

# Jennifer Leister, LPC-S

17480 Dallas Parkway, Suite 230

Dallas, TX 75287

Phone: (469) 828-4603

Email: Jennifer@jennifercounseling.com

Fax: (972) 407-1305

## WELCOME TO MY OFFICE

### POLICIES AND PROCEDURES

### CLIENT CONSENT FOR PARENTING COORDINATION SERVICES

I am glad that you are here, and I am committed to providing you with quality care. Please take a few minutes to read the following information that will explain my office policies and procedures to you. If you have any questions, please ask and I will be happy to clarify any of the information in this form. Please sign and date this form, acknowledging that you have read and fully understood the information and are consenting to my services in accordance with the Court Order appointing me as your Parenting Coordinator. Please read the Health Insurance Portability and Accountability Act (HIPAA) Notice of Privacy Practices and sign and date the form acknowledging that you have read and understood the HIPAA policies. Finally, please read and sign the attached Waiver detailing certain potential risks to your confidentiality. Thank you.

**Qualifications:** Your Parenting Coordinator is Jennifer Leister, LPC-S a licensed professional counselor and a mediator. In this role I abide by the Ethical Guidelines of Mediators. I meet the qualifications specified in the Texas Family Code Chapter 153, Subchapter K, Section 153.610 for appointment as a Parenting Coordinator.

**Services:** Forensic Services are services ordered by the court, agreed to by parties in a court order related to a court case, or performed with a reasonable expectation that they will be the subject of a future court case. Parenting Coordination is an alternative dispute resolution process, and as such is a forensic service defined by statute in the Texas Family Code, Chapter 153, Subchapter K, Sections 153.605-153.610. The services that you are agreeing to are specified in the Court Order appointing me as Parenting Coordinator and are in accordance with the Texas Family Code Chapter 153, Subchapter K, Sections 153.606.

The Parenting Coordination process requires:

- A valid court order drafted in accordance with the Texas Family Code statute
- Joint meetings with both parents
- Individual meetings with each parent (as needed)
- Reviewing information from collateral professionals (as needed)

During the first few sessions, we will work toward developing an understanding of your needs and a plan for you and/or your family. We will direct our mutual efforts toward agreed upon goals determined by you and your (ex) spouse/partner. Initially we will meet on a regular basis, and then, with success, decrease the frequency of the meetings over time until they are only “as needed”. Since Parenting Coordination involves a commitment of your time, energy, and finances, you should be sure that you are comfortable working with me. If you decide at any time that we are not a good fit you have the right to address that with your attorney, or the Court, and if appropriate, I can provide alternative choices for a Parenting Coordinator. If we decide that other services are needed, I will provide you with appropriate referrals. For Parenting Coordination to be successful it calls for an active effort on your part and will require you and/or your family to work on issues and tasks discussed during the meetings and also in between our meetings. While benefits are expected from the Parenting Coordination process, specific results are not guaranteed and there are inherent risks. Together we will work to achieve the best results for you.

Although my training, background and experience give me many tools to help you, Parenting Coordination is *not* therapy or counseling and as your Parenting Coordinator I am *not* your therapist. As a Parenting Coordinator I cannot: make formal recommendations, make decisions, serve as a tiebreaker or testify in court.

**Confidentiality:** Parenting Coordination is a confidential process, as determined and specified by statute in the Texas Family Code as an alternative dispute resolution procedure. As a Parenting Coordinator my records cannot be subpoenaed nor submitted into evidence in any legal proceeding. I cannot be deposed nor can I be compelled to testify regarding either parent or the Parenting Coordination process in any legal action in which you are involved. No information revealed during the course of our meetings will be revealed to anyone other than your (ex) spouse/partner, unless allowed or mandated by law and then, only to the extent required by law. No information will be shared with other professionals, even at your request or with your permission, with the exception of your attorneys, pursuant to the Parenting Coordination statute. Possible legal exceptions to confidentiality include, but are not limited to, the following situations (please review the HIPAA Notice of Privacy Practices for additional exceptions):

- If you reveal information that indicates you are a danger to yourself or someone else necessitating a duty to protect or duty to warn
- If you reveal information about child abuse, neglect, sexual abuse or elderly abuse

**Duty to Warn/Duty to Protect:** If Mrs. Leister believes that I am in any physical or emotional danger to myself or another human being, I hereby specifically give consent to Mrs. Leister to contact any person who is in a position to prevent harm to me or another, including, but not limited to, the person in danger.

