



Welcome!

Included within this packet you will find the appropriate paperwork to fill out, information about Kalos Counseling, LLC and other important details as you begin the counseling process. Please take the time to read over each of the sections, filling out what is applicable. Once you have done so, please print this out for your first appointment. I sincerely look forward to being of assistance to you and/or your family.

Warmly,

Katherine L Hammons, LPC

*As starting counseling is a big decision and you may have many questions. I will do my best to answer any of your questions or concerns as you read the enclosed information. This form explains information about Kalos Counseling, LLC, our policies, State and Federal Laws, and also includes your rights as a consumer of our services.*



**Contact:**

My main office is located at *6300 Hospital Parkway, Suite 105, Johns Creek, Ga 30097*. I can be reached via phone at 770-225-1456.

**Hours and Dates Available:**

**Fall 2017-Starting Oct 1.**

Tuesday	9-7	Johns Creek
Wednesday	9-7	Johns Creek
Thursday	9-4	Johns Creek
Friday	Upon request	Johns Creek

**Qualifications:**

My formal education includes a Bachelor of Psychology Degree and a Master's Degree in Counseling. I am recognized by the State of Georgia as a Licensed Professional Counselor and have been helping people in the context of counseling relationships for over 15 years.

My early experience includes forensic interviewing and trauma work. I have been qualified and have served as an expert witness in the court setting multiple times. I have been active in the scope of private practice for the last 12 years both in Charleston, SC and the Greater Atlanta area. I completed a year fellowship program with the CS Lewis Institute of Atlanta, and have also serve as a mentor within the organization.

**Approach:**



You can get the most out of our time together if you understand how counseling works and are informed about how I practice. This is an introduction only, and you may feel free to ask questions throughout the time we work together. In counseling I approach clients from an integrative perspective, meaning I apply my Christian Faith with compatible psychological perspectives. I believe we are whole persons, with physical, psychological, social and spiritual aspects. Whether we include the discussion of the spiritual dimension of life in our time together will be up to you, however, it is important that you are aware that this is my worldview, and it does inform who I am and how I understand others.

I also utilize both Cognitive Behavioral Therapy and Emotionally Focused Therapy as appropriate. Other counseling approaches may be used depending on the individual or situation.

**Expectations:**

Counseling includes both the development of a trusting relationship between you and I, and the development of goals for your situation. Together we will formulate agreed upon plans to accomplish these goals. *Thus, counseling will involve your active involvement and efforts to understand and change your thoughts, feelings and behaviors.* You will be expected to work both in and out of our counseling sessions. Some examples of this may include homework assignments, exercises, writing in a journal or observing yourself outside of the counseling office.

I will enter the relationship with hope and expectation for positive change. It is important however to know there are possible risks as well as benefits to counseling. Risks may include experiencing uncomfortable feelings such as sadness, guilt, anxiety, anger or frustration. You may even notice unexpected difficulties in your relationships with other people. Often, once the dynamics that did not serve you well in the past become recognized and you begin to change, others may find these changes unsettling and even resist your “new, and healthier behaviors”. I will always encourage you to bring any of your concerns specific to this matter to your sessions as we progress.

I work with individuals, couples and families. Clients with whom I work are those who I believe I can help. If in my professional opinion, I cannot help utilizing the resources and skills I have available, I will offer a referral to another therapist whom I believe better equipped to meet your needs.



### **Confidentiality**

I regard the information you share with me with the greatest respect, and therefore, I want to be clear as possible about how it will be handled. All information that we share, as well as my records of our conversations are confidential. My administrator has signed a nondisclosure form and adheres to our strict confidentiality policies. There are four circumstances in which I am not able to guarantee confidentiality:

- 1) If child abuse, elder abuse or dependent/impaired adult abuse is suspected, the law requires I report it to the appropriate authorities.
- 2) If I believe a client presents clear and imminent danger to either themselves or others, the appropriate people will be contacted to prevent harm.
- 3) In rare circumstances, I may be ordered by a Judge to release information and would be in violation of the law if I did not provide the requested information.

