



Eva Benmeleh, PhD
Licensed Clinical Psychologist

Practice Policies

Session Length: Sessions last between 45-60 minutes. Sessions are usually held weekly.

Lateness: Please arrive on time. It is important to the process of therapy to allow you or your child the full time allotted. Your full fee will be due even if you are late. If I am running late, I will either prorate your session fee, if possible, or extend the time.

Payment: Payment is due at the time of the appointment. Insurance coverage varies depending on your policy and only covers psychotherapy and psychological testing. School observations, psycho-educational testing, consults, preparation of records, or meetings are not covered by insurance and incur a fee based on what I charge for an hour session. I prefer to keep your credit card on file to ensure payment of services. It will be charged automatically for sessions that are canceled with less than 24+ hour notice, missed session, and any amount not paid within 15 days of receiving an invoice. Any charges that will show up on your statement as "Eva Benmeleh/My Treetop Center".

Cancellation Policy and Fee: If you cancel a session with less than 24 hrs notice, I will charge a full fee for service. Your insurance does not cover this charge. If you need to cancel, please contact me directly. Exceptions can be made, and the fee waived at my discretion for emergency or unusual circumstances. If I may need to cancel my appointment, I will make every effort to reschedule within an appropriate time frame.

No Court Involvement: If you ever become involved in a divorce custody dispute, or any other legal matter, I will not provide evaluation or expert testimony in court. Your signature indicates your agreement with this provision.

Phone Contact: In cases when I am not immediately available by phone, please leave a message on my voicemail and I will attempt to return your call within 24 hrs except for holidays / weekends. If this is a medical emergency, please go to the nearest emergency room or call 9-1-1.

Means of Contact: Please be aware that text messages are unencrypted forms of communication and could result in an unintended breach of confidentiality. Any texts you send may also become a part of your legal medical record and will need to be documented and archived. Email communication is limited to scheduling appointments, insurance verification, receipt of forms and receipt of payment. Though I do my best to maintain confidentiality via email, be aware that emailing is not a secure means of communication.

Please initial if you prefer to be contacted via:

Text message Y _____ N _____
Email Y _____ N _____

I understand, acknowledge, and agree to the policies.

Signature

Print Name

Date



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Credit Card Authorization Form

I _____, hereby authorize Eva Benmeleh, PhD (My Treetop Center) to charge the following credit card account for any billing that includes psychotherapy and testing session fees, missed appointment without 24 hour notice, school observations, meetings, and any other services related to care and consultation for the client.

Credit Card Information:

Type: Visa Mastercard American Express

Name on card: _____

Credit Card Number: _____

CVV code: _____

Expiration Date: _____

Billing address zip code: _____

Signature of Client (Guardian)

Print Name

Date



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Consent to Treatment and Use of Protected Health Information for treatment, payment, and healthcare operations Acknowledgment of Receipt of HIPAA Privacy Notice

Client's Name: _____

I, the undersigned client and/or guardian, consent and authorize Dr. Eva Benmeleh (My Treetop Center) to administer treatment to the client. Treatment may include any of the following: individual, family, and/or group therapy, psychological assessment, and any other treatment appropriate to the diagnosis. I understand that Dr. Eva Benmeleh originates and maintains paper and/or electronic records describing my health history, symptoms, examination and test results, diagnoses, treatment, and any plans for future care or treatment.

