

Knippenberg, Patterson, Langley & Associates
Group, Family and Individual Counseling

Specializing in Child & Adolescent Neurobehavioral Disorders

2650 S. Eudora St.
Denver, CO 80222

Dear Client:

We would like to take this opportunity to thank you for choosing our practice for the treatment needs of your family. Our goal is to provide client-centered services to you and your family with the highest professional standards. It is of great importance to us that our clients are truly appreciated and valued throughout their treatment process. If at any time during the treatment process you have any questions or concerns, we urge you to address these promptly with your therapist. We also welcome your feedback personally as we continue to strive to provide the highest level of care.

Our practice is designed to run efficiently and economically to meet the needs of our clients. If you have any questions regarding our fee structure or policies, please do not hesitate to ask your therapist or any of us. These policies are designed to give the most flexibility possible to our clients.

It is our sincere hope that you will benefit greatly from our services and experience growth for yourself and/or your family.

Sincerely,

Craig A. Knippenberg, LCSW, M.Div.
Lisa M. Patterson, MA, LPC
Jimmy Langley, PsyD

Craig A. Knippenberg, LCSW, M.Div., P.C.
Knippenberg, Patterson, Langley & Associates

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Client Information Form

Start Date _____ Client DOB _____

Client First _____ Last _____

Address _____

Suite/Apt. _____

City _____ State _____ ZIP _____

Home Phone _____ Mobile/Cell _____

Work Phone _____ Email _____

| |
|----------------------------|
| For Office Use Only |
| Therapist _____ |
| CPT _____ |
| Diag Code _____ |
| Session Length _____ |
| Fee _____ |

Parent/Guardian Information (if client is a minor):

| | |
|---|---|
| First _____ Last _____ | First _____ Last _____ |
| Address _____ | Address _____ |
| Suite/Apt. _____ | Suite/Apt. _____ |
| City _____ St _____ ZIP _____ | City _____ St _____ ZIP _____ |
| Home _____ Cell _____ | Home _____ Cell _____ |
| Work _____ Relation to Client: _____ | Work _____ Relation to Client: _____ |
| Email _____ | Email _____ |
| Check if Financially Responsible for Payment <input type="checkbox"/> | Check if Financially Responsible for Payment <input type="checkbox"/> |

Please list all current household members and their ages:

Household Members

| | | | | | |
|-----|--|--|--|--|--|
| Age | | | | | |
| | | | | | |

Party to notify in case of an emergency:

Name: _____ Phone: _____ Relation to Client: _____

Referral Information (Please list all known information for us to send our thanks):

Name: _____ Referral Source: _____

Address: _____

City: _____ St _____ ZIP _____

*** Would you like a diagnosis listed on your billing statement: Yes No

*** As a fee-for-service private practice, we do not bill insurance companies for our treatment services.

Craig A. Knippenberg, LCSW, M.Div., P.C.
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DISCLOSURE STATEMENT AND FINANCIAL AGREEMENT

Colorado law requires that the following information be provided to all clients.

The practice of licensed or registered persons in the field of psychotherapy is regulated by the Mental Health Licensing Section of the Division of Registrations. The Board of _____ Examiners can be reached at 1560 Broadway, Suite 1350, Denver, Colorado 80202, (303) 894-7800. As to the regulatory requirements applicable to mental health professionals: a Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Licensed Professional Counselor must hold a masters degree in their profession and have two years of post-masters supervision. A Licensed Psychologist must hold a doctorate degree in psychology and have one year of post-doctoral supervision. A Licensed Social Worker must hold a masters degree in social work. A Psychologist Candidate, a Marriage and Family Therapist Candidate, and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure. A Certified Addiction Counselor I (CAC I) must be a high school graduate, and complete required training hours and 1,000 hours of supervised experience. A CAC II must complete additional required training hours and 2,000 hours of supervised experience. A CAC III must have a bachelor's degree in behavioral health, and complete additional required training hours and 2,000 hours of supervised experience. A Licensed Addiction Counselor must have a clinical master's degree and meet the CAC III requirements. A Registered Psychotherapist is a psychotherapist listed in the state's database and is authorized by law to practice psychotherapy in Colorado but is not licensed by the state and is not required to satisfy any standardized educational or testing requirements to obtain a registration from the state.

