



475 Providence Main Street  
Suite 303-I  
Huntsville, AL 35806

Phone (256) 655.6762  
Fax (256) 757.3835

www.footstepscounseling.net

### Client Contact and Financial Record

Client's Name: \_\_\_\_\_ Client's Date of Birth: \_\_\_\_\_

If client is a minor- Mother's name: \_\_\_\_\_ Father's name: \_\_\_\_\_

Parents' marital status: \_\_\_\_\_ married \_\_\_\_\_ divorced \_\_\_\_\_ never married

If divorced- Who has custody of client? \_\_\_\_\_ mother \_\_\_\_\_ father \_\_\_\_\_ joint \_\_\_\_\_ neither

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

May we send mail to this address: \_\_\_\_\_ yes \_\_\_\_\_ no If no, please provide alternate address : \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate email address: \_\_\_\_\_

May we contact you at these locations: \_\_\_\_\_ yes \_\_\_\_\_ no If no, please specify restrictions : \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

How were you referred to Footsteps Counseling? WAY FM Website Physician Family/Friend Other

How do you prefer to pay for services? \_\_\_\_\_ Out of Pocket \_\_\_\_\_ Insurance Benefits

#### **Primary Insurance:**

Insurance Company: \_\_\_\_\_ Insurance Phone#: \_\_\_\_\_

Insured's Full Name: \_\_\_\_\_ Insured's DOB: \_\_\_\_\_

Insured's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

ID#: \_\_\_\_\_ Group#: \_\_\_\_\_

Client's Relationship to Insured: \_\_\_\_\_ Employer: \_\_\_\_\_

#### **Secondary Insurance:**

Insurance Company: \_\_\_\_\_ Insurance Phone#: \_\_\_\_\_

Insured's Full Name: \_\_\_\_\_ Insured's DOB: \_\_\_\_\_

Insured's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

ID#: \_\_\_\_\_ Group#: \_\_\_\_\_

Client's Relationship to Insured: \_\_\_\_\_ Employer: \_\_\_\_\_

#### **Financially Responsible Party's Information (if different from Client):**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship to Client: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**SIGNATURE--** "By signing below, I give my permission to Footsteps Counseling to send communications to me at the locations indicated above and understand that I must provide notification in writing of any changes or restrictions to communication locations. I understand that Footsteps Counseling cannot be held responsible for confidentiality breaches of electronic correspondence to/from Footsteps Counseling. I give my permission to Footsteps Counseling to contact my Emergency Contact listed above. "

\_\_\_\_\_  
**(Client's Signature or Parent/Guardian's Signature if client is under age14)**

\_\_\_\_\_  
**Date**



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## **Policy Regarding Appointments**

### **Appointment Information**

Appointments are generally scheduled for 50 minutes in duration.

If your child is the client, please do not leave the waiting area during your child's session so that you are available in the event of emergency or in case your presence is needed in session. If you are not present at the end of your child's session, even if it ends early, your child will be left unsupervised in the waiting area.

In the event of inclement weather or an imminent threat thereof in North AL, please contact us before coming in to a scheduled appointment to make sure the office will remain open.

### **Cancellations and Missed Appointments**

Please understand that when you schedule an appointment, that hour is reserved for you and unavailable to anyone else. If you miss an appointment or cancel an appointment without providing a 24 hour notice (one business day), you will be charged a \$50 fee. These fees are not covered by insurance.

Please note that appointment reminders from us (usually by email) are a courtesy. You will still be responsible for missed appointments and late cancellation fees even if you do not receive a reminder from us.

### **Payment**

Payment for session fees are due at the beginning of each session along with any balance on your account. If your child is the client and will be brought to session by someone else or if your teen client is coming alone, please remember to send payment. If payment is not made, the session may be cancelled, and you will be charged a missed appointment fee. A credit card authorization form is available if you would like for us to securely store a credit card on file for your convenience.

Services may not be rendered or scheduled if there is balance on your account. Clients are expected to maintain a zero balance on their account.

