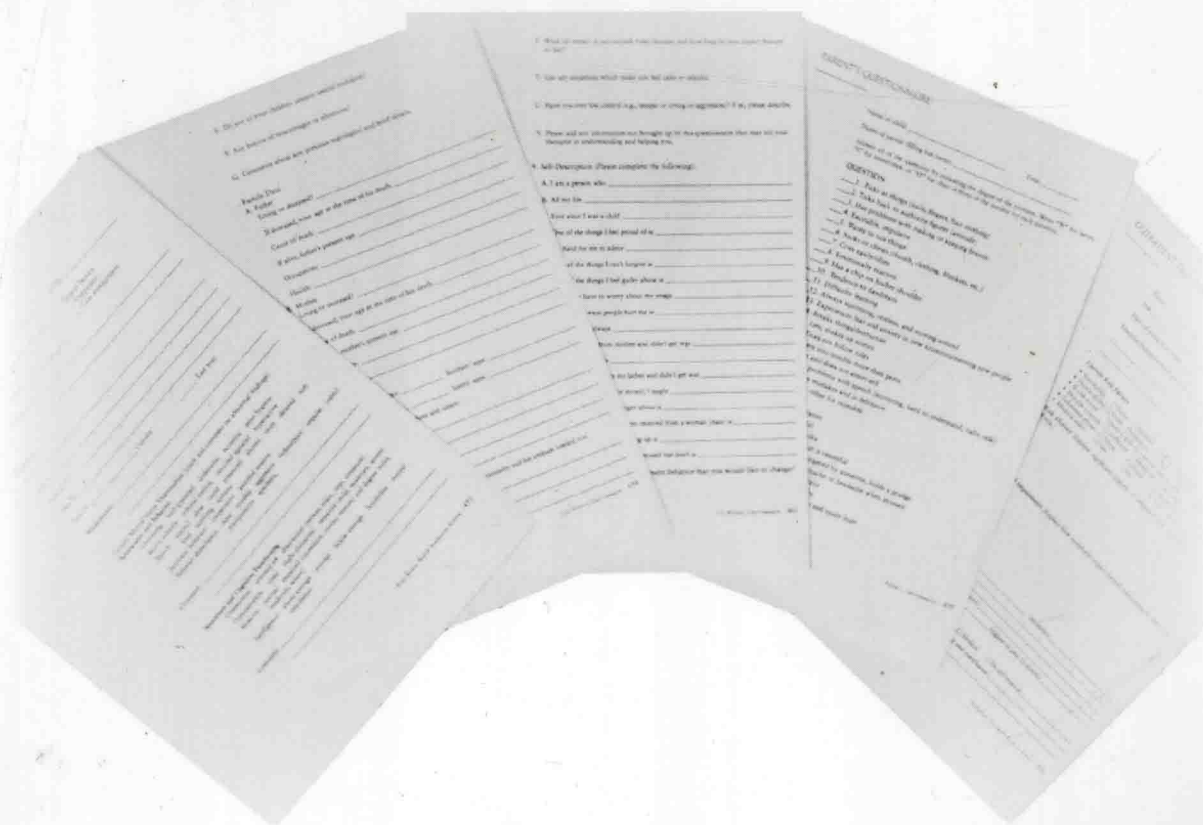




PRACTICAL RESOURCES  
for the  
Mental Health  
PROFESSIONAL



# Forms for the Therapist

Edited by  
**Allan G. Hedberg**



---

# *Forms for the Therapist*

---

ALLAN G. HEDBERG



Amsterdam • Boston • Heidelberg • London • New York • Oxford  
Paris • San Diego • San Francisco • Singapore • Sydney • Tokyo

Academic Press is an imprint of Elsevier

<http://booksite.academicpress.com/Hedberg/forms/>



Academic Press is an imprint of Elsevier  
32 Jamestown Road, London NW1 7BY, UK  
30 Corporate Drive, Suite 400, Burlington, MA 01803, USA  
525 B Street, Suite 1800, San Diego, CA 92101-4495, USA

First edition 2010

© Elsevier Inc., 2010. The author Laura S. Brown has retained copyright in certain chapters: © 2010 Laura S. Brown.  
Published by Elsevier Inc. All rights reserved. The author Sharon L. Johnson has retained copyright in certain chapters:  
*Therapist's Guide to Clinical Intervention, Second Edition* by Sharon L. Johnson (© 2003 Elsevier Inc.)