A separate addendum to this disclosure, which identifies your therapist's degrees, credentials and licenses, will be provided to you.

You are entitled to receive information about your therapist's methods of therapy, techniques used, the duration of therapy (if known), and fee structure. You may seek a second opinion from another therapist or terminate this therapy at any time.

In a professional relationship, sexual intimacy is never appropriate and should be reported to the board that licenses, registers, or certifies the licensee, registrant or certificate holder.

Generally speaking, the information provided by and to the client during therapy sessions is legally confidential and cannot be released without the client's consent. There are exceptions to this confidentiality, some of which are listed in section 12-43-218 of the Colorado revised statutes, as well as other exceptions in Colorado and Federal law. For example, mental health professionals are required to report child abuse to authorities. If a legal exception arises during therapy, if feasible, you will be informed accordingly.

You should know that Craig A. Knippenberg, LCSW, and/or _____ will provide your therapist with _____ supervision or _____ consultation. As such, information regarding your case will be available to him/her. Information regarding your case will also be provided to other staff members of Knippenberg, Patterson and Associates for administrative and/or clinical care coordination purposes.

Mailing:

2650 S. Eudora St. Denver, CO 80222
Voice Messaging: 303-756-4924
Fax: 303-758-3515

Clinical:

12325W. Bowles Ave. Littleton, CO 80127
2650 S. Eudora St. Denver, CO 80222
9094 E. Mineral Ave. #100, Centennial, CO 80112

You will be billed at the time services are rendered. Any balance not paid after thirty days will be assessed a service charge at the rate of 1.5% per month. In the event our billing efforts fail, we will send delinquent accounts to a collection agency, with instructions to follow their usual course of action. By signing this agreement you are agreeing to this procedure.

Sessions are generally 45 to 50 minutes, for individual/family sessions and 90 to 150 (in summer) minutes for group sessions. This time is reserved for you. Missed appointments with less than 24-hour notice will be charged at the therapy session rate.

Telephone calls will be returned as promptly as possible. If your call is an emergency, please state this when you are calling. Telephone consultations lasting more than 10 minutes will be charged at therapy session rate.

Our standard and customary fees are \$165.00 per individual/family session; \$80.00 per 90-minute group session; and \$120.00 per 150-minute group session. Fees for other services and out of office procedures may vary. I understand that the fee for my service is \$_____ per _____*

I/We will receive counseling beginning _____.
I understand that payment is due at the time of service unless other arrangements have been made.
Special Arrangements:

I have been informed of my therapist's degrees, credentials and licenses. I have also read the preceding information and I understand my rights as a client or as the client's responsible party. I agree that I am financially responsible for all services received. In the event I am seeking services for a child, I also hereby attest that I have the authority to consent for such services for said child.

Responsible Party (Printed Name) Date

Therapist

Responsible Party (Signature) Date

Credentials

Child's Name

Licensure

Address: _____

Supervisor

Contact Numbers: _____

Home _____

Work _____

Cell _____

*Rates may periodically be subject to change.

