

Geoffrey Steinberg, Psy.D.

49 West 24th Street
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New York, NY 10010
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DrGeoffreySteinberg.com

Clinical Psychologist
New York License 016942

INITIAL CONSULTATION PACKET

(updated 05-21-2013)

Thank you for downloading this packet.

Please print the entire packet, complete all sections, and note any questions you may wish to discuss during you appointment.

Initial each page of the Outpatient Services Contract.

Keep a copy of the Outpatient Services Contract and Notice of Privacy practices for your records.

Contents:

1. Basic Information Form
2. Outpatient Services Contract
3. Credit Card Authorization Form
4. Notice of Privacy Practices
5. Acknowledgment of Receipt of Notice of Privacy Practices
6. Directions to the Office

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[File # ___ / ___ / ___]

BASIC INFORMATION FORM

Confidential Data
updated 09-24-2012

CONTACT

First Name		
Last Name		
Address		<u>OK to write?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
Email		<u>OK to send email?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>OK to call you there?</u>	<u>OK to leave message?</u>
Home Phone	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cellular Phone	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Phone	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency contact		
Address		
Phone		
Relationship to you		

DEMOGRAPHICS

Date of Birth	
Current Age	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender
Sexual Orientation	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual
Partner Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Partnered <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Ethnicity	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Native American <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____
Employer	
Occupation	

INSURANCE

Do you have health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Carrier:	_____
Type of plan:	<input type="checkbox"/> HMO <input type="checkbox"/> PPO <input type="checkbox"/> POS
Insurance ID:	_____ Group #: _____

HEALTH

Is your health:	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Have you had any serious illness or injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe:
Current health concerns:	
Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe:
Physician's Name:	
Physician Phone:	
Are you under the care of a psychiatrist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Psychiatrist Name:	
Psychiatrist Phone:	
Have you ever been hospitalized?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe:
Are you currently taking any medications?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list names and amounts:
Have you ever been in psychotherapy before?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when and with whom? Was it helpful? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments on previous treatment:

FAMILY

Country of Birth:		
Years in USA:		
Is your father alive?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Father's age: _____
Is your mother alive?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mother's age: _____
Parents' Marital Status:	<input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Partnered <input type="checkbox"/> Separated <input type="checkbox"/> Never Married <input type="checkbox"/> Widowed	
Number of siblings:		
Your position in birth order:		
Are you a parent?	<input type="checkbox"/> Yes <input type="checkbox"/> No If you have children, what are their ages?	
Your religion in childhood:		
Your religion Now:		

LEGAL

Have you in <u>the past</u> been involved in any type of litigation? If yes please briefly describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you <u>currently</u> involved in any type of litigation? If yes please briefly describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you <u>expect in the near future</u> to become involved in any type of litigation? If yes, please briefly describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERRAL

Reasons for seeking psychological services:

How did you hear about my practice?

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OUTPATIENT SERVICES CONTRACT

updated 05-21-2013

Welcome to my practice. This document contains important information about my professional services and business policies. Please read it carefully and note any questions you may have so that you and I can discuss them at our next meeting. Once you sign this, it will constitute a binding agreement between us.

Psychological Services

Psychotherapy is not easily described in general statements. It varies depending on the therapist, the client, and the particular problems the client brings. Psychotherapy requires an active effort on your part.

Psychotherapy has both benefits and risks. Psychotherapy has been shown to have benefits for people who undertake it. Psychotherapy often leads to a significant reduction in feelings of distress, better relationships, and resolutions of specific problems. However, there are no guarantees about what will happen. Risks sometimes include experiencing uncomfortable feelings such as sadness, guilt, anxiety, anger, frustration, loneliness, and helplessness. You may experience such feelings in the course of discussing your experiences in therapy.

Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some initial impressions of what our work may include and an initial treatment plan to follow, if you decide to continue. You should evaluate this information along with your own assessment about whether you feel comfortable working with me. Psychotherapy involves a significant commitment of time, money, and energy, so you should be careful about the therapist you select. If you have questions about my procedures, we should discuss them whenever they arise. If you decide to discontinue your work with me, I can help you secure an appropriate consultation with another mental health professional.

Contacting Me

Though I am often not immediately available by telephone, I routinely check both voicemail and email during regular business hours.