No part of this publication may be reproduced, stored in a retrieval system  
or transmitted in any form or by any means electronic, mechanical, photocopying,  
recording or otherwise without the prior written permission of the publisher

Permissions may be sought directly from Elsevier's Science & Technology Rights  
Department in Oxford, UK: phone (+44) (0) 1865 843830; fax (+44) (0) 1865 853333;  
email: [permissions@elsevier.com](mailto:permissions@elsevier.com). Alternatively, visit the Science and Technology Books  
website at [www.elsevierdirect.com/rights](http://www.elsevierdirect.com/rights) for further information

#### Notice

No responsibility is assumed by the publisher for any injury and/or damage to persons  
or property as a matter of products liability, negligence or otherwise, or from any use or  
operation of any methods, products, instructions or ideas contained in the material herein.  
Because of rapid advances in the medical sciences, in particular, independent verification of  
diagnoses and drug dosages should be made

#### British Library Cataloguing-in-Publication Data

A catalogue record for this book is available from the British Library

#### Library of Congress Cataloging-in-Publication Data

A catalog record for this book is available from the Library of Congress

ISBN : 978-0-12-374933-8

For information on all Academic Press publications  
visit our website at [www.elsevierdirect.com](http://www.elsevierdirect.com)

Typeset by MPS Limited, a Macmillan Company, Chennai, India  
[www.macmillansolutions.com](http://www.macmillansolutions.com)

Printed and bound in United States of America

10 11 12 13 10 9 8 7 6 5 4 3 2 1

Working together to grow  
libraries in developing countries

[www.elsevier.com](http://www.elsevier.com) | [www.bookaid.org](http://www.bookaid.org) | [www.sabre.org](http://www.sabre.org)

ELSEVIER

BOOK AID  
International

Sabre Foundation








---

*Forms for the Therapist*

---

# LIST OF ICONS

---

	FORM TYPE LEGEND
	Information for the Therapist
	Assessment Tools
	Patient Homework or Assignment Outside Therapy
	Information for the Patient
	Exercises to be Performed in Therapy
	Forms to be Completed by Therapist or Patient
	Sample Forms and Templates

# CONTRIBUTORS

---

**Laura S. Brown**  
Seattle, Washington 98103, USA

**Lowell M. Campbell**  
Shakopee, Minnesota 55379, USA

**Yosef Geshuri**  
Porterville, California 93257, USA

**Marty Harris**  
Vanguard University of Southern California, Costa Mesa,  
California 92626, USA

**Allan G. Hedberg**  
Fresno, California 93710, USA

**Sharon L. Johnson**  
Fresno, California 93710, USA

**Michael Kesselman**  
Fresno, California 93710, USA

**D.H. Mapson**  
Fresno, California 93729, USA

**David Modders**  
Ocala, Florida 34480-6187, USA

**Duane Oswald**  
Avante Health, Fresno, California 93720, USA

**Michael Regier**  
Fresno, California 93710, USA

**Paul W. Schenk**  
Tucker, Georgia 30084, USA

**Bradley A. Schuyler**  
Fresno, California 93710, USA

**Norman M. Shulman**  
Lubbock, Texas 79446, USA

**Joy D. Staley**  
Yakima, Washington 98908, USA

**Sandra S. Valenzuela**  
Fresno, California 93710, USA

**Steven Younker**  
Yakima, Washington 98908, USA

# ABOUT THE EDITOR

---

Allan G. Hedberg, PhD has had a distinguished career in clinical psychology for over 40 years. Since his graduation from Queen's University, Kingston, Ontario, Canada, in 1969, he has engaged in the teaching of psychology, training of young professionals, writing on a variety of psychological topics, speaking on psychological issues to a wide variety of audiences, and applying psychological principles to various workplace and community problems through his consulting practice. In addition, he has maintained an active, community-based private practice, providing therapy to a host of individuals experiencing "problems in living" in troubled times.

