WELCOME!

Congratulations!

The hardest step with counseling is making the first appointment and you did it! Here are a few recommendations to keep your momentum so you can maximize your benefits from coaching or counseling:

Financial Concerns: If there are any financial issues or concerns we may be able to work with you on this.

Calendar: Always remember to have your calendar when you come to TLC and when you call to reschedule:

Save time: Having your calendar will save you time and keep you from needing to remember to call us back

Life gets busy: Often people forget to call back to reschedule or schedule a followup appointment

Consistency: Follow-up appointments are important in order to receive the maximum benefits from your first session!

Canceling or rescheduling: If you do not receive a reminder call please keep in mind the reminder is a courtesy but we need to leave it up to you to contact us at least two (2) business day prior to your appointment time if you need to reschedule

Expectations: Everyone has their own idea of what to expect from counseling varying from watching Dr. Phil or prior experiences. Please discuss your feelings if you feel your expectations are not being met. We can usually address this concern right away.

Closure: When things are going well often clients cancel their appointment before letting us know about their progress. We love to hear the good news so it's very important to have that final session to celebrate your counselor!





<u>Directions</u>: For directions to our location, please download the maps at totallifecouseling.com/m aps

Bring Forms: Please remember to print out your new client registration forms and fill them out prior to your first session. Download the forms @ totallifecounseling.com/f orms

Should you need further assistance or an emergency arises before we can meet, please feel free to call 407-248-0030



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Date :	How did you hear about us?
Full Name: Mr. Mrs. Ms. Miss Dr.	
Name You Prefer:	Age : Date of Birth):
Sex: Male Female Other:	
Race: □ White □ Black □Hispanic □ Asian □ O	ther:
CONTACT INFORMATION	
Street Address:	Suite/Apartment Number:
City:	State: Zip Code: May We Send Mail Here: □ Yes □ No
Home Phone: ()	May We Leave a Message Here: □ Yes □ No
Mobile Phone: ()	May We Leave a Message Here: □ Yes □ No
Email Address:	May We Send Email Here: □ Yes □ No
I would like to be added to Total Life Counseling	g Newsletter to receive free articles, tips and resources: □ Yes □ No
I prefer to be \square texted \square emailed \square	phone call on none for appointment reminders.
EMERGENCY CONTACT	
Name:	Relationship:
	Mobile Phone: ()
EMPLOYMENT INFORMATION	
	Length of Employment:
Occupation:	Average Hours Worked Per Week:
Average Annual Salary: □ \$0 to \$10,000 □ \$10,001 to \$2	
EDUCATION INFORMATION	
Last Year of School Completed: □ 9 □ 1	0 □ 11 □ 12 □ GED College: □ 1 □ 2 □ 3 □ 4 □ Other:
Are You Currently in School: □ Yes □ N	o. If Yes, What School:
·	
RELATIONAL INFORMATION Current Relational Status: □ Single □ D	ating □ Engaged □ Married □ Separated □ Divorced □ Widowed
Are You Content with Your Current Status	: □ Yes □ No. If No, Briefly Explain:
If Married, How Long:	Number of Previous Marriages for You: For Your Partner:
If Separated or Divorced, How Long:	If Widowed, How Long:
Partner's Name: □ Mr. □ Mrs. □ Ms. □ Mi	ss 🗆 Dr

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How Long Have You Known Your Partner:	Age:	:	Preferred	Name:	
Partner's Race: \Box White \Box Black \Box Hispanic \Box Asian \Box Other:			F	Partner's Sex: 🗆	Male Female
Partner's Occupation:		Average Hours V	Vorked Per We	ek:	
Last Year of School Partner Completed: 9 0 10 11	12 🗆 GED	College: □ 1	□2 □3 □	4 □ Other: _	
What Words Would You Use to Describe Your Partner:					
Is Your Partner Supportive of You Seeking Counseling: \square Yes	🗆 No 🗆 Uns	sure	Doesn't Know		
With Whom Do You Currently Live (<i>Check All that Apply</i>):	□ Alone □ Boyfriend		□ Children □ Roommate	□ Parent(s) □ Other:	□ Sibling(s)