I consent to the use and disclosure of protected health information about the client for treatment, payment, and healthcare operations. This means that information about client's health will be used by Dr. Eva Benmeleh or disclosed to other people or organizations whenever needed to:

- Provide treatment to client or arrange for treatment by another health care provider
- Arrange for payment for services to client
- Enable other healthcare organizations that provide treatment to client or pay for services to review the quality and appropriateness of care received, conduct other healthcare operations

I authorize the release of medical information necessary to process any of my insurance claims, and I authorize payment of medical benefits directly to Dr. Eva Benmeleh, My Treetop Center for services rendered. I understand and agree that (regardless of my insurance status), I am ultimately responsible for the balance of my account for any professional services rendered as well as any additional collection agency fees should their assistance become necessary. I am aware that I will be charged the insurance allowable rate, or standard fee if private pay for any missed appointments that are not rescheduled or canceled within 24 hours of the scheduled appointment time. The undersigned agrees, whether he/she signs as a parent, spouse, guarantor, guardian, or client that in consideration of the services to be rendered to the client he/she hereby individual obligates himself/herself to pay the account. Should the account be referred to an attorney for collection, the undersigned shall pay reasonable attorney's fees and collection expenses.

I fully understand and accept the terms of this Consent and acknowledge the receipt of the Notice of Privacy Policies detailing how my information can be used and disclosed under Federal and State law. I understand the contents of the Notice. I understand that information disclosed pursuant to this consent may be re-disclosed by the recipient of the information. I understand that there is no time limit on this consent. I also understand that I may revoke this consent at any time. I am the client/ guardian of the client who is subject of the health records that will be used or disclosed. I consent to treatment and agree to the use and disclosure of my health information as described in this consent.

Signature of Client (Guardian)

Print Name

Date



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Health Insurance Portability Accountability Act (HIPAA) Client Rights & Therapist Duties

This document contains important information about federal law, the Health Insurance Portability and Accountability Act (HIPAA), that provides privacy protections and patient rights regarding the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations.

HIPAA requires that I provide you with a Notice of Privacy Practices (the Notice) for use and disclosure of PHI for treatment, payment and health care operations. The Notice, which is attached to this Agreement, explains HIPAA and its application to your PHI in greater detail.

The law requires that I obtain your signature acknowledging that I have provided you with this. If you have any questions, it is your right and obligation to ask so I can have a further discussion prior to signing this document. When you sign this document, it will also represent an agreement between us. You may revoke this Agreement in writing at any time. That revocation will be binding unless I have acted in reliance on it.

LIMITS ON CONFIDENTIALITY

The law protects the privacy of all communication between a patient and a therapist. In most situations, I can only release information about your treatment to others if you sign a written authorization form that meets certain legal requirements imposed by HIPAA. There are some situations where I am permitted or required to disclose information without either your consent or authorization. If such a situation arises, I will limit my disclosure to what is necessary. Reasons I may have to release your information without authorization:

1. If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, such information is protected by the psychologist-patient privilege law. I cannot provide any information without your (or your legal representative's) written authorization, or a court order, or if I receive a subpoena of which you have been properly notified and you have failed to inform me that you oppose the subpoena. If you are involved in or contemplating litigation, you should consult with an attorney to determine whether a court would be likely to order me to disclose information.
2. If a government agency is requesting the information for health oversight activities, within its appropriate legal authority, I may be required to provide it for them.
3. If a client files a complaint or lawsuit against me, I may disclose relevant information regarding that patient in order to defend myself.
4. If a client files a worker's compensation claim, and I am providing necessary treatment related to that claim, I must, upon appropriate request, submit treatment reports to the appropriate parties, including the patient's employer, the insurance carrier or an authorized qualified rehabilitation provider.
5. I may disclose the minimum necessary health information to my business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. My business associates sign agreements to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

There are some situations in which I am legally obligated to take actions, which I believe are necessary to attempt to protect others from harm, and I may have to reveal some information about a patient's treatment:

1. If I know, or have reason to suspect, that a child under 18 has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, or any other person responsible for the child's welfare, the law requires that I file a report with the Florida Abuse Hotline. Once such a report is filed, I may be required to provide additional information.



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Health Insurance Portability Accountability Act (HIPAA) Client Rights & Therapist Duties, continued

2. If I know or have reasonable cause to suspect, that a vulnerable adult has been abused, neglected, or exploited, the law requires that I file a report with the Florida Abuse Hotline. Once such a report is filed, I may be required to provide additional information.
3. If I believe that there is a clear and immediate probability of physical harm to the patient, to other individuals, or to society, I may be required to disclose information to take protective action, including communicating the information to the potential victim, and/or appropriate family member, and/or the police or to seek hospitalization of the patient.

