



LAURA L. RYAN, MA, LMFT

Please PRINT CLEARLY and fill out the form COMPLETELY

**Client**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex: F M Age: \_\_\_\_\_ Relationship Status: Single Married Divorced Committed Partnership Widowed

Occupation \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

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

I authorize Laura L. Ryan to leave a message regarding my schedule:

on my home phone  w/ family member \_\_\_\_\_  at work  on my cell phone

**Payment of Services to A New Day Counseling**

The person signing this agreement will be the responsible party for payment of services. Please provide their address and printed name, and indicate the relationship to the client--write "self" if you are the client.

I understand that I am responsible for any balance on the account and/or collection costs and legal fees incurred in any attempt to collect said balance.

AUTHORIZED PERSON'S SIGNATURE

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Full Name \_\_\_\_\_ Relationship to client \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PHYSICIAN:**

Name of Primary Care Physician \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

May we share information with your Physician?  YES  NO \_\_\_\_\_

Your Signature

**REFERRAL SOURCE**

How did you learn of our practice?

- |   |   |
|---|---|
| <input type="checkbox"/> yelp.com         | <input type="checkbox"/> doctor referral _____        |
| <input type="checkbox"/> yahoo local      | <input type="checkbox"/> friend/family referral _____ |
| <input type="checkbox"/> google           | <input type="checkbox"/> attended a workshop          |
| <input type="checkbox"/> psychology today | <input type="checkbox"/> facebook                     |
| <input type="checkbox"/> yellowpages.com  | <input type="checkbox"/> other (please specify) _____ |



LAURA L. RYAN, MA, LMFT

This form is provided in order you help you understand several important things about your professional relationship with your therapist and your rights as a client. Please read all of the information carefully. Feel free to ask questions about any item that you may not understand and sign the bottom of this form when you have read all the information.

### Confidentiality

What you say to your therapist will be held in strictest confidence. However, you should understand that there are certain circumstances and conditions under which the content of your sessions may no longer be confidential. Below is a list of some, but not all of the circumstances under which your therapist may be ethically and/or legally obligated to disclose information about you. Because circumstances vary from individual to individual, it is impossible to provide a complete list of all possible circumstances under which the content of your sessions may no longer be confidential. Please discuss any concerns you may have about confidentiality with your therapist.

- a) Your therapist is ethically and legally obligated to disclose information given in confidence if there is reason to believe that you may harm yourself or harm someone else.
- b) Your therapist is ethically and legally obligated to disclose information given in confidence if there is reason to believe that you are involved in or have knowledge of child abuse/neglect or abuse/neglect of an elderly or disabled person.

Despite the personal nature of the work that you and your therapist do together, it is important for you to understand that you and your therapist have a *professional* and not a *personal* relationship. In order for your therapist to maintain his or her professional objectivity, the interactions between you and she will be limited to scheduled sessions. All clinical content should be discussed in session only and any text or email exchanges with your therapist will be limited to administrative, payment, or scheduling related inquiries. If you are in crisis, you agree to call 911 or report to your local emergency room. Please do not invite your therapist to social gatherings, offer gifts, or ask your therapist to enter into a business relationship or relate to you in any way outside of your scheduled appointments. You will be best served if your relationship with your therapist remains strictly professional and concentrates exclusively on your concerns. If you meet your therapist in public or in a social situation, be aware of her ethical responsibilities and expect a short conversation.

As a client, you have some important responsibilities. Please attend all scheduled appointments and be on time. Please remember that once an appointment is made, your therapist has set time aside for you and it is your responsibility to cancel/reschedule your appointments within 24 hours of your scheduled time. If you fail to cancel or reschedule your appointment within 24 hours, you will be charged the full hourly fee.

*I, the client, have read and fully understand the information covered in this form.*

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Client Signature

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Today's Date

## **Tele-Therapy Consent to Treatment for Clients In Texas**

I give consent to Laura L. Ryan, LMFT, license # 201931 A New Day Counseling Services to perform therapeutic services determined to be necessary or advisable for the benefit of my health. I understand that online counseling services include, but are not limited to, consultation and treatment using interactive audio, video, and/or data communications. I understand that online counseling services involve the communication of my medical/mental health information to the above referenced provider. By utilizing services with Laura L. Ryan, LMFT, I certify that I understand that communications via text, email, or any internet communication is not 100% HIPAA compliant and there is risk of breach of HIPAA in any form of electronic communication.

I have the right to withhold or withdraw consent at any time without affecting my right to future care or treatment. I understand that the laws that protect the confidentiality of my medical information also apply to online counseling services. As such, I understand that the information disclosed by me during the course of my therapy is generally confidential. However, there are both mandatory and permissive exceptions to confidentiality, including, but not limited to reporting abuse; expressed threats of violence towards an ascertainable victim; and where I make my mental or emotional state an issue in a legal proceeding.

