

## *Elsbeth Martindale, Psy.D.*

5525 E. Burnside  
Portland, OR 97215  
Phone (503)236-0855 FAX (503)233-4449

### **Scheduling Your First Appointment**

The wait time to schedule your first appointment is dependent on your availability and Dr. Martindale's open slots. We do not schedule new clients until there is a consistent open time slot in which to see them. Many clients prefer to schedule after work or school and, as a result, these are the least available times. If you have flexibility in your schedule this will increase your odds of getting an appointment sooner.

Currently, Dr. Martindale is only seeing clients three days each week and once each month on Fridays. Please let us know your preferred times for scheduling, using the form below. Send your scheduling information in to our office along with the intake forms. We will call you when our appointment times match your availability.

If you prefer not to wait to begin your therapy, we can suggest several excellent therapists who may have current openings. Please feel free to call to get referral names.

Please return the following:

- Schedule with your preferred times marked
- Informed Consent for Treatment
- Insurance Information
- Client Information Questionnaire
- Current Symptoms

Our office is in an old Victorian Home on East Burnside. This is a busy street. We suggest that you park on a side street and walk, although you may park in front of the house except between 7:00 and 9:00 AM. The QFC parking lot is reserved for their patrons.

If you need wheelchair access, please let us know this in advance. We have a ramp, in the back of the office, for those who may have difficulties with stairs. Dr. Martindale's office is on the second floor but arrangements can be made to meet in a ground floor office. Please tell us about your needs so we can make necessary accommodations.

We look forward to seeing you soon.

## Schedule Information

Please return this page so we can know your availability.

Name \_\_\_\_\_ Date \_\_\_\_\_

The times I am available to schedule an appointment are below.

Preferred times for appointments mark with  $\checkmark$   
Available times mark with X

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Friday (monthly only)</u>
<input type="checkbox"/> 9:00-12:00 AM	<input type="checkbox"/> 2:00-4:00 PM	<input type="checkbox"/> 9:00-12:00 AM	<input type="checkbox"/> 9:00-12:00 AM
<input type="checkbox"/> 12:00-2:00 PM	<input type="checkbox"/> 4:00-6:00 PM	<input type="checkbox"/> 12:00-2:00 PM	<input type="checkbox"/> 12:00-2:00 PM
<input type="checkbox"/> 2:00-4:00 PM		<input type="checkbox"/> 2:00-5:00 PM	<input type="checkbox"/> 2:00-4:00 PM
<input type="checkbox"/> 4:00-6:00 PM		<input type="checkbox"/> 4:00-6:00 PM	

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## **INFORMED CONSENT FOR TREATMENT/ CONFIDENTIALITY**

As a client, you have rights and responsibilities when you seek my consultation, including:

1. **THE RIGHT OF CLIENTS TO REFUSE TREATMENT.** You have the right to request a change of therapy, be referred to another therapist, or discontinue therapy at any time. If you are unhappy with therapy or have questions about the treatment, please speak with me about these concerns. If my services are not meeting your needs, I will be happy to refer you to another practitioner.

2. **THE RESPONSIBILITY OF THE CLIENT FOR CHOOSING THE PROVIDER AND TREATMENT MODALITY WHICH BEST SUITS HER/HIS NEEDS.** I will make an assessment and suggest possible treatment modes that may be helpful to you. However, the choice of treatment mode remains with you. If at any time you feel dissatisfied with the therapy, your questions and concerns must be addressed before we can continue.

3. **THE EXTENT OF CONFIDENTIALITY PROVIDED BY LAW.** Under Oregon state law psychologists have an obligation to honor client confidentiality. Nothing you tell me can be told to anyone else without your permission. **HOWEVER, THERE ARE EXCEPTIONS, SOME OF WHICH ARE:**

- **CHILD ABUSE** - I am required to report any known or suspected child abuse to the Department of Human Services.
- **HARM TO ANOTHER** - If I believe a client is about to harm another person, I have a duty to warn and, insofar as possible, to protect the intended victim.
- **SUICIDE** - If I believe someone is immediately likely to harm her/him self, I will try to protect the person by notifying a family member, the police, or the Mental Health Department.
- **EVALUATIONS** - If you meet with me for an evaluation requested by another professional (i.e. counselor, lawyer, or physician), I will routinely send a written report of my findings to that professional. I will obtain a written consent from you in advance authorizing me to make such a disclosure.
- **COLLECTION PROBLEMS** - If you do not pay for services rendered, I may refer your account to a collection agency or file a small claims court suit. Although no clinical information will be revealed, your name, address, dates and fees of service will be released, along with other information that may help make collection possible.
- **FAX** - Our office occasionally uses a FAX machine to transmit information. If personal and confidential information is sent, we make it a priority to insist on the confidentiality of the material to the person receiving the FAX. Our fax number is 503-233-4449.

Client's Initials \_\_\_\_\_

**FEES/ ADDITIONAL CHARGES/ BILLINGS/ OFFICE POLICIES**  
**PROFESSIONAL FEES**

My fees are based on the amount of professional time spent or reserved. The initial diagnostic interview evaluation fee is \$250. This is charged for your first appointment or upon returning to therapy after a two year absence. The basic fee for subsequent 45 minutes of psychotherapy is \$175 for individual, \$225 for 60 minutes, and \$225 for family sessions. Group psychotherapy (90 min.) is \$80 a session. Additional time for phone calls, preparing letters, conferring with other professionals, etc. will be prorated at \$180/hour. Psychological assessments, testing, and/or questionnaires are priced individually. Fees may increase during the course of treatment. If so, you will be notified in writing 30 days in advance.

**ADDITIONAL CHARGES** - You will also be charged for the following. Each charge is payable immediately upon demand.

- \$15 for any check submitted to us to pay any sums for which you are obligated and which check is dishonored.
- A delinquency fee of \$25 in the event you fail to timely pay us any sum you owe and we elect to institute or turn your debt over to a collection agency for collection. If we initiate a collection action and prevail, we will also seek such reasonable attorney fees as the court allows.
- \$100 should you fail to keep an appointment and fail to give us 24 hours advance notice that you will not keep such appointment.
- Phone sessions are available but insurance can not be billed for this service.

**BILLINGS** - We request that you pay for your portion of services at the time of your session unless you:

- request that we will bill your insurance carrier (both primary and secondary, if applicable), which we will do, at the end of your session if you provide us with complete and accurate information (including address of carrier) as we may request on our forms as we deem necessary; or
- request we bill you monthly, in which case the bill is due and is payable immediately upon demand. There is a \$5 monthly service fee for billing.

**MISSED APPOINTMENTS** - The time scheduled for you is reserved exclusively for you. If you do not keep the appointment, no one else will be able to use the time. Therefore, we ask that you please give us 24 hours notice if you need to cancel an appointment. In all events, please call as soon as you know that you will not be able to keep a scheduled appointment. Our voice mail is accessible at all hours.

**EMERGENCIES**- Should you find yourself in need of emergency assistance during hours when our office is closed, call **my home office at 503-234-6577**. If I am not available, you may call the **Crisis Line at 503-988-4888** 24 hours a day or your local emergency room.

Client's Initials \_\_\_\_\_

**MY TRAINING, BACKGROUND AND ORIENTATION-**

I earned my B.A. in Psychology from Westmont College and a Master's degree in Marriage, Family, Child Therapy from Pepperdine University. In 1987, I graduated from Rosemead Graduate School in Southern California with a doctorate in Clinical Psychology. I am currently licensed by the State of Oregon as a Psychologist. To continue my growth and education, I complete a minimum of 25 hours a year of continuing education credit, as required by the Oregon Licensing Board. I operate from an existential theoretical orientation, which essentially means I am concerned with issues of personal meaning, life experience, and self responsibility. Please do not hesitate to ask me about any of my policies, beliefs, or my psychological orientation.

I, \_\_\_\_\_, HAVE READ AND UNDERSTOOD ALL THE FOREGOING AND AGREE TO BE BOUND TO ALL OF THE PROVISIONS REGARDING CONSENT, CONFIDENTIALITY, FEES, CHARGES AND BILLINGS.

\_\_\_\_\_  
Signature of client or legal guardian

\_\_\_\_\_  
Date .

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Client name \_\_\_\_\_ Date of birth \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

**PRIMARY INSURANCE INFORMATION**

Name of Insured \_\_\_\_\_  Self  Spouse  Parent  Other

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

Employer \_\_\_\_\_

Insurance Company \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Address \_\_\_\_\_

Group # \_\_\_\_\_ Identification # \_\_\_\_\_

Effective date \_\_\_\_\_ D.O.B. of insured (if not client) \_\_\_\_\_

Mental Health Insurance Carrier \_\_\_\_\_

Insurance Address \_\_\_\_\_

Insurance Phone # \_\_\_\_\_

Deductible Amount \_\_\_\_\_ Met?  Yes  No Copay per Visit \_\_\_\_\_

Preauthorization required?  No  Yes If yes, # of sessions authorized? \_\_\_\_\_

Maximum # sessions/year? \_\_\_\_\_ Maximum \$ amount/year? \_\_\_\_\_

Mental health benefit available:  All  Part \$ \_\_\_\_\_

**Do you have secondary insurance coverage?**  Yes  No If "yes" please provide the above information for secondary carrier using the back of this form.

**Please read and sign**

We bill insurance as a service to you. We are not responsible for assuring that you have initial or ongoing coverage. If your coverage or authorization expires, for any reason, we will hold you responsible for payment. We no longer provide any EAP services. Please keep abreast of your coverage maximum.

We process insurance claims electronically through a MindEase Billing. We will share information with MindEase sufficient to file insurance claims on your behalf.

I understand the insurance policy of Mt. Tabor Psychological Services, and I authorize Dr. Martindale to release information to insurance carrier(s) and billing service necessary to process insurance claims for services provided. I also authorize my insurance carrier to assign benefits directly to Dr. Martindale. I have called my mental health insurance carrier to verify coverage and obtain needed authorization.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**ADULT INFORMATION QUESTIONNAIRE**

***Elsbeth Martindale, Psy.D.***

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Welcome to our office. Please complete the following questionnaire which will be helpful in planning our services for you. If you need any clarification, please do not hesitate to call our office.

**CLIENT INFORMATION**

Full Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

(Please indicate your preferred contact number with a ✓)

Fax \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Occupation/Job Title \_\_\_\_\_

Employer/School \_\_\_\_\_

Your Education: \_\_\_\_\_

Religious Preference: \_\_\_\_\_  Active  Inactive

Relationship Status (circle one) Single Married/Partnered Separated/Divorced Widowed

Relationship status satisfactory?  yes  no Length of current relationship \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

List members of your family and all others living in your home:

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Who suggested you contact us? \_\_\_\_\_

**ADULT INFORMATION QUESTIONNAIRE**

Name of person to contact in case of emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever received psychiatric or psychological help of any kind before?  yes  no

<u>Therapist</u>	<u>Dates</u>	<u>Purpose</u>	<u>Was it helpful?</u>
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no

Who is your primary care physician? \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date of your last physical: \_\_\_\_\_

It is our policy to inform your physician that you are receiving psychological care. This is for the purpose of coordinating treatment. May I notify your physician about the issues for which you are seeking psychotherapy?  yes  no Please initial \_\_\_\_\_

List major health concerns for which you are currently receiving treatment:

\_\_\_\_\_  
\_\_\_\_\_

Allergies or adverse reactions to medication or treatment: \_\_\_\_\_

\_\_\_\_\_

List any medications you are currently taking:

<u>Name of medication</u>	<u>Dosage</u>	<u>Frequency</u>	<u>Prescribed by</u>	<u>Start Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Briefly describe your reason for seeking help: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# ADULT INFORMATION QUESTIONNAIRE

## Current Symptoms

Please **circle the number** to rate the following symptoms according to the degree to which they are troubling your current life. Also, **in the blank**, indicate **how long** these problems have affected you.

**Scale**                    **1-extremely big problem**      **6-little or no concern**

MOOD	1 2 3 4 5 6	_____	IMPULSE Control	1 2 3 4 5 6	_____
Tiredness	1 2 3 4 5 6	_____	Anger	1 2 3 4 5 6	_____
Inferiority Feelings	1 2 3 4 5 6	_____	Temper	1 2 3 4 5 6	_____
Concentration	1 2 3 4 5 6	_____	Hurting Others	1 2 3 4 5 6	_____
Appetite	1 2 3 4 5 6	_____	Hurting Self	1 2 3 4 5 6	_____
Weight Gain/Loss	1 2 3 4 5 6	_____	Food Management	1 2 3 4 5 6	_____
	amount in last month	_____	Dangerous Behavior	1 2 3 4 5 6	_____
Sleep	1 2 3 4 5 6	_____	Attention Deficit	1 2 3 4 5 6	_____
Nightmares	1 2 3 4 5 6	_____			
Insomnia	1 2 3 4 5 6	_____	SUBSTANCE USE	1 2 3 4 5 6	_____
Ambition	1 2 3 4 5 6	_____	Alcohol	1 2 3 4 5 6	_____
Unhappiness	1 2 3 4 5 6	_____		Drinks/week	_____
Irritability	1 2 3 4 5 6	_____	Drugs	1 2 3 4 5 6	_____
Depression	1 2 3 4 5 6	_____	Caffeine	1 2 3 4 5 6	_____
Manic Behavior	1 2 3 4 5 6	_____		Drinks/week	_____
Suicidal Thoughts	1 2 3 4 5 6	_____	Tobacco	1 2 3 4 5 6	_____
				Packs/week	_____
ANXIETY	1 2 3 4 5 6	_____			
Nervousness	1 2 3 4 5 6	_____	RELATIONSHIPS	1 2 3 4 5 6	_____
Panic Attacks	1 2 3 4 5 6	_____	Friends	1 2 3 4 5 6	_____
Compulsive Behavior	1 2 3 4 5 6	_____	Marriage	1 2 3 4 5 6	_____
Obsessive Thoughts	1 2 3 4 5 6	_____	Separation/Divorce	1 2 3 4 5 6	_____
Fears	1 2 3 4 5 6	_____	Children	1 2 3 4 5 6	_____
			Shyness	1 2 3 4 5 6	_____
HEALTH	1 2 3 4 5 6	_____	Loneliness	1 2 3 4 5 6	_____
Bowel Troubles	1 2 3 4 5 6	_____	Fear of Being Alone	1 2 3 4 5 6	_____
Headaches	1 2 3 4 5 6	_____	Distancing Others	1 2 3 4 5 6	_____
Stomach Trouble	1 2 3 4 5 6	_____	Sexual Problems	1 2 3 4 5 6	_____
Binging/Purging	1 2 3 4 5 6	_____			
			SELF CARE	1 2 3 4 5 6	_____
THOUGHTS	1 2 3 4 5 6	_____	Work	1 2 3 4 5 6	_____
Making Decisions	1 2 3 4 5 6	_____	Career Choices	1 2 3 4 5 6	_____
Memory	1 2 3 4 5 6	_____	Education	1 2 3 4 5 6	_____
Confusion	1 2 3 4 5 6	_____	Legal Matter	1 2 3 4 5 6	_____
Communicating	1 2 3 4 5 6	_____	Finances	1 2 3 4 5 6	_____
			Stress	1 2 3 4 5 6	_____
			Incest	1 2 3 4 5 6	_____

**ADULT INFORMATION QUESTIONNAIRE**

List any other concerns you may have at this time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**OPTIONAL QUESTIONS**

What do you do for relaxation and enjoyment? \_\_\_\_\_

\_\_\_\_\_

How much attention do you pay to your physical health? Please explain. \_\_\_\_\_

\_\_\_\_\_

How does spirituality inform or assist you in managing your life? \_\_\_\_\_

\_\_\_\_\_

What do you value most in life? \_\_\_\_\_

\_\_\_\_\_

How important is honesty in your life? Please explain. \_\_\_\_\_

\_\_\_\_\_

How many hours each week is the television, video, or a big screen on in your home? \_\_\_\_\_

On average, how often do you check devices for email, texts, calls, or social media contacts?

- every several minutes     hourly     several times each day     daily or less

How many hours each day do you spend in face to face contact with another person outside of

work? \_\_\_\_\_ With whom? \_\_\_\_\_

How is it?  satisfying  joyous  obligatory  stressful  conflictual  uncomfortable

Do you make time for reflection, quiet, meditation, etc?  yes  no    If yes, how often? \_\_\_\_\_

Explain, if desired \_\_\_\_\_

If "everything were better" in your life, what would that look like? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_