

RIGHTS & CONSENT TO TREATMENT

	You have the right to be respected as an individual, regardless of your gender, race, religion, sexual orientation, or disability status.
	You have the right to be treated in accordance with professional and ethical standards of conduct.
	You have the right to confidentiality. We will not disclose any information outside of the Chrysalis Center without your written consent. Personal Health Information (PHI) will be maintained in a secure, locked environment. Electronic records are maintained with a secure, dual firewall system called InSync. Please be advised that state law requires that confidentiality be broken in certain emergency situations, such as to protect you or someone else from imminent danger, to report child or elder abuse, or if mandated by a court order. We will not sell your information to anyone for any reason.
	I understand that if Chrysalis shares any information, we will adhere to the "minimum necessary" rule to protect your confidentiality and we will not share Psychotherapy Notes with any third parties.
	You have the right to discontinue therapy at any time. However, it is expected that you will confer with your therapist rather than end treatment abruptly. If you decide to discontinue treatment, you have the right to request a treatment summary and referrals to other professionals.
	I understand that sessions typically run for 38-52 minutes and will not be extended to accommodate tardy clients. In addition, if your session runs beyond the allotted time (such as in an emergency situation), your fee will be adjusted accordingly.
	I consent to take part in treatment with this clinician. I understand that it is in my best interest to actively participate in treatment and follow treatment recommendations.
	I understand and give my consent to the use of Blueprint, a HIPAA-compliant web and mobile platform that helps me and my provider measure progress throughout treatment and make adjustments to treatment as needed.
	I understand and consent to the use of Recovery Record Service, a HIPAA-compliant web and mobile platform for eating disorder education and management to record and evaluate recovery goals and progress.
	I understand that there is no guarantee that any particular outcome will result from treatment.
	I understand and give my consent for the Chrysalis Center clinical staff to consult with each other as needed in order to provide me with the most effective, ethical treatment possible. The clinicians and dietitians actively collaborate and consult about mutual cases, as well as share clinical notes.
	I understand that my therapist may consult and share clinical information with their supervisor and/or clinical board and/or university in order to provide legal and ethical treatment. They may also do so to meet the requirements set forth for licensure or certification. If I am being seen by an intern, I understand that they are not yet licensed and are practicing under the auspices of their graduate program, not Chrysalis Center.
	I understand that all communications with Chrysalis staff, including digital interactions, will be part of my clinical record. Any digital communication will be limited to that which does not compromise the clinical relationship or professional and ethical standards. I will discuss appropriate ways to use digital technology with my clinician. I understand that any communication via social media is prohibited. If I choose to communicate via digital media (cellphones, text, email, etc.), I understand that the confidentiality of these interactions cannot be guaranteed, although Chrysalis-based digital communications will utilize appropriate security measures.
pra	ve read and understood this document and will address any concerns or questions with my therapist and/or the ctice manager. Chrysalis Center reserves the right to change this agreement as necessary and in accordance with pplicable laws. Current copies of this agreement can be requested anytime and are available on our website.
Clic	nt/Representative Signature Date
	ve addressed the client's/parent's/guardian's concerns and/or questions. The client appears fully competent to give rmed consent.
	ician Signature Date
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ACKNOWLEDGEMENT OF RECEIPT - NOTICE OF PRIVACY PRACTICES & CONSENT TO USE AND DISCLOSE YOUR HEALTH INFORMATION

