

**Megan W. Spinks, LCSW, ACSW, Inc.**  
**6408 Constitution Drive Fort Wayne, In 46804**  
**(260) 459-0990 Fax: 459-0282**

**Consent for Services**

Please initial and sign below consenting for treatment of mental health services.

**Responsibility for Charges Incurred**

All insurance co-pays, co-insurance, and/or deductible amounts are due at the time of service. I agree that I am responsible for charges incurred after all insurance payments have been made. I understand I am responsible for the entire amount of services in the event I do not provide accurate information related to my insurance information. I understand that there is a \$30.00 return check fee charge.

**Agreement to Pay**

In consideration for the services rendered and to be rendered by Megan W. Spinks, LCSW, ACSW Inc. to the above-mentioned patient, I agree to pay Megan W. Spinks, LCSW, ACSW, Inc. for all services and charges in accordance with the terms and policies of Megan W. Spinks, LCSW, ACSW, Inc. I further agree and guarantee that in the event the account is not paid in accordance with the financial arrangements made or within sixty (60) days from the date of service and it is necessary to place this account in the hands of a collection agency, to pay cost of collections which includes: 35% of the outstanding balance, court costs, collection fees and interest from the date of demand.

**Assignment of Payment**

I assign all treatment benefits which are due for services to Megan W. Spinks, LCSW, ACSW, Inc. be paid directly to Megan W. Spinks, LCSW, ACSW, Inc.

**Failed Appointment Charges**

I understand that 24-hour notice is required for cancellation of appointments. A failed or no-show appointment is defined as a cancellation that is not done within 24 hours of the appointed time during the business week. Cancellations made over the weekend will be considered late cancellation. I understand that if I fail to cancel my appointment within 24 hours or if I do not show for a scheduled appointment, I am responsible for a \$90.00 fee for the session, which will be due prior to the next scheduled appointment.

**Treatment of Choice**

I understand that I have chosen to be involved in counseling services. I have the right to be actively involved in my treatment goals and can ask questions at any time. I understand that I may terminate treatment at any time.

**Use of Recording Devices**

I agree to refrain from use of audio or video recording during sessions/services with Megan W. Spinks, LCSW, ACSW, Inc. as there are various legal and ethical issues related to confidentiality. I agree to not use any form of AI during session.

**Additional Fees**

I understand there will be a charge for any letters/summaries requested related to my care. This includes letters to schools, attorneys, and outside professionals. I understand fees for consultation to attorneys will occur.

**Release of Medical Information**

I authorize Megan W. Spinks, LCSW, ACSW, Inc. to release necessary medical information to the appropriate third parties for reimbursement purposes and/or persons authorized to conduct utilization review services. I have been offered a copy of HIPAA Rules and Regulations.

I agree and consent to participate in services provided by Megan W. Spinks, LCSW, ACSW Inc. as defined by the laws of Indiana. I understand that I am consenting and agreeing to counseling services by a licensed counselor in the state of Indiana.

Patient Name if child: \_\_\_\_\_

Client/Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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**Phone: 260/459-0990**

**Fax: 260/459-0282**

**Patient Information**

**Patient Name:** \_\_\_\_\_ **Gender:** \_\_ Male \_\_ Female

**Address:** \_\_\_\_\_

**Street/Box#**

**City**

**State**

**Zip**

**Home Phone:** \_\_\_\_\_ **Permission to Contact/ Leave Message:** \_\_ Yes \_\_ No **Initials:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Permission to Contact/ Leave Message:** \_\_ Yes \_\_ No **Initials:** \_\_\_\_\_

**Cellular Phone:** \_\_\_\_\_ **Permission to Contact/ Leave Message:** \_\_ Yes \_\_ No **Initials:** \_\_\_\_\_

**Marital Status:** \_\_ S \_\_ M \_\_ D \_\_ W **Patient Employer:** \_\_\_\_\_

**Patient Date of Birth:** \_\_\_\_\_ **Patient Age:** \_\_\_\_\_

**Primary Care Physician:** \_\_\_\_\_ **Permission to Contact Physician:** \_\_ Y \_\_ N

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**Primary Insurance Information**

**Insured's Name (if different from above):** \_\_\_\_\_

**Insured's Address:** \_\_\_\_\_

**Street/Box#**

**City**

**State**

**Zip**

**Insured's Social Security #:** \_\_\_\_\_ **Insured's Date of Birth:** \_\_\_\_\_

**Insured's Employer:** \_\_\_\_\_ **Relationship to Patient:** \_\_\_\_\_

**Insurance Company:** \_\_\_\_\_ **Insurance ID #:** \_\_\_\_\_ **Group #** \_\_\_\_\_

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**Secondary Insurance Information**

