

Jennifer Acker, LCSW, CSAT-S, CPTT-S, SP Certified, EMDR

Tax ID# 27-3711833
NY License # 070538-I
NJ License #44SC06635700
CT License # 014163
FL License #4283
NPI# 1225764848



jen66acker@gmail.com

917-841-0388

New Client Questionnaire

Please fill out this biographical background form as completely as possible. Information is confidential as outlined in the office policy form and HIPAA Notice of Privacy Practices. If you do not wish to answer any question, just write, "Do not care to answer"

Today's Date _____

How were you referred to me?

Name _____

Date of Birth _____

Gender Identity: Male ___ Female ___ Non Binary ___ Transgender ___

Gender Neutral ___

Contact Information

Street Address _____

City _____ State _____ Zip Code _____

Cell Phone (____) _____

Can I leave a message on the best reachable phone number? _____

Email address _____

Emergency Contact Information

Who do I call in case of an emergency?

Name _____

Phone Number (____) _____

Relationship to you _____

About You Information

Education _____

Occupation _____

Do you enjoy your work?

Presenting Problem

What is the presenting problem that brings you to therapy with me?

When did it start?

How does this impact you?

What does this have you believing about yourself?

What are your goals for Therapy?

1)

2)

3)

4) _____

How would you rate how severe your above problem is?

Mild _____ Moderate _____ Severe _____

What would the best case outcome be?

What gives you the most joy or pleasure in your life?

What are your most important hopes and dreams?

What are your main worries and fears?

Estimate how many hours a day you spend online:

Facebook ____ Youtube ____ Video Games ____ Surfing ____ Work ____
School ____ InstaGram ____ Texting ____ AI use ____ AI platform ____

Do you feel your technology use is balanced and healthy? Or could it use some improvement?

Marital Status

Single ____ Married ____ Divorced ____ Widowed ____

Name of Spouse/Partner _____

Length of Relationship _____

Describe your relationship (What are the strengths and weaknesses)

Past Marriages/Relationships

1) Name _____

Years together _____

Nature of Relationship

Cause for ending _____

2) Name _____

Years together _____

Nature of Relationship

Cause for ending _____

Family History Information

Parents/ Stepparents

Are your parents divorced? If so, how old were you when they divorced? Do you know the reason for divorce?

How did this impact you?

1) Name _____

Father ___ Stepfather ___ Mother ___ Stepmother ___

Age or Date of Death _____

Cause of death if applicable _____

Occupation _____

Personality _____

Nature of relationship

2) Name _____

Father ___ Stepfather ___ Mother ___ Stepmother ___

Age or Date of Death _____

Cause of death if applicable _____

Occupation _____

Personality _____

Nature of relationship

3) Name _____

Father ___ Stepfather ___ Mother ___ Stepmother ___

Age or Date of Death _____

Occupation _____

Personality _____

Nature of relationship

Do you have children/step-children?

1) Name _____

Biological ____ Stepchild ____ Adopted ____

Age _____

Nature of relationship

2) Name _____

Biological ____ Stepchild ____ Adopted ____

Age _____

Nature of relationship

3) Name _____

Biological ____ Stepchild ____ Adopted ____

Age _____

Nature of relationship

Do you have any siblings?

1) Name _____
Biological ____ Step/half ____ Adopted ____
Age or Date of Death _____
Cause of death if applicable _____
Occupation _____
Personality _____

Nature of relationship _____

2) Name _____
Biological ____ Step/half ____ Adopted ____
Age or Date of Death _____
Cause of death if applicable _____
Occupation _____
Personality _____

Nature of relationship _____

Best Friend(s)

Name _____
Age _____
Local or Long Distance _____
Length of Friendship _____
Personality _____

Nature of relationship _____

Childhood

Describe your childhood in general (school experiences, neighborhood, home life, etc)

Religion

Do you have a religion? _____

What is your denomination _____

Other information that is important re: religion to you?

Medical History

Primary Care Physician Name _____

Phone number (____) _____

Any major medical problems? (surgeries, falls, illness, etc)

Are you currently on any medications?