Dr Hedberg has also served on many boards and committees. In so doing, his training and experience in psychology has been drawn upon to encourage these organizations to be committed to their mission and be intentionally purpose-driven.

Most importantly, he and his wife, Bernice, have reared three children, all of whom have married and assumed their own independent places of leadership in their individual spheres of influence.



# PREFACE

---

My wife and I collect antiques. We have specialized in primitives. We started in 1960, during our honeymoon. We have collected ever since. One old antique dealer said to us, “Just collect, no matter what! The value is in how many of any item you have and the uniqueness of the collection.” He further said, “Get your kids started young too. Help them collect whatever they are interested in even though it will change over time.” So we did just that. We learned history through our stuff.

Professionally, I also collected stuff. I have had as many as six filing cabinets full of reprints, forms, lecture material, old lecture notes, articles that might be of help some day, and illustration material for a lecture or article I might write some day. The files were originally set up based on the Dewey Decimal System used to catalogue books. A little obsessive compulsiveness helps when you collect.

I also have three filing cabinets full of Psychological Testing materials and tests. I have collected tests over the years from many sources. I even have three kits of the original Wechsler. I still have my original Binet I used in graduate school at Queen’s University. Paper and pencil tests are categorized by area of usage and purpose. Reprints and articles on test validity, reliability, utilization, false negatives and false positive, and relevant research are all intermingled in and among the various tests. Survey forms, tests, questionnaires, and checklists are all included in my file drawers of “Testing Supplies.”

You never know when you will want to put some kind of number to an observation or behavior pattern. Just be ready to do so.

To my young colleagues, I say, “Collect.” It does not matter what it is, as the value is in the range of professional materials collected and filed for ready access. Collect tests and forms. They will come in handy along the way of your professional career. Enjoy collecting. Look for new items for possible use. Look for things that may be helpful to you when you face an unexpected challenge in your practice.

This book, *Forms for the Therapist*, was written for you. It is designed to help you start, or add to, your own collection of forms for your clinical use. The forms contained in the book are there for you to reproduce and utilize freely. You will be a better clinician and a better scientist as you systematize your practice and approach with your patients. Start now. Use the forms. Learn to design your own. Share them. Modify them. Make forms part of your practice. You and your patients will be better for it!

All of the forms herein may be photocopied (or downloaded via the website) for individual use by therapists with patients. However they may not be posted elsewhere, distributed to anyone other than an individual patient, or used as teaching material in courses without prior permission by Elsevier.

This isn’t meant to be a comprehensive book of all the forms one might need to have in starting, running, or growing a practice. They are simply the best of what we found on a number of common topics, to provide a start or continuation of the collection of forms you already have. We encourage clinicians to share best practices, and if you have a form you’ve found particularly helpful, I would be pleased to see it for a future edition of this book.

# ACKNOWLEDGMENTS

---

To complete any work, it takes the diligent assistance of many others. Particular appreciation is expressed to:

Gina Beery, a very choice secretary and receptionist, who balanced the daily demands of the practice, making sure her duties as receptionist were not overlooked, while eagerly assisting me in many ways to produce this manuscript in a timely manner.

Kathy Hamlin, a faithful typist, who maintained a cheerful attitude despite her extra load. Kathy worked long hours, typing and correcting many pages, to assure that the book was readable, accurate, and completed on time.

Bernice Hedberg, my First Class wife of 50 years, who worked with me late into the evening to see that a chapter was completed before midnight! She helped me balance the extra writing, the demands of the practice, family life, and social relationships in a healthy manner. She is a dear wife with a living faith.