Finally, if I happen to see you outside of our counseling sessions, my policy is not to acknowledge you unless you greet and/or acknowledge me first. This is to respect your privacy as well as expresses my commitment to honor your confidence.

### **Minors:**

When consulting with parents regarding minor children, specific content of therapy sessions with children or adolescents are held in strict confidence, *unless the child's welfare requires that the parent (s) have access to such information*. In most cases, joint meetings between children and/or adolescents, the parents and the therapist will be arranged as part of the therapy process.

### **Couples Therapy:**

I strongly adhere to a "No Secrets Policy" when doing couples work. If it comes about that an individual provides information to me that the other party should have knowledge of (active infidelity, placing the family at risk etc), I will strongly suggest they share this with their partner. If they would like my help facilitating the information during a follow up couples session, I am happy to do so. If this is not



something they are able or willing to do, it is my policy to share the information, as necessary, on a case by case basis.

### **Outside Consultation**

In order to provide you with the best possible help, there may be times I consult with other therapists who may have insights that could be of assistance. This will only be conducted in a way that your confidentiality be preserved.

Otherwise, I will not tell anyone anything about your treatment, diagnosis, history, or acknowledge you are a client, without your full knowledge and a signed Release of Information Form.

If there is someone you believe it will be helpful for me to coordinate with, please provide this information during our initial meeting. I will be happy to provide you with the necessary release and will contact them as needed.

### **Explanation of Dual Relationships**

Although our sessions may bring about intimate psychological conversation at times, it is important to realize that we have a professional relationship rather than a social one. Our contact will be limited to the sessions you arrange with me. You will be best served while I am seeing you for counseling if our relationship stays strictly professional and if our sessions concentrate exclusively on your concerns. You may learn more about me as we work together, but it is important for you to realize you are experiencing me as a professional therapist.

Therefore, because of the nature of a therapeutic relationship, I do not “follow” my clients on Facebook, Instagram or LinkedIn, or any other social media sites. I request that they do not “follow me” on any of my personal social media either.

We have recently established our [Kalos Counseling Facebook](#) page and we invite (without any obligation whatsoever) anyone who may be interested to “follow us”, as we often include helpful articles, encouragement and suggestions on a regular basis.



**Email, Text and Phone Contact**

I try to minimize any text or email correspondence for both privacy and confidentiality purposes. I encourage anyone who has important information to share to feel free to do so via email, however, please know beforehand that the information you provide may not be protected, and because of my schedule, feedback will generally be postponed until our next scheduled appointment.

Please contact Kalos Counseling by calling 770-225-1456. Due to other appointments scheduled throughout the business day, my administrator may be more able to answer your questions in a more expedited time frame than I. If you feel the need to speak with me personally, please allow 24 business hours for me to return calls. If your call happens to fall on either a weekend or vacation, I thank you in advance for allowing further time.

**Appointment Reminders**

As a courtesy to you, Kalos Counseling will provide a reminder call the day before each scheduled appointment. We also offer you the option of receiving text or email reminders. The calls will be our confirmation you are scheduled in our calendar. If for some unforeseen reason, you do not hear from us the day prior to your appointment please contact our administrator as soon as possible to ensure any avoidable conflicts.

**If an emergency situation were to happen outside of normal business hours, please call 911 or go to your nearest emergency room.**

**Fee Structure:**

<b>New Intake</b>	<b>(90)</b>	<b>minutes</b>	<b>\$165.00</b>
<b>Individual Session</b>	<b>(50-60)</b>	<b>minutes</b>	<b>\$115.00</b>
	<b>(75-90)</b>	<b>minutes</b>	<b>\$165.00</b>
<b>Couples Therapy</b>	<b>(60-75)</b>	<b>minutes</b>	<b>\$130.00</b>



Please note, phone calls past 15 minutes will be pro-rated at my hourly individual rate. If I speak to you twice in one day and it goes over a 20-minute window combined, I will have to charge for this service. Preparation for documents provided for legal or other purposes will be charged at the hourly rate.