1) Name of medication _____

Dose _____

Prescribed by _____

2) Name of medication _____

Dose _____

Prescribed by _____

3) Name of medication _____

Dose _____

Prescribed by _____

Past/ Present Drug/ Alcohol Use/Abuse?

Suicidal Ideations? Attempts?

Age(s) _____

Circumstances

Violent Behavior?

Age(s) _____

Circumstances

Family History of Addiction

Family History of Mental Illness (Suicide, depression, etc)

Family Medical History (Describe any illness that runs in the family)

Past/ Present Psychotherapy

Who provided the treatment?

Length of treatment

Date Started _____

Date Ended _____

Why did the therapy terminate? _____

Was it successful? Describe why or why not

Are you involved in any current or pending civil or criminal litigations/ lawsuits? If yes, please explain.

Are you involved in a divorce or custody dispute? If yes, please explain.

TO BE FILLED OUT BY JENNIFER ACKER

Diagnosis ICD 10

Criteria

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Practice Policy

It is important for patients and therapists to have a clear understanding of the general policies and procedures that govern their work together, I am therefore describing these policies to allow or joint efforts to proceed smoothly and efficiently

Consultation

There will be an initial consultation/evaluation session to determine the nature and best approach toward resolving the problems to be addressed. At the end of the consultation, we will agree on a mutually convenient day and time to conduct our sessions.

ANY SCHEDULING CHANGES MUST BE MADE 48 HOURS PRIOR TO OUR SCHEDULED TIME.

- If this is not done, and the appointment is not kept, you, the patient, will be charged for the session. There are no exceptions i.e. sickness, last-minute business meetings etc.

Sessions

Clinical Sessions are 50 minutes and every effort will be made to start and end on time.

- Regular sessions are 50 clinical minutes long.
- Intensive Sessions are 3-5 clinical hours long

Payments

All sessions must be paid in full at the time of the session unless otherwise agreed upon. Payment is preferred prior to each session.

Intensive Sessions must be paid 48 hours prior to the appointment. If payment is not received 48 hours prior to the intensive, the intensive will be canceled.

In the event your account is overdue and turned over to collections, the patient will be responsible for any collection fee.

Billing

Statements and paid receipts are prepared monthly at the end of the month.

Insurance

I do not accept or work with any insurance.

Email and Text

Emails and phone calls are returned 24/48 hours, with the exception of weekends, which will be the next business day.

Texting is for basic communication IE running late, stuck at work, and not for lengthy communication

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In the event you need me to contact you, please call

If I'm unable to reach you,

If unable to reach me:

Leave a Message

Please leave a message only asking for a returned call

Client Agreement

I agree to pay the psychotherapy fee of \$_____ per session. I have read the above practice policy statements and agree to abide by its terms, including releasing fiscal information to insurance companies and collection companies as needed.

Name(Printed) _____

Name (Signature) _____

Date: _____

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Medical Information Release Form - HIPAA Release Form

Name: _____
Date of Birth _____

Release of Information

I authorize the release of information, including diagnosis, records, examination rendered to me, and claims information. This information may be released to:

___ Spouse
Name: _____

___ Child(ren):
Name: _____
Name: _____

___ Other
Name: _____
Name: _____

This release of information will remain in effect until terminated by me in writing

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In the event you need to contact me, please call

Home

Work

Cell

If unable to reach me:

Leave a Message

Please leave a message only asking for a returned call

Name (Printed) _____

Name (Signature) _____

Date: _____

Witness (Printed) _____

Witness (Signature) _____

Date: _____

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Paying your Invoice with Jennifer Acker LCSW, PC

We take 2 forms of payment- Zelle or Venmo.

My Venmo is: @jennifer-acker-5

My Zelle is: jen66acker@gmail.com

Intensive Sessions- Half of your session total payment is due at the time of booking to secure a spot. Payment in full is due a week before your intensive session.

Libby, my assistant, handles all of my invoicing. Please reach out directly to her at officeof.jenniferackerlcswpc@gmail.com with any questions you have regarding anything related to invoices.

Before making your *first* payment, please email Libby and let her know what platform you intend to use so she can update our system. We need to know where your payment will be coming from.

Each time you make your payments, please indicate what session date(s) your payment is for and who you were seen with, and email Libby once you have made your payment. This is very important.