This form is an agreement between you,, and Chrysalis Center. When we use the word "you"
below, it can mean you, your child, a relative or other person if you have written his or her name(s) here
When we examine, test, diagnose, treat, or refer you we will be collecting what the law calls Protected Healthcare Information (PHI) about you. We need to use this information to decide what treatment is best for you and to provide any treatment to you. We may also share this information with others who provide treatment to you, with others who need it to arrange payment for your treatment, or with others for other business or government functions. By signing this form, you are agreeing to let us use your information and send it to others under the circumstances described in ourNotice of Privacy Practices. Please read this Notice before you sign this form; it explains in more detail your rights and how we can use and share your information.
In the future we may change how we use and share your information; therefore, our Notice of Privacy Practices may change. If this occurs, you can get an updated copy from our website, www.chrysaliscenter-nc.com, or by calling us at 910-790-9500. If you have any questions regarding the Notice or your privacy rights, you can also contact Kaitlyn Patterson, LPA at kaitlyn.patterson@chrysaliscenter-nc.com or at the contact information listed above.
Please note that it is your right to protect your information. If you have concerns about the use or share of your information for treatment, payment, or administrative purposes, please submit a written request to our Assistant Clinical Director at Chrysalis Center about these concerns. (Although we will try to respect your wishes, we are not required to agree tothese limitations.) Furthermore, you have a right to revoke this consent after you have signed it (by submitting a letter). Any information used or shared prior to annulment of this consent cannot be changed.
If you are concerned about some of your information, you have the right to ask us to not use or share some of your information for treatment, payment or administrative purposes. You will have to detail what you want in writing. Although we will try to respect your wishes, we are not required to agree to these limitations; more information about these limitations is detailed in the Notice of Privacy Practices. If you object to any of these practices, you may discuss them with our staff and/or provide written documentation of your concerns. After you have signed this consent, you have the right to revoke it (by writing a letter to our Assistant Clinical Director telling us you no longer consent) and we will comply with your wishes as thoroughly as we are able to do so under the law.
I hereby acknowledge that I have received and have been given an opportunity to read a copy of Chrysalis Center's Notice of Privacy Practices. My signature indicates that I have reviewed this notice, understood its content, and agree to its
stipulations. Signature: Date:
Printed Name: Date of Birth:
Relationship to Client (if guardian or representative): If you are signing as a personal representative of an individual, please describe your legal authority to act for this individual (relationship to the client, power of attorney, healthcare surrogate, etc.). I would like to opt out of receiving any fundraising, business or marketing communications from Chrysalis.
If you do not sign this consent form agreeing to what is in our Notice of Privacy Practices, we cannot treat you. □ Client Refuses to Acknowledge Receipt: Signature of authorized representative of this office or practice:



OFFICE PROCEDURES AND FINANCIAL AGREEMENT

Please read, initial, complete, and sign below. You may request a copy for your records.

Chrysalis is a business office where a number of mental health professionals, registered dietitians, and a psychiatric provider practice. Your contract for services is with our office and applies to any and all providers you may see here.

APPOINTMENTS: All office visits are by appointment and scheduled through our administrative staff. Please arrive on time, as you cut down on your appointment time when you arrive late. Appointment lengths vary depending on the type of provider seen. <u>If you arrive more than 15 minutes late for a 50 minute appointment or 7 minutes late for a 30 minute appointment, you will be asked to reschedule your appointment, which will result in a late cancellation charge.</u>

RECORDING DEVICES: The use of recording devices by clients, clinicians, and other persons present during a session, group or other clinical interaction, whether face-to-face or taking place by live textual, audio, or video link is strictly prohibited. Administrative calls may be monitored for quality assurance.

BLUEPRINT: Blueprint respects the privacy of all users and will never sell any personally identifiable data. You own your data at all times and can always request your data and account to be deleted by sending an email to support@blueprint-health.com with the subject of "Account Deletion." You can view Blueprint's privacy policy in detail at swww.blueprint-health.com/privacy. Measuring your progress through Blueprint may be considered a billable service by your provider towards your insurance plan and as a result may result in additional co-payments, amounts applied to deductibles, and other amounts that may be deemed the responsibility of the patient as required by contract with the insurance plan and state regulations.

PAYMENT: Payment is required at the time services are rendered, whether you are a self-pay client or have insurance coverage. Acceptable methods of payment include cash, check, VISA or Master Card. *The fee for returned checks is \$35. If a check is returned, you will be asked to arrange another method of payment.*

All clients are required to place a credit card on file in order to facilitate collection of payment. If estimated payment (copay, deductible, coinsurance, cash rates) is not received by the end of the date of service, the card on file will be charged. In the case that insurance reimburses different amounts than the estimated payment (copay, deductible, coinsurance, cash rates) taken, credits and debits will be applied to the card as necessary. If the card declines, you will have until one business day prior to your next appointment to provide current and valid card information or your scheduled session will be canceled and payment in full will be required before you can reschedule. A patient portal via our electronic medical records system will be provided to view and track payments.