Text messages are not a secure mode of communication. My telephone is a landline in the office, so no text messages will be received.

I do not routinely check voicemail messages after regular business hours. If you need to speak with someone immediately, crisis counseling is available by telephone 24 hours a day in New York City by calling 1-800-LIFENET. If you experience a life-threatening emergency, call 911 or go to the nearest hospital emergency room and request to be seen by a mental health professional.

INITIAL: _____

I will inform you of my planned vacations and holiday absences several weeks in advance, and these dates are regularly posted in the calendar section of my website:

<http://drgeoffreysteinsteinberg.com/tag/calendar/>

I am not typically available for telephone or email consultations outside of scheduled appointments. Should the need arise, you are welcome to contact me to schedule an additional appointment at a mutually agreeable time. However, if you anticipate the need for routine contact between scheduled appointments, I may be able to help you find a referral to another professional whose practice includes such a provision.

Cancellation Policy

If you and I decide to work together, I will usually schedule one forty-five minute session (one appointment hour of forty-five minutes duration) per week at a mutually agreed time. Once this appointment hour is scheduled, you will be expected to pay for it. For clients with weekly appointments, four free absences are allowed per year. You are responsible for payment of any additional absences beyond those allowed, regardless of the reason or type of absence. These include absences of all types, including illness, advance cancellations, late cancellations, and no-shows. Holidays and other days the office is closed will not count as absences.

The allowance of free four absences per year will be issued 30 days following the initial consultation. New clients will be responsible for payment for any absences that occur within the first 30 days.

I appreciate the courtesy of at least 24 hours notice if you know that you will not be able to attend a scheduled appointment. However, regardless of whether you have provided such notice or not, you will be charged for missed appointments that exceed the allotted number of free absences.

In instances where your insurance company set limits upon the number of sessions covered per year, you will be responsible for payment of sessions that exceed such limitations.

You will be required to keep a credit card or check card on file and to provide signed authorization that this card may be charged for absences that extend beyond the allowed number. You will be responsible for updating your credit card information whenever it may change.

Excessive cancellations should be avoided because keeping therapy appointments on a consistent basis is essential to making meaningful progress. In situations where a client shows a pattern of excessive cancellations and efforts to address the situations are unsuccessful, the client may lose their reserved appointment hour. Such situations are rare and are usually resolved successfully.

Please note that although the cancellation policy is described in terms of absences within the course of a year, you have the right to end therapy at any time—please see the Termination Policy.

Termination Policy

You and I both have the right to end our work together at any time.

If at any point I believe that our work together is no longer effective in helping you reach your therapeutic goals, I will discuss it with you and, if appropriate, I may decide to end our work together. In such a case, I would offer you referrals to other recommended professionals.

INITIAL: _____

If at any point you are thinking about ending our working together, I would encourage you to talk with me about it, so we can reach a shared understanding of the reasons to stop therapy and an agreement about when to do so.

Once you and I have agreed to end psychotherapy, I recommend setting a date for our last session and using the remaining sessions to discuss the ending. Focusing together on the experience of termination can often be of value to review the course of work we have done together, to identify areas that you may wish to continue to address on your own, and to talk about how it feels to end our working relationship.

Professional Fees: Out-of-Network

I work with many clients on an out-of-network basis. The only insurance company for which I am a participating provider is Aetna. With many insurance plans, you may be eligible for reimbursement of fees that you pay to an out-of-network psychologist. It is your responsibility to be aware of the specifics of your insurance policy, including pre-authorization, deductible, and annual session limits, as each of these factors may impact your ability to receive reimbursement.

My hourly fee for is \$180 for individual therapy (45 minutes) and \$240 for couples' therapy (60 minutes). Payments are due at the time each session is held. I will then provide you a monthly statement that you may submit to your insurance company for partial reimbursement. To be eligible for reimbursement, this statement will include a diagnosis code, dates of treatment, and duration of each session.

These fees may increase periodically, no more than once per year. I will inform you in advance of any changes in fees.

Professional Fees: In-Network

If you are insured by Aetna, then you will be responsible for paying the deductible and co-pay amounts as specified in your insurance policy. Your signature on this contract indicates that you authorize my practice to submit claims for your mental health care to Aetna.

