



INTAKE FORMS

For Clients of Rebecca Matson, L.P.C., N.C.C.

The forms in this packet should be completed as directed below before you come in for your first visit.

All clients should read and complete the first six forms:

- Disclosure Statement
- Client Contact Information for Messages and Written Correspondence
- Client Information Sheet
- Credit Card Payments
- Scheduling and Payment Policy

If your child is entering into counseling with Rebecca, you should complete the following two forms in addition to the forms described above:

- Parental Agreement for Confidentiality of Adolescent Sessions
- Consent for Counseling Services for Minors

If you are unable to download these forms, please contact Rebecca Matson at 303-351-5153 or rmatson@redwoodcounselingservices.com and arrive at least 15 minutes prior to your scheduled appointment time to complete the forms.

Thank you,

Rebecca Matson

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Redwood Counseling Services • 7851 S. Elati, Ste. 203, Littleton CO 80120 • 303-351-5153



DISCLOSURE STATEMENT

Rebecca Matson, LPC, NCC
7851 S. Elati #203, Littleton, CO 80120
303-351-5153

The State of Colorado requires that psychotherapy and psychiatric clinicians provide clients with certain information about the psychotherapy process. Please take time to read this page carefully, ask about any matters that seem unclear, initial where indicated, and sign the back page of the statement. A copy will be placed in your files.

REGULATION OF PSYCHOTHERAPISTS

The practice of licensed and registered persons in the field of psychotherapy is regulated by the Mental Health Licensing Section of the Division of Registrations. The regulatory boards can be reached at 1560 Broadway, Suite 1350, Denver, Colorado 80202, 303-894-7800.

As to the regulatory requirements applicable to mental health professionals: a Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Licensed Professional Counselor must hold a masters degree in their profession and have two years of post-masters supervision. A Licensed Psychologist must hold a doctorate degree in psychology and have one year of post-doctoral supervision. A Licensed Social Worker must hold a masters degree in social work. A Psychologist Candidate, a Marriage and Family Therapist Candidate, and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure. A Certified Addiction Counselor I (CAC I) must be a high school graduate, and complete required training hours and 1,000 hours of supervised experience. A CAC II must complete additional required training hours and 2,000 hours of supervised experience. A CAC III must have a bachelors degree in behavioral health, and complete additional required training hours and 2,000 hours of supervised experience. A Licensed Addiction Counselor must have a clinical masters degree and meet the CAC III requirements. A registered psychotherapist is a psychotherapist listed in the State's database and is authorized by law to practice psychotherapy in Colorado but is not licensed by the state and is not required to satisfy any standardized educational or testing requirements to obtain a registration from the state.

As licensed therapists and registered counselors we desire to integrate sound psychological, medical, and spiritual principles in your treatment. You are entitled to receive information from your counselor about the methods of therapy, the techniques used, the duration of your therapy and the fee structure. You can seek a second opinion from another counselor or terminate counseling at any time. Counselors/clinicians need to be informed if you are working with more than one counselor.

In a professional relationship, sexual intimacy is never appropriate and should be reported to the board that licenses, registers, or certifies the licensee, registrant or certificate holder.

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Generally speaking, the information provided by the client during therapy is legally confidential and cannot be released without the client's consent. If the information is legally confidential, the counselor cannot be forced to disclose the information without the client's consent. There are exceptions to this confidentiality, some of which are listed in section 12-43-218 of the Colorado Revised Statutes, as well as other exceptions in Colorado and Federal law. For example, **mental health providers are required by law to report cases of child neglect or physical/sexual abuse to County Child Protective Services. Additionally, if any individual becomes dangerous to himself/herself or others, or is incapable of caring for himself/herself, confidentiality will be broken in order to arrange for appropriate care.** If a legal exception arises during therapy, if feasible, you will be informed accordingly. The Mental Health Practice Act (CRS 12-43-101, et seq.) is available at: <http://www.dora.state.co.us/mental-health/Statute.pdf>.

DISCLOSURE REGARDING DIVORCE AND CUSTODY LITIGATION

If you are involved in divorce or custody litigation, my role as a counselor is not to make recommendations to the court concerning custody or parenting issues. By signing this disclosure statement, you agree not to subpoena me to court for testimony or for disclosure of treatment information in such litigation and you agree not to request that I write any reports to the court or to your attorney making recommendations concerning custody. The court can appoint professionals who have no prior relationship with family members to conduct an investigation or evaluation and to make recommendations to the court concerning parental responsibilities or parenting time in the best interest of the family's children.

I have read the preceding information, it has also been provided verbally, and I understand my rights as a client or as the client's responsible party.

