













RUACH RESTORATION, LLC

Personal Information Form  
Confidential

Today's Date: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Referred by: \_\_\_\_\_  
Name of Church: \_\_\_\_\_ Denomination: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Degree(s) Grades Completed: \_\_\_\_\_ Bachelor's: \_\_\_\_\_ Master's: \_\_\_\_\_ Other: \_\_\_\_\_  
Spouse's first name: \_\_\_\_\_  
Number of children: \_\_\_\_\_ Name(s) and age(s): \_\_\_\_\_  
Have you been in counseling? If yes, please provide details. \_\_\_\_\_

Briefly describe what brings you here. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check the issues that pertain to you: rate degree of stress/urgency for applicable areas,  
1 (low) to 5 (high).

<input type="checkbox"/> Depression	<input type="checkbox"/> Chronic Illness	<input type="checkbox"/> Sexual Identity Issues
<input type="checkbox"/> Marital Problem	<input type="checkbox"/> Occult	<input type="checkbox"/> Anger
<input type="checkbox"/> Drug Addictions	<input type="checkbox"/> Insomnia	<input type="checkbox"/> Physical Abuse
<input type="checkbox"/> Eating Disorder	<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Sexual Abuse
<input type="checkbox"/> Grief/Loss	<input type="checkbox"/> Low Self-Esteem	<input type="checkbox"/> Emotional Abuse
<input type="checkbox"/> Occult Oppression	<input type="checkbox"/> Career Decision	<input type="checkbox"/> Relationships
<input type="checkbox"/> Workaholism	<input type="checkbox"/> Financial Crisis	<input type="checkbox"/> Loneliness
<input type="checkbox"/> Unforgiveness/Bitterness	<input type="checkbox"/> Excessive Anxiety/Fear	<input type="checkbox"/> Spiritual Issues/Concern
<input type="checkbox"/> Sexual Concerns	<input type="checkbox"/> Thoughts of Suicide	<input type="checkbox"/> Thoughts of Harm/others
<input type="checkbox"/> Other		

Are you under a doctor's care? \_\_\_\_\_ If yes, Doctors Name \_\_\_\_\_  
Please share what you are being treated for and any medications you are currently taking.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In Case of Emergency, who would you like to be contacted?  
Name/Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Please initial that you have read this page -----





RUACH RESTORATION, LLC

**Jennie Armstrong, DMin, LPC**  
**Licensed Professional Counselor**

**1020 Barber Creek Drive, Suite 203 Watkinsville, GA 30677**

**Communication Addendum**

Secure and private communication cannot be fully assured utilizing cell/smart phones or regular email technologies. It is the Client’s right to determine whether communication using non-secure technologies may be permitted and under what circumstance. Use of any non-secure technologies to contact your therapist will be considered to imply consent to return messages to client via the same non-secure technology, pending further clarification form the client. Please check below which modes of communication are permitted and are not permitted. This consent may be altered at any time should circumstances or preference change. In the event that client does not allow non-secure modes of communication, contact will only be made via wire to wire phone or mail.

1. Voice communication to client’s *and* from therapist’s cell/smart phone for:  
**Circle each Permitted:** 1.scheduling appointments 2.reminders 3.between session contact

2. Email communication to client’s *and* from therapist’s email address for:

**Circle each Permitted:** 1.scheduling appointments 2.reminders 3.between session contact

Permitted email address: \_\_\_\_\_

**Statement of Validation**

I have read this **Communication Addendum**, it has been adequately explained to me and I understand its contents:

	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
Client:	_____	_____	_____
Parent/ L. Guardian:	_____	_____	_____

**Please initial that you have read this page** \_\_\_\_\_





RUACH RESTORATION, LLC

**RUACH RESTORATION LLC**  
**PATIENT NOTICE OF PRIVACY RIGHTS**

The Health Insurance Portability and Accountability Act (HIPAA) has created new patient protection surrounding the use of protected health information. Commonly referred to as the “medical records privacy law,” HIPAA provides patients protections related to the electronic transmission of data (“the transaction rules”), the keeping and use of patient records (“the privacy rules”), and storage and access to health care records (“the security rules”). HIPAA applies to all health care providers, including mental health care, and providers and health care agencies throughout the country are now required to provide patients a notification of their privacy rights as it relates to their health care records. You may have already received similar notices such as this one from your other health care providers.

As you might expect, the HIPAA law regulations are extremely detailed and difficult to grasp if you don’t have formal legal training. This Patient Notification of Privacy Rights is our attempt to inform you of your rights in a simple yet comprehensive fashion. Please read this document, as it is important you know what patient protections HIPAA affords all of us. In mental health care, confidentiality and privacy are central to the success of the therapeutic relationship, and as such, you will find we make every effort to do all we can to protect the privacy of your mental health records. If you have any questions about any of the matters discussed in this document, please do not hesitate to ask for further clarification.

By law, Ruach Restoration LLC is required to secure your signature indicating you have received a copy of the Patient Notification of Privacy Rights document.

Client Name (Print) \_\_\_\_\_

I have received a copy of the Ruach Restoration LLC Patient Notification of Privacy Rights document, which provides a detailed description of the potential uses and disclosures of my protected health information, as well as my rights on these matters. I understand that I have the right to review this document and that I may at any time, now or later, ask any questions about or seek clarification of the matters discussed in this document. Signing below indicates only that I have received a copy.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature if Client is a Minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature if Client is Legal Charge

\_\_\_\_\_  
Date

**Please initial that you have read this page -----**



RUACH RESTORATION, LLC

RUACH RESTORATION LLC  
Jennie Armstrong, DMin, MA, LPC  
Licensed Professional Counselor  
1020 Barber Creek Dr., Ste. 203  
Watkinsville, GA 30677  
706-431-3910

Health Insurance Portability and Accountability Act (HIPAA)

### NOTICE OF PRIVACY PRACTICES

**I. COMMITMENT TO YOUR PRIVACY:** *Jennie Armstrong* is dedicated to maintaining the privacy of your protected health information (PHI). PHI is information that may identify you and that relates to your past, present or future physical or mental health condition and related health care services either in paper or electronic format. This Notice of Privacy Practices (“Notice”) is required by law to provide you with the legal duties and the privacy practices that *Jennie Armstrong* maintains concerning your PHI. It also describes how medical and mental health information may be used and disclosed, as well as your rights regarding your PHI. Please read carefully and discuss any questions or concerns with your therapist.

**II. LEGAL DUTY TO SAFEGUARD YOUR PHI:** By federal and state law, *Jennie Armstrong* is required to ensure that your PHI is kept private. This Notice explains when, why, and how *Jennie Armstrong* would use and/or disclose your PHI. Use of PHI means when *Jennie Armstrong* shares, applies, utilizes, examines, or analyzes information within its practice; PHI is disclosed when *Jennie Armstrong* releases, transfers, gives, or otherwise reveals it to a third party outside of the *Jennie Armstrong*. With some exceptions, *Jennie Armstrong* may not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, *Jennie Armstrong* is always legally required to follow the privacy practices described in this Notice.

**III. CHANGES TO THIS NOTICE:** The terms of this notice apply to all records containing your PHI that are created or retained by *Jennie Armstrong*. Please note that *Jennie Armstrong* reserves the right to revise or amend this Notice of Privacy Practices. Any revision or amendment will be effective for all of your records that *Jennie Armstrong* has created or maintained in the past and for any of your records that *Jennie Armstrong* may create or maintain in the future. *Jennie Armstrong* will have a copy of the current Notice in the office in a visible location at all times, and you may request a copy of the most current Notice at any time. The date of the latest revision will always be listed at the end of *Jennie Armstrong* Notice of Privacy Practices.

**IV. HOW YOUR NAME MAY USE AND DISCLOSE YOUR PHI:** *Jennie Armstrong* will not use or disclose your PHI without your written authorization, except as described in this Notice or as described in the “Information, Authorization and Consent to Treatment” document. Below you will find the different categories of possible uses and disclosures with some examples.

**1. For Treatment:** *Jennie Armstrong* may disclose your PHI to physicians, psychiatrists, psychologists, and other licensed health care providers who provide you with health care services or are; otherwise involved in your care. Example: If you are also seeing a psychiatrist for medication management, *Jennie Armstrong* may disclose your PHI to her/him in order to coordinate your care. Except for in an emergency, *Jennie Armstrong* will always ask for your authorization in writing prior to any such consultation.

