Seeking counseling for a child (under the age of 18)

When seeking counseling services for a minor (anyone under the age of 18), we will take care to ensure that we receive consent for services from all parties that are required to give consent. This may start by asking some information about your family structure and if there is a parenting plan in place, or other legal document that dictates how medical or mental health decisions are made for a child. We will then create a file for the child client in our Electronic Health Record (EHR) called TherapyNotes, and have one parent fill out and sign the following documents and forms. Depending on the makeup of the child's family system, we may also e-mail forms to the other parent/guardian to complete and e-mail back to be added into the file.

 Here are the forms to complete and how we use this information:
- Client information form- This includes basic demographic information about the child who is seeking counseling and will be the basis of the clinical file. Please include the full legal names and include how the child would like to be addressed in the Preferred Name section (ex: by a nickname).
- Emergency & Other Contacts Form- This is where you will list each legal parent/ guardian including their legal names and other contact information. In this section you will also identify who is financially responsible for counseling services, as well as list emergency contacts that will be used in case of emergency for the child client during an in-person or telehealth session. You may add others to this list, including additional emergency contacts for specific family members as well as physicians or psychiatrists. If more information is needed by your therapist from someone you list, a separate Release of Information form will be filled out by you to detail the information that can be shared.
- Consent For Services Form - This form helps you understand your child's rights, their counselor's rights and responsibilities, and an overview of the psychotherapy treatment process, and policies of our practice.
- Privacy Practices/ HIPAA form- this spells out your child's right to privacy and confidentiality, as well as limits to confidentiality. Please note that often multiple parents have access to details of treatment for a child.
- Payment Authorization Form & Insurance Release- this form details payment through insurance, self-pay or another method, and lists the costs of treatment.
- Client History Form- This form allows you to share information about what brings your child to counseling at this time, as well as relevant history in your child's life that will provide your therapist with a comprehensive understanding of important factors and allow for your child's best care. Please complete this as fully as possible, or write in if you desire to discuss certain sections with your child's counselor during the session.

Often the above information is also sent to the child's other legal parent/guardian to also fill out and send back to be added into the file, including the Consent For Services Form and the Privacy Practices/ HIPAA form. If appropriate, the front desk or your child's therapist may ask for these additional forms to be completed, in addition to requesting any Parenting Plans or other court documents related to medical or mental health treatment of the child, which me must have on file to begin services.

If you run into any questions while completing your paperwork, please give us a call at the front office by calling (407) 644-4692. We would be happy to walk you through what is needed or check to make sure that everything is uploaded properly.

What happens next? Once we see that all of your paperwork above is complete, we will call you to schedule your first session.

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