CLIENT RIGHTS AND THERAPIST DUTIES

Use and Disclosure of Protected Health Information:

- For Treatment: If I wish to provide information outside of our practice for your treatment by another health care provider, I will have you sign an authorization for release of information. An authorization is required for most uses and disclosures of psychotherapy notes.
- For Payment: I may use and disclose your health information to obtain payment for services provided to you as delineated in the Therapy Agreement.
- For Operations: I may use and disclose your health information as part of our internal operations. For example, this could mean a review of records to assure quality. I may also use your information to tell you about services, educational activities, and programs that I feel might be of interest to you.

Client's Rights:

- Right to Treatment: You have the right to ethical treatment without discrimination regarding race, ethnicity, gender identity, sexual orientation, religion, disability status, age, or any other protected category.
- Right to Confidentiality: You have the right to have your health care information protected. 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. I will agree to such unless a law requires us to share that information.
- Right to Request Restrictions: You have the right to request restrictions on certain uses and disclosures of protected health information about you. However, I am not required to agree to a restriction you request.
- Right to Receive Confidential Communications by Alternative Means and at Alternative Locations: You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations.
- Right to Choose – You have the right to decide not to receive services with me. If you wish, I will provide you with names of other qualified professionals.
- Right to Inspect and Copy: You have the right to inspect or obtain a copy (or both) of PHI. Records must be requested in writing and release of information must be completed. Furthermore, there is a copying fee charge of \$1.00 per page. Please make your request well in advanced and allow 2 weeks to receive the copies. If I refuse your request for access to your records, you have a right of review, which I will discuss with you upon request.
- Right to Amend – If you believe the information in your records is incorrect and/or missing important information, you can ask me to make certain changes, also known as amending, to your health information. You must make this request in writing. You must tell me the reasons you want to make these changes, and I will decide if it is and if I refuse to do so, I will tell you why within 60 days.
- Right to a Copy of This Notice – If you received the paperwork electronically, you have a copy in your email. If you completed this paperwork in the office at your first session a copy will be provided to you per your request or at any time.



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Health Insurance Portability Accountability Act (HIPAA) Client Rights & Therapist Duties, continued

- Right to an Accounting – You generally have the right to receive an accounting of disclosures of PHI regarding you. On your request, I will discuss with you the details.
- Right to Choose Someone to Act for You – If someone is your legal guardian, that person can exercise your rights and make choices about your health information; I will make sure the person has this authority and can act for you before I take any action.
- Right to Release Information with Written Consent – With your written consent, any part of your record can be released to any person or agency you designate. Together, we will discuss the effects of releasing the information in question to that person or agency.
- Right to Terminate – You have the right to terminate therapeutic services with me at any time without any legal or financial obligations other than those already accrued. I ask that you discuss your decision with me in session before terminating or at least contact me by phone letting me know you are terminating services.

Therapist's Duties:

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI. I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect. If I revise my policies and procedures, I will provide you with a revised notice in office during our session.

COMPLAINTS

If you are concerned that I have violated your privacy rights, or you disagree with a decision I made about access to your records, you may contact me, the State of Florida Department of Health, or the Secretary of the U.S. Department of Health and Human Services. Your signature below indicates that you have read this agreement and agree to its terms and also serves as an acknowledgement that you have received the HIPAA notice form.

Client Signature Print Name Date

Eva Benmeleh, PhD Licensed Clinical Psychologist #8656 Date



Eva Benmeleh, PhD
Licensed Clinical Psychologist

Authorization for Release of Confidential Psychological Records and Protected Health Information

Client Name: _____

In order to protect your right to confidentiality, your written authorization is required if you request information to be shared with another person or agency.