I understand that the dissemination of any information is under the same HIPAA standards as traditional therapy. Although rare, I understand that there are risks to internet based services including, not limited to, the possibility, despite reasonable efforts on the part of the Platform and/or Therapist, that the transmission of my medical information could be disrupted or distorted by technical failures, the transmission of my medical information could be interrupted by unauthorized persons, and/or the electronic storage of my medical information could be accessed by unauthorized persons.

I am aware that I agree that the location of the therapy is in Texas, where my licensed therapist is located, even when I am communicating with my therapist via digital or video platforms. I agree that my therapy is under the licensing rules and laws of the state of Texas. By participating in online therapy services I am aware of potential benefits and risks. Some benefits may include improved access to services and the convenience of not having to travel to my therapy appointments. Although risks are rare, I am aware there are possible risks which include the possibility of delay in response from my therapist due to technical failures or unforeseen events, and that I may not be able to respond to my therapist due to my own technology failures or unforeseen events. I am aware that all clinical content will be discussed during session only. I am not to text or email my therapist clinical content under any circumstance.

I understand that it is my responsibility to attend all scheduled tele-therapy appointments and be on time. I understand that once an appointment is made, my therapist has set time aside for me and it is my responsibility to cancel/reschedule your appointments within 24 hours of your scheduled time. If I fail to cancel or reschedule your appointment within 24 hours, I understand that I will be charged the full hourly fee. I understand that my therapist may not be able to provide certain services to me and if my therapist believes I need additional or other services, they may refer me to another specialist or type of care, such as seeing a medical doctor for further evaluation and treatment. Informed consent continues throughout the course of therapy and my therapist will continue to talk with me about risks, benefits or educate me on the process of therapy as we go along.

Signature \_\_\_\_\_ Date \_\_\_\_\_



LAURA L. RYAN, MA, LMFT

Name \_\_\_\_\_ Today's Date \_\_\_\_\_ DOB \_\_\_\_\_

### **Stress Management Assessment**

- 1) How long have you had difficulty with stress?
  - a) 1-5 years
  - b) 5-10 years
  - c) 10-20 years
  - d) As long as I can remember
  
- 2) What factors cause you stress?  
*(You may circle more than one)*
  - a) family issues
  - b) work concerns
  - c) financial worries
  - d) relationship issues
  - e) health concerns
  - f) all of the above
  - g) other: *please describe* \_\_\_\_\_
  
- 4) I think I need
  - a) a very structured, regimented program
  - b) a semi-structured program
  - c) give me the basics and I can figure it out
  - d) other (please describe) \_\_\_\_\_
  
- 5) The ideal amount of assistance you believe you need:
  - a) very little involvement, I can do this on my own for the most part
  - b) lots of assistance and attention, I often hit roadblocks and need support to get me back on track
  - c) a moderate amount of assistance, I'm able to maintain my behaviors for the most part, but need some help from time to time when things get tough.
  
- 6) To achieve good long-term outcome I need  
*(You may circle more than one):*
  - a) Someone to keep me responsible by checking up on me each week
  - b) To learn how to become independent of external control
  - c) I would like a minimum of involvement from others

7) Briefly describe a typical day in your life with special attention to where and when you struggle with stress.

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8) How many therapy appointments do you believe that you'll need to achieve good long-term outcome? \_\_\_\_\_

9) Have you ever taken measures to reduce your stress? What did you do?

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10) In hindsight, what caused you to begin deviating from your commitment?

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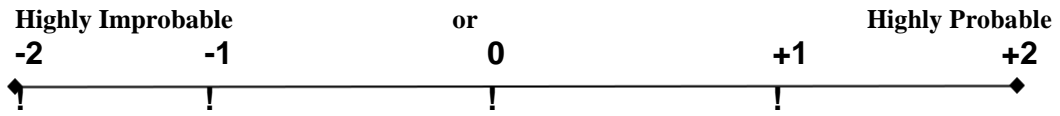
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How frequently do these thoughts pop into your mind?

**Use this 5 point scale: 0 – Never, 1 - Rarely, 2 - Sometimes, 3 - Frequently, 4 - All the time**

- \_\_\_\_\_ I'm so weak
- \_\_\_\_\_ I can't get started
- \_\_\_\_\_ I wish I could have more respect for myself
- \_\_\_\_\_ Nothing feels good anymore
- \_\_\_\_\_ I'm worthless
- \_\_\_\_\_ There must be something wrong with me
- \_\_\_\_\_ I can't finish anything
- \_\_\_\_\_ I knew I could do it
- \_\_\_\_\_ I look forward to new challenges
- \_\_\_\_\_ I take it as it comes
- \_\_\_\_\_ I can handle the situation

For next questions rate your answers (regarding overcoming stress) as:



\_\_\_\_\_ I will carry through my responsibilities successfully

\_\_\_\_\_ No matter how hard I try, things just won't turn out the way I would like

\_\_\_\_\_ My motivation will decline over time and I will not stay the course

\_\_\_\_\_ I will become demoralized and abandon this effort

\_\_\_\_\_ I will do what it takes to achieve good long-term outcome.