### **Agreement**

“My signature below indicates that I understand and agree to abide by the above stated policies regarding appointments with Footsteps Counseling, LLC.”

\_\_\_\_\_  
Client's Name

\_\_\_\_\_  
Signature of Client (or Parent if client is under age 14)

\_\_\_\_\_  
Date



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## Policy Regarding Confidentiality, Client Rights, Contact and Consent for Services

### **Confidentiality**

In general, information shared in counseling is kept confidential and only released with the client's written consent. However, there are situations in which I am permitted or required by law to release private information to appropriate persons/authorities without consent. Situations include but are not limited to: if I believe there is a threat of harm to the client or another person; if I believe that physical/sexual abuse has occurred; if I receive a court order; if information is required for me to defend myself in event of lawsuit; if information is required to collect payment; and if a medical provider has a legitimate need for information to provide competent care. For more information regarding privacy, please refer to the *Notice of Privacy Practices* available upon request.

### **Client Rights**

Clients have a right to ask questions and be informed of all aspects of therapy, to discontinue treatment at any time and to seek other mental health consultation. Footsteps Counseling may terminate therapy at any time. Common reasons for doing so include: lack of progress in therapy, client's needs outside scope of practice, failure to comply with clinical recommendations and administrative policies including excessive cancellations or non-payment. Counseling may include recalling unpleasant memories and experiencing intense emotions. Counseling may lead to changes in perspective, decisions and relationships. There is no guarantee that counseling will result in a certain outcome.

### **Contact and Emergencies**

You can reach me by phone at **(256) 655-6762**. If I am unavailable to answer, please leave a message, and I will return your call at my first available opportunity. Phone calls (non-administrative in content) may be billed at the usual rate (\$100 hourly). These fees are not covered by insurance, and you will be financially responsible.

You can reach me by email at **christie@footstepscounseling.net**. Please be advised that I cannot be held responsible for breaches in confidentiality that may occur in the electric transmission of information to/from Footsteps Counseling.

If you experience an emergency during or after hours, please immediately call 911 or go to your nearest emergency room. Please be advised that I do not provide 24 hour assistance.

### **Agreement and Consent for Treatment**

“My signature below indicates that I understand and agree to abide by the above stated policies regarding appointments with Footsteps Counseling, LLC. I have received or been made available a copy of the Notice of Privacy Practices for Footsteps Counseling. Furthermore, I agree to receive counseling services from Christie Widger, LPC. If my child (under age 14) is the client, I affirm that I am the guardian with legal right to consent to treatment for my child and I give my consent to Christie Widger, LPC to provide counseling services to my child.”

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Client's Name

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Signature of Client (or Parent if client is under age 14)

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Date



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## **Policy Regarding Fees, Payment and Insurance**

### **FEES**

The standard fee for initial sessions and regular sessions (50 min) is \$100. Sessions that last longer will be billed based on a pro-rated amount of \$100 per hour.

The standard fee for all court-related work is \$200 per hour. The standard fee for all other services rendered including but not limited to phone calls and email time (non-administrative in nature), report writing, consultations and authorized release of information requests will be billed at a rate of \$100 per hour. Fees for these services are not covered by insurance and will be your responsibility.

The fee for missed appointments and cancellations not made within 24 hrs is \$50. These fees are not covered by insurance and due no later than the beginning of the following session. The fee for insufficient checks is \$35.

### **PAYMENT**

Session fees along with any balance on your account is due at the beginning of each session. If payment is not made in full, the session may be cancelled and you will be charged a missed appointment fee. Payments may be made by cash, check or credit card. Payments can also be made by credit card or paypal online at [www.footstepscounseling.com](http://www.footstepscounseling.com)

Clients are expected to maintain a zero balance. A zero balance is required before services are rendered or scheduled. Balances that have not paid within 90 days may be sent to a collection agency. If collections proceedings become necessary, you will be required to pay all related costs.