**Federal Privacy Laws:** Under federal regulations, records related to forensic services are not health care records and are not protected by federal privacy regulations. However, to the degree that I come into contact with mental health information pursuant to the Parenting Coordination process, such information does fall under the Texas Medical Records Privacy Act and your records will be protected accordingly. Please review the HIPAA Notice of Privacy Practices for additional information. If you have questions about your privacy, which will be protected within the Parenting Coordination statute and these guidelines, please discuss them with me and/or your attorney.

**Report to Court:** A parenting coordinator shall submit a written report to the court and to the parties and their attorneys as often as ordered by the court. The report must be limited to a statement of whether the parenting coordination should continue. This is the full extent as to the information that can be shared with the court.

By signing this Information and Consent form, you are giving consent for me to share confidential information with all persons mandated by law, and you are releasing and holding me harmless for any departure from your right to confidentiality that may result.

We will utilize unencrypted email, but secure transmission, as a means of communication, including the expectation to copy me on all email communications between you. Any type of audio/visual recording is prohibited in the Parenting Coordination sessions, or phone calls, without prior discussion and my consent. If you have any questions or concerns regarding confidentiality, please discuss them with me.

**Appointments:** Services are by appointment only and are typically scheduled between 9:00 am and 5:00 pm, Monday-Thursday. You are responsible for keeping your appointment and arriving on time. In the event that you cannot keep an appointment, it is your responsibility to call the office at least 24 hours in advance to cancel or reschedule. If one of you is late for a joint appointment, the meeting will not begin until both of you are present, unless specifically addressed otherwise. Please help me serve you better by being responsible for keeping your scheduled appointments and being on time.

The telephone is answered either by the office manager or voice mail, so messages can be left 24 hours a day, 7 days a week. Due to appointment schedules, it may be several hours before I can return your call. Calls received late in the day may not be returned until the following day. Calls left on Friday, may not be returned until Monday as my office is closed Fridays. After-hours or weekend calls and emails are generally not returned until the next day or the following Monday as I do not check either voicemail or email after work hours or on the weekend.

**Emergencies:** You may encounter a personal emergency that may require prompt attention. Please contact my office and I will make reasonable efforts to respond to your emergency in a timely manner. If it is after-hours or on a weekend, or you reach the office voice mail during an emergency situation, please go to the nearest emergency room and ask for assistance, or call 911. When I am out of town, I will provide the name and contact information for an on-call professional.

**Termination of Services:** Since Parenting Coordination is a Court-Ordered service the court shall reserve the right to remove the Parenting Coordinator at the Court's discretion. Further, the Court shall remove the Parenting Coordinator: on the request and agreement of both parties; or on the motion of a party, if good cause is shown, or if the Parenting Coordinator recommends that the process not continue.

**Financial Policy:** All appointments are generally 45-50 minutes and are billed on a per session basis at the rate of \$200 per 45-50 minutes. Sessions may be scheduled for a longer period of time and in such instances are billed on a prorated basis. If you call at least 24 hours in advance of your scheduled appointment to cancel, you will not be charged. If you provide less than 24 hours notice, there will be a full-fee charge, emergency situations notwithstanding. I will evaluate each such circumstance and a determination as to the charge will be made at that time, including who will be charged. I do bill for any telephone conference, with you or other professionals, which require formal scheduling on my calendar. Clients will not be billed for *concise* phone calls regarding scheduling or other questions. However, I reserve the right to bill for excessive out-of-session communications, if that becomes a significant issue. I do not bill for reading or writing emails, but reserve the right to do so if the email demands become excessively burdensome and time-consuming. I will discuss all such situations with you in advance. I do bill for any telephone conferences with you or other professionals that require formal scheduling on my calendar. If I am summarizing your parenting plan discussions in a memorandum of understanding, I charge at my hourly rate. Full payment for all services is due at the time of service in the manner detailed in the Court Order. I accept cash, checks, MasterCard, and Visa. Returned checks will be assessed a \$25.00 administrative fee. At times it is easier for billing purposes for you to provide a retainer, with periodic replenishments upon notice. If you are not the responsible party, then the responsible party must provide a retainer or credit card on file. Please be aware that since Parenting Coordination is a forensic service and I do not provide diagnoses, such services are not covered by insurance and you cannot file for reimbursement.