Print Client's name

Client's or Responsible Party's Signature

Date

If signed by Responsible Party, please state relationship to client and authority to consent:

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Information Regarding Rebecca Matson, L.P.C., N.C.C

Counseling Specialties

Child/Adolescents/ Family
Parenting
ADHD/ADD
Bipolar/Depression/Anxiety
Grief and Loss

Child Physical/Sexual Abuse
Divorce Adjustment for Children
Children in Play Therapy
Child/Teen Anger Management
Post-Traumatic Stress Disorder

Education

M.A. Denver Seminary
Denver, CO
Counseling, CACREP Accredited, Graduated with Honors, 1999

B.A. Metropolitan State University
Denver, CO
Education, Magna Cum Laude, 1984

Certifications

Licensed Professional Counselor (LPC) in Colorado, #3082
National Certified Counselor (NCC), #55215

Rebecca is a Licensed Professional Counselor registered in the state of Colorado with over 20,000 hours of client contact.

By signing below, I acknowledge I have read the preceding information, understand my rights as a client and received information regarding my counselor’s credentials both in writing and verbally. I agree to counseling under these conditions.

Printed Name of Client(s)

Signature of Client(s)

Date



Rebecca Matson, M.A., L.P.C.

Telephone Contact Information Policy

- * Charges for telephone calls exceeding 10 minutes will be prorated based on the hourly counseling fee.
- * Rebecca Matson is a Licensed Counselor.
- * You may leave a message on Ms. Matson's confidential business voicemail at 303- 351-5153. She will seek to return calls within 24 hours on business days.
- * If it is necessary to speak with Ms. Matson on the day you call, please leave a message on her voicemail expressing that need. She will call you at the earliest time possible, which may be at the end of the business day.
- * If you are experiencing a life-threatening emergency, leave a message on her confidential 24-hour voicemail. She will return your call at her earliest convenience (which may be delayed if she is with clients). Unless otherwise previously arranged with her in your treatment plan, please use this number only for situations of an urgent nature.
 - Uncontrolled anxiety or panic attack
 - Escalating conflict that may lead to violent behavior.
 - Notification of police department.
 - Suicidal thoughts or plan.
 - Runaway
 - Symptoms preventing normal functioning.
 - Accidents involving physical injury.

***If you are experiencing a life-threatening emergency and Ms. Matson cannot be reached, go to your nearest hospital emergency room and call her emergency number from there.**

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Client Contact Information for Messages and Written Correspondence

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information. (PHI). The individual is also provided the right to request confidential communications or that a communications of PHI be made to alternative means, such as sending correspondence to the individual's office instead of the individual's home.

Redwood Counseling Services has permission to contact me at the following: (check all that apply)

- Home Telephone # _____
 - OK to leave a message with detailed information
 - OK to leave a message with other family members

- Cell Phone # _____
 - OK to leave a message with detailed information
 - OK to leave message with person answering

- Work Telephone # _____
 - Ok to leave a voicemail message with detailed information
 - OK to leave a message with _____

Written Communication

- OK to mail to my home address
- OK to email me at _____
- OK to fax to this number _____
- Other _____

Client Signature

Printed Name

Date

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CLIENT INFORMATION (For All Clients)				
Client Name (First, Middle Initial, Last)		<input type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date
Street Address		City, State, Zip		
Home Phone	Work Phone		Cell Phone	
Occupation	Employer or School		Primary Care Physician	
Who referred you to this practice	Have you seen our website? <input type="checkbox"/> Yes <input type="checkbox"/> No		General Health Status	
Any previous counseling? With whom?				
List all medications				

Emergency Contact		Relationship to Client		
Home Phone	Work Phone		Cell Phone	
Responsible for Payment	Home Phone		Cell Phone	
Street Address		City, State, Zip		

IF MARRIED			
Spouse's Name (First, Middle Initial, Last)		Birth Date	Cell Phone
Occupation	Employer or School		Work Phone

IF A MINOR			
Mother's Name	Occupation	Employer	
Street Address		City, State, Zip	
Home Phone	Work Phone		Cell Phone
Father's Name	Occupation	Employer	
Street Address		City, State, Zip	
Home Phone	Work Phone		Cell Phone
Siblings (first and last names and ages)			

The above information is true to the best of my knowledge.	
<hr/> Patient/Guardian Signature	

** Payment due at time of service**

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CREDIT CARD AUTHORIZATION

Name on Card (cardholder)

Billing address for card



(circle one)

Credit Card Number _____ - _____ - _____ - _____

Exp. _____ - _____ 3-digit security code _____

- I understand that the above card will automatically be charged for a missed appointment, or an appointment not cancelled 48 hours in advance.
- I authorize Redwood Counseling Services LLC to continue to charge counseling services to this card.
- I understand that I may revoke this authorization at any time by written notification to Redwood Counseling Services LLC. This authorization will be in effect until the card's expiration date or until revoked by the cardholder, whichever comes first.
- I certify that I am the authorized signer for this card.