Name (as it appears on the card):	
Card Number:	
Phone number of credit card holder:	Billing Zip code:
Expiration Date:	CVV/CVC:

Late cancellations/No shows: For a missed or late cancelled appointment, you will be charged up to \$90 for the appointment. Please note: both clinical and nutritional appointments must be cancelled no less than one business day before the scheduled appointment. Please be advised that reminders are a courtesy, and you will be billed for late cancellations and no-shows regardless of whether or not you received the reminder message. Repeated late cancellations and/or no-shows may result in dismissal from treatment, at our discretion.

INSURANCE: As a courtesy to you, we will bill rendered services to your insurance carrier. We do not accept Medicaid. Insurance copayments, coinsurances, and deductible payments are due at the time of service. However, verification of eligibility and/or benefit information is not a guarantee of payment by your insurer. Your benefits will be determined once a claim is processed by your insurer, which will be based upon your eligibility and the terms of your certificate of coverage applicable on the date services were rendered. In the event of non-payment from your carrier, you are responsible for payment to Chrysalis for services rendered and you will be responsible for handling any disputes with your insurance carrier. It is your responsibility to be aware of your insurance benefits and needs for pre-authorization. Any services not covered by your insurance are your responsibility.



Unless otherwise notified, the insurance policy holder will be financially responsible for any balance on the client's account. Please make one of our administrative staff aware if the billing address is different than the home address on file.

Please note: Treatment information including diagnosis, type of treatment, costs of service, dates of service, and providers may be shared with your insurance carrier for reimbursement purposes. Please be aware that any information communicated to your carrier may affect your benefits. If you decide to file through insurance, we reserve the right to share this information with your carrier upon their request.

OUTSTANDING BALANCE: You are responsible for paying any outstanding balances due on your account. Once we receive an Explanation of Benefits from your insurance carrier, your balance may be adjusted based on your carrier's allowed amount. If an account accrues two or more unpaid sessions, ongoing services may be immediately postponed until full remittance is received. Please be advised that if Chrysalis does not receive payment in full for services rendered, your treatment may be discontinued. If you are unable to pay your balance in full, a signed *payment plan agreement* will be implemented immediately. Failure to adhere to your payment plan is grounds for discontinuation of services. If you previously discontinued your care or were discharged from treatment and you desire to resume receiving services at Chrysalis, you will be expected to remit any unpaid balance prior to being seen. Payment plans may be arranged with our administrative staff. Any balance not paid in 90 days will be subject to collections.

Late Fees: A late fee of \$25 will be charged to delinquent accounts that are not paid within 90 days of the issue date of the first bill and may also be referred to a third-party collection agency. You will continue to be responsible for all associated collections and fees.

ADDITIONAL SERVICES: In some circumstances, depending on the time involved and nature of task, you may be charged for additional services, such as extended sessions, scoring psychological testing, preparing a psychological report, writing letters of advocacy or documentation on your behalf, extensive clinical coordination, and extended consultations with other providers regarding your treatment. Phone calls that are extended and/or that constitute therapy may require an additional fee. These additional services will be charged up to \$100/hour.

Testing Fees: Charges for psychological testing apply to all tests taken and scored. Sometimes, insurance companies do notreimburse for testing. In this event, you will be responsible for uncovered testing costs at our self-pay rate.

Conjoint Sessions (with more than one therapist): Conjoint sessions will be billed according to your benefits, which may result in a self-pay rate.

Please note: No provider at Chrysalis will fill out any disability forms (FMLA, short or long term, etc.) for clients who are not already established at Chrysalis (5+ sessions with one provider), and at the clinician's discretion. We will send records as requested to other providers or agencies with a valid Release of Information on file. If records are sent, there may be a \$25 administrative fee associated with sending the records or filling out any paperwork for a third party.

Changes to the Policy: Chrysalis Center reserves the right to change this agreement as necessary and in accordance with all applicable laws. Current copies of this agreement can be requested anytime and are available on our website.