I _____ authorize Dr. Eva Benmeleh (My Treetop Center) to:
 release information to obtain information from exchange information with

The following (name, address, phone, fax):

All information pertaining to treatment of myself (or my dependent _____):

The following information pertaining to myself (or my dependent _____):

- assessment testing/treatment summary recommendations treatment progress
- psychological records

for the purpose(s) of: evaluation/assessment other (specify) _____

This consent will automatically expire:

- One (1) year after the date of my signature below At the end of evaluation/treatment

You have the right to revoke this authorization in writing at any time by sending such written notification to one of our offices. However, your revocation will not be effective to the extent that we have taken action in reliance on the authorization or if this authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.

By signing below, you agree to the release of the above information, that the nature of this information has been discussed with you in a manner that you understand, and that you have had an opportunity to have any questions regarding the above release of information explained to you. You are indicating that you understand that Dr. Eva Benmeleh generally may not condition psychological services upon my signing an authorization unless the psychological services are provided to me for creating health information for a third party. I understand that information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient of your information, viewed by persons unknown to you, and no longer protected by the HIPAA Privacy Rule or by Federal or State law or rules.

Signature Print Name Date

Witness Print Name Date

ATTENTION TO AGENCIES AND/OR INDIVIDUALS TO WHOM THIS INFORMATION IS DISCLOSED: If you have received this information in error please contact my office as soon as possible to arrange for the return of the received material. This information may be protected from redisclosure without informed signed consent from the individual or agency to which it pertains. Do not redisclose this confidential information without signed informed consent or as otherwise allowed.



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SOCIAL MEDIA POLICY

This document outlines Dr. Eva Benmeleh (My Treetop Center) policies related to use of Social Media. If you have any questions about the information within this document, I encourage you to bring them up when we meet. As new technology changes, this policy may be updated. You will be notified in writing of any policy changes and offered a copy of the updated policy.

As in any other public context, you have control over your own description of the nature of our acquaintance, if you choose to disclose a professional relationship. I will not confirm nor deny any professional relationship between myself and clients on any social network sites. I reserve the right to discontinue any social network connection without prior notification. I discourage the use of social network sites for any communication about our therapeutic relationship, including scheduling issues, due to the lack of privacy protections.

SOCIAL MEDIA IS CONSIDERED PUBLIC COMMUNICATION:

Messaging on Social Networking sites such as Twitter or Facebook is not secure. It could compromise your confidentiality to use Wall postings, @replies, or other means of engaging with me online if we have an already established client/therapist relationship. I may not read social media messages in a timely fashion. If you need to contact me between sessions, the best way to do so is by phone or email.

FOLLOWING/LIKING MY PROFESSIONAL PAGE MY IMPLY ENDORSEMENT:

I keep a Facebook Page for my professional practice to allow people to share my blog posts and practice updates. You are welcome to view my Facebook Page and read or share articles posted there, and comment on them. However, referrals from other clients are one of my best sources of business. My website and Facebook Fan page are intended to let others know who I am as a professional and to make it easy to refer those you feel would benefit from my services. I will not confirm nor deny any professional relationship between clients on any social network site. I will not ask you to "like" my page or endorse me on other business pages during the time you are in my treatment.

ACKNOWLEDGEMENT OF REVIEW OF SOCIAL MEDIA POLICY

By signing below, I am indicating that I have read this document, understand my rights as a client, and accept the responsibility as stated. I have been offered a printed copy of the Social Media Policy and all questions regarding these policies have been answered to my satisfaction.

Client Name _____ Date _____

Eva Benmeleh, PhD, Licensed Clinical Psychologist _____ Date _____



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ADULT INTAKE FORM

GENERAL INFORMATION

Please provide the following information and answer the questions. Please fill out this form and bring it to your first session.