### **INSURANCE**

Footsteps Counseling files insurance claims as a courtesy and reserves the right to discontinue doing so at anytime. If so, you will be expected to pay full fee for sessions at the time of service. You will be financially responsible for counseling fees not covered by your insurance company, regardless of the reason for denial.

Your copay is due at the time of service. If you have an unmet deductible, you will be required to pay full fee for sessions until we can determine your financial responsibility amount from your insurance company.

A mental health diagnosis is required on all filed claims by insurance companies and will be included in your permanent health record.

### **AGREEMENT**

“My signature below indicates that I agree to abide by the policies stated above. I authorize release of information to any insurance company or paying entity for all claims and permit a copy of this authorization to be used in place of the original. I request payment of medical insurance benefits to the parties who accept assignment.

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Client's Name

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Signature of Financially Responsible Party

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Date

**Agreement Regarding Court Testimony and Records Policy**

It is essential to the therapeutic process that information discussed in therapy be kept confidential with exceptions being made for matters related to safety. In an effort to provide quality services, I prefer not to be requested to testify in court. Furthermore, please note that court testimonial services is not in my area of expertise. If you suspect that you may be going to court and/or need a therapist's forensic testimony, you are advised to seek the services of a provider who has court experience. Nevertheless, I realize that there are cases in which records and/or my presence in court is ordered. A considerable amount of time is involved in court preparation and testimony which impacts my availability to provide therapeutic services to others. As a result, clients are required to sign the following agreement before beginning treatment. Please be advised that this contract is binding if a Subpoena, Court Order and/or request for court appearance is processed and received, citing you or your child as litigant in court proceedings.

Being sufficiently advised of this Notice, I understand and agree to the following conditions in relation to Footsteps Counseling, LLC:

I understand that contingencies required by my therapist's involvement in litigation can be contra-indicative to the therapeutic relationship. I understand that confidentiality of therapy at Footsteps Counseling is governed by the statutes set forth by AL Code 1975 34-8a-1 and Regulations Governing Professional Counselors, Chapter 255-X-2-06 relative to Privileged Communication. This privilege is considered the same as that existing between client and attorney and can only be waived by authorization from the client to release information or when the client is considered dangerous to self or others, or by judicial order.

I agree to pay an advanced deposit of \$1,000 for court testimony and related activities. The amount of the deposit will commensurate with the date that the Subpoena or Court Oder is received. The deposit of \$1,000 is not returned if the court case is continued or dismissed within 7 days of the scheduled court date as Christie Widger has left this day open to appear in court.

I agree to pay the rate of \$200 per hour for Christie Widger's time involved in court-related tasks including but not limited to court appearance, testimony, deposition, administrative and court preparation, consultation with attorneys or other professionals, time in court, wait time, total time out of office (departure until return) plus all expenses (i.e., travel, "on call" professional coverage), in order for her to satisfy contingencies of the Subpoena/Order. I agree to pay the fee of \$400 for being placed "on call" for court testimony which will cover up to two hours in actual court time, but I understand I will be billed at \$200 hourly beyond two hours. I understand some counseling services regarding court related matters cannot be billed to insurance and will be billed at the standard hourly rate.

I understand that my attorney is responsible for scheduling my therapist as a witness in proceedings. Whether or not she testifies in a timely fashion or not, within 48 hours from schedule, I will be billed and agree to pay the total amount for my therapist's time. I understand that I will be responsible for payment of all court fees even if my attorney did not issue the Subpoena/Order due to my name or my child being listed as litigant. I understand that insurance cannot be filed for any portion of the above expenses, relative to the Subpoena/Order served to my therapist, and I am financially responsible for any portion of the fees relative to the subpoena/order.

I agree to pay the deposit of \$1,000 no later than 48 hours after Footsteps Counseling LLC receives a Subpoena/Court Order listing myself or my child as litigant. Additionally, I agree to pay the balance for court related expenses within 30 days from the time services are rendered. I agree to all terms and conditions of payment and collections, and in case of default, to pay all costs of collections or attempts to collect including but not limited to reasonable attorney fees and court costs. Footsteps Counseling, LLC retains the right to retain a Collection Agent, to notify the Credit Bureau and to initiate proceedings in Small Claims Court. This agreement is governed by the laws of Alabama.