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CREDENTIALS

Please indicate therapist & obtain appropriate signatures

___ **Craig A. Knippenberg, LCSW, M.Div.**

- Master's Degree in Clinical Social Work: University of Denver
- Master's Degree of Divinity with Focus in Pastoral Counseling: Iliff School of Theology
- Licensed Clinical Social Worker

___ **Lisa M. Patterson, MA, LPC**

- Master's Degree in Clinical Counseling: University of Colorado
- Master Teacher: Jefferson County Public Schools
- Licensed Professional Counselor

___ **Jimmy Langley, Psy.D.**

- Master's Degree in Clinical Psychology: University of Denver
- Doctorate in Clinical Psychology: University of Denver
- Licensed Psychologist

___ **Alec Baker, Psy.D.**

- Master's Degree in Clinical Psychology: University of Denver
- Doctorate in Clinical Psychology: University of Denver
- Licensed Psychologist

___ **Terri Learned MSW, LCSW**

- Master's Degree in Clinical Social Work: University of Denver
- Certificate in Animal-Assisted Therapy Activities & Learning: University of Denver
- Licensed Clinical Social Work

___ **Michelle De Nooy, MSW, LSW**

- Bachelor's Degree in Psychology: Calvin College
- Master's Degree in Clinical Social Work: University of Denver
- Licensed Social Worker

___ **Ryan Long, MA, NCC, LPCC**

- Bachelor's Degree in Business Management: Metropolitan State University of Denver
- Master's Degree in Counseling: University of Colorado Denver
- Nationally Certified Counselor; Licensed Professional Counselor Candidate

___ **Julie Miller, MA, LMFTC**

- Bachelor's Degree in English: Gustavus Adolphus College
- Master's Degree in Couple and Family Therapy: University of Colorado
- Candidate for License in Marriage and Family Therapy

___ **Rachel Moses, MA, LPC**

- Bachelor's Degree in Communications: Truman State University
- Master's Degree in Counseling: Colorado Christian University
- Licensed Professional Counselor

___ **Angie Rothkamp, MA, LPC**

- Bachelor's Degree in Psychology: St. Cloud State University, Minnesota
- Master's Degree in Counseling Psychology: Loyola University, Chicago
- Licensed Professional Counselor

___ **Cindy Souser, LMFT**

- Bachelor's Degree in Music Education: University of Colorado Boulder
- Master's Degree in Marriage and Family Therapy: Argosy University
- Licensed Marriage and Family Therapist; Licensed Teacher

___ **Mike Villarreal, MA, LPC**

- Bachelor's Degree in Business Administration: Regis University
- Master's Degree in Clinical Mental Health: Adams State University
- Licensed Professional Counselor

Student Associate/Other Name: _____

Credentials & Current Status: _____

I have been informed of the degrees, credentials, and licenses of my therapist.

Client's Name (Please Print)

Client's Signature or Guardian's Signature

Date

ELECTRONIC PAYMENT AUTHORIZATION

Please indicate the card you wish to use for all services rendered through this practice. Charges for services rendered will be deducted from the card designated below at the time services are rendered. We accept: Visa, MC and Discover.

Client Information:

Client Name: _____ Date of Birth: _____

Address: _____ City _____ State: _____ Zip: _____

Home Number: _____ Mobile Number: _____ SSN: _____

Email: _____

Billing Information:

Please indicate the information associated with the debit card you wish to use. I prefer to use a credit card.

Name: _____

Address: _____ City _____ State: _____ Zip: _____

Email: _____

I authorize all service fees to be deducted from the card ending in _____ (last four digits of the card)

Please enter the CVV code _____ (last three digits on back of card)

I authorize the use of this card for all services and fees at the time they are rendered for the following parties:

Full Name(s) _____

I understand that this form authorizes my provider to charge this card for varying session types, across multiple dates of service. *By authorizing use of this card, and signing this electronic payment authorization form, I certify that I am the cardholder and my signature below authorizes each individual charge for all dates of service.

Cardholder Signature

Date

Payments are processed by Therapy Partner.
Therapy Partner is a registered ISO/MSP of Fifth Third Bank, Cincinnati, OH and HSBC Bank USA National Association, Buffalo, NY.

Debit Card Information: I prefer to use a credit card.

Please provide your payment information below. The card information you provide on this form will be destroyed once your information has been securely encrypted and stored.

Card (circle one): Visa MasterCard Discover

Card Number: _____ Expiration Date: _____