Name: _____ Today's Date: _____

Your age: _____ Date of Birth (DOB): _____

Address: _____

Cell phone: _____ Email: _____

Emergency Contact: _____

INSURANCE INFORMATION

Insurance Company: _____ Name of Insured: _____

Insured's Member ID #: _____ Insured's Group #: _____

PRESENTING PROBLEM

What is the main reason you're seeking help? (Please include how long you've had these symptoms or problems): _____

What are your goals for therapy? _____

Have you experienced any unusually severe stresses during the last year? Yes No

If yes, please describe: _____

What do you consider to be your strengths? _____

What do you consider to be your areas of needed growth? _____



HEALTH INFORMATION

Do you currently have any medical problems? _____

Have you ever been treated for any of the following? If so please circle and describe:

Head injury	Seizures	Allergies	Cancer	Diabetes/kidney
Surgeries	Loss of consciousness	Other:		

Please describe: _____

Have you previously seen a therapist or psychiatrist? If so, what year? Who did you see and for what reason? About how many meetings did you have? Was the experience helpful or not? How so? _____

Have you ever been hospitalized for medical or mental illness? If so, list when, where, & reason: _____

Please list current prescription medications with dosage (psychiatric and general health): _____

Please list any previous psychiatric medications (with dosage and dates): _____

Do you drink alcohol or use recreational drugs? If so, what kind and how often? _____

Do you or anyone close to you consider your use to be a problem? YES / No

Who is your primary care physician? _____

Who is your psychiatrist (if applicable)? _____

When was your last complete physical exam? _____

BACKGROUND INFORMATION

Where were you born? _____

Where did you live most of your childhood? _____

What was the highest grade of education you completed? _____



When you were a child, did you struggle with any of the following:

	YES, AGE	NO		YES, AGE	NO
Learning disabilities			Eating disorders		
Hyperactivity			Teasing/Bullying		
Bed wetting			Witnessing violence		
School fears			Sexual, physical or emotional abuse		

FAMILY HISTORY

Describe your relationship with your parents: _____

List anyone else who lived with you or cared for you regularly: _____

Were you adopted? Age: _____

In the section below identify if any members of your family and extended family have a history of any of the following. If yes, please indicate the family member's relationship to you.

	YES, Whom?		YES, Whom?
Anxiety		Obsessive Compulsive Behavior	
Bipolar		Schizophrenia	
Depression		Substance Abuse	
Domestic Violence		Suicide Attempt	
Eating Disorder			

SOCIAL HISTORY

Current status: Married Divorced Separated

If in a relationship, for how long? _____

Do you have any concerns about your current marital or romantic relationship that you would like to discuss? _____

Describe your social relationships. Do you have friends and/or extended family? Go out for fun? Socialize? Whom can you turn to for emotional and other forms of support?

List your biological, adopted and/or stepchildren (if applicable): _____



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If you and your former spouse/partner have children together, please describe your current custody & visitation schedule (if any) and the status of your communication: _____

EMPLOYMENT HISTORY

Are you currently employed? Yes No

Please describe your current work or academic situation: _____

Do you enjoy your work/school? Is there anything stressful about it? _____

INTERESTS/ACTIVITIES/SPIRITUALITY

What are some of your interests & activities? _____

Do you consider yourself spiritual or religious? Yes No

If so, describe your spirituality/faith and your level of participation in a faith-based group: _____

How much are each of the following areas currently a problem for you?

Issue	Never	A little	Somewhat	Often
Anxiety	1	2	3	4
Physical Problems	1	2	3	4
Sleep Problems	1	2	3	4
Depression	1	2	3	4
Alcohol or Substance Abuse	1	2	3	4
Family Conflicts	1	2	3	4
Marital Conflicts	1	2	3	4
Social Relationships	1	2	3	4
Job/School	1	2	3	4
Sexual Problems	1	2	3	4
Spiritual/religious	1	2	3	4
Legal Problems	1	2	3	4
Eating Disorder/Struggles	1	2	3	4
Abuse (physical, emotional, sexual)	1	2	3	4