

### Confidential Patient Information

Today's Date: \_\_\_\_\_ Gender: \_\_\_\_\_  
Patient's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Patient Cell: \_\_\_\_\_

For Adult Patients:

Employer's Name: \_\_\_\_\_  
Work phone: \_\_\_\_\_  
Spouses Name: \_\_\_\_\_  
Or Marital Status: \_\_\_\_\_

Referred BY:

### Patient Registration Policy/Payment address and Doxy.me information

1. I understand that the initial meeting is for evaluation and to determine if a working relationship with PaulaHamm, LPC, PC Psychoanalyst, can be established.
2. I understand that Paula Hamm is in solo private practice and does not share clinical responsibilities with other clinicians in an office suite.
3. I agree to pay in full on my first visit and each visit thereafter during the evaluation session, which can extend to 4 to 6 sessions. Once a treatment plan is agreed on (i.e., number of sessions per week), payment will continue to be weekly. A superbill (for insurance purposes) will be delivered by e-mail unless otherwise discussed at the end of the month. Please send payment electronically via Venmo to the same email address, [Venmo-PaulaJHamm@gmail.com](mailto:Venmo-PaulaJHamm@gmail.com). If you prefer to pay by check, I will provide an address for mailing it.
4. The fee per session is \$310.
5. I clearly understand and agree that I am charged directly, and I am personally responsible for payment of all services rendered to me.
6. I agree that if I default on payment, I will pay collection costs, attorney's fees, and all court costs resulting from collection actions.
7. **I agree that if I am unable to reschedule an appointment during the week, a charge for the time will be incurred.**
8. **Tele-medicine as of March 2020/Revised July 2021:**

**TO ACCESS your appointment on \_\_\_\_\_, I will send you a Zoom link upon receipt of patient registration and first payment. This will bring you into my virtual waiting room. There is a pre-call test for you to make sure your volume and microphone work. Please try using earpods or a headset connected to your computer at sign-in to ensure a good connection. (EarPods, earbuds, or headsets help eliminate**

**feedback sound.) If, for any reason, you have difficulty signing in, I have my cell phone right next to me; you can call me at (703) 201-9958, and we will navigate the system together if needed. I also have a private room on Zoom. Please sign and send it back to me on or before the first appointment. If you have any questions or concerns, we can discuss them at the first session.**

I have read the Patient Registration Policy, and my signature below indicates that I understand and agree to it. Also, signing this, I agree to the telehealth format.

Please print, sign, take a picture with your phone, and upload it to my email address, [PaulaJHamm@gmail.com](mailto:PaulaJHamm@gmail.com), before our first appointment.

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Signature of Patient

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Date

### **Getting the Most from Your Teletherapy Sessions**

1. The most important thing is to have privacy. It's my responsibility to provide that in my office. When we meet remotely, it's up to you. Please do everything possible to make sure you are in a private space where you will not be overheard or interrupted. You may need to ask others in your space to respect your privacy by doing things like turning on entertainment in another room.
2. Make yourself comfortable but not too comfortable. If you can, settle into a comfortable chair. A desk or workspace is best. Do not lie down or recline on furniture. To the extent possible, try to arrange yourself as you would if we were meeting in person.
3. Put a box of tissues nearby. If you want, pour yourself a glass of water, but don't snack or eat.
4. Please dress as you would if we were meeting in person. Even though I may not be able to see all of what you are wearing, you still know what you are wearing.
5. Turn off or silence devices other than the one you are using for our call and close applications that may be running.
6. Leave yourself an extra 10-15 minutes before and after sessions. You need alone time before your session to clear your head, and alone time after to process and absorb. If possible, take a walk around the block before and after sessions. If you can't go outdoors, you can wander around your place if you're alone, or do some gentle stretching. It's a poor idea to leave another activity and immediately start a therapy session, or jump into another activity immediately after. These transitional spaces once created by commuting to and from therapy are still valuable moments to recreate differently now besides being in a car.
7. Try to meet from the same location when possible. The physical setting is part of the therapy experience and a consistent and predictable setting is helpful.

Following these guidelines may make your remote sessions a little less convenient, but the benefit will be well worth the effort.

### **Technology**

It is important that you are familiar enough with the technology to have a smooth videoconference experience and to protect your online privacy. If you are uncertain about any aspect of the technology, please ask me.

1. Use a wired internet connection (ethernet cable) for the most reliable, trouble-free connection. If you must connect by Wi-Fi, be sure you have a strong Wi-Fi signal and are using a secure, password-protected network. If you are unsure what this means, please ask.
2. I recommend using a good quality headset instead of relying on your computer's built-in speaker and microphone. We'll hear each other better and you'll be less distracted by background noises. Headsets with boom microphones (near your mouth) generally work best (here are some product reviews for [wired](#) and [wireless](#) models).

3. Poor or dropped connections may occur, sometimes at sensitive moments. If our call is disrupted, please try to reconnect and I will do the same. If we cannot reestablish a connection, call or text my cell phone (703-201-9958). We may choose to continue by phone or reschedule the session.
4. The same privacy and confidentiality applies to online meetings as in-office meetings. Neither of us will record a session without the other's knowledge and consent.
5. Many people find it distracting to see themselves on video. Minimize the size of your video window or hide it if you prefer.
6. If you are using a videoconference platform for the first time, make a test call in advance. You may need to go into the settings to select your desired microphone and speaker and adjust your volume.
7. Email is not a secure method of communication. Please limit email communication to administrative issues like scheduling and billing. For your privacy and protection, do not discuss personal matters by email.