I understand that no civil or criminal action may be brought against Christie Widger or administrative staff of Footsteps Counseling LLC for providing records, reports, testimony, recommendations or data (verbal or written), which resulted as consequences of a request for or response to a Subpoena/Court Order or litigative proceedings. I understand that this release has no expiration and will remain active even after my case is closed for services with Footsteps Counseling, LLC. I authorize Christie Widger to release confidential information in court testimony and written reports to the Court if legally requested by the Court.

Client's Name

Client's Signature (or Legal Guardian Signature if client is under age 19)

Date

## **NOTICE OF PRIVACY PRACTICES**

This Notice describes how Footsteps Counseling, LLC may use and disclose Personal Health Information (PHI) about you and how you can get access to this information. Please review it carefully. I am required by law to maintain the privacy of protected health information regarding you and to provide you with the notice of my legal duties and privacy practices with respect to PHI. PHI refers to information in your health record that could identify you, including demographic, financial, past and current physical or mental health condition and treatment and related health care services.

### **How I May Use or Disclose Your Health Information Without Your Consent**

**TREATMENT:** I may use and disclose your PHI to provide, coordinate or manage your health care and other services related to your healthcare. Examples of treatment would be when I consult with another health care provider, such as your family physician or another mental health professional and when I give your PHI to a hospital in order to obtain approval for admission.

**PAYMENT:** I may use and disclose PHI to obtain payment for services that you receive from me. For example, I may disclose your PHI to your insurance company to verify eligibility, obtain approval for treatment, file claims and obtain payment. While insurance companies are required to keep your PHI confidential, I am not responsible for breaches of confidentiality.

**HEALTH CARE OPERATIONS:** I may use and disclose PHI in order to support activities related to the performance and operation of my practice. Examples of health care operations include quality assessments, improvement activities, business matters such as audits and administrative services, and care coordination. I may share your PHI with administrative service providers that perform activities for my practice provided that they have signed a confidentiality agreement stating that they agree not to release PHI.

### **We may also use and disclose your PHI as follows:**

**Child, Elderly or Disabled Adult Abuse-** If I know or suspect that a child under age 18, an elderly person or disabled person has been a victim of abuse or neglect, I am required by law to report this to the appropriate authorities and may be required to provide PHI.

**Safety-** I may disclose PHI in order to reduce or prevent an imminent or serious threat to the health and safety of you or others. If a client threatens to harm himself/herself or others, I may be obligated to seek hospitalization for him/her, contact person who's safety has been threatened and/or contact others who are reasonably able to prevent or lessen the threat.

**Legal and Law Enforcement-** I am required to release PHI in compliance with a court order or subpoena. If a client files a complaint or lawsuit against me, I may disclose relevant PHI in order to defend myself. I may disclose PHI to a law enforcement official for law enforcement purposes when federal, state or local law requires disclosure.

**Inmates:** If you are inmate of a correctional facility, I may use or disclose PHI created or received in course of providing care to you.

**Worker's Compensation-** I may disclose PHI as necessary to comply with worker's compensation laws.

**Military Activity and National Security:** If you are a member of the U.S. Armed Forces, I may disclose PHI as required by military command authorities. I may also disclose PHI to authorized federal officials for national security reasons and intelligence activities.

**Vocational Rehabilitation Services and Similar Agencies-** I may disclose PHI to agencies from which you are requesting assistance.

**Health Oversight Activities-** I may disclose PHI if requested by a government agency for health oversight activities.

**Disaster Relief-** I am permitted under Privacy Rules to provide PHI to disaster relief agencies.

**Public Health:** I may disclose PHI for public health activities to an appropriate authority. The disclosure will be made for the purpose of controlling disease, injury or disability. I may disclose PHI if I believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. I may disclose PHI to a person who may have been exposed to a communicable disease or may be at risk of contracting or spreading disease. If a client admits prenatal exposure to controlled substances that are potentially harmful, I may disclose PHI to the appropriate authorities.