Your insurance will not pay for sessions that were not held. Therefore, you will be responsible for paying for any sessions you have missed (beyond the number of free absences allowed per year). In such circumstances, your credit card on file will be billed at the per-session rate for which I am contracted with Aetna.

If your insurance policy sets a limit on the number of sessions that you may attend, you will be responsible for paying out-of-pocket at an agreed-upon rate for the remainder of the benefit year.

Billing and Payments

You will be expected to pay for each psychotherapy session at the time it is held, unless you and I agree otherwise.

Clients paying the full fee (i.e., out-of-network) have the option of paying by check, cash, or credit card.

For Aetna-insured clients (i.e., in-network), credit and debit cards are not accepted for insurance co-payments, with the exception of cards associated with flexible medical spending accounts. You may pay the co-payment as defined by your policy by cash or check at the time of service.

INITIAL: _____

Alternately, at the beginning of each month, you may pay in advance by cash or check the estimated sum of that month's co-payments.

All clients are required to keep an active credit or debit card on file. This card will be charged in the event of any missed sessions that exceed the allowed number of free absences (see Cancellation Policy).

Additional fees:

A fee of \$25 will be charged for a declined credit card transaction or returned check, and a pattern of such declined transactions may result in the requirement of payment by money order.

In addition to weekly appointments, it is my practice to charge my standard rate of \$180 per hour on a prorated basis for other professional services you may require, such as report writing or consultations with other professionals that you have authorized. Payment schedules for other professional services will be agreed upon at the time these services are requested.

In circumstances of unusual financial hardship, I may be willing to negotiate a fee adjustment or installment payment plan. If your account is more than 60 days in arrears and suitable arrangements for payment have not been agreed to, a late payment fee of \$100 per month will be charged until the account is settled. I have the option of using legal means to secure payment, including collection agencies. In such cases, the only information I would release about a client's treatment would be the client's name, the kind of professional services, and the amount due.

Litigation Limitation Policy

I do not accept new clients into my practice who are currently engaged in a legal dispute or expect to become involved in one in the near future. It is agreed that should you become involved in legal proceedings (for example, divorce and custody disputes, injuries, criminal proceedings, lawsuits, etc.), neither you, nor your attorney, nor anyone else acting on your behalf will call on me to testify in court or at any other proceeding, nor will a disclosure of your records be requested.

In the rare circumstance that you become involved in litigation that requires my participation, you will be expected to pay for the professional time required, even if I am compelled to testify by another party.

Case Management Policy

I run my practice in as independent and private a manner as possible by choosing not to be contracted with insurance companies that are likely to impose excessive bureaucratic requirements. Even on an out-of-network basis, some insurance companies may request additional information about your treatment in the form of utilization reviews or requests for additional information about you.

My default response is to refuse such requests for the dual purpose of protecting your privacy and maintaining the autonomy of my practice. I will notify you if I have received any such requests from your insurance company, and you and I may discuss on a case-by-case basis whether or not to comply with such requests. Time spent on case management will be billed to your account on a prorated basis.

If you are insured by Aetna, your case may be selected by Aetna for a utilization review meeting by telephone. If your case is selected for utilization review, I will discuss this with you before

INITIAL: _____

participating in the review, and you and I may decide together whether or not to comply with the request. Time spent on utilization reviews with Aetna will not be charged.

If in addition to individual psychotherapy you are also being treated by a psychiatrist or another mental health professional (for example, group therapist, couples therapist), with your written authorization I may periodically discuss your treatment with that professional to ensure continuity of care. There is no charge for routine coordination of care with other mental health or medical professionals. However, in the event you are hospitalized, your account will be billed for time spent on coordination of care with treatment providers at the hospital.

If you have authorized me to discuss your case with any other individuals who are not mental health professionals (for example, a family member or employer), time spent on these activities will be billed to your account on a prorated basis.

Privacy Policy (Summary)

The full text of this practice's privacy policy will be supplied to you separately from this contract.

I am ethically bound to maintain the confidentiality of psychotherapy and evaluation services to you and of your written records. The only exceptions are in specific circumstances where you have authorized the release of information to another party or when reporting is mandated by law.

In general, law protects the confidentiality of all communications between a client and a psychologist, and I can only release information about you to others with your written authorization. However, there are a number of exceptions.

