures

1. Our initial meeting is for gathering information and setting goals and talking about ways that we might go about meeting them. If you don't want to continue treatment with us, please let us know within seven (7) days of our initial meeting and we will provide referrals.

2. We conduct Play therapy with younger children. When working with children we often involve the parents or the entire family during the therapy process, because greater involvement usually leads to quicker and better improvement in the child's behavior.

3. **LATE ARRIVAL/ NO-SHOW/CANCELLATIONS.** Late arrival is deemed 1-14 minutes after the scheduled appointment time. This time will be considered as part of your appointment time. No show policy is deemed as non-arrival and/or non-notification within 15 minutes of your appointment time. After two "no shows" you may be terminated from services. Should this occur, there will be a \$40 charge for each occurrence. If you need to cancel or to reschedule an appointment, a 24-hour notice is required. If the cancellation is not within 24-hour notice, there may be a \$40 charge. Please initial & fill out Credit Card on File Form on last page.

4. Payment is due at the time of the visit unless there have been other arrangements made. We accept cash, personal checks, and credit cards. You may choose to keep your credit card on file. It is your responsibility to discuss issues concerning your reimbursement with your insurance.

5. You have the right to terminate our relationship at any time, for any reason. Please give me seven (7) day notice if you decide not to work with me anymore. We also reserve the right to terminate our relationship and will provide referrals to other therapists in that event.

6. Our discussions will remain confidential. The only exceptions to this rule are if you threaten to harm yourself or someone else, or in a response to court mandates.

7. We will strive to support you and/or family in the therapeutic journey as we work toward reaching set goals. Many clients do reach their goals, but we cannot guarantee this outcome.

8. You understand that these documents become property of Mosaic Tree Counseling, in that Mosaic Tree Counseling personnel may have access to your private information for purposes of insurance verifications, billing, authorizations, appointment calls, and staffing.

This is to acknowledge that I have read, understand, and agree to the policies and terms.

Client/Guardian Printed Name

Client/Guardian Signature

Date

MTC STAFF

MTC Representative

MTC Representative Signature

Date



Client Name: _____ Insurance ID: _____

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Your protected health information is information that is oral, written, or recorded in any form or medium that relates to your past, present, or future physical or mental health, the provision of healthcare, or the past, present, or future payment for provision of healthcare. This Notice concerns how we may use your protected health information and your rights to access and control it.

Our Uses and Disclosures

- We can use your health information to provide you with health care.
- We can share your health information to run our practice, improve your care, and contact you.
- *Example: We use health information about you to manage your treatment and services.*
- We can use and share your health information to bill and get payment from health plans.
- *Example: We give information about you to your health insurance plan for reimbursement.*

We are allowed or required to share your information in certain situations such as:

- Reporting adverse reaction to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety.
- We will share information about you if state or federal laws require it, including the Department of Health and Human Services if it wants to see that we are complying with federal privacy law.
- We can share health information with a coroner or medical examiner when an individual die.

We can share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services
- In response to a court or administrative order, or in response to a subpoena

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.



Client Name: _____ Insurance ID: _____

- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record:

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or summary of your health information, usually within 15 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record:

- You can ask us to correct health information about you that you think is incorrect or incomplete.
- We may say “no” to your request, but we will tell you why in writing within 60 days.

Request confidential communications:

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share:

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we have shared information with:

- You can ask for a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice - You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you:

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.



Client Name: _____ Insurance ID: _____

File a complaint if you feel your rights are violated:

- You can complain if you feel we have violated your rights by contacting us in writing at 2600 Gessner, Suite 203, Houston, TX 77080, Attn: Compliance Officer or by phoning us at 713-969-8964.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W. Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.

Effective date August 2018.

I hereby acknowledge that I have been presented with the Notice of Privacy Practices. This is to acknowledge that I have read and understand the Notice of Privacy Practices. I also acknowledge that I may obtain a copy of this at any time.

Client/Guardian Printed Name

Client/Guardian Signature

Date

MTC STAFF

MTC Representative

MTC Representative Signature

Date



Client Name: _____ Insurance ID: _____

Client Rights & Responsibilities

The following is a list of some of the many rights you have as our client. You cannot be denied, suspended, or discharged from services for exercising your rights.

Human Rights

You have rights, benefits, and privileges guaranteed by law, and the right to be treated with dignity and respect. You will not be denied services because of your age, gender, race, spiritual beliefs, ethnic origin, marital status, personal or social beliefs, physical, developmental, or mental disability, sexual orientation, HIV status, or financial status. You have the right to be free from abuse or neglect. Our Code of Conduct and Ethics prohibits physical abuse, sexual abuse, financial abuse, harassment, and physical punishment. This Code also prohibits psychological abuse, including humiliating, threatening, and exploiting actions.