Signed,

Cardholder signature

Date

Phone number

Client Name

Relationship to cardholder
(self, child, spouse, friend)

Fee

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Scheduling and Payment Policies

Please read the following and initial each item.

1. Standard counseling sessions are 50 minutes. Appointments can be made in session or by calling Rebecca Matson at 303-351-5153.
2. Payment is due at the beginning of your counseling session.
3. Redwood Counseling Services will maintain a credit card number to be used for payment (if you wish) or to be used to charge for a late cancellation/missed appointment.
4. The full session fee is charged for missed appointments and cancellations not made 48 hours in advance. Third parties will not be charged for the client's late cancellation or for not showing. Exceptions to this will be in case of severe weather, illness, or auto accident.
5. Ms. Matson is out of network for insurance companies; therefore, it is the client's responsibility to file with their insurance company for reimbursement. Redwood Counseling Services can provide paperwork for the client to use in submitting to insurance companies.
6. All sessions to be paid through Victim's Compensation must be accompanied by a County letter with a claim number. Clients will be billed full fee for any missed appointments. VC will not cover missed appointments.
7. Fees for auxiliary services are pro-rated and charged at the regular hourly rate. This includes (but not limited to) written reports, insurance correspondence, phone calls exceeding 10 minutes, and court appearances (including travel).



**PARENTAL AGREEMENT FOR CONFIDENTIALITY
OF ADOLESCENT SESSIONS**

Dear Parent or Guardian,

A young person is more likely to disclose sensitive information to a counselor if he or she is provided with confidential services and has time alone with the counselor to discuss his or her issues. The most practical reason for clinicians to grant confidentiality to an adolescent client is to facilitate accurate and appropriate treatment.

Experienced clinicians recognize that candid and complete information can be gathered only by speaking with the adolescent patient alone and by clarifying with whom the information will be shared. If an assurance of confidentiality is not extended, this may create an obstacle to the safe environment of the counseling relationship.

Some areas of teenage health that we may talk about during the appointment are:

- Diet, exercise, and body image
- Fighting, danger, and violence
- Sexuality and sexual behavior
- Safety and driving
- Smoking, drugs, and alcohol
- Working/Jobs
- Depression and stress
- Peer pressure and school
- Relationships
- Family life

I encourage teenagers to share information about their emotional and mental health with their parents or guardians. However, there will be some things that your teenage son or daughter would rather talk about exclusively with a counselor.

Work with an adolescent is generally more productive if parents voluntarily agree to not request information about the adolescent's private session. I ask your permission to keep what is discussed in our sessions confidential. "Confidential" means I will only share information with you if your teenage son or daughter says it's permissible to do so. The counselor agrees to share with the parent(s) any information which is necessary for the safety of the adolescent.

I agree that the therapist will determine what information, in his professional judgment, is appropriate to be shared with the parent/guardian(s) concerning treatment issues, and what information, in the discretion of the therapist, will remain confidential between my adolescent child and the therapist.

Parental/Guardian Agreement

Date

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Consent for Counseling Services to Minors

In order for minor children/adolescents to receive psychological services, it is necessary for the parent or legal guardian to grant permission for such services to occur.

Names and date of birth of child(ren) to receive psychological services:

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name of person requesting services _____

Your relationship to child(ren): Parent Stepparent Guardian Grandparent Other

Are you legal parent or custodian to above-named children? Yes No

I hereby swear that I have legal right to obtain treatment for the above-named children: Yes No

In instances of divorce, it is essential that the legal custodian of the child(ren) grant permission for the services. If you are a divorced parent, a stepparent, a grandparent, a guardian, or other, you may be asked to provide a copy of the court order which names you the legal custodian of the above children. Are you willing to do so? Yes No

If the answer to any of the above questions is "No," counseling services can not be provided to the above-named child(ren) until a copy of the court order which names you the legal custodian is provided to this office.

I acknowledge that both natural parents, even though divorced, may have a right to obtain from the provider named below information regarding the nature and course of treatment of the child(ren).

- Colorado State law mandates the reporting of certain types of child abuse, including physical abuse, sexual abuse, unlawful sexual intercourse, neglect, emotional and psychological abuse. All actual or suspected acts of child abuse will need to be reported to the appropriate agency.
- This treatment may also include referral to other appropriate State and County agencies for further counseling.

I, _____, consent to Rebecca Matson providing psychological services to the child(ren) named above.

Signature of person authorizing consent

Date

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