CHILDREN

List Your Children (Living or Deceased):

Name	Sex	Current Age or Year of Death	Relationship to You (e.g. Biological, Adopted, Step)	Living with You?	Describe Him/Her

Have You Ever Placed a Child for Adoption:

Yes INO. If Yes, When: ______

Have You Ever Had a Miscarriage or Medical Abortion:

Yes
No. If Yes, When: ______

FAMILY OF ORIGIN

List Mother, Father, Brothers, Sisters, Step Family, and Any Other Family Members who Effected You Positively or Negatively:

Name	Sex	Current Age or Year of Death	Relationship to You (e.g. Mom, Dad, Sibling,Step)	Occupation	Describe Him/Her

Do You Have a Personal Support System:
Yes No. If Yes, Who:

MEDICAL INFORMATION

Primary Physician:	Phone: ())
Address:	 City:	Zip:

Specialty (e.g. Family Practice, OB/GYN, Internal Medicine): _____

Are You Currently Receiving Medical Treatment:
□ Yes □ No. If Yes, Please Specify: ____

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List Any Conditions, Illnesses, Surgeries, Hospitalizations, Traumas or Related Treatments You Have Had (Use Back if Necessary): _____

MEDICATIONS

List All Current Medications You Are Taking, including those You Seldom Use or Take Only as Needed (Use Back if Necessary):					
Medication:	_Dosage:	□ Improves	□ Prevents	Controls:	
Medication:	Dosage:	□ Improves	□ Prevents	Controls:	
Are You Taking these Medication(s) According to You	ur Doctor's Recommendatior	ns: □Yes	□ No		

If No, Briefly Explain: ____

PHYSIOLOGICAL SYMPTOMS

Please Check Any of the Following Physiological Symptoms/Sensations that Apply to You Presently, or in the Recent Past:

Headaches DPast	Present	Dizziness Dizziness	Present	Stomach Trouble Past	Present
Visual Trouble 🗆 Past	Present	Sleep Trouble 🗆 Past	Present	Trouble Relaxing	Present
Weakness D Past	Present	Tension 🗆 Past	Present	Rapid Heart Rate… 🗆 Past	Present
Difficulty Breathing Past	Present	Intestinal Trouble DPast	Present	Hearing Noises 🗆 Past	Present
Change in Appetite. 🗆 Past	Present	Tiredness□ Past	Present	Pain□ Past	Present
Hearing Voices Past	Present	Seeing Things DPast	Present	Other D Past	Present
Your Height:	Your Weigh	nt: How ha	as Your Weight Char	ge in the Last 2-3 Months:	

CURRENT STATUS

Please Check Any of the Following Problems which Pertain to You and/or Your Family:

Stress D Past	Present	Nervousness D Past	Present	Anxiety 🗆 Past	Present
Panic 🗆 Past	Present	Unhappiness 🗆 Past	Present	Depression DPast	Present
Guilt 🗆 Past	Present	Apathy□ Past	Present	Terminal Illness 🗆 Past	Present
Recent Death D Past	Present	Grief 🗆 Past	Present	Hopelessness D Past	Present
Inferiority Feelings 🗆 Past	Present	Defective Feelings Past	Present	Loneliness D Past	Present
Shyness 🗆 Past	Present	Fears D Past	Present	Friends D Past	Present
Marriage□ Past	Present	Communication D Past	Present	Physical Abuse 🗆 Past	Present
Emotional Abuse 🗆 Past	Present	Verbal Abuse 🗆 Past	Present	Sexual Abuse 🗆 Past	Present
Temper 🗆 Past	Present	Anger □ Past	Present	Aggressiveness □ Past	Present
Bad Dreams D Past	Present	Concentration D Past	Present	Racing Thoughts	Present
Unwanted Thoughts□ Past	Present	Memory D Past	Present	Loss of Control □ Past	Present
Impulsive Behavior. 🗆 Past	Present	Self-Control D Past	Present	Compulsivity□ Past	Present
Sexual Problems Past	Present	Pregnancy D Past	Present	Abortion D Past	Present
Legal Matters D Past	Present	Trauma 🗆 Past	Present	Eating Problems Past	Present
Drug Use 🗆 Past	Present	Alcohol Use D Past	Present	Trouble with Job□ Past	Present
Career Choices DPast	Present	Ambition D Past	Present	Making Decisions Past	Present
Children 🗆 Past	Present	Being a Parent DPast	Present	Finances D Past	Present
Recent Loss 🗆 Past	Present	Disaster□ Past	Present	Smoke Cigarettes Past	Present