**Insured's Name (if different from above):** \_\_\_\_\_

**Insured's Address:** \_\_\_\_\_

**Insured's Social Security #:** \_\_\_\_\_ **Insured's Date of Birth:** \_\_\_\_\_

**Insured's Employer:** \_\_\_\_\_ **Relationship to Patient:** \_\_\_\_\_

**Insurance Company:** \_\_\_\_\_ **Insurance ID #:** \_\_\_\_\_ **Group #** \_\_\_\_\_

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**If Child Is Identified Patient/ Client**

**Father's Name:** \_\_\_\_\_ **Step Father:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Step Mother:** \_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Megan W. Spinks, LCSW, ACSW, Inc.**  
**Authorization for Release/ Exchange of Information**

Client Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Information Release/ Exchange From: Facility: Megan W. Spinks, LCSW, ACSW Address: 6408 Constitution Drive Fort Wayne, IN 46804 (260) 459-0990	Information Release/ Exchange to: Facility/Person: _____ Address: _____  Phone : (____) _____
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<input type="checkbox"/> Intake Education <input type="checkbox"/> Assessment/diagnosis <input type="checkbox"/> Compliance/ Attendance <input type="checkbox"/> Medical Records <input type="checkbox"/> Treatment Recommendations <input type="checkbox"/> Attendance <input type="checkbox"/> Treatment Plan <input type="checkbox"/> Recommendations	<input type="checkbox"/> Progress Notes <input type="checkbox"/> Progress Reports <input type="checkbox"/> Medical Tests <input type="checkbox"/> Psychological Evaluation <input type="checkbox"/> Psychiatric Evaluation <input type="checkbox"/> Treatment Prognosis <input type="checkbox"/> Discharge summary; prognosis <input type="checkbox"/> Other (specify) _____
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Purpose or need for such Release/ Exchange of Information: \_\_\_\_\_

**Authorization to Release/Exchange Information:**

I understand that this authorization shall remain in effect for 180 days from the date of my signature below, unless an earlier expiration date is specified in this space ( \_\_\_\_\_ ). I also understand that except to the extent that action has already been taken based upon this authorization, I may revoke this consent at any time by written notification to this agency.

I hereby authorize the release and /or exchange of the above identifying information from my records. I hereby release Megan W. Spinks, LCSW, ACSW, Inc. from all legal responsibility or liability that may arise from this authorization.

\_\_\_\_\_  
Authorizing Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Witness/Clinician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information has been disclosed to you from the records protected by Federal Confidentiality Rules (42 CFR, Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of this person to whom it pertains or as otherwise permitted by 42CFR, part 2. A general authorization is not sufficient for this purpose. The federal rules restrict any of the information to criminally investigate or prosecute any alcohol or drug consumer.

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**Cancellation Policy**

Cancellations for scheduled appointments require a 24 Hour notice. If 24 hours is not given you will be charged the full session fee of \$90.00. A no show for an appointment will result in a full session fee of \$90.00.

Patient Name: \_\_\_\_\_

**Social Media/Electronic Communication Policy**

**FRIENDING**

I cannot accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy.

**INTERACTING**

Please do not use SMS (mobile phone text messaging) or messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact me. These sites are not secure and I may not read these messages in a timely fashion. Do not use Wall postings, @ replies, or other means of engaging with me this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your legal medical record and will need to be documented and archived in your chart.

Please note that if you do choose to utilize SMS to communicate with me I cannot guarantee the confidentiality of these messages. If you do utilize SMS please do only for administrative reasons, such as to change or confirm an appointment.

If you need to contact me between sessions, the best way to do so is by phone (260-459-0990). Email is not set up to guarantee privacy of your personal medical record. If you choose to send information through email, please understand I do not have a secure server per HIPPA guidelines.

**EMAIL**

I prefer using my email only to arrange or modify appointments. Please do not email me content related to your therapy sessions, as email is not completely secure or confidential. If you choose to communicate with me by email, be aware that all emails are retained in the logs of you and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. You should also know that any emails I receive from you and any responses that I send to you become part of your legal record.

I have read and understand the social media policy. If I choose to have appt or content sent to me via email/text the following email address/text number can be used with my understanding the sites are not secure

Email Communication Address: \_\_\_\_\_

Text Communication Number: \_\_\_\_\_

\_\_\_\_\_  
Responsible Party Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature:/Witness

\_\_\_\_\_  
Date: