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Scottsdale, AZ 85260

Aimee E. Short, M.Ed.
Licensed Professional Counselor

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Intake Information

Name _____ Male ____ Female ____
Address _____ City _____ State _____ Zip _____
Telephone (1) _____ (2) _____ (email) _____
Age _____ DOB ____ / ____ / ____ Occupation _____
Partner's name _____ Age _____ Occupation _____
Children (name/age) _____
Referral source (name) _____
Medical or Psychiatric Conditions _____
Name/dosage of the medication(s) _____
Medication(s) prescribed by _____
Have you previously received therapy or counseling Yes ____ No ____ Dates: _____

Insurance Information: (Complete only if you will be using insurance.)

Primary Insurance: _____ Tel: _____
Insured's Name: _____ **Date of Birth:** _____ **Relation:** _____
Insured's Social Security#: _____ **Policy ID#** _____ **Group#** _____
Secondary Insurance: _____ **Policy ID#:** _____

Confidentiality: All communication between patient and counselor will be held in confidence unless written consent for release is obtained, with few exceptions: counselors are compelled by law to inform appropriate other person(s), including legal authorities, if there is evidence that a patient is in danger of creating serious bodily harm to self or someone else, or if there is reasonable suspicion a child has been abused. Records may also be released as a result of a court order. These situations have rarely occurred in my practice. Finally, some managed care plans require verbal and/or written treatment information from the care provider.

Office Policies & Procedures: Therapy sessions are 60 minutes, with rescheduling. Payment is due at the beginning of each session. The fee for one session is \$95. Other services, including telephone calls of more than 10 minutes, are charged at the same rate. You may use insurance, however, you remain responsible for any co-insurance, deductible or non-covered services. You will be charged a \$50 fee for all missed appointments unless you provide 24-hour advance notice. This is not covered by insurance. You will be charged a \$10 fee for each returned check. I am often not immediately available by telephone. Phone messages are returned by the next business day. If you are experiencing a crisis and need immediate assistance, you should call the local 24 hr. crisis hotline (480) 784-1500 or 911.

Insurance Authorization & Receipt of Privacy Notice: I authorize my insurance to make payments directly to Aimee Short for services I receive. I have read the information regarding financial arrangements in the paragraph above. I understand that I am financially responsible for all charges incurred by me during the course of treatment, regardless of any insurance coverage I may have. I acknowledge that I have been offered a copy of the office's Notice of Privacy Practices (HIPAA).

Your signature below means that you have read the information in this document and agree to abide by its terms during our professional relationship.

Client signature

Date