LEVEL OF DISTRESS

Indicate How Distressed You Are by Placing an "X" on the Scale Below (1 = Very Little Distress; 10 = Extreme Distress):

1	2	3	4	5	6	7	8	9	10
Are You	Currently Exper	iencing Any Suid	cidal Thoughts: 🗆 Ye	es □No.	Have You Ex	perienced The	em in the Past: □	Yes 🗆 No	
Have Yo	ou Ever Attempte	ed Suicide: □ Ye	s □ No. If Yes, Wi	nen and Ho	w:				

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Have Any of Your Friends or Family Ever Committed or Attempted Suicide:
Ves INO

If Yes, When and Who:

PRESENTING ISSUES AND GOALS

Please Describe Why You Are Coming to Counseling (i.e. What Are Your Issues, Problems?): _____

Why Have You Decided to Come for Counseling Now:

What Do You Hope to Gain or Change by Coming for Counseling:

How Long Do You Believe Counseling Should Last: _____

PREVIOUS COUNSELING

List Any Previous Counseling, Psychiatric Treatment, or Residential/In-Patient Care You Have Received (Use Back If Necessary):

Therapist:	Location:	Dates:	Reason:
•			
Therapist:	Location:	Dates:	Reason:

RELIGIOUS BACKGROUND

Please describe your religious involvement if any. Are there any special religious, cultural or ethnic considerations we should be aware of?

ACTIVITIES, INTERESTS, & STRENGTHS

What do you do in your spare time?
What do you do well?

TERMS OF SERVICE

I hereby give Total Life Counseling Center permission to provide counseling services for the client mentioned above:

Signed: _____

Date:



Victimization History					
Abuse: Physical:					
Sexual:					
Mental:					
Neglect:					
Domestic Violence:					
Past C.P.S. Involvement:					

Potentially Abusive Behavior:

Substance	Onset	Current	Highest	Most Recent	Tolerance/Withdrawal
Alcohol					
Marijuana					
Cocaine					
Depressants					
Amphetamines					
Hallucinogens					
Opiates					
Inhalants					
K2, Bath salts,					
spice					
Other					
Tobacco					
Caffeine					



Authorization of Release Form

Our therapists may find it helpful to consult with your attorney, doctor, school, or applicable parties regarding treatment. In order to consult we need your authorization. If applicable, please complete on for each contact.

I,	, hereby author	rize Total Life Counseling Center,
1507 S. Hiawa	assee Road, Orlando, FL 32835 to:	
Release information	ation of: Name of Client	Date of Birth
To/From: (family, doctors, psychologist,		
schools, etc.)	Phone #/Email:	
	(Please specify if you only want to authorize for ap	pointments and payments.)
For the purpose	e of: Outpatient/Inpatient Counseling Coordin Coordination with MD/Psychologist/OT The Coordination with other family members	
I understand that	at under state and federal confidentiality provisions	only the above specified information can be
released to only	the above specified person or agency. I also under	stand that I may revoke this release of
information at a	my time, providing that I notify the authorized agen	cy in writing to this effect, but that revocation has
no effect on act	ion previously taken.	