In most judicial proceedings, you have the right to prevent me from providing any information about your treatment. However, in some circumstances such as child custody proceedings and proceedings in which your emotional condition is an important element, a judge may require my testimony if he or she determines that resolution of the issues before him/her demands it.

There are some situations in which I am legally required to take action to protect others from harm, even though that requires revealing some information about a client's treatment. For example, if I believe that a child, an elderly person, or a disabled person is being neglected or abused, I am required to file a report with the appropriate state agency.

If I believe that a client is threatening serious bodily harm to another person, I am required to take protective actions, which may include notifying the potential victim, notifying the police, and/or seeking appropriate hospitalization. If a client threatens to harm him/herself, I may be required to seek hospitalization for the client, and/or to contact family members or others who can help provide protection.

I may occasionally find it helpful to consult about a case with another professional. In such consultations, I make every effort to avoid revealing the identity of my client. The consultant is, of course, also legally bound to keep the information confidential. Unless you object, I will not tell you about these consultations unless I feel that it is important to our work together.

The laws governing these issues are complex, and I am not an attorney. While I am happy to discuss these issues with you, should you need specific advice, formal legal consultation may be desirable. If you request, I will provide you with relevant portions or summaries of the applicable state laws governing these issues.

INITIAL: _____

Professional Records

Both law and the standards of my profession require that I keep appropriate treatment records. You are entitled to receive a copy of the records at your written request, unless I believe that seeing them would be emotionally harmful to you. Because these are professional records written in technical language, they can be misinterpreted or can be upsetting, so if you request your records, then I recommend that you and I review them together to discuss what they contain.

The Federal Health Insurance Portability and Accountability Act (HIPAA) does not provide a patient the same right of access to psychotherapy notes as to other parts of a medical record, so even if I have granted a request to provide you a copy of other portions of your treatment record, under no circumstances will psychotherapy notes be provided.

Authorization for Consent to Treat

By signing below, I hereby authorize Dr. Geoffrey Steinberg to carry out such diagnostic and treatment procedures as may be necessary for my mental health care. Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Client Name (Printed)

Client Signature/Date

Geoffrey Steinberg, Psy.D./Date

Parent/Guardian Consent for Minors

I certify that I am the parent or guardian of _____

I hereby authorize Dr. Geoffrey Steinberg to carry out such diagnostic and treatment procedures as may be necessary for my child's mental health care.

Minor's Name (Printed)

Minor's Date of Birth

Parent/Guardian's Name (Printed)

Parent/Guardian Signature/Date

Geoffrey Steinberg, Psy.D./Date

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NOTICE OF PRIVACY PRACTICES

updated 03-24-2013

[File # __ __ __ / __ __ __ / __ __ __ __]

Effective Date

November 1, 2006

Privacy Officer

Geoffrey Steinberg, Psy.D.

Introduction

The Federal Health Insurance Portability and Accountability Act (HIPAA) requires mental health professionals to issue this official Notice of Privacy Practices. This notice describes how information about you is protected, the circumstances under which it may be used or disclosed and how you may gain access to this information. Please review it carefully.

For psychotherapy to be beneficial, it is important that you feel free to speak about personal matters, secure in the knowledge that the information you share will remain confidential. You have the right to the confidentiality of your medical and psychological information, and this practice is required by law to maintain the privacy of that information. This practice is required to abide by the terms of the Notice of Privacy Practices currently in effect, and to provide notice of its legal duties and privacy practices with respect to protected health and psychological information. If you have any questions about this Notice, please contact the Privacy Officer at this practice.

Who Will Follow This Notice

Any health care professional authorized to enter information into your medical record, all employees, staff, and other personnel at this practice who may need access to your information must abide by this Notice. All subsidiaries, business associates (e.g., a billing service), sites and locations of this practice may share medical information with one another for treatment, payment purposes or health care operations described in this Notice. Except where treatment is involved, only the minimum necessary information needed to accomplish the task will be shared.

Uses and Disclosures for Treatment, Payment, and Health Care Operations

I may use or disclose your Protected Health Information (PHI), for treatment, payment, and health care operations purposes. The following should help clarify these terms:

- PHI refers to information in your health record that could identify you. For example, it may include your name, the fact you are receiving treatment here, and other basic information pertaining to your treatment.
- Use applies only to activities *within* my office and practice group, such as sharing, employing,

applying, utilizing, and analyzing information that identifies you.

