



The Jones Center for Children's Therapy and Assessment

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CONSENT TO SERVICES

Welcome to The Jones Center for Children's Therapy and Assessment, herein referred to as JCCTA. This document includes important information about our professional services and business practices. Please read it carefully and make note of any questions you may have so they can be discussed and addressed during your next session. When you sign this document, it will represent an agreement between you and JCCTA.

Psychotherapy Services

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the clinician and patient, and the particular problems brought forth. There are many different methods your clinician may use to deal with the problems you hope to address. Psychotherapy is generally unlike any services you may receive from a physician in that they require your active participation and cooperation.

There are both benefits and risks to psychological treatment. Since therapy often involves discussing unpleasant aspects of life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better coping skills, healthier behaviors, better relationships, solutions to specific problems, and significant reductions in feelings of distress. However, there are no guarantees and you may or may not achieve desired results.

Clinicians at JCCTA typically conduct a clinical interview during the initial session in order to collect relevant history and information regarding current concerns. By the end of the initial session, your clinician will be able to offer you some first impressions of what your treatment will include, should you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with that clinician. Therapy involves a large commitment of time, money, and energy, so you should be very careful about the therapist you select. If you have questions about our procedures, please present them as soon as possible and we will do our best to address them.

Clinicians at JCCTA utilize empirically validated treatment approaches to alleviate a variety of symptoms. The length of treatment may be brief for minor issues or may last longer for more complex problems. Typically, patients are seen for 45 minute therapy sessions once weekly or biweekly, but this may be more or less frequent depending on your needs. Once an appointment is scheduled, you are expected to pay for it unless you provide 24 hours notice of cancellation, not to include Saturdays, Sundays, and observed holidays. If you need to get in touch with your clinician between sessions, please email your clinician or call our office at (817) 453-2400 and your call will be returned as quickly as possible. ***If you have an emergency, call 911.***

Cancellation of standing appointments – JCCTA reserves the right to modify or cancel all scheduled/standing appointments at any time and, more specifically, if:

1. Two (2) scheduled/standing therapy appointments are missed consecutively without proper notification.
2. The patient does not present for a session with his or her primary clinician for 60 days.
3. Attendance at scheduled/standing therapy appointments is inconsistent for any reason.

Psychological, Neuropsychological, and Psychoeducational Assessment Services

There are a variety of purposes for psychological, neuropsychological, and psychoeducational testing, most notably to provide diagnostic clarity and guide treatment recommendations and goals. These evaluations typically include the following:

- Review of relevant records - You may wish to voluntarily provide your records to supplement testing conducted by JCCTA. Records may include results of previous testing and other mental health and medical records.
- Information collected during the clinical interview and from the patient history form.
- Empirically validated assessment tools administered to you - These assessment tools include, but are not limited to, tests of intellectual functioning, academic achievement, language ability, perceptual processing ability, executive functioning, communication skills and social interaction, critical thinking skills, and emotional, ideational, and personality functioning.

After the test results are obtained, the testing clinician scores and reports the test data in a comprehensive report which reviews the aforementioned data, provides detailed analysis of the test results, summarizes the data, lists DSM-5 diagnostic impressions, and provides appropriate recommendations for further direction. The supervising psychologist(s) reviews and analyzes all results and the accompanying report.

A feedback session is typically scheduled upon completion of the assessment report with the testing clinician or supervising psychologist. During this session, test results and assigned diagnoses and recommendations will be reviewed and explained. Under most circumstances, you will receive an unofficial copy of the report during the feedback session, which you will be permitted to take with you that day. You will receive an official copy of the report once all financial obligations have been fulfilled.

Clinician Information

Jessica O. Jones, PsyD, LPC-S and Alyssa R. Scott, PsyD are Clinical Psychologists licensed to practice independently in the state of Texas. They provide direct patient services and supervise other clinicians employed at JCCTA. Dr. Jones is also a Professional Counselor licensed in the state of Texas and certified to supervise LPC Interns.

JCCTA employs licensed clinicians at both the doctoral and master's levels, including Psychologists, Professional Counselors, Psychological Associates, and Specialists in School Psychology. These individuals are duly authorized to practice psychology in the state of Texas, independently or under the direct supervision of Dr. Jones and/or Dr. Scott, as dictated by the applicable licensing board.

At JCCTA, we are also dedicated to the future advancement of the field of psychology and the professional development of those who are actively being trained to become Psychologists. Part of our dedication entails offering post-doctoral fellows the opportunity to gain first-hand experience in a private practice setting. Post-Doctoral Fellows are those individuals who have earned a Doctoral degree in psychology and are completing a required tenure of one (1) to two (2) years as part of the requirements for Texas state licensure as a Psychologist.

Confidentiality

In general, the privacy of all communications between a patient and a psychologist, or other mental health professional, is protected by law, and information about services provided can only be released to others with written permission. However, there are conditions in which confidentiality may be violated. These include:

1. Evidence of abuse of a minor, elder, or mentally impaired individual.
2. Evidence of imminent suicidal or homicidal intent.
3. You are a client referred by the court or an agency.
4. Your records have been subpoenaed by a court of law (see Litigation Policy).
5. Your health insurance company (payer source) requires certain patient information as dictated by law.
6. You are a patient being treated by a supervised clinician, in which case your treatment will be discussed with Dr. Jones and/or Dr. Scott, clinical supervisors.
7. It is determined by your treating clinician consultation or collaboration with another clinician employed by JCCTA is clinically appropriate and warranted.
8. Certain patient information is submitted to a collection agency in order to collect the balance of an overdue account.

Professional Records

The laws and standards of the profession of psychology require clinicians to keep treatment records. Because these records contain information that can be misunderstood and/or misinterpreted by someone who is not a mental health professional, it is JCCTA's general policy patients not review them. However, a treatment summary may be provided at your request, if

appropriate and if doing so would not be emotionally damaging. If you choose, JCCTA will send records and/or a summary of treatment to another qualified health professional who is working with you, with proper authorization.

Professional Fees

The fee for the initial clinical interview, which must occur prior to initiation of therapy and/or assessment services, is \$250.00. Subsequent individual therapy sessions are \$150.00, unless the appointment lasts a duration of 53 minutes or more, at which time the cost of the session is \$175.00. The fee for a family therapy session is also \$150.00. Insurance benefits can be utilized for psychotherapy services, as is applicable.

The charges for psychological, neuropsychological, and psychoeducational assessments vary depending on the testing conducted. Insurance benefits can be utilized for assessment services, as is applicable.

Services related to the independent diagnosis of Irlen Syndrome are **not** billable to insurance and are as follows:

1. Irlen Screening - \$250.00
2. Irlen Overlay Color Check - \$125.00
3. Irlen Diagnostic Filter Evaluation when Irlen Screening was conducted at JCCTA - \$450.00
4. Irlen Diagnostic Filter Evaluation when Irlen Screening was conducted outside JCCTA - \$525.00
5. Irlen Diagnostic Filter Evaluation when no Irlen Screening has been conducted - \$675.00
6. Irlen Filter Check - \$225.00
7. The cost for Irlen Spectral Filters, worn as glasses or contact lenses, varies depending on, for example, the individual's lens prescription and chosen filter color or color combination. These fees will be outlined more specifically following the Irlen Diagnostic Filter Evaluation and at the time the filter order is placed.

Please review the following list which outlines fees for services rendered due directly to you.

1. Any missed therapy appointment or standing therapy appointment not cancelled with 24 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$50.00 fee. Payment of any assessed cancellation fee(s) is due by the date of the next scheduled appointment.
2. Any missed testing appointment or testing appointment not cancelled with 48 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$250.00 fee. Testing cannot be rescheduled until this fee is paid in full.
3. Any missed Irlen Screening appointment or screening appointment not cancelled with 24 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$75.00 fee. An Irlen Screening cannot be rescheduled until this fee is paid in full.
4. Any missed Irlen Diagnostic Filter Evaluation with prior Irlen Screening appointment or Irlen Diagnostic Filter Evaluation appointment with prior Irlen Screening not cancelled with 48 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$150.00 fee. An Irlen Diagnostic Filter Evaluation cannot be rescheduled until this fee is paid in full.
5. Any missed Irlen Diagnostic Filter Evaluation without prior Irlen Screening appointment or Irlen Diagnostic Filter Evaluation appointment without prior Irlen Screening not cancelled with 48 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$250.00 fee. An Irlen Diagnostic Filter Evaluation cannot be rescheduled until this fee is paid in full.
6. Any missed Irlen Filter Check appointment not cancelled with 48 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$100.00 fee. An Irlen Filter Check cannot be rescheduled until this fee is paid in full.
7. Each additional Irlen overlay purchased beyond those provided at the time of the Irlen Screening or Irlen Overlay Color Check is \$6.00.
8. Cost of an Irlen Magnifying Bar is \$11.00.
9. All checks returned to JCCTA will result in a \$35.00 fee.
10. Any patient requested completion of a form will be finalized within three (3) business days following payment of a \$25.00 fee.
11. Any letter written at the request of a patient (i.e., letter to another mental health or medical profession) will be completed within three (3) business days following payment of a \$25.00 fee.
12. Any patient requested faxed or mailed copy of patient mental health records (with proper authorization) will be provided within three (3) business days following payment of a \$25.00 fee. Records requested by another mental health or medical professional are not subject to this fee.

13. A patient requested replacement copy of a patient assessment report will be provided within three (3) business days following payment of a \$25.00 fee. A copy of said report requested by another mental health or medical professional is not subject to this fee.

Litigation Policy

Active litigation, such as divorce cases, is often detrimental to the therapeutic relationship and can hinder a clinician's ability to treat a patient, namely due to the fact it often involves full disclosure of matters of a confidential nature. As such, it is agreed that, should there be legal proceedings, you, your attorneys, or anyone acting on your behalf will *NOT* subpoena JCCTA records, or any JCCTA clinician or employee to provide a deposition, testify in court, or engage in any other legal process or proceeding. If any JCCTA employee is subpoenaed to provide records or testimony in violation of this agreement, you agree to pay any and all fees accrued for document preparation and professional time, even if said records or testimony is requested by another party. Should this occur, which is again in violation of this agreement, JCCTA reserves the right to terminate your treatment immediately. Referrals to other mental health professionals will be provided.

By signing this Consent to Services, you hereby agree to this Litigation Policy in its entirety. You also acknowledge the applicable fees outlined below represent reasonable compensation for the expertise of our clinicians, and are hence considered liquidated damages in the event this agreement is violated, regardless of which party issues the subpoena. These fees are to be paid in full at least five (5) business days prior to preparation of requested documents or clinician appearance at any legal proceeding:

- **\$200.00** – One (1) copy of your mental health records and other pertinent documentation.
- **\$1200.00** – Availability of the treating licensed clinician from 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm (half day) within 50 miles of the JCCTA office.
- **\$2000.00** – Availability of the treating licensed clinician from 8:00 am to 5:00 pm (full day) within 50 miles of the JCCTA office.
- **\$3000.00** – Availability of the treating licensed clinician for any amount of time between 8:00 am to 5:00 pm beyond 50 miles of the JCCTA office.
- **\$2000.00** – Availability of the treating clinician, who provides services under the required supervision of Dr. Jones or Dr. Scott, and Dr. Jones or Dr. Scott from 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm (half day) within 50 miles of the JCCTA office.
- **\$3500.00** – Availability of the treating clinician, who provides services under the required supervision of Dr. Jones or Dr. Scott, and Dr. Jones or Dr. Scott from 8:00 am to 5:00 pm (full day) within 50 miles of the JCCTA office.
- **\$4500.00** – Availability of the treating clinician, who provides services under the required supervision of Dr. Jones or Dr. Scott, and Dr. Jones or Dr. Scott for any amount of time between 8:00 am to 5:00 pm beyond 50 miles of the JCCTA office.

