

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					
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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.

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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

www.craigknippenberg.com

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 \$175.00 per individual/family session; \$85.00 per 90-minute group session; and \$125.00 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.

SpecialArrangements: _____

Any person who alleges that a mental professional has violated the licensing laws related to the maintenance of records of a client eighteen years of age or older, must file a complaint or other notice with the licensing board within seven years after the person discovered or reasonably should have discovered this. Pursuant to law, this practice will maintain records for a period of seven years commencing on the date of termination of services or on the date of last contact with the client, whichever is later. When the client is a child, the records will be retained for a period of seven years commencing either upon the last day of treatment or when the child reaches eighteen years of age, whichever comes later, but in no event shall records be kept for more than twelve years.

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

___ **Ryan Long, MA, LPC**

- Bachelor's Degree in Business Management:
Metropolitan State University of Denver
- Master's Degree in Counseling:
University of Colorado Denver
- Licensed Professional Counselor
- Candidate for License in Marriage and Family Therapy

___ **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

___ **Michelle De Nooy, LCSW**

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

___ **Timothy Pasternak, Psy D.**

- Masters Degree in Clinical Psychology:
University of Denver
- Doctorate in Clinical Psychology
University of Denver

___ **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

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

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PERMISSION TO PARTICIPATE IN ACTIVITIES AND FIELD TRIPS

This permission form has been signed only after understanding and considering the following:

- **Activities and Trips Planned:** I understand that my child may participate in activities for the purpose of learning cooperation and team building, self-esteem building, and rewarding my child for positive behavior. (Parents will be given prior notification for trips other than brief trips in the surrounding area, e.g. a trip to Dairy Queen to reinforce a positive group session). These activities and trips may include but are not limited to camping, fishing, horseback riding, hiking, archery and target practice, rock climbing, water activities (including swimming and jet skiing), obstacle courses, and roller skating.
- **Supervision:** I understand that these activities and trips will be supervised by Craig Knippenberg and/or other therapists or co-therapists approved by Craig Knippenberg.
- **Transportation:** I understand that my child will be transported to and from these activities by privately owned automobiles driven by Mr. Knippenberg and/or other therapists, a co-therapist, or parent of a child. The high school and young adult groups may utilize teen drivers with prior approval from parents.
- **Parent Responsibilities:** I understand that if I have a **child who is between the ages of 4 and 6 and less than 55 inches tall**, he/she is required by Colorado State Law to be in a booster seat and that I will supply that seat to Knippenberg, Patterson, Langley & Associates.

I also understand that if **my child is age 12 and under, he/she should ride in the back seat as required by Colorado State Law** for back seat/non-air bag seating and my child will not be placed in the front seat without my **permission**.

- **Expectations and Instructions:** I understand that my child is expected, and has been instructed by me to do exactly what she/he is instructed to do by the supervisors.
- **Insurance:** I represent that my child has insurance through my own insurance carrier.

I request that my child be allowed to participate in the activities and trips planned and specifically consent to his/her participation.

If any emergency medical procedures or treatment are required during the activities or trip, I consent to the supervisor(s) taking, arranging for, or consenting to the procedures or treatment in his/her or their discretion.

I release and waive, and further agree to indemnify, hold harmless or reimburse Craig A. Knippenberg, LCSW, M.Div., P.C., its employees or agents, as well as supervisors, from and against, any claim which I, any other parent or guardian, any sibling, the child, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or injuries arising out of, during, or in connection with my child's participation in the activities or the rendering of emergency medical procedures or treatment, if any.