Please initial that you have read this page -----



**2. For Health Care Operations:** *Jennie Armstrong* may disclose your PHI to facilitate the efficient and correct operation of its practice, improve your care, and contact you when necessary. Example: We use health information about you to manage your treatment and services.

**3. To Obtain Payment for Treatment:** *Jennie Armstrong* may use and disclose your PHI to bill and collect payment for the treatment and services *Jennie Armstrong* provided to you. Example: *Jennie Armstrong* might send your PHI to your insurance company or managed health care plan in order to get payment for the health care services that have been provided to you. *Jennie Armstrong* could also provide your PHI to billing companies, claims processing companies, and others that process health care claims for *Jennie Armstrong's* office if either you or your insurance carrier are not able to stay current with your account. In this latter instance, *Jennie Armstrong* will always do its best to reconcile this with you first prior to involving any outside agency.

**4. Employees and Business Associates:** There may be instances where services are provided to *Jennie Armstrong* by an employee or through contracts with third-party "business associates." Whenever an employee or business associate arrangement involves the use or disclosure of your PHI, *Jennie Armstrong* will have a written contract that requires the employee or business associate to maintain the same high standards of safeguarding your privacy that is required of *Jennie Armstrong*.

**Note:** This state and Federal law provides additional protection for certain types of health information, including **alcohol or drug abuse, mental health and AIDS/HIV**, and may limit whether and how *Jennie Armstrong* may disclose information about you to others.

**V. USE AND DISCLOSURE OF YOUR PHI IN CERTAIN SPECIAL CIRCUMSTANCES – YOUR NAME may use and/or disclose your PHI without your consent or authorization for the following reasons:**

- 1. Law Enforcement:** Subject to certain conditions, *Jennie Armstrong* may disclose your PHI when required by federal, state, or local law; judicial, board, or administrative proceedings; or, law enforcement. Example: *Jennie Armstrong* may make a disclosure to the appropriate officials when a law requires *Jennie Armstrong* to report information to government agencies, law enforcement personnel and/or in an administrative proceeding.
- 2. Lawsuits and Disputes:** *Jennie Armstrong* may disclose information about you to respond to a court or administrative order or a search warrant. *Jennie Armstrong* may also disclose information if an arbitrator or arbitration panel compels disclosure, when arbitration is lawfully requested by either party, pursuant to subpoena *duces tectum* (e.g., a subpoena for mental health records) or any other provision authorizing disclosure in a proceeding before an arbitrator or arbitration panel. *Jennie Armstrong* will only do this if efforts have been made to tell you about the request and you have been provided an opportunity to object or to obtain an appropriate court order protecting the information requested.
- 3. Public Health Risks:** *Jennie Armstrong* may disclose your PHI to public health or legal authorities charged with preventing or controlling disease, injury, disability, to report births and deaths, and to notify persons who may have been exposed to a disease or at risk for getting or spreading a disease or condition.
- 4. Food and Drug Administration (FDA):** *Jennie Armstrong* may disclose to the FDA, or persons under the jurisdiction of the FDA, PHI relative to adverse events with respect to drugs, foods, supplements, products and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.
- 5. Serious Threat to Health or Safety:** *Jennie Armstrong* may disclose your PHI if you are in such mental or emotional condition as to be dangerous to yourself or the person or property of others, and if *Jennie Armstrong* determines in good faith that disclosure is necessary to prevent the threatened danger. Under these circumstances, *Jennie Armstrong* may provide PHI to law enforcement personnel



or other persons able to prevent or mitigate such a serious threat to the health or safety of a person or the public.

6. **Minors:** If you are a minor (under 18 years of age), *Jennie Armstrong* may be compelled to release certain types of information to your parents or guardian in accordance with applicable law.
7. **Abuse and Neglect:** *Jennie Armstrong* may disclose PHI if mandated by Georgia child, elder, or dependent adult abuse and neglect reporting laws. Example: If *Jennie Armstrong* has a reasonable suspicion of child abuse or neglect, *Jennie Armstrong* will report this to the Georgia Department of Child and Family Services.
8. **Coroners, Medical Examiners, and Funeral Directors:** *Jennie Armstrong* may release PHI about you to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person, determine the cause of death or other duties as authorized by law. *Jennie Armstrong* may also disclose PHI to funeral directors, consistent with applicable law, to carry out their duties.
9. **Communications with Family, Friends, or Others:** *Jennie Armstrong* may release your PHI to the person you named in your Durable Power of Attorney for Health Care (if you have one), to a friend or family member who is your personal representative (i.e., empowered under state or other law to make health-related decisions for you), or any other person you identify, relevant to that person's involvement in your care or payment related to your care. In addition, *Jennie Armstrong* may disclose your PHI to an entity assisting in disaster relief efforts so that your family can be notified about your condition.
10. **Military and Veterans:** If you are a member of the armed forces, *Jennie Armstrong* may release PHI about you as required by military command authorities. *Jennie Armstrong* may also release PHI about foreign military personnel to the appropriate military authority.
11. **National Security, Protective Services for the President, and Intelligence Activities:** *Jennie Armstrong* may release PHI about you to authorized federal officials so they may provide protection to the President, other authorized persons, or foreign heads of state, to conduct special investigations for intelligence, counterintelligence, and other national activities authorized by law.
12. **Correctional Institutions:** If you are or become an inmate of a correctional institution, *Jennie Armstrong* may disclose PHI to the institution or its agents when necessary for your health or the health and safety of others.
13. **For Research Purposes:** In certain limited circumstances, *Jennie Armstrong* may use information you have provided for medical/psychological research, but only with your written authorization. The only circumstance where written authorization would not be required would be if the information you have provided could be completely disguised in such a manner that you could not be identified, directly or through any identifiers linked to you. The research would also need to be approved by an institutional review board that has examined the research proposal and ascertained that the established protocols have been met to ensure the privacy of your information.
14. **For Workers' Compensation Purposes:**  
*Jennie Armstrong* may provide PHI in order to comply with Workers' Compensation or similar programs established by law.
15. **Appointment Reminders:** *Jennie Armstrong* is permitted to contact you, without your prior authorization, to provide appointment reminders or information about alternative or other health-related benefits and services that you may need or that may be of interest to you.
16. **Health Oversight Activities:** *Jennie Armstrong* may disclose health information to a health oversight agency for activities such as audits, investigations, inspections, or licensure of facilities. These activities are necessary for the government to monitor the health care system, government programs and compliance with laws. Example: When compelled by U.S. Secretary of Health and Human Services to investigate or assess *Jennie Armstrong's* compliance with HIPAA regulations.
17. **If Disclosure is Otherwise Specifically Required by Law.**



RUACH RESTORATION, LLC

**18. In the Following Cases, Jennie Armstrong Will Never Share Your Information Unless You Give us Written Permission:** Marketing purposes, sale of your information, most sharing of psychotherapy notes, and fundraising. If we contact you for fundraising efforts, you can tell us not to contact you again.

**VI. Other Uses and Disclosures Require Your Prior Written Authorization:** In any other situation not covered by this notice, *Jennie Armstrong* will ask for your written authorization before using or disclosing medical information about you. If you chose to authorize use or disclosure, you can later revoke that authorization by notifying *Jennie Armstrong* in writing of your decision. You understand that *Jennie Armstrong* is unable to take back any disclosures it has already made with your permission, *Jennie Armstrong* will continue to comply with laws that require certain disclosures, and *Jennie Armstrong* is required to retain records of the care that its therapists have provided to you.

**VII. RIGHTS YOU HAVE REGARDING YOUR PHI:**

**1. The Right to See and Get Copies of Your PHI either in paper or electronic format:** In general, you have the right to see your PHI that is in *Jennie Armstrong* possession, or to get copies of it; however, you must request it in writing. If *Jennie Armstrong* does not have your PHI, but knows who does, you will be advised how you can get it. You will receive a response from *Jennie Armstrong* within 30 days of receiving your written request. Under certain circumstances, *Jennie Armstrong* may feel it must deny your request, but if it does, *Jennie Armstrong* will give you, in writing, the reasons for the denial. *Jennie Armstrong* will also explain your right to have its denial reviewed. If you ask for copies of your PHI, you will be charged a reasonable fee per page and the fees associated with supplies and postage. *Jennie Armstrong* may see fit to provide you with a summary or explanation of the PHI, but only if you agree to it, as well as to the cost, in advance.

**2. The Right to Request Limits on Uses and Disclosures of Your PHI:** You have the right to ask that *Jennie Armstrong* limit how it uses and discloses your PHI. While *Jennie Armstrong* will consider your request, it is not legally bound to agree. If *Jennie Armstrong* does agree to your request, it will put those limits in writing and abide by them except in emergency situations. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. You do not have the right to limit the uses and disclosures that *Jennie Armstrong* is legally required or permitted to make.

**3. The Right to Choose How Jennie Armstrong Sends Your PHI to You:** It is your right to ask that your PHI be sent to you at an alternate address (for example, sending information to your work address rather than your home address) or by an alternate method (for example, via email instead of by regular mail). *Jennie Armstrong* is obliged to agree to your request providing that it can give you the PHI, in the format you requested, without undue inconvenience.

**4. The Right to Get a List of the Disclosures.** You are entitled to a list of disclosures of your PHI that *Jennie Armstrong* has made. The list will not include uses or disclosures to which you have specifically authorized (i.e., those for treatment, payment, or health care operations, sent directly to you, or to your family; neither will the list include disclosures made for national security purposes, or to corrections or law enforcement personnel. The request must be in writing and state the time period desired for the accounting, which must be less than a 6-year period and starting after April 14, 2003.

*Jennie Armstrong* will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list will include the date of the disclosure, the recipient of the disclosure (including address, if known), a description of the information disclosed, and the reason for the disclosure. *Jennie Armstrong* will provide the list to you at no cost, unless you make more than one request in the same year, in which case it will charge you a reasonable sum based on a set fee for each additional request.

**5. The Right to Choose Someone to Act for You:** If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices



RUACH RESTORATION, LLC

about your health information. We will make sure the person has this authority and can act for you before we take any action.

**6. The Right to Amend Your PHI:** If you believe that there is some error in your PHI or that important information has *Jennie Armstrong* correct the existing information or add the missing information. Your request and the reason for the request must be made in writing. You will receive a response within 60 days of *Jennie Armstrong's* receipt of your request. *Jennie Armstrong* may deny your request, in writing, if it finds that the PHI is: (a) correct and complete, (b) forbidden to be disclosed, (c) not part of its records, or (d) written by someone other than *Jennie Armstrong*. Denial must be in writing and must state the reasons for the denial. It must also explain your right to file a written statement objecting to the denial. If you do not file a written objection, you still have the right to ask that your request and *Jennie Armstrong's* denial will be attached to any future disclosures of your PHI. If *Jennie Armstrong* approves your request, it will make the change(s) to your PHI. Additionally, *Jennie Armstrong* will tell you that the changes have been made and will advise all others who need to know about the change(s) to your PHI.

**6. The Right to Get This Notice by Email:** You have the right to get this notice by email. You have the right to request a paper copy of it as well.

**7. Submit all Written Requests:** Submit to *Jennie Armstrong's* Director and Privacy Officer, **Ruach Restoration LLC**, at the address listed on top of page one of this document.

**VIII. COMPLAINTS:** If you are concerned your privacy rights may have been violated, or if you object to a decision *Jennie Armstrong* made about access to your PHI, you are entitled to file a complaint. You may also send a written complaint to the Secretary of the Department of Health and Human Services Office of Civil Rights. *Jennie Armstrong* will provide you with the address. Under no circumstances will you be penalized or retaliated against for filing a complaint.

**Please discuss any questions or concerns with your therapist.** Your signature on the "Information, Authorization, and Consent to Treatment" (provided to you separately) indicates that you have read and understood this document.

**IX. *Jennie Armstrong's* Responsibilities:** We are required by law to maintain the privacy and security of your PHI. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and give you a copy of it. We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

*Date of Last Revision: 10/23/14*

**Please initial that you have read this page -----**