You are responsible for any legal fees that I incur as related to your case or parenting coordination services.

I reserve the right to suspend services if there is an unpaid balance in your account.

**Incapacity or Death:** I understand that, in the event of my death or incapacitation, it will be necessary to assign your case to another Parenting Coordinator and for that Parenting Coordinator to have possession of my records. By my signature on this form, I hereby consent to Dr. Honey Sheff to take possession of my designated record set and provide me with copies at my request, and/or to deliver that record set to another Parenting Coordinator of your choosing or ordered by the Court.

Please be aware that I share office space, expenses and office staff with Ray Levy, Ph.D. and Honey Sheff, Ph.D. We are three independent professional practices and are not in any form of business partnership with each other.

**Consent to Parenting Coordination Services:** By signing this Client Information and Consent Form as the Client I acknowledge that I have read, understand, and agree to all the terms and conditions contained in this document and the related Court Order in this matter. I have been given appropriate opportunity to address any questions or request clarification for anything that is unclear to me. I am agreeing to have Jennifer Leister, LPC-S provide Parenting Coordination services per the attached Court Order.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature—Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Leister, LPC-S  
Parenting Coordinator

\_\_\_\_\_  
Date

Attachment: Court Order

**Jennifer Leister, LPC-S**  
**17480 Dallas Parkway, Suite 230**  
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**NEW CLIENT INTAKE FORM**

<b>CLIENT INFORMATION FORM</b>			
<b>-Confidential-</b>			
<b>CLIENT INFORMATION:</b>			
LAST NAME:	FIRST NAME:	MI:	NICKNAME:
LAST 4 OF SS#:	SEX: M      F	DOB:	MARITAL STATUS:
HOME #:		WORK #:	
ADDRESS:		REFERRED BY:	
Cell #		Email:	
<b>PAYMENT INFORMATION:</b>			
PERSON RESPONSIBLE:		RELATIONSHIP TO CLIENT:	MARITAL STATUS:
ADDRESS:			
CELL PHONE:	HOME PHONE:	EMAIL OF RESPONSIBLE PARTY	
<b>IF CLIENT IS A MINOR, OTHER PARENT INFORMATION:</b>			
NAME:	RELATIONSHIP TO CLIENT:	MARITAL STATUS:	
ADDRESS:	CELL PHONE:	EMAIL:	
	HOME PHONE:		
<b>CLIENT:</b>		<b>PARENT/GUARDIAN:</b>	
SIGNATURE:	DATE:	SIGNATURE:	DATE:

**Jennifer Leister, LPC-S**  
**NOTICE OF PRIVACY PRACTICES**

**EFFECTIVE DATE:** September 23, 2013

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**UNDERSTANDING YOUR HEALTH RECORD/INFORMATION**

Each time you visit a hospital, physician, dentist, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information often referred to as your health or medical record, serves as a basis for planning your care and treatment and serves as a means of communication among the many health professionals who contribute to your care. Understanding what is in your record and how your health information is used helps you to ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and helps you make more informed decisions when authorizing disclosure to others.

**YOUR HEALTH INFORMATION RIGHTS**

Unless otherwise required by law, your health record is the physical property of the healthcare practitioner or facility that compiled it. However, you have certain rights with respect to the information. You have the right to:

1. **Receive a copy of this Notice of Privacy Practices** from us upon enrollment or upon request.
2. **Request restrictions on our uses and disclosures of your protected health information** for treatment, payment and health care operations. This includes your right to request that we not disclose your health information to a health plan for payment or health care operations if you have paid in full and out of pocket for the services provided. We reserve the right not to agree to a given requested restriction.
3. **Request to receive communications of protected health information in confidence.**
4. **Inspect and obtain a copy of the protected health information** contained in your medical and billing records and in any other Practice records used by us to make decisions about you. If we maintain or use electronic health records, you will also have the right to obtain a copy or forward a copy of your electronic health record to a third party. A reasonable copying/labor charge may apply.
5. **Request an amendment to your protected health information.** However, we may deny your request for an amendment, if we determine that the protected health information or record that is the subject of the request:
  - was not created by us, unless you provide a reasonable basis to believe that the originator of the protected health information is no longer available to act on the requested amendment;
  - is not part of your medical or billing records;
  - is not available for inspection as set forth above; or
  - is accurate and complete.In any event, any agreed upon amendment will be included as an addition to, and not a replacement of, already existing records.
6. **Receive an accounting of disclosures of protected health information** made by us to individuals or entities other than to you, except for disclosures:
  - to carry out treatment, payment and health care operations as provided above;
  - to persons involved in your care or for other notification purposes as provided by law;
  - to correctional institutions or law enforcement officials as provided by law;
  - for national security or intelligence purposes;
  - that occurred prior to the date of compliance with privacy standards (April 14, 2003);
  - incidental to other permissible uses or disclosures;
  - that are part of a limited data set (does not contain protected health information that directly identifies individuals);
  - made to patient or their personal representatives;
  - for which a written authorization form from the patient has been received
7. **Revoke your authorization to use or disclose health information** except to the extent that we have already been taken action in reliance on your authorization, or if the authorization was obtained as a condition of obtaining insurance coverage and other applicable law provides the insurer that obtained the authorization with the right to contest a claim under the policy.
8. **Receive notification if affected by a breach of unsecured PHI**

## HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED

This organization may use and/or disclose your medical information for the following purposes:

**Treatment:** We may use and disclose protected health information in the provision, coordination, or management of your health care, including consultations between health care providers regarding your care and referrals for health care from one health care provider to another.

**Payment:** We may use and disclose protected health information to obtain reimbursement for the health care provided to you, including determinations of eligibility and coverage and other utilization review activities.

**Regular Healthcare Operations:** We may use and disclose protected health information to support functions of our practice related to treatment and payment, such as quality assurance activities, case management, receiving and responding to patient complaints, physician reviews, compliance programs, audits, business planning, development, management and administrative activities.

**Appointment Reminders:** We may use and disclose protected health information to contact you to provide appointment reminders.

**Treatment Alternatives:** We may use and disclose protected health information to tell you about or recommend possible treatment alternatives or other health related benefits and services that may be of interest to you

**Health-Related Benefits and Services:** We may use and disclose protected health information to tell you about health-related benefits, services, or medical education classes that may be of interest to you.

**Individuals Involved in Your Care or Payment for Your Care:** Unless you object, we may disclose your protected health information to your family or friends or any other individual identified by you when they are involved in your care or the payment for your care. We will only disclose the protected health information directly relevant to their involvement in your care or payment. We may also disclose your protected health information to notify a person responsible for your care (or to identify such person) of your location, general condition or death.

**Business Associates:** There may be some services provided in our organization through contracts with Business Associates. Examples include physician services in the emergency department and radiology, certain laboratory tests, and a copy service we use when making copies of your health record. When these services are contracted, we may disclose some or all of your health information to our Business Associate so that they can perform the job we have asked them to do. To protect your health information, however, we require the Business Associate to appropriately safeguard your information.

**Organ and Tissue Donation:** If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

**Worker's Compensation:** We may release protected health information about you for programs that provide benefits for work related injuries or illness.

**Communicable Diseases:** We may disclose protected health information to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.

**Health Oversight Activities:** We may disclose protected health information to federal or state agencies that oversee our activities.

**Law Enforcement:** We may disclose protected health information as required by law or in response to a valid judge ordered subpoena. For example in cases of victims of abuse or domestic violence; to identify or locate a suspect, fugitive, material witness, or missing person; related to judicial or administrative proceedings; or related to other law enforcement purposes.

**Military and Veterans:** If you are a member of the armed forces, we may release protected health information about you as required by military command authorities.

**Lawsuits and Disputes:** We may disclose protected health information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process.

**Inmates:** If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release protected health information about you to the correctional institution or law enforcement official. An inmate does not have the right to the Notice of Privacy Practices.

**Abuse or Neglect:** We may disclose protected health information to notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

**Fund raising:** Unless you notify us you object, we may contact you as part of a fund raising effort for our practice. You may opt out of receiving fund raising materials by notifying the practice's privacy officer at any time at the telephone number or the address at the end of this document. This will also be documented and described in any fund raising material you receive.

**Coroners, Medical Examiners, and Funeral Directors:** We may release protected health information to a coroner or medical examiner. This may be necessary to identify a deceased person or determine the cause of death. We may also release protected health information about patients to funeral directors as necessary to carry out their duties.

**Public Health Risks:** We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose such as controlling disease, injury or disability.

**Serious Threats:** As permitted by applicable law and standards of ethical conduct, we may use and disclose protected health information if we, in good faith, believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.