This consent will expire on (optional)

Client, Parent, Guardian

Date



Informed Consent & Release of Liability

Name: (please print):

I understand the following:

- 1. Counseling services are provided by practitioners who have earned a Master's Degree, or higher, in the field of counseling from an accredited graduate program and who have been licensed by the state of Florida as Mental Health Counselors, Registered Mental Health Counselor Interns (under the supervision of a License Mental Health Counselor Supervisor).
 - a. Licensed Mental Health Counselors: Jim West, Jamie Barrett, Matthew Martin, Stephanie Booth, Adriana Carreno, Sherecka Brown, Gemima McMahon
 - b. Licensed Marriage & Family Therapist: Lyris Steuber
 - c. Licensed Clinical Social Worker: Dana West
 - d. **Registered Mental Health Counselor Intern:** Brandon Feinberg, David Bolanos, Judy Irizarry, Chaliz Demuth, Dawn Helwig, Didem Alpaslan & Jaimie Homan
 - e. Licensed Professional Counselor: Anna Vita
 - f. School Psychologist: Dr. Marilyn Card
 - g. Graduate Student Intern: Valentina Stanley
 - i. A graduate student who is earning a Master's Degree in the field of counseling from an accredited graduate program and who is supervised by Licensed Mental Health Counselors by the State of Florida.
- 2. Although I expect benefits from this treatment, such benefits or particular outcomes cannot be guaranteed.
- 3. Due to the counseling or therapy, I may experience emotional strains, feel worse during treatment, and make life changes that could be distressing.
- 4. This counselor is not providing an emergency service; therefore, at any time you become extremely emotionally distressed or are in danger of hurting yourself or someone else, please call 911 for assistance.
- 5. Regular attendance will produce maximum results, but I am free to discontinue treatment at any time. A final closure/summary session is highly recommended to get the greatest benefits.
- 6. I understand that my counseling records & conversations with the counselor are kept confidential, except where disclosure is required by law (i.e. abuse of a child, elderly or disable person; potential harm or threat to self or others and specific information subpoenaed by a court of law.)
- 7. I know of no reasons that I should not undertake this therapy and I agree to participate fully and voluntarily.
- 8. I acknowledge that I may be given the option for telehealth when in-office sessions are not available and understand that it is my responsibility to make sure I maintain my own confidentiality while doing a virtual session.

All group members agree if the therapist is sued for breach of confidentiality, the client who breached confidentiality will hold the therapist harmless from any damages including attorney fees. Consequences of breaching confidentiality may result in pressed charges by another client. Although confidentiality agreements have been signed by all group members, this does not guarantee that confidentiality will not be breached by fellow group members.

My signature below indicated that I grant informed consent for Total Life Counseling to provide counseling services to myself and or minor members of my family.

Signature:

Date:



Notice of Privacy Practices

This Notice Describes how medical information about you may be used and disclosed and how you can get access to this information about you may be used and disclosed and how you can get access to this information. Please review this document carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) requires all health care records and other individually identifiable health information (protected health information) used or disclosed to us in any form, whether electronically, on paper, or orally, be kept confidential. This federal law gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information. As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of vour health information and how we may use and disclose your health information.

Without specific written authorization, we are permitted to use and disclose your health care records for the purposes of treatment, payment, and health care operations.

• *Treatment* means providing, coordinating, or managing health care and related services by one or more health care providers. Examples of treatment would include psychotherapy, medication management, etc.

• *Payment* means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be billing your insurance company for your services.

• *Health Care Operations* include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would include a periodic assessment of our documentation protocols, etc.

