

Kristin M. O’Gara, M.S.W., L.C.S.W.
 License # 44SCO4811000
509 Main Street, Bldg. C
Toms River, NJ 08753
 Phone: 732.513.8258 Fax: 732.288.7928

Registration						
Client Name:				Today’s Date:		
Date of Birth:			Age:			
Sex:		Marital Status:		SS #		
Street Address:				Apt/Unit:		
City:		State:		Zip:		
Home Phone:		Cell Phone:		Work Phone:		
Calls will be discreet, but please note any restrictions:						
Referred by:						
May I have your permission to thank this person for the referral?						
Medical Doctor:				Phone:		
Psychiatrist:				Phone:		
Insurance Information:						
Insured’s Name:				Insured SS #		
Insured’s Address:						
Insured’s Date of Birth:				Insured’s Sex:		
Insurance Company Name:				Phone:		
Group #		Policy #		Medicare #		
Effective Date of Policy:						
Employer’s Name and Address						

Chief Complaint:

I authorize this office to release any information necessary to expedite insurance claims including documentation required by my managed care (PPO or HMO) should my plan require it. I understand Kristin M. O’Gara, MSW, LCSW is a licensed clinical social worker.

Signature of Client, Parent or Guardian

Date

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OFFICE POLICIES

Kindly call within 24 hours if you need to cancel an appointment. A charge of \$75.00 will be made for any appointment missed on cancelled without 24 hours notice and will be reflected on your monthly billing statement (medical or other emergencies are an exception).

Payment is expected at time of service unless other arrangements have been made in advance. All charges are the responsibility of the client regardless of insurance coverage or rate of reimbursement. All co-payments are due at the time of service in accordance with your managed care or insurance company. There will be a \$50.00 service charge for all returned checks. For questions regarding billing and/or insurance, please contact Tammy Staub at 609-389-8683

FEE SCHEDULE (Effective February 1, 2019)

Initial Consultation	\$200 per 75 minutes
Individual Therapy	\$170 per 45 minutes
Individual Therapy	\$140 per 30 minutes
Couples or Family Therapy	\$200 per 80 minutes
Group Therapy	\$70 per 50-minute hour

Reports for Lawyers, courts or other agencies:	
Treatment Summaries	\$120
Substance Abuse Evaluations	\$160
Letters Requested	\$25.00 per page

Court Appearances- Half Day	\$300
Court Appearances- Full Day	\$600

"Out of Network Insurance is accepted as a courtesy to my clients. It is expected, however, that individuals make a "good faith" payment if their outstanding insurance bill reaches \$200.

Credit cards are accepted as of February 20, 2015. The cost of processing payment with the credit card company will be passed onto the client on a per swipe basis, not to exceed 2% of the total per session fee.

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STATEMENT REGARDING CONFIDENTIALITY

Counseling sessions are confidential in nature. However, due to newly enacted legislation, the following topics of information, by law, cannot be treated as confidential:

1. Threats against the physical well-being or life of another person.
2. Suicide threats.
3. Abuse or neglect of children or elderly persons.

Your signature indicates that you fully understand and agree to these limitations on confidentiality in accepting counseling with me. In addition, to safeguard confidentiality, your signature indicates that you will not subpoena material disclosed in counseling sessions for purposes of personal litigation against a spouse or other related person.

Signed: _____

Signed: _____

Witness: _____

Date: _____

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NOTICE OF PRIVACY PRACTICES

Under the Health Insurance Portability and Accountability Act (HIPAA), it is required that all Licensed Clinical Social Workers in private practice provide a written notice of privacy practices. The following is this office's official Privacy Policy statement; it will remain in effect each year unless you are notified, in writing, of changes.

1. Clients have a right to gain access to their medical records. They are entitled to see a copy of their medical records and request amendments. A history of any disclosures of protected health information will be made available at their request. Psychotherapy notes are excluded from the legal provision that gives clients the right to see and copy their health information.
2. Therapists are required to obtain a client's consent to use or disclose client information for the purposes of health care treatment and payment. A client's authorization is required for any other type of disclosure.
3. Clients have a right to request a restriction on the use and disclosure of their protected health information for the purposes of treatment and payment.
4. Client information can be disclosed without client consent and authorization in a few specific circumstances. One example of such a circumstance would be disclosures about victims of abuse, neglect, or domestic violence to the appropriate authorities, Another example would be when needed to defend against a lawsuit against the therapist by the individual who is the subject of the notes.
5. By April 14, 2003 (the HIPAA compliance deadline), all persons responsible for billing will install a "firewall" on their computer in order to protect against unauthorized access to client information. In addition, all persons responsible for billing will conform to privacy standards as required under HIPAA law.
6. By April 14, 2003 (the HIPAA compliance deadline), all e-mails from therapist to client will be encrypted to protect client confidentiality.
7. All client files will be kept in a locked file to protect unauthorized access to client information.
8. Information about professional fees is available upon request.

Social Workers are licensed or certified by the Board of Social Work Examiners, an agency of the Division of Consumer Affairs. You may notify the Board of any complaint relative to the practice conducted by a social worker. The Board's address is Division of Consumer Affairs, Board of Social Work Examiners, P.O. Box 45033, 124 Halsey Street, Newark, New Jersey 07101.

Received by: _____

Date: _____

*National Association of Social Workers. (2001). What Social Workers Should Know About the HIPAA Privacy Regulations. Washington, D.C. Available: practice/behavioral health/mbh0104.asp.