Please initial at each line and sign below to indicate that you have read, un	derstood, and agree to the above policies. For minors,				
parent/guardian must sign.					
I have read, understand, and agree to the above policiesI authorize Chrysalis to release any information acquired in the course					
I understand my insurance coverage is a relationship between me financial responsibility for payment of charges incurred. I have been offered a copy of these policies to take with me if I desire					
	I understand that the credit card on file will be charged for services rendered if I do not make alternative arrangements a				
I have discussed these policies and addressed concerns and question date by administrative staff if questions were addressed:	s with the administrative staff if needed. Initial and				
Signature of Client					



Communications Policy

Contacting Providers

When you need to contact your provider for non-emergent situations, these are the most effective ways to get in touch in a reasonable amount of time:

- By phone (910-790-9500). Our clinicians do not have direct voicemails, but you can leave a message or leave a confidential voicemail with our administrative staff.
- If you wish to communicate by email, please discuss further with your clinician. Please review the Rights and Consents about the potential confidentiality risks of doing so

Please refrain from making contact with any member of your treatment team using social media messaging systems. Any communication through social media is strictly prohibited as it can create significant security risks for clients.

Please refrain from contacting you provider using SMS (normal phone text messages).

Your provider may utilize HIPAA-compliant mobile and web platforms (e.g., Blueprint, Recovery Record) to support therapeutic goals and measure treatment progress.

- These services are HIPAA-compliant to keep patient information secure even when shared with treatment teams.
- These platforms do not give medical, legal, or psychological advice, diagnoses, or treatment. These services may
 provide helpful Health-Related Information, but are not intended to substitute for professional advice, diagnoses,
 treatment, or your judgment.
- <u>Under no circumstances should these services be used to report emergencies to your providers.</u> Chrysalis providers will not be monitoring these services at all times.

Confidentiality is vital to therapy. Please speak with your provider about any concerns you have regarding preferred communication methods.

Response Time

Our office is open Monday-Thursday 8:30am-5pm and Fridays 8:30am-4pm. Our administrative and clinical staff may not be able to respond to your messages and calls immediately. For voicemails and other messages, you can expect a response within 48 hours (weekends are excepted from this timeframe). It is likely you will receive a reply more quickly than that, but please be aware that this will not always be possible.

Be aware that there may be times when your clinician may be unable to receive or respond to messages, such as when out of cellular range or out of town.

Emergency Contact

If you are ever experiencing an emergency, including a mental health crisis, please call the local police by calling 911 or go to your nearest emergency department. Possible locations include:

New Hanover Regional Medical Center 910-343-7000 2131 17th St. Wilmington, NC 28401 Cape Fear Hospital 910-452-8100 5301 Wrightsville Ave. Wilmington, NC 28403



Following your call to 911 or your visit to your nearest emergency department, if you need to reach your provider, the best methods of communication are:

- By the main office line: 910-790-9500
- If you cannot reach someone by phone, please leave a voicemail

Disclosure Regarding Third-Party Access to Communications

Please know that if we use electronic communications methods, such as email, texting, online video, and possibly others, there are various technicians and administrators who maintain these services and may have access to the content of those communications. In some cases, these accesses are more likely than in others. While we take precautions whenever possible to ensure the confidentiality of communication through these methods, we cannot always guarantee your confidentiality. Use of these modes of communication implies your understanding and consent to this limitation of confidentiality. Of special consideration are work email addresses. If you use your work email to communicate with me, your employer may access our email communications. There may be similar issues involved in school email or other email accounts associated with organizations that you are affiliated with. Additionally, people with access to your computer, mobile phone, and/or other devices may also have access to your email and/or text messages. Please take a moment to contemplate the risks involved if any of these persons were to access the messages we exchange with each other.

I have read and understood this document and will address any concerns or questions with my therapist and/or the practice manager. Chrysalis Center reserves the right to change this agreement as necessary and in accordance with all applicable laws. Current copies of this agreement can be requested anytime.

Client/Representative Signature	Date



*Insurance is filed as a courtesy. All unpaid balances will be the responsibility of the client. It is the client's responsibility to notify Chrysalis of any information that has changed.

Please Note: Your insurance carrier requires us to gather this information in order to use your benefits, and the following information is not available on your insurance card. You must complete all fields on both pages of this form. If you do not provide us with accurate information, your claims may not be processed appropriately, and you will be charged the full rate for services already rendered.

_____Please initial if you do not want to use your insurance benefits; you will be chargedthe self-pay rate for services.