**Insurance**

We do not file insurance. However, please ask your counselor for a superbill and monthly copies will be provided for clients per their request. This will allow individuals to submit for reimbursement with their insurance company. I provide a sliding scale rate for clients who qualify. I have a few slots available for this option and am happy to provide this as I am able.

Thank you so much for taking the time to read this lengthy introduction. I am very excited to begin working with you!

If these guidelines are acceptable to you, please sign below:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**You may have a copy of this form if requested.  
PLEASE READ: Form must be filled out by client (or guardian if a minor) to cover fee for  
canceled sessions with less than 24-hour notice.**

**Credit Card Authorization Form**

Counselor: \_\_\_\_\_

Client(s) Name(s): \_\_\_\_\_

Credit Card#: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Card Type: MasterCard   Visa   American Express

Expiration Date: \_\_\_\_\_

Card Verification Code: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_





I agree that the credit card listed above may be charged for the therapy sessions and/or assessments of the client(s) named and therapy sessions canceled with less than 24 hours notice. This form and my credit card information will be held in my confidential client file until all billing has been completed and then destroyed promptly at the end of that time period.

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

**Patient Notification of Privacy Rights**

I have been provided a copy of, or have been exposed to access and the invitation to receive a copy of my protected Health Care Information via the Healthcare Portability and Accountability Act. (HIPPA) via Kalos Counseling, LLC.

Kalos Counseling, LLC is required to secure your signature indicating you have received access to your own copy or denied the opportunity to be given a copy of the Patient Notification or Privacy Rights Document.

**Kalos Counseling, LLC, / Katherine L. Hammons, LPC  
HIPPA Compliant Officer**

**Client Name (please print)** \_\_\_\_\_

This ensures I understand I have the right to review the HIPPA document and it includes a detailed description of the possible uses and disclosures of my protected healthcare information. Signing below indicates I have received a copy or have denied the right to be provided one.

\_\_\_\_\_  
**Client Name**

\_\_\_\_\_  
**Date**



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## CONFIDENTIAL-ADULT COUNSELING INTAKE FORM

Name \_\_\_\_\_ Appointment Date \_\_\_\_\_

Age \_\_\_\_ SS Number \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email \_\_\_\_\_

Please check preferred days and times for appointment availability:

M T W Th F

am midday pm



Would you like to be provided reminders for future appointments? Y or N.



If Y, please indicate preference.

Text \_\_\_\_ Voicemail \_\_\_\_ Email \_\_\_\_

Who referred you to Kalos Counseling? \_\_\_\_\_

May we send a thank you for the referral? \_\_\_\_\_



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Current Marital Status:

Single \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Widowed \_\_\_

Spouse's Name \_\_\_\_\_ Age \_\_\_\_\_ Years Married \_\_\_\_\_

Name of Children and/or Step Children and Ages \_\_\_\_\_

Presently living with: Parents \_\_\_\_\_ Spouse \_\_\_\_\_ Roommate \_\_\_\_\_ Alone \_\_\_\_\_ Other \_\_\_\_\_

Phone Number \_\_\_\_\_ Permission to contact? Y or N 

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**REASONS FOR SEEKING HELP** *(use the back if you need to*

**What concerns have led you to pursue counseling?**

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Where is this impacting you the most? Check all that apply: Home \_\_\_\_\_ Work \_\_\_\_\_ Marriage \_\_\_\_\_



God \_\_\_\_\_ Other \_\_\_\_\_ If other, please describe: \_\_\_\_\_

When did this begin to be a problem for you? \_\_\_\_\_

Please rate the severity of your current concerns. Check one: \_\_\_\_\_ Mild \_\_\_\_\_ Moderate \_\_\_\_\_ Severe



\_\_\_\_\_

What do you hope to gain from counseling?