In addition, your confidential information may be used to remind you of an appointment (by phone or mail) or provide you with information about treatment options or other health-related services. We will use and disclose your PROTECTED HEALTH INFORMATION when we are required to do so by federal, state or local law. We may disclose your PROTECTED HEALTH INFORMATION to public health authorities that are authorized by law to collect information; to a health oversight agency for activities authorized by law included but not limited to: response to a court or administrative order, if you are involved in a lawsuit or similar proceeding; response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested. We may release your PROTECTED HEALTH INFORMATION

to a medical examiner or coroner to identify a deceased individual or to identify the cause of death. We may use and disclose your PROTECTED HEALTH INFORMATION when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have certain rights in regards to your PROTECTED HEALTH INFORMATION, which you can exercise by presenting a written request to our Privacy Officer at the practice address listed below:

• The right to request restrictions on certain uses and disclosures of PROTECTED HEALTH INFORMATION, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.

• The right to request to receive confidential communications of PROTECTED HEALTH INFORMATION from us by alternative means or at alternative locations.

• The right to request an amendment to your PROTECTED HEALTH INFORMATION.

outside of treatment, payment and health care operations.

• The right to obtain a paper copy of this notice for us upon request. We are required by law to maintain the privacy of your PROTECTED HEALTH INFORMATION and to provide you with notice of our legal duties and privacy practices with respect to PROTECED HEALTH INFORMATION.

We are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all PROTECTED HEALTH INFORMATION that we maintain. Revisions to our Notice of Privacy Practices will be posted on the effective date and you may request a written copy of the Revised Notice from this office.

You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filing a complaint.

For more information about our Privacy Practices, please contact: The Privacy Officer Total Life Counseling 1507 S. Hiawassee Road #101 Orlando, FL 32835 (407) 248-0030

For more information about HIPAA or to file a complaint: The U.S. Department of Health & Human Services Office of Civil Rights 200 Independence Avenue, S.W. Washington, D.C. 20201 877.696.6775 (toll-free)



Acknowledgement of Receipt: Privacy Practice Notice

I,		have received a copy of Total Life Counseling Center Notice of
Privacy Practices.		
Street Address:		
City:	State:	Zip:
Client		
Signed:		Date:
Witnessed		
Signed:		Date:



Please do not write in space below. For office use only

Issues	Descriptions & Objectives	Interventions	

Diagnostic Impressions:

Axis I:

Holistic Doctors

Dr. Jeff Haskel, PhD **Energetic Life** (407) 647-2220

Dr. Kirt Kalidas, MD - Holistic The Center for Natural & Integrative Medicine (407) 355-9246

Dr.Scott Vanlue. MD - Holistic **Everything Well**

Dr. Jennifer Bourst Unity Family Chiropractic Center

Family Physician & Dietician

Allilin Family Medicine (407) 657-2111

Dr. Rick Baxley (407) 246-7001

Dr. Scott W. Vanlue, MD (407) 862-5637

Alice Baker, RD, LDN - Dietician Joyful Nutrition (407) 340-8251

Occupational Therapist

Achieve Pediatric Therapy (407) 277-5400

Learn to Learn (407) 277-5550

Center For Speech & Language Rhonda Hemphill, M.S. CCC-SLP (407) 299-1533

Learning RX Bethsy Clements (407) 614-6255

Referrals

Orlando – Family Law

Tom Marks - Attorney The Marks Law Firm - Family Law (407) 872-3161

Rebecca Palmer - Attorney The Orlando Family Firm (407) 377-6399

Cheri Hobbs - Attorney Guardian Ad Litem **Compass Law Firm** (407) 896-1166

Diane N. Holmes - Attorney N. Diane Holmes, PA, Family Law (407) 843-1744

Anthony Diaz - Attorney - Mediation & Collaborative Law Law Office of Anthony J. Diaz (407) 774-4949

Aubrey Harry Ducker, Jr. Attorney and Counselor at Law 407-645-3297

Dr. John Grbac (407) 447- 5437

Teresa Parnell Psy.D - Parent Coordinator Drparnell.net 407-862-2722

Lake Mary - Family Law

Elaine Silver Collaborative Divorce lawyer 407-268-6830

Achieve Pediatric Therapy, Heather Gray (407) 668-4923 (Dr. Phillips) or (407) 277-5400 (East Orlando