Signed: _____ Child's Name: _____
Parent or Guardian

Date: _____ Address: _____

**Please list any known allergies for child above: _____

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Group Policies

- Regular attendance is a must for success in group therapy. If your child is ill or unable to attend, call your group leader. Arriving for group on time also allows participants to receive the greatest benefit from group therapy.
- **Cancellations** should occur **24 hours in advance**. Group members will be allowed two (summer) / three (school year) cancellation absences from group with no charge. These absences are contingent upon 24 hour advanced notice given by the parents or guardians of the child. Unexcused absences or additional missed sessions will be charged at your regular session rate for the duration of the group. **Because it is not feasible to replace a child if the child withdraws from an ongoing group, it is understood once group has started, that the below signed parents or guardians will be responsible for payment of all sessions for the duration of the group, even if they withdraw the child from the group prior to its completion. That is, the parents or guardians will be required to pay up to 12 sessions (summer) and 22 sessions (school year), regardless of whether they are used by the child.** A nonrefundable deposit (\$125.00 summer) / (\$85.00 school year) is required to hold a reservation in the group. The deposit will be put toward regular group therapy charges. If individual or family evaluation sessions are not cancelled **24 hours prior to the scheduled appointment**, a regular session fee will be charged for the rescheduled appointment.
- Group leaders have therapeutic commitments following group sessions, so it is important that you pick up your child on time. However, if an emergency occurs please contact your group leader on their individual pager as instructed on the main office number 303-756-4924.
- Group fees are billed each session. If a problem arises with fee payment, please contact your group leader and the offices of Knippenberg, Patterson, Langley & Associates.
- Since many of the group activities involve play and eating, please let your group leader know if your child has any medical restrictions or allergies. Please also indicate if your child is allergic to any medications in case an emergency arises. It is important that your group facilitator knows your child and his/her needs.
- Please make sure your child is dressed appropriately for activities that may occur in group. Your group leader will indicate activities requiring specific attire.
- Occasionally, group field trips require a change in regularly scheduled group time. These field trips times and/or any additional charges will be identified through letters sent home with your child. If a scheduling error appears to have occurred and you arrive and there are no group leaders present, please stay with your child and call your group leader on their individual pager as instructed on the main office number 303-756-4924.
- Parent contact and coordinated care is important for success in the group. If you have questions about the group, your child's goals or the therapy provided in group, please ask or call your designated group leader. Communication is must for success in the program.
- Two parent feedback sessions will be offered at no charge during the course of group therapy. This does not apply, however, to the high school age and young adult groups.
- Please help to encourage growth in your child at group and at home. An enthusiastic attitude will help your child get the most out of group therapy. Parents are encouraged to contact one another and receive support from each other outside of the group, as well.

Client's Name (Printed)

Client's Name (Signature)

Parent/Guardian Signature

Therapist

Date

Client's Phone Number(s)

Therapist Phone Number(s)

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: _____

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AUTHORIZATION TO RELEASE/RETRIEVE MENTAL HEALTH INFORMATION

I hereby consent to Craig A. Knippenberg, LCSW, M.Div., P.C. & Knippenberg, Patterson, Langley & Associates, including the therapist listed below, to Release information to the following parties. This includes written and verbal transfer of history, mental health, and treatment information, for the purposes of consultation and coordination with relevant professionals.

These Individuals Are As Follows:

Name	Address	Phone Number
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I hereby consent to Craig A. Knippenberg, LCSW, M.Div., P.C. & Knippenberg, Patterson, Langley & Associates, including the therapist listed below, to Retrieve information from the following parties. This includes written and verbal transfer of history, mental health, and treatment information, for the purposes of consultation and coordination with relevant professionals.

These Individuals Are As Follows:

Name	Address	Phone Number
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AUTHORIZATION: I certify that this release has been made voluntarily. I understand that I may revoke this authorization at any time, except to the extent that action has already been taken to comply with it.

THIS authorization should be valid for:

_____ 12 Months from the date of my signature;

_____ Months from the date of my signature ; Or

_____ Until thirty (30) days after the termination of treatment with Craig A. Knippenberg, LCSW, M.Div., P.C. (& Knippenberg, Patterson, Langley & Associates), including the therapist listed below.

A facsimile or copy of this release shall be treated as an original.

Client's Name (please print)

Date

Client/Parent/Guardian Signature

Relationship to Client

Therapist's Signature & Credentials