\_\_\_\_\_

Who is your biggest support at this time and are they involved in helping you with your current concern?

\_\_\_\_\_

\_\_\_\_\_

## MEDICAL HEALTH INFORMATION

How would you rate your current health?       Excellent    Good    Fair    Poor

Date of last physical exam \_\_\_\_\_ Physician \_\_\_\_\_

Are you currently experiencing any physical problems? (e.g. headaches, body aches, stomach problems).

Yes    No

Describe any physical problem you or a member of your household have which require medical or physical care.





Medications (over the counter or prescriptive)	Dosage	Reason for Medication	Prescribing Physician

Have you ever had surgery, and if so, for what reason? \_\_\_\_\_

Are there chemical substance abuse issues in your family? \_\_\_\_\_

Have you ever been treated for mental illness or substance abuse?  Yes  No

If yes, for what specific reason? \_\_\_\_\_

Have you ever participated in counseling before?  Yes  No If so, when and why?


Name of past therapist/s \_\_\_\_\_

## OCCUPATIONAL AND EDUCATIONAL

Occupation? \_\_\_\_\_ Employer? \_\_\_\_\_ How long? \_\_\_\_\_

If currently a student, Field of Study \_\_\_\_\_  Part Time  Full Time



Circle last year of school completed 9 10 11 12 GED College 1 2 3 4 

Graduate/Doctorate Other \_\_\_\_\_

Military Service (include years served and dates) \_\_\_\_\_

## RELIGIOUS BACKGROUND

Religious Affiliation \_\_\_\_\_  Active  Inactive

Do you attend a local church?  Yes  No



If yes, name of church: \_\_\_\_\_

How significant is religion to your everyday life? \_\_\_\_\_



Please indicate which of the following *currently* are being experienced as a problem for you.

Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Under too much pressure, feeling stressed             | <input type="checkbox"/> Recent significant weight loss or gain              |
| <input type="checkbox"/> Use of alcohol  | <input type="checkbox"/> Feeling lonely                                      |
| <input type="checkbox"/> Angry feelings  | <input type="checkbox"/> Use of non-prescription drugs                       |
| <input type="checkbox"/> Concerns about finances                               | <input type="checkbox"/> Feeling Distant from God                            |
| <input type="checkbox"/> Feeling “numb” or cut off from emotions               | <input type="checkbox"/> Hallucinations                                      |
| <input type="checkbox"/> Angry outbursts                                       | <input type="checkbox"/> Inability to concentrate while at school or at work |
| <input type="checkbox"/> Excessive fear of specific places/objects             | <input type="checkbox"/> Feeling Driven                                      |
| <input type="checkbox"/> Difficulty making friends                             | <input type="checkbox"/> Nightmares  |
| <input type="checkbox"/> Crying Spells   | <input type="checkbox"/> Lacking Self Confidence                             |
| <input type="checkbox"/> Feeling as if you were better off dead                | <input type="checkbox"/> Loss of interest in Typical Activities              |
| <input type="checkbox"/> Difficulty making decisions                           | <input type="checkbox"/> Inability to control thoughts                       |
| <input type="checkbox"/> Loss of interest in sexual relationship               | <input type="checkbox"/> Feeling trapped in rooms/buildings                  |
| <input type="checkbox"/> Feeling sexually attracted to members of your own sex | <input type="checkbox"/> Hearing Voices                                      |
| <input type="checkbox"/> Concerns about physical health                        | <input type="checkbox"/> Blackouts or loss of memory                         |
| <input type="checkbox"/> Loss of appetite/increased appetite                   | <input type="checkbox"/> Sleeping too much/too little                        |
| <input type="checkbox"/> Lacking self-confidence                               |  |