Aliccia Braccia School Psychologist Resources (407) 718-4430

Clermont – Family Law

Boyette Cummins & Nailos-Attorney BCN Law Firm (352) 394-2103

J.J. Dahl - Dahl Family Law Group (352) 243-4100

Pamela J. Helton – Attorney The Law Offices of Pamela Helton, PA (352) 243-9991

Personal Injury Attorneys

Wade Boyette **Boyett Offices** (352) 394-2103 Fax: (352) 394-2105

Umansky Law Firm (407) 228-3838 Fax: (407) 228-9545

Vitamin Store

Chamberlin's Natural Foods (407) 352-2130

Clermont Herb Shoppe & Spa (352) 243-3588

Your local Vitamin Shoppe or

Resources for Special Needs Children

Bright Feats - Orlando (407) 620-9355



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Psychiatrist

Dr. Heid Napolitano, MD The Happy Mind Company (407) 704-1461

Dr. Dhungana Serenity Health (352) 241-9282

Dr. Syed Quadri (407) 270-7702

Dr. Morales Child Psychiatrist – Oviedo (407) 365-0440

Dr. Andrew Pleener Windermere 407-868-1514

Dr. Herndon Harding (407) 671-0057 – Winter Park

Eating Disorder IOP

Blue Horizons, partnered with Remuda Ranch (407) 719-6294

Eudine Harry MD Center for Medical Weight Loss of Orlando Medical Director (407) 480-3339

Wekiva Springs Center (Jackonville) (904) 296-3533

Rega Mental Health Center (Coral Springs)

(954) 346-8300

Renew Center of Florida (Boca Raton) (954) 907-3446

OBGYN

Mark Bielawny David Hazel-Ann Family Practice 407-381-7364

Dr. Joseph Kerpsack 352-241-7050

Dr.Andrew Karen Southlake Hospital 352-241-7275

Psychologist

Dr. Charlene Messenger – Educational Psychologist (407) 895-0540

Dr. William Saunders, PhD – Central Florida Psychological Associates (352) 365-2243

Clarice L. Honeywell, M.S., NCSP – School/Educational The Psychology & Counseling Group (407) 523-1213

Dr. Patrick Gorman, dpsy, PSYD – Neuro-Developmental (407) 644-7792

Stacy Carmichael, PhD ABPP 407-415-1450

Alex Sanchez, LLC-Biofeedback Therapist (321) 289-6708

Marilyn Card Total Life Counseling/Card Counseling Testing Evaluations & Services.

Criminal Attorneys

Joe Pate – Attorney Pates Law Group, P.A. (407) 896-1166

Joy Ragan – Attorney The Marks Law Firm – Family Law (407) 872-3161

Zahra Umansky Umasky Law Firm – Criminal & Juvenile (407) 228-3838

Bill Umansky (407) 599-3838

Anthony Diaz (407) 774-4949

Residential Addictions

Central Florida Behavioral Hospital (407) 370-0111

Journey Pure Orlando Addiction 407-501-4136

La Amistad Behavioral Health (Maitland) (407) 647-0660

The Grove (407) 327-1765

Seminole Mental Health (407) 831-2411

Darryl Strawberry Recovery Center (855) 973-7333

Advanced Recovery (321) 527-2576

Inpatient for adults

Central Florida Behavioral (407) 370-0111

La Amistad (407) 647-0660

University Behavioral Center (407) 281-7000

Seminole Community Mental Health (407) 831-2411

Aspire (407) 291-6335

American Addictions Center Ryan Aldrin 407-450-0947

The Recovery Village Kevin Reese 352-800-6077

Lifestream Behavioral (866) 355-9394

Visual Therapy

Dr. Toler Hope Vision Development 352-243-4673



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