**Food and Drug Administration (FDA):** As required by law, we may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

**Research (inpatient):** We may disclose information to researchers when an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved their research.

## OUR RESPONSIBILITIES

We are required to maintain the privacy of your health information. In addition, we are required to provide you with a notice of our legal duties and privacy practices with respect to information we collect and maintain about you. We must abide by the terms of this notice. We reserve the right to change our practices and to make the new provisions effective for all the protected health information we maintain. If our information practices change, a revised notice will be mailed to the address you have supplied upon request. If we maintain a Web site that provides information about our patient/customer services or benefits, the new notice will be posted on that Web site.

Your health information will not be used or disclosed without your written authorization, except as described in this notice. The following uses and disclosures will be made only with explicit authorization from you: (i) most uses and disclosures of psychotherapy notes (ii) uses and disclosures of your health information for marketing purposes, including subsidized treatment communications; (iii) disclosures that constitute a sale of your health information; and (iv) other uses and disclosures not described in the notice. Except as noted above, you may revoke your authorization in writing at any time.

## FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions about this notice or would like additional information, you may contact our Privacy Officer, Jennifer Leister, LPC-S, at the telephone or address below. If you believe that your privacy rights have been violated, you have the right to file a complaint with the Privacy Officer at Jennifer Leister, LPC-S or with the Secretary of the Department of Health and Human Services or Texas Attorney General's office. The complaint must be in writing, describe the acts or omissions that you believe violate your privacy rights, and be filed within 180 days of when you knew or should have known that the act or omission occurred. We will take no retaliatory action against you if you make such complaints.

The contact information for both is included below.

<b>U.S. Department of Health and Human Services</b> Office of the Secretary 200 Independence Avenue, S.W. Washington, D.C. 20201 Tel: (202) 619-0257 Toll Free: 1-877-696-6775 <a href="http://www.hhs.gov/contacts">http://www.hhs.gov/contacts</a>	<b>Office of the Texas Attorney General Consumer Protection Division</b> PO Box 12548 Austin, TX 78711-2548 Tel: (512) 463-2100 Toll Free: (800) 252-8011 <a href="https://www.oag.state.tx.us/forms/cpd/form.php">https://www.oag.state.tx.us/forms/cpd/form.php</a>	<b>Jennifer Leister, LPC-S</b> Privacy Officer 17480 Dallas Parkway, Suite 230, Dallas Texas 75287 (469) 828-4603 (972) 407-1305
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## NOTICE OF PRIVACY PRACTICES AVAILABILITY

This notice will be prominently posted in the office where registration occurs. You will be provided a hard copy, at the time we first deliver services to you. Thereafter, you may obtain a copy upon request, and the notice will be maintained on the organization's Web site (if applicable Web site exists) for downloading.



Jennifer Leister, LPC-S

Acknowledgement of Receipt of Notice of Privacy Practices

Patient Name: \_\_\_\_\_

I hereby acknowledge that I have received a copy of Jennifer Leister LPC-S Notice of Privacy Practices. I understand that I have the right to refuse to sign this acknowledgement if I so choose.

_____ Signature of Patient or Legal Representative	_____ Date
_____ Printed Name of Patient's Representative (if applicable)	<b>Relationship to Patient (if applicable)</b> <input type="checkbox"/> Parent or guardian of un-emancipated minor <input type="checkbox"/> Court appointed guardian <input type="checkbox"/> Executor or administrator of decedent's estate <input type="checkbox"/> Power of Attorney

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FOR OFFICE USE ONLY

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices on the following date,  
\_\_\_\_\_.

Acknowledgment could not be obtained due to the following reason:

- Patient/representative refused to sign
- Emergency situation prevented us from obtaining acknowledgement at this time (will attempt again at a later date)
- Communication barriers prohibited obtaining acknowledgement (Explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Other (Specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Jennifer Leister, LPC-S**  
**17480 Dallas Parkway, Suite 230**  
**Dallas, TX 75287**

**Phone: (469) 828-4603 Email: jennifer@jennifercounseling.com Fax: (972) 407-1305**

**HIPAA AUTHORIZATION FORM**

I, \_\_\_\_\_, whose date of birth is \_\_\_\_\_ authorize Jennifer Leister, LPC-S  
to disclose to and/or obtain from \_\_\_\_\_,  
whose address is \_\_\_\_\_  
phone number: \_\_\_\_\_ fax number: \_\_\_\_\_ the following information  
in regard to: \_\_\_\_\_.