INSURANCE INFORMATION

Client Information:	
Full Name (Including Middle):	
Address:	
Telephone:	Date of Birth:
Social Security Number:	Relationship to Policy Holder:
<u>Primary Insurance Information</u> (family member whose insu	rance you are covered by):
Policy Holder's Full Name (Including Middle):	
Policy Holder's Address:	
Policy Holder's Telephone:	Policy's Holder's Date of Birth:
Policy Holder's Social Security Number:	
Employer's Name:	
Insurance Plan Name:	
Subscriber Number of Member ID Number:	
Group Number:	
Secondary Insurance Information (If applicable): Policy Holder's Full Name (Including Middle): Policy Holder's Address:	
Policy Holder's Telephone:	Policy's Holder's Date of Birth:
Policy Holder's Social Security Number:	
Employer's Name:	
Insurance Plan Name:	
Subscriber Number of Member ID Number:	
Group Number:	
	fy that it is correct. I understand that it is myresponsibility
Name of Client (printed)	Date
Signature	



CONFIDENTIAL CLIENT INFORMATION

Welcome to Chrysalis Center. Please complete the front and back of each page to help your clinician provide appropriate services. In accordance with our professional codes of ethics and state and federal laws, any information you provide is strictly confidential. *If you do not complete these forms in their entirety prior to your first appointment, you will not be able to see any provider at Chrysalis Center.*

Demographic Information: SSN: _____ Preferred Name: _____ Name: Pronouns: _____ Gender: _____ Preferred Language: _____ Mailing Address: ____ City: _____ State: ____ Zip Code: _____ Email Address: Primary Phone: ______ Is it okay to leave a message? Yes No Date of Birth: _____ Age: ____ Race: _____ Religious Preference: Ethnic Group: Relationship status: ____Single ____Cohabitating ____Married ____Separated ____Divorced ____Widowed Telephone: Emergency Contact: Relationship to you: Parent/Guardian Name (if relevant): ______ Telephone: _____ Address: **Referral/Clinical Information:** How did you find out about our services? What type of services are you seeking/expecting? (Please check all that apply to you) Individual Counseling _____Bariatric Evaluation Group Counseling Assessment ____Intensive Outpatient Program __Couples/Family Counseling Nutritional Counseling **Employment/Education Information:** Are you currently employed? Yes Nο If yes, where are you employed? What is your job title? Highest Level of Education Completed: Are you currently a student? Yes No

If yes, where? _____ Year____ Major____



If anyone in your fam	<u>thers:</u> illy has a history of the	followin	nlease check	all that apr	oly and specify on the chart
· · · · · · · · · · · · · · · · · · ·					ObesityDieting
Please provide the fo		bout you	r family membe		parents, stepparents, all siblings
Name	Relationship to You	Age	Job/ Highest Education Completed	Where they Live	Mental/Medical Conditions (mental illness, substance abuse, eating disorder, obesity, dieting)
Primary Care Physicia	an Name:				
Date of Last Physical:					
Have you had any red	cent weight loss/gain o		Telephone: _		
		of more/l	Telephone: _		No
	cent weight loss/gain o	of more/l	Telephone: _ less than 10lbs?	Yes	No
	cent weight loss/gain o	of more/l	Telephone: _ less than 10lbs?	Yes	No
	cent weight loss/gain o	of more/l	Telephone: _ less than 10lbs?	Yes	No
	cent weight loss/gain o	of more/l	Telephone: _ less than 10lbs?	Yes	No
	cent weight loss/gain o	of more/l	Telephone: _ less than 10lbs?	Yes	No

Mental Health History:

No



Have you ever experienced any of th	e following?				
Physical Abuse	V	Verbal/Emotional Abuse			
Sexual Abuse/Molestation	S	exual Assault			
Are you having current difficulties wi	ith any of the following?				
Academic Performance	Grief/Recent Loss	Pregnancy Issues (past, present)			
Anger Management	Financial Problems	Racial/Cultural Issues			
Body Image	Learning Disabilities	Romantic Relationships			
Career Planning Issues	Legal Problems	Self-Confidence/ Self-Esteem			
Decision Making Issues	Loneliness/Social Isolation	Sexual Identity Issues			
Divorce/Separation Issues	Peer Relationships	Spirituality			
Physical AbuseSexual Abuse/Molestation Are you having current difficulties Academic Performance Anger Management Body Image Career Planning Issues Decision Making Issues Divorce/Separation Issues Pamily Relationships How well are you getting along psy Very well, the way I war Quite well, no importan Fairly well, but have upsy Have any of these symptoms dri your health? What concerns, if any of these symptoms dri your health? What concerns, if any In your own words, please identify	Phase of Life Issues	Unemployment			
How well are you getting along psych	nologically at this time?				
Very well, the way I want t	coSo-so, ca	an keep going with effort.			
Quite well, no important c	omplaintsQuite po	oorly, can barely manage.			
Fairly well, but have ups ar	nd downsVery poo	orly, can't manage.			
	· · · · · · · · · · · · · · · · · · ·	? Please explain.			
-		explain. Please list any hospitalizations treatment, including location and dates.			
In your own words, please identify th		dress in counseling. Be as specific as you			



ONLY COMPLETE FOR EATING DISORDER TREATMENT

Are you here for treatment for an eating disorder? Yes No If yes, please complete the following page.

Food History: please check	all that apply							
Restrictive Eating/Dieting	Past	Current				Past	Current	
Skipping meals			Reducin	g calories				
Reducing portions			Throwin	ng away food				
Chewing & spitting			Fasting					
Purging/Weight Control								
Vomiting			Laxative	use				
Diet pill use			Compul	sive exercise				
Binge/Compulsive Eating								
Eating a lot in a short period		Guilt/sh	ame after eating					
Feeling out of control when e			Eating for emotional reasons					
Eating until uncomfortably fu			_	ood or eating alo				
Have you ever deliberately los Have you ever been afraid of g Have you ever felt that your ea Has anyone ever recommende	getting fat even whe	n other pe and/or not	ople said really noi	you were thin er	ough or to			
Who else knows about your ea	ating disorder?							
Weight History:								
Current Height	Current Weight		Desir	ed Weight				
Lowest Weight								
How often do you weigh yo	urself? Daily	Wee	ekly	Monthly	Rarely	Ne	ever	
Physical Symptoms: Which	of the following ar	re you cur	rently ex	periencing?				
Loss of period Irregular period	Joint paint	2 , 2 4 2 41	Sor	e throat ollen glands		_Frequent u _Dehydratio		
Nausea	Ulcers				Water retention			
Dizziness			ntal problems		Excessive thirst			
Light-headedness	Gas		Heart burn			Brittle hair		
Fainting spells Weakness	Cramps Bloating			est pain/tightness	<u> </u>	Hair loss		
weakness Fatigue/lack of energy	Bloating Diarrhea			gular heartbeat rtness of breath		_Dry skin Yellowish s	kin	
Coldness			scle cramp		Fractures	ONITI		
Numbness	!	Muscle erampnacturesInjuries						



ONLY COMPLETE FOR NUTRITIONAL COUNSELING

Are you here for or interested in nutritional services? Yes No If yes, please complete the following page. **Nutritional Counseling History:** Have you ever met with a nutritionist/dietitian before? Yes No Name of nutritionist(s): _____ Presenting Problem: _____ **Relevant Health History** Check below if you or any family member(s) are currently experiencing or have experiences any of the following: Self Family Self Family Anemia **High Blood Pressure** Anorexia Nervosa **High Cholesterol Binge Eating Heart Disease** Bulimia Nervosa Hypoglycemia **Intestinal Problems** Cancer **Chronic Health Problems** Laxative/Diuretic Use **Compulsive Overeating PCOS** Diabetes Night Eating Syndrome Gastrointestinal issues Thyroid Issues Please provide any other information or relevant health history: Current Weight _____ Current Height _____ Desired Weight Lowest Weight _____ Highest Weight _____ How often do you weigh yourself? Daily Weekly Monthly Rarely Never Food Allergies/Sensitivities: Food Intolerances:____ Foods Avoided:__ How much caffeine do you consume each day on average? How much alcohol do you consume (specify how much and how often)? **Current Exercise Program** Activity type: Stretching Cardio/Aerobics Strength Training Other: _____ Frequency and Duration of activity: Rate your level of motivation for including exercise in your life? Low Medium High List problems that limit activity: In your own words, please identify the concern(s) that you want to address in nutrition. Be as specific as you can.