- Disclosure applies to activities *outside* of my office or practice group, such as releasing, transferring, or providing access to information about you to other parties.
- Authorization is your written permission to disclose confidential health information. All authorizations to disclose must be made on a specific and required form.
- Treatment is when I provide, coordinate, or manage your health care and other services related to your health care. For example, with your written authorization I may provide your information to your physician to ensure the physician has the necessary information to diagnose or treat you.
- Payment Your PHI may be used, as needed, in activities related to obtaining payment for your health care services. This may include the use of a billing service or providing you documentation of your care so that you may obtain reimbursement from your insurer.
- Health Care Operations are activities that relate to the performance and operation of my practice. I may use or disclose, as needed, your protected health information in support of business activities. For example, when I review an administrative assistant's performance, I may need to review what that employee has documented in your record.

Written Authorizations to Release PHI

Any other uses and disclosures of your PHI beyond those listed above will be made only with your written authorization, unless otherwise permitted or required by law as described below. You may revoke your authorization at any time, in writing.

Uses and Disclosures without Authorization

The ethics code of the American Psychological Association, New York State law, and the Federal Health Insurance Portability and Accountability Act (HIPAA) regulations all protect the privacy of communications between a client and a mental health professional. In most situations, I can only release information about your treatment to others if you sign a written authorization. Such authorizations will remain in effect for a length of time you and I determine. You may revoke an authorization at any time, unless I have taken action in reliance on it. However, there are some disclosures that do not require your authorization. I may use or disclose PHI without your consent in the following circumstances:

- Child Abuse – If I have reasonable cause to believe a child may be abused or neglected, I must report this belief to the appropriate authorities.
- Adult and Domestic Abuse – If I have reason to believe that an individual such as an elderly or disabled person protected by state law has been abused, neglected, or financially exploited, I must report this to the appropriate authorities.
- Health Oversight Activities – I may disclose your PHI to a health oversight agency for oversight activities authorized by law, including licensure or disciplinary actions. If a client files a complaint or lawsuit against me, I may disclose relevant information regarding that patient in order to defend myself.
- Judicial and Administrative Proceedings – If you are involved in a court proceeding and a request is made for information by any party about your treatment and the records thereof, such information is privileged under state law, and is not to be released without a court order. Information about all other psychological services (e.g., psychological

evaluation) is also privileged and cannot be released without your authorization or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You must be informed in advance if this is the case.

- Serious Threat to Health or Safety – If you communicate to me a specific threat of imminent harm against another individual or if I believe that there is clear, imminent risk of injury being inflicted against another individual, I may make disclosures that I believe are necessary to protect that individual from harm. If I believe that you present an imminent, serious risk of injury or death to yourself, I may make disclosures I consider necessary to protect you from harm.
- New York Secure Ammunition and Firearms Enforcement Act (SAFE Act) – I am required to make a report to the Director of Community Services (DCS) in the City of New York and/or the county where you reside if I believe you are likely to engage in conduct that would result in serious harm to yourself or others. In the City of New York, I would make this report to the Executive Deputy Commissioner of the NYC Department of Health and Mental Hygiene, who may then decide to report your name to the New York State Department of Criminal Justice Services (DCJS). The DCJS may then suspend or revoke your firearms licence, or if you do not currently have a firearms license, may deem you ineligible for the issuance of a firearms license in the future.
- Worker's Compensation – I may disclose PHI regarding you as authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

Special Authorizations

Certain categories of information have extra protections by law, and thus require special written authorizations for disclosures.

- Psychotherapy Notes – I will obtain a special authorization before releasing your Psychotherapy Notes. Psychotherapy Notes are notes I may make about our work during individual, group, joint, or family counseling sessions, which I have kept separate from the rest of your record. These notes are given a greater degree of protection than PHI.
- HIV Information – Special legal protections apply to HIV/AIDS related information. I will obtain a special written authorization from you before releasing information related to HIV/AIDS.
- Alcohol and Drug Use Information – Special legal protections apply to information related to alcohol and drug use and treatment. I will obtain a special written authorization from you before releasing information related to alcohol and/or drug use/treatment.