11) What has made you decide to work on your stress?

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## Stress Management Self-Care

List Rate the following areas in frequency

- 4 = Frequently
- 3 = Occasionally
- 2 = Rarely
- 1 = Never
- 0 = It never occurred to me

### Physical Self-Care

- 1) Eat regularly (breakfast, lunch, dinner)
- 2) Eat healthily
- 3) Exercise regularly
- 4) Get regular medical care for prevention
- 5) Take time off when sick
- 6) Get massages
- 7) Dance, swim, walk, run play sports, sing or do some other physical activity that is fun
- 8) Take time to be sexual
- 9) Get enough sleep
- 10) Wear clothes you like
- 11) Take vacations
- 12) Take day trips or mini vacations
- 13) Make time away from cell phones, email , other personal communication devices
- 14) Take a hot bath
- 15) Sit in the sun for 15 minutes

Add up your total for *Physical Self-Care* \_\_\_\_\_ (note: the maximum is 60)

### Psychological Self-Care

- 1) Make time for self reflection
- 2) Write in journal
- 3) Read literature that is unrelated to work or school
- 4) Do something at which you are not expert or in charge
- 5) Decrease stress in your life
- 6) Notice your inner experiences- listen to your thoughts, judgments, beliefs attitudes and feelings
- 7) Let others know different aspects of you
- 8) Engage your intelligence in a new area
- 9) Practice receiving from others
- 10) Take time to think about improvements that you will make in your life
- 11) Say no to extra responsibilities
- 12) Write a letter
- 13) Make a list of short-term and long-term goals
- 14) Read a magazine article
- 15) Write an email to a friend

Add up your total for *Psychological Self-Care* \_\_\_\_\_ (note: the maximum is 60)

## **Emotional Self-Care**

- 1) Spend time with others whose company you enjoy
- 2) Stay in contact with important people in your life
- 3) Give yourself affirmations and validation
- 4) Love yourself
- 5) Reread favorite books, re-view favorite movies
- 6) Identify comforting activities, objects, people, relationships, places and seek them out
- 7) Allow yourself to cry
- 8) Find things that make you laugh
- 9) Express your outrage in social action, letters, donations, marches, protests
- 10) Play with children
- 11) Schedule regular time with the people that you love
- 12) Spend time in scenic areas
- 13) Go for walks
- 14) Exercise Regularly
- 15) Ask for a hug or hug someone

Add up your total for *Emotional Self-Care* \_\_\_\_\_ (note: the maximum is 60)

## **Spiritual Self-Care**

- 1) Make time for reflection
- 2) Spend time with nature
- 3) Find a spiritual connection or community
- 4) Be open to inspiration
- 5) Cherish your optimism and hope
- 6) Be aware of nonmaterial aspects of life
- 7) Try at times to not be in charge or expert
- 8) Be open to not knowing
- 9) Identify what is meaningful to you and notice its place in your life
- 10) Meditate
- 11) Pray
- 12) Have experiences of awe
- 13) Contribute to causes in which you believe
- 14) Read inspirational literature (talks, music, etc.)
- 15) Do something of service for another person or group

Add up your total for *Spiritual Self-Care* \_\_\_\_\_ (note: the maximum is 60)



## **Workplace or Professional Self-Care**

- 1) Take regular breaks during the workday (not including lunch)
- 2) Take time to talk with co-workers
- 3) Make quiet time to complete tasks
- 4) Identify projects or tasks that are exciting and rewarding
- 5) Set limits with colleagues
- 6) Balance your day so that no part of it is “too much”
- 7) Set a reasonable “To Do” list (no more than 10 actionable items per day)
- 8) Take an hour long lunch break
- 9) Eat in a break room or secluded area away from the desk
- 10) Work no more than 8 hours per day
- 11) Drink water during the day
- 12) Listen to music that you enjoy during work
- 13) Send calls to voicemail while working on a project
- 14) Decorate your office space in a way that is pleasing to you
- 15) Squeeze a stress ball

Add up your total for *Workplace Self-Care* \_\_\_\_\_ (note: the maximum is 60)

## **SCORING PROCEDURES**

Total each section and place the sum below:

Physical Self-Care: (number of points \_\_\_\_\_ )

Psychological Self-Care: (number of points \_\_\_\_\_ )

Emotional Self-Care: (number of points \_\_\_\_\_ )

Spiritual Self-Care: (number of points \_\_\_\_\_ )

Professional Self-Care: (number of points \_\_\_\_\_ )

TOTAL POINTS: \_\_\_\_\_ / (300 possible points) = \_\_\_\_\_ %