Insurance Reimbursement

If you have a health insurance policy, it will usually provide some coverage for mental health treatment. JCCTA will fill out forms and provide you with whatever assistance we can in helping you determine and receive the benefits to which you are entitled. If benefits cannot be determined prior to or at the time of service, and/or when there is any doubt regarding financial responsibility, payment is expected in full. Keep in mind, your insurance policy is a contract between you and your insurance carrier and we are not a party to that contract. You should carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about the coverage, call your plan administrator. Of course JCCTA will provide you with whatever information we can based on our experience and will be happy to help you in understanding the information you receive from your insurance company. If it is necessary to clear confusion, JCCTA will be willing to call the company on your behalf.

In accordance with Texas law, actively licensed psychologists have the authority to delegate the provision of therapeutic and assessment services to other Licensed Psychologists, Post-Doctoral Fellows, Licensed Psychological Associates, and Licensed Specialists in School Psychology who are not eligible for managed health care (insurance) panels. The supervising Licensed Psychologist (i.e., Dr. Jones or Dr. Scott) remains responsible for the psychological services rendered by these individuals and is the billing provider. Certain insurance providers also permit JCCTA to submit for reimbursement fees for covered services provided by a licensed clinician employed by JCCTA (i.e., Licensed Professional Counselor), in which case Dr. Jones or Dr. Scott will appear as the billing provider. These provisions do not ensure, however, your insurance company will duly reimburse for said services.

All co-payments, co-percentage payments, payments toward a deductible, and costs of services not covered by your insurance are due and payable at the time services are rendered, unless agreed upon otherwise. Any balances due to JCCTA after your insurance carrier has provided any applicable payment will be billed to you. Remember, **YOU** (not your insurance company) are responsible for full payment of all fees.

If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, JCCTA reserves the right to use legal means to secure payment. This may involve hiring a collection agency or going through small claims court.

You should also be aware most insurance companies require you to authorize JCCTA to provide them with a clinical diagnosis for you. Sometimes we have to provide additional clinical information, such as treatment plans or summaries or copies of the entire record. This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, JCCTA has no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. JCCTA will provide you with a copy of any report submitted, if requested.

If you are using insurance benefits, please review the statements below and initial here. _____

1. I authorize use of this form for all of my insurance submissions.
2. I authorize release of information to all my insurance companies.
3. I understand I am ultimately responsible for my bill.
4. I authorize the provider to act as my agent in helping me obtain payment from my insurance company.
5. I authorize payment directly to JCCTA.

If you are NOT using insurance benefits, please review this statement and initial here. _____

I am not using insurance benefits and understand I am, therefore, responsible for 100% of the applicable fee at the time the service is rendered.

Termination of Services

If the treating clinician and/or clinical supervisor determine appropriate services can no longer be provided to you for any reason, treatment will be terminated and referrals to other professionals will be provided.

Consent to Services

I, _____ (patient), hereby give clinicians at JCCTA permission to provide appropriate psychological services to me, as necessary. I have read the consent to services, including the limits of confidentiality, and the Patient Privacy Notice (HIPPA).

I acknowledge I have read The Jones Center for Children's Therapy and Assessment Consent to Services form in its entirety. I agree to all terms set forth in this document. I understand I have the right to revoke this consent, in writing, at any time. I also understanding any changes to JCCTA policies and procedures occurring after the date indicated below will be discussed with me in a timely manner.