Nikki Levy, Barbara Makinster, Elaine Leek and Caroline Jones of Elsevier Publishing who shepherded the writing process, providing their wisdom and direction to help design and organize a useful book to meet the needs of the active professional therapist. They make a great team for any author to learn from and develop improved writing skills. As a result of their efforts to bring this book to the professional community, therapists will not have to reinvent the “Wheel of Forms and Documents” on their own as they establish a new practice or grow and mature their existing practices.

All the contributors who unselfishly offered forms and documents out of their own practices to share with the readers and users of this book. All of them saw value in this book and wanted to be part of it. It was important to them to share in the meaning and satisfaction of “passing it on.”

And, lastly, any significant project becomes accomplished as a result of the efforts of a support team helping and being a source of encouragement. I thank my family members and friends that served in this capacity with me over the past year, as they have also done before on other projects I have undertaken.

# CONTENTS

---

List of Icons	xvii
List of Forms by Type	xix
Contributors	xxxiii
About the Editor	xxxv
Preface	xxxvii
Acknowledgments	xxxix

## Part I Starting and Managing Your Clinical Practice 1

### *Chapter 1* FORMS FOR SETTING UP AND DEFINING YOUR PRACTICE 3

Example Professional Resume (Web Version)	4
Professional Practice Profile	6
Vision Implementation Planner	7
Strategic Planning Worksheet	8
Professional Will and Instructions	9
Codicil to Personal or Professional Will	12
Professional Profile Documents Needed	13
Business Development and Professional Relationships	14
Making a Business Plan	15
Intentional Strategic Planning	17
Mission Statement	18
Office Set Up and Marketing Needs	19
Letter of Introduction to the Community	20
The 14 Ps of Marketing a Practice, Program or Service	21
Marketing by Mail (1)	22
Marketing by Mail (2)	23
Marketing Your Practice: A Trial Exercise	24
Free Use of the Media	25
Sample Letter for a Proposed Community Workshop	26
Going Green in the Office	27
Program Development	28
Models and Procedures for Program Planning	29
A SWOT Analysis of the Practice	30



*Chapter 2*  
FORMS RELATED TO FEES

31

Structuring Payment Plans for Patients Who Cannot Afford Standard Fees	32
Office Financial Policy	33
Cancellation and Missed Appointments Notice	34
Notice of Missed Appointments	35
Actions to Take When Patients Miss Appointments	36
Payment Agreement for Past Service Rendered	37
Past Due Letter Requesting Payment	38
Doctor's Lien and Authorization of Payment	39
Office Daily Billing Sheet	40
Fee Agreement for Psychological Expert Witness Services	41
Fee Schedule for Clinical Services	42
Fee Schedule for Medical/Legal Services	44
Insurance Authorization Log	45
Insurance Direct Payment Authorization	46

*Chapter 3*  
HIPAA/PATIENT PRIVACY FORMS

47

HIPAA Office Staff Guidelines	48
HIPAA Complaint and Resolution Form	49
Authorization for Release or Exchange of Information	51
Permission to Allow Information from a Session to be Used for Research, Teaching, Lecturing, and/or Publication Purposes	52
Patient Records Access Form	53
Request for No Records to be Kept	54
Limits on Patient Confidentiality	55
Guidelines for the Release of Psychological Test Data	56
Medicare Advance Beneficiary Notice	57

*Chapter 4*  
GENERAL INFORMATIONAL HANDOUTS FOR PATIENTS

59

Welcome Brochure	60
Employee Assistance Program	62
Shall I Sign Up with an EAP?	63
Disclosure of Risks and Benefits Regarding the Use of Psychotherapeutic Medications	64
10 Steps to a Healthier Brain	65
Alternative Medicine: Guidelines	66
Advice for Patients Seeking Services on the Internet	67
Personal Bill of Rights	68
Patient Bill of Rights	69

*Chapter 5*  
FORMS RELATED TO REFERRAL AND CONSULTING SERVICES

71

Contract for Consulting Services: Brief Form	72
Consulting Services Agreement with Other Professionals	73