**Description of Information to be Disclosed:**

(Client should initial each item to be disclosed.)

_____ Assessment	_____ Testing Information
_____ Diagnosis	_____ Educational Information
_____ Psychosocial Evaluation	_____ Presence/Participation in Treatment
_____ Psychological Evaluation	_____ Continuing Care Plan
_____ Treatment Plan or Summary	_____ Progress in Treatment
_____ Current Treatment Update	
_____ Other _____	

In addition, I authorize that this will include health information relating to (check if applicable):

\_\_\_\_\_ HIV/AIDS Test Results/Treatment  
\_\_\_\_\_ Drug, Alcohol or Substance Abuse Records (Including those covered under 42 CFR part 2)

**Purpose**

The purpose of this disclosure of information is to improve assessment and treatment planning, share information relevant to treatment and when appropriate, coordinate treatment services. If other purpose, please specify:

\_\_\_\_\_

**Revocation**

I understand that I have a right to revoke this authorization, in writing, at any time by sending written notification to Jennifer Leister, LPC-S at the above address. I understand that prior actions taken in reliance on this authorization by entities that had permission to access my health information will not be affected.

**Effective Time Period/Expiration**

This authorization is valid until the earliest of following: the occurrence of death of the individual; the individual reaches the age of maturity; permission is revoked in writing; 365 days from the date of signing; or the following specific date:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**Conditions**

I further understand that Jennifer Leister, LPC-S will not condition my treatment on whether I give authorization for the requested disclosure. However, it has been explained to me that failure to sign this authorization may have the following consequences: could potentially impact your therapeutic process and treatment plan.

other\_\_\_\_\_.

**Form of Disclosure**

Unless you have specifically requested in writing that the disclosure be made in a certain format, I reserve the right to disclose information as permitted by this authorization in any manner that I deem to be appropriate and consistent with applicable law, including, but not limited to, verbally, in paper format, or electronically.

**Redisclosure**

I understand that there is the potential that the protected health information that is disclosed pursuant to this authorization may be redisclosed by the recipient and that federal or state privacy laws may no longer protect the protected health information.

**Signature Authorization:** I have read this form and agree to the uses and disclosures of the information as described. I understand that refusing to sign this form does not stop disclosure of health information that has occurred prior to revocation or that is otherwise permitted by law without my specific authorization or permission, including disclosures to covered entities as provided by Texas Health and Safety Code 181.154(c) and/or 45 C.F.R. 164.502(a)(1). Upon request, I will be given a copy of this authorization for my records.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Client Date

\_\_\_\_\_  
Signature of Parent(s), Guardian or Legally Authorized Representative Date

If you are signing as representative, specify relationship to client:

\_\_\_\_\_ Parent(s) of Minor      \_\_\_\_\_ Guardian      \_\_\_\_\_ Other\_\_\_\_\_

A minor individual's signature is required for the release of certain types of information, including, for example, the release of information related to certain types of reproductive care, sexually transmitted diseases, and drug, alcohol or substance abuse and mental health treatment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Minor Client Date

**Refusal to Sign Authorization**

\_\_\_\_\_ Initial here if client refuses to sign authorization

\_\_\_\_\_  
Jennifer Leister, LPC-S Date

**Jennifer Leister, LPC-S**

**17480 Dallas Parkway, Suite 230**

**Dallas, Texas 75287**

**Phone: (469) 828-4603    Email: [jennifer@jennifercounseling.com](mailto:jennifer@jennifercounseling.com)    Fax: (972) 407-1305**

**Waiver**

The following business practices, though not all-inclusive, may constitute a potential risk to your confidentiality, in spite of the security measures that I have in place to protect your privacy. By signing below you understand and acknowledge the possible risk and your consent for such practices to be utilized.

- Use of an electronic calendar
- Use of a paper calendar
- Use of a cell phone for communication with you and other professionals
- Use of a laptop computer
- Use of unencrypted email
- Use of computerized billing
- Use of shared office space with the independent practices of other mental health professionals with potential access to, among other things, common storage and file space, mailboxes, voicemail, messages, fax machine and faxes.
- Use of shared administrative staff

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PRINTED NAME

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SIGNATURE OF CLIENT OR PARENT/GUARDIAN

DATE