You may revoke all such authorizations (of PHI, Psychotherapy Notes, HIV information, and/or Alcohol and Drug Use Information) at any time, provided each revocation is in writing, signed by you, and signed by a witness. You may not revoke an authorization to the extent that (1) I have relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage or where law provides the insurer the right to contest a claim under its policy.

PATIENT'S RIGHTS AND PSYCHOLOGIST'S DUTIES

Patient's Rights

- Right to Request Restrictions – You have the right to request restrictions on certain uses/disclosures of PHI. However, I am not required to agree to the request.
- Right to Receive Confidential Communications by Alternative Means – You have the right to request and receive confidential communications by alternative means and locations. (For example, you may not want a family member to know that you are in treatment. On your request, I will send correspondence to another address.)
- Right to Inspect and Copy – You have the right to inspect or obtain a copy of PHI in my records as these records are maintained. In such cases I will discuss with you the process involved.
- Right to Amend – You have the right to request an amendment of PHI for as long as it is maintained in the record. I may deny your request. If so, I will discuss with you the details of the amendment process.
- Right to an Accounting – You generally have the right to receive an accounting of all disclosures of PHI. I can discuss with you the details of the accounting process.
- Right to a Paper Copy – You have the right to obtain a paper copy of the Notice of Privacy Practices from me upon request.

Psychologist's Duties:

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.
- If I revise my policies and procedures, I will notify you at our next session, or by mail at the address you provided me.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with the Privacy Officer at this practice or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized or discriminated against for filing a complaint.

Effective Date, Restrictions, and Changes to Privacy Policy

This notice will go into effect on November 1, 2006.

The Notice of Privacy Practices was changed March 24, 2013 to reflect the New York SAFE Act (see previous page).

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ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

updated 03-24-2013

[File # ___ ___ ___ / ___ ___ / ___ ___ ___]

Client Name: _____

Date of Birth: _____

By signing below, I acknowledge that I have received a copy of this practice's Notice of Privacy Practices and have therefore been advised of how this practice may use and disclosure my protected health information and how I may obtain access to and control this information.

I also acknowledge and understand that I may request copies of separate notices explaining special privacy protections that apply to psychotherapy notes, HIV related information, and alcohol and substance abuse information.

I understand that this practice reserves the right to change the terms of its Notice of Privacy Practices, and to make changes regarding all protected health information resident at, or controlled by, this practice. I understand that I can obtain this practice's current Notice of Privacy Practices on request.

Signature: _____

Date: _____

Relationship to client (if signed by a personal representative of the client):

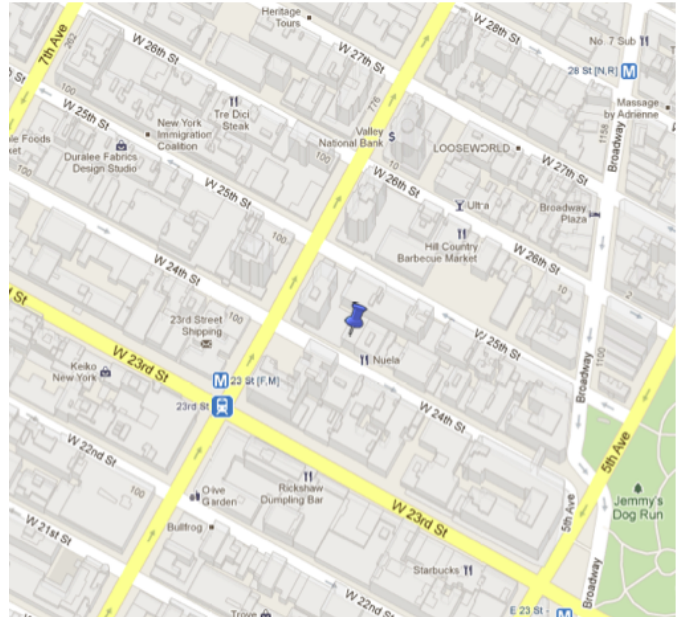
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DIRECTIONS

My office is located at 49 West 24th Street,
between Sixth Avenue and Broadway,
across from the Masonic Hall.



The building is locked after 4:30 pm.
If the door is locked:
Dial 605
Press the red call button
I will buzz you in.

Take the elevator to the 6th floor.
To enter the suite:
Press the silver call button
Dial 605
I will buzz you in.
Please have a seat in the waiting area.