Signature of authorized representative

Date

Relationship to patient

**Patient Acknowledgement of the
Health Insurance Portability and Accountability Act (HIPAA)**

Patient Name: _____

Date of Birth: _____

I acknowledge I have reviewed the Jones Center for Children’s Therapy and Assessment (JCCTA) Patient Privacy Notice (Notice) which provides detailed information concerning the uses and disclosures of my/my child’s Protected Health Information (PHI) by JCCTA, my individual rights, how I may exercise these rights, and JCCTA’s legal duties regarding my/my child’s PHI.

I understand JCCTA reserves the right to change the terms of its Notice. If changes to this notice occur, JCCTA will provide a copy of the revised Notice upon request.

Signature of authorized representative

Relationship to Patient

EDUCATIONAL INTAKE – ADULT

Name: _____ DOB: _____ Date: _____

If you are in school, in what year are you? _____ What school do you attend? _____

If you are not in school, what is the highest degree you have earned? _____

Did you ever repeat a grade? YES or NO If yes, what grade(s)? _____

Did you ever undergo formal testing for issues such as learning disabilities, ADHD, or emotional disturbances?

YES or NO If yes, who conducted the testing (ie; ISD, Scottish Rite, psychologist)? _____

Please explain purpose of testing and findings: _____

Did you ever receive special education services? YES or NO If yes = RtI 504 SLD ID/MR OHI ED ASD

If yes, what specific services did you receive? For example, weekly tutoring (one-on-one or small group), meets with a Reading Specialist, extra time on tests, inclusion classroom, etc.: _____

Does you have a history of scholastic performance problems? YES or NO If yes, it what areas?

Reading Writing Math Science History Other: _____

Comments/Description of academic difficulties: _____

Describe what kind of grades you receive/received in school in general: _____

English = _____ Math = _____ Science = _____ History = _____

Other core classes = _____

Did you exhibit behavioral problems in school, including being off task, distractible, hyper, struggling with peers, disrespectful, etc. YES or NO If yes, please explain: _____

Please provide any additional information below with a focus on Irlen related symptoms/concerns: _____

IRLEN QUESTIONNAIRE

Patient: _____ DOB: _____ Date: _____

WRITING	Y	ST	SUNLIGHT SENSITIVE	Y	ST
Unable to stay on the line			Eyes hurt, ache, burn, etc.		
Up or down hill			Headache or head is bothersome		
Poor spacing			Tired or drowsy		
Unequal letter size			Nauseated or stomachache		
Leaves out letters, words, punctuation			Frequently want to wear sunglasses outside		
Trouble proofreading written work			FLUORESCENT LIGHT SENSITIVE	Y	ST
Disorganized paragraphs/essays			Eyes hurt, ache, burn, etc.		
COPYING	Y	ST	Headache or head is bothersome		
Lose place			Tired or drowsy		
Leave out letters or words			Nauseated or stomachache		
Careless errors			GENERAL LIGHT SENSITIVE		
Slow			Bothered by glare		
Difficulty refocusing eyes			Anxious, antsy, or fidgety in bright light		
MATH	Y	ST	Performance deteriorates in bright light		
Misalign numbers in columns when writing			SPORTS PERFORMANCE	Y	ST
Difficulty seeing numbers in correct column			Problems tracking a flying ball in the air		
Mix up numbers, signs, symbols			Trouble catching and/or hitting a ball		
Miss decimal points/put in incorrect place			Trouble learning to ride a bike		
Reverse numbers when reading them			Trouble jumping rope		
Reverse numbers when writing them			Trouble with baseball/tennis/volleyball		
DEPTH PERCEPTION	Y	ST	TIRED, EYES HURT, HEADACHE IF	Y	ST
Difficulty getting on and off escalators			Reading		
Difficulty walking up/down stairs			Listening		
Difficulty judging distances			Doing paper and pencil tasks (writing/math)		
Often bump into things (i.e.; tables)			Copying material		
Often drop or knock things over			Writing long assignments		
Drift into another person when walking			Doing visually intensive activities		
Feel dizzy/light headed when walking			Looking at stripes, patterns, bright colors, etc		

Please provide any additional information regarding symptoms and/or challenges which may be relevant: _____