**Professional Misconduct:** If I am aware of professional misconduct by another health provider, I must report this to the appropriate authorities and release related information if a professional or legal disciplinary meeting is held regarding the provider's actions.

**Food and Drug Administration:** I may disclose PHI to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, to enable product recalls or to make repairs or replacements.

**Death:** In the event of a client's death, the spouse and/or parents of the client has a right to their child or spouse's records.

### **Uses and Disclosures of PHI with Your Permission**

I may use or disclose PHI for purposes outside of treatment, payment or health care operations when your authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when I am asked for information for purposes outside of treatment, payment or health care operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your Mental Health Notes.

You may revoke all such authorizations at any time, provided each revocation is in a written statement submitted to me. You may not revoke an authorization to the extent that 1) I have relied on that authorization; 2) the authorization was obtained as a condition of obtaining insurance coverage, law provides the insurer the right to contest the claim under the policy.

### **CLIENT'S RIGHTS**

You may request to us in writing that we do one or more of the following concerning your PHI that we maintain:

Access- You have the right to inspect and request a copy of your PHI in my records for as long as the PHI is maintained in the record. In some cases, we do not have to agree to your request. You may inspect and copy Mental Health Notes unless I make a clinical determination that access would be detrimental to your health. Records are not kept indefinitely and will be destroyed in a manner consistent with upholding client confidentiality.

Amendment- You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. This request must be made to me in writing and include the reason for the request. In certain cases, I may deny your request. I may deny the request if the information was not created by me (unless you prove that the creator of the information is no longer available to amend the information), the information is not part of the records used to make decisions about you, if I believe the information is correct and complete, if I feel the information could be harmful to you or to another person or if you would not have the right to see and copy the information as described above. On your request, I will discuss with you the details of the amendment process.

Restrictions- You have the right to request restrictions on certain uses and disclosures of your PHI. I am not required to agree to your request.

Alternative communications- You have the right to request and receive confidential communications of your PHI by me by alternative means or at alternative locations. For example, you may request that I use a specific phone number or address to communicate with you. Requests must be made in writing to me and must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location.

Disclosure accounting- You generally have the right to receive an accounting of certain disclosures of your PHI made by me. On your request, I will discuss with you the details of the accounting process. This applies to disclosures for purposes other than treatment, payment or healthcare operations as described in this Notice of Privacy Practices. It excludes disclosures I may have made to you, family members or friends involved in your care, or for notification purposes. You may ask for disclosures made up to 6 years before the time of your request.

Paper Copy: You have a right to obtain a paper copy of this notice upon request, even if you agreed to receive the notice electronically.

### **Complaints**

If you believe we have violated your privacy rights, you have the right to discuss this with us or to complain in writing to the Secretary of the U.S. Dept of Health and Human Services at 200 Independence Ave. SW, Washington, D.C.20201. Complaints must be filed within 180 days of the time you knew or should have known of the violation. I support your right to privacy of PHI and will not retaliate against you for exercising the right to file a complaint.

### **Contact**

To request additional copies of this notice or to receive more information about our privacy practices or your rights, please contact us at the following: by phone at (256) 655-6762; by email at [christie@footsteps counseling.net](mailto:christie@footsteps counseling.net); or by mail to PO Box 6702 Huntsville, AL 35806.

### **Effective Date, Restrictions and Changes to Privacy Policy**

The effective date of this notice is February 1, 2012. We are required to follow the terms of this notice until we replace it, and we reserve the right to change the terms of this notice at any time. If we make changes, we will revise it and send a new Privacy Notice to all persons to whom we are required to give the new notice. We reserve the right to make the new changes apply to all your PHI maintained by us before and after the effective date of the new notice.