Your Rights to Treatment

- You have the right to know the name and qualifications of our staff members.
- You have the right to receive information that will help you make decisions about your treatment. You have the right to state your preferences and make decisions about your mental health treatment, including agreeing to or refusing specific kinds of services.
- You have the right to participate in an Individual Treatment Plan based on your needs.
- You have the right to choose someone who can make decisions if you are unable.
- You have the right to refuse to participate in or be interviewed for research purposes.
- You have the right to terminate and/or refuse treatment at any time.

Client Responsibilities

- You must be receptive to therapy in order for therapy to be effective.
- Keep your information updated and informing therapist of any changes immediately.
- Keep your scheduled appointments and let us know if you cannot keep your appointment.
- Be as honest and open as possible with your therapist.
- Keep therapist informed of any concerns you have regarding counseling.
- Follow through with treatment plan, recommendations, and working on goals.

Client/Guardian Printed Name

Client/Guardian Signature

Date

MTC STAFF
MTC Representative

MTC Representative Signature

Date



Client Name: _____ Insurance ID: _____

**LPC-ASSOCIATE, GRADUATE INTERN COUNSELOR, PRACTICUM STUDENT,
OR BOARD CERTIFIED CHRISTIAN COUNSELOR**

An LPC Associate is a professional counselor who has met all qualifications to become a fully licensed LPC including obtaining a graduate degree in counseling and passing the state licensure exam but is still in the process of completing supervised counseling hours under the direct supervision of a Licensed Professional Counselor-Supervisor (LPC-S). An LPC-S is a professional counselor who has additional training and is licensed by the state of Texas to oversee the counseling work of LPC Associates.

A Graduate Intern Counselor has completed a graduate degree in counseling from an accredited graduate school but has not yet passed the Texas State Board of Exam for Licensed Professional Counselors. A Graduate Intern Counselor works with a Licensed Professional Counselor-Supervisor (LPC-S) who is qualified to provide clinical supervision in the state of Texas.

A Practicum student is currently earning their graduate degree in counseling, towards the end of earning this degree, needing to complete supervised hours. They receive intensive supervision from the Licensed Professional Counselor-Supervisor (LPC-S) who is credentialed to provide clinical supervision in the state of Texas.

A Board-Certified Christian Counselor has a master’s degree in counseling and extensive training in Christian counseling. They receive supervision from an LPC-S.

Part of the supervision requirements include review and discussion of client concerns in efforts to further the counseling skills of the LPC Associate, Graduate Intern Counselor, Practicum Intern, or Christian Counselor and assist him/her with providing you or your child the best care possible. The licensed Supervisor is the owner of Mosaic Tree Counseling, Maria Peters, PhD, LPC-S (License #64866), CART, CCTP. You have the right to speak with her concerning your therapy or the therapy of your child.

By signing this form, I acknowledge I have been informed I will be receiving counseling services from an LPC Associate, Graduate Intern Counselor, Practicum Intern, or Christian Counselor. I further acknowledge that I understand the qualifications of my counselor and the role of an LPC Associate, Graduate Intern Counselor, Practicum Intern, or Christian Counselor. I am aware that they are under the professional supervision of Maria Peters, PhD, LPC-Supervisor, CART, CCTP. I further acknowledge my understanding that as part of his/her training, my counselor in training may at times discuss information about our sessions with Maria Peters, PhD, LPC-S, CART, CCTP.

Client/Guardian Printed Name

Client or Guardian Signature

Date

LPCA, GIC, Intern, or BCCC Name

LPCA, GIC, Intern, or BCCC Signature

Date

Maria Peters PhD, LPC-S CART & CCTP

LPC-S Printed Name

LPC-S Signature

Date



Client Name: _____

Insurance ID: _____

INFORMED CONSENT FOR TELEHEALTH

A Note from the Owner:

Here at Mosaic Tree Counseling, we center therapy around our clients. The clients choose the location they feel most comfortable in to receive counseling, this has been home-based, school-based, or office-based therapy. Due to this coronavirus pandemic and our concern for the safety of our clients, we are expanding our services and are now providing Telehealth service. This includes counseling via a phone that has a passcode and uses secure Internet connection or videoconferencing through a HIPAA compliant platform, called Zoom. Please feel free to contact our office at 713.969.8964, email us info@mosaictreecounseling.com, or visit our website www.mosaictreecounseling.com.

What is Telehealth?

Telehealth involves the use of electronic communications to enable mental health professionals to connect with individuals using interactive video and audio communications. Telehealth includes the delivery of psychotherapy, including diagnosis, consultation, treatment, and referral to resources, education, and the transfer of medical and clinical data.

What is Zoom and How do I use Zoom?

Zoom is an online platform that is HIPAA compliant for the client to be face-to-face with the therapist through video. It offers different options on sharing content and worksheets with the client. It is easy to use. One option is to click on the direct link your therapist can send you to be automatically joined in. You also have the option to download the Zoom app, which is recommended to maximize connectivity. This requires you to login and sign up for Zoom, which is free. When you sign into your account, a box will pop up to join a meeting. When you join a meeting, you will enter in the nine-digit code your therapist provides. Once you are logged in to the session with your therapist, the toolbar will be at the bottom and is user-friendly. You can mute yourself or unmute yourself and stop your video or resume your video.

