

Building Foundations Counseling Center, Inc.
A Family Counseling Corporation

Welcome to Building Foundations Counseling Center, and thank you for taking the time to complete this necessary paperwork. This new client packet contains the following items:

1. **Disclosure Statement & Agreement for Service Contract**, which explains important information about our professional services and practices. Please fill in shaded blank spaces, and provide required signatures and date signed. A copy will be provided to you at your initial session
2. **California Notice Form – Notice of Psychotherapist’s Policies and Practices to Protect the Privacy of Your Health Information**, that provides a summary of information about the Health Insurance Portability and Accountability Act (HIPAA). This is a federal law that provides privacy protection and patient rights with regard to the use and disclosure of your Protect Health Information (PHI) used for the purpose of treatment, payment, and health care operations. HIPAA requires that we 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 explains HIPAA and its application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that we have provided you with a copy of this information at or prior to your first session. Please sign and date the last page. A copy will be provided to you at your initial session.
3. **Patient Intake Form**, which supplies us with the necessary background, contact and billing information to provide you with better therapeutic services. Please complete to the best of your ability.

When you sign the “Disclosure Statement & Agreement for Service Contract”, it represents an agreement between us. You may revoke this Agreement in writing at any time. That revocation will be binding on us unless we have taken action of support with it; if there are obligations imposed on us by your health insurer in order to process or substantiate claims made under your policy; or if you have not satisfied any financial obligations you have incurred.

Although these documents are long and somewhat complex, it is very important that you read them carefully before your initial session. Your therapist can discuss any questions you have about the procedures at that time.

Sincerely,



Suzanne R. Mell, LMFT
Executive Director