I understand that I have the following rights with respect to telehealth:

- 1. Confidentiality:** I have the right to keep my personal health information (PHI) private in telehealth just as I do in face-to-face therapy. It will do my best to be in a quiet place with a locked door if others are around. I understand we use a HIPAA compliant video-conferencing system through Zoom and via the phone we use a required passcode and secured connection.
- 2. Rights:** I understand that I have the right to withdraw my consent to the use of telehealth during my care at any time without affecting my right to future care or treatment, and that my therapist has the right to accept or deny telehealth therapy in the best interest of my care.
- 3. Benefits:** I have the benefit of having therapy in a place I am most comfortable and where it is most convenient, with no drive time, still receiving the same services and quality of care. This creates more opportunities for me to schedule with my therapist. It provides less chance of catching the Coronavirus during this pandemic.
 - . Risks:** I understand that there are risks and consequences from telehealth including, but not limited to, the possibility of technical issues that are beyond our control, and that the transmission of my personal information could be disrupted or distorted by technical failures. I understand I could lose connectivity



Client Name: _____ Insurance ID: _____

right in the middle of something important I am saying.

5. Liabilities: I understand the alternatives to therapy through telehealth as they have been explained to me, and in choosing to participate in telehealth, I am agreeing to participate using telephone therapy or video conferencing technology. I understand that Mosaic Tree Counseling has contracted with HIPAA compliant technology services for telehealth, but that there is still a minimal, inherent risk that the security of this technology may be compromised by hackers. If it is found out that there has been a security breach, I understand that Mosaic Tree Counseling personnel will notify me immediately.

6. Payment & Cancellation Policy – I understand that many insurances pay for Telehealth, so I can use my insurance benefits, but still need to verify them. The cancellation policy continues of being charged \$25 if I do not cancel within 24 hours prior to my appointment unless there is an emergency or unforeseen event.

7. Duty to Warn and Emergency Procedures – I acknowledge that these procedures remain the same. My therapist has a duty to warn if they believe I have a plan to commit suicide or homicide. I acknowledge that my therapist must also report suspected child abuse.

By signing this document, I agree that certain situations, including emergencies and crises are inappropriate for audio/video computer-based psychotherapy services. If I am in crisis or in an emergency, I will immediately call 911 or seek help from a hospital or crisis facility in my area.

Patient Consent for the Use of Telehealth

I AGREE to give my informed consent to participate in the use of telehealth services for treatment under the terms described herein. I have read this document and understand the risks and benefits related to the use of telehealth services. I have read and understood the information provided above regarding telehealth, have discussed it with my therapist and all my questions have been answered to my satisfaction.

OR

I REFUSE to give my informed consent to participate in the use of telehealth services for treatment under the terms described herein.

Client/Guardian Printed Name **Client/Guardian Signature** **Date**

MTC STAFF
MTC Representative MTC Representative Signature Date



Client Name: _____ Insurance ID: _____

For children under age 18
Court-ordered Arrangements about Legal Custody Rights

I, _____, with relationship of: _____ am the
(ex: mom, grandfather)
biological or legal parent of _____ and **have full legal** custody of my child to
consent to psychological services for counseling.

OR

I, _____, with relationship of: _____ have been
(ex: mom, grandfather)
granted temporary custody of _____ for my child to consent to psychological
services for counseling. Please note: **YOU MUST ATTACH TEMPORARY ORDERS.**

OR

I, _____, with relationship of: _____ am going
(ex: mom, grandfather)
through legal separation or divorce WITH TEMPORARY ORDERS. Please note: **YOU MUST ATTACH
TEMPORARY ORDERS** outlining consent of your child to psychological services for counseling.

OR

I, _____, with relationship of: _____ am going
(ex: mom, grandfather)
through a legal separation or divorce WITH NO ORDERS/ TEMPORARY ORDERS. Please note: you
must attach the section outlining the parent(s) legally allowed to give consent to my child to receive
psychological services for counseling.

Client/Guardian Printed Name

Client/Guardian Signature

Date

MTC STAFF
MTC Representative

MTC Representative Signature

Date



Client Name: _____ Insurance ID: _____

CREDIT CARD ON FILE

Name on Card: _____

Credit Card: _____ MC _____ Visa _____ AmEx _____ Discover

Credit Card Number: _____

Expiration: _____ Security Code: _____ Billing Zip Code: _____

Email: _____

Phone: _____

I understand that my credit card on file will be charged the following week after the date of service. I understand that if I have an outstanding balance, therapy services may be postponed until balances are brought current or a payment plan is in place.

Client signature: _____ Date: _____

Therapist Name: _____

Amount: _____ Co-Pay/ Self-Pay