Memo of Understanding for Professional Services	74
Agreement for Psychological Expert Witness Services	76
Confidential Referral	77
Expert Witness Guidelines	79
Contracting with Managed Care Companies	80
Forensic Psychological Assessment Consent	81
Ethical Guidelines in Interdisciplinary Care	83
Guidelines for Medication Referrals	84
Networking to Tap the Hidden Job Market	85

## *Chapter 6*

### FITNESS FOR DUTY AND WORKERS' COMPENSATION FORMS

87

Notice of Unfitness for Duty	88
Notice of Return to Duty	89
Workers' Compensation Information Intake Form	90
Workers' Compensation Lien Cover Letter	91

## *Chapter 7*

### FORMS RELATED TO PATIENT SERVICES

93

"Welcome to the Office" Patient Sign In	94
Psychotherapy Information Disclosure Statement and Consent to Treatment	95
Patient Confidential Information Form	98
Confidential Alternate Communications Request	99
Documenting All Services Rendered	100
Behavioral Therapy Plan	101
Needs Appraisal and Services Plan	102
Review of Behavioral Medication by Physician	103
Monitoring of Antecedent Events to Self-Defeating Behavior	104
Components of a Patient's Chart: A Checklist	105
Evaluation of Therapist	106
Patient Satisfaction Questionnaire	107
Patient Satisfaction: Therapy's Greatest Public Relations Approach	108
Waiting Room Assignment	109
Jury Duty Excuse	110

## *Chapter 8*

### FORMS RELATED TO THERAPIST'S PROFESSIONAL ACTIVITIES

111

Continuing Education Log	112
Weekly Travel Expense Sheet	113
Expense Account	114
Supervision Documentation Form	115

## *Chapter 9*

### MANAGING AN OFFICE STAFF

117

Program Staff Meeting Minutes	118
Therapist's Evaluation of the Office Staff	119

Annual Survey of Office Staff	120
Peer Evaluation of Employee	121
Employee Self-Evaluation Form	122
Employer Feedback to Employee from Annual Review	123
Employee Progressive Discipline	124
Annual Employee Satisfaction Survey	125
Unusual Incident Report Form	126
Request for Time Off	127
Request for Early Dismissal or Overtime Authorization	128
Employee Exit Interview	129
Authorization to Release Employment Information	131
Authorization for Letter of Reference	132
Recognizing Early Warning Signals of a Dangerous Employee	133
Professional Staff Meeting Agenda	134
Emergency Action Needed: “INA”	135
When Depression Comes to the Office	136
Leadership in Today’s World	137
Leadership in the Workplace	138
Leadership in Large Corporate and Professional Organizations	139
Facing a Key Crisis in a Business	140

<i>Chapter 10</i>	
TERMINATION OF TREATMENT/PRACTICE FORMS	143

Release from Responsibility for Discharge	144
Letter to Terminate Services to a Patient	145
Professional Practice for Sale and Profile	146
Practice for Sale – Advertisement	148

<i>Chapter 11</i>	
FORMS FOR SESSION NOTES	149

Session Notes: Version 1	150
Session Notes: Version 2	151
Session Notes: Version 3	152
Session Notes: Version 4	153
Relaxation Training and Biofeedback Therapy Session Notes	154
Group Therapy Notes	155

<i>Chapter 12</i>	
CLINICAL ERRORS, BAD HABITS, ETHICAL COMPLAINTS, AND LAW SUITS	157

12 Steps for Reducing Your Risks in a Malpractice Suit	158
Four Issues to be Addressed in Determining Negligence in a Civil Law Suit	159
Ways to Respond to a Complaint	160
Managing Clinical Errors, Mistakes, and Mishaps	161
Bad Habits to Avoid as a Therapist	162
Medication Consultation by Psychologist	163

Informed Consent Procedures for Telemedicine	166
Therapist's Guidelines for Conflict Resolution	167
Internet-Based Therapy: Is It for Me?	168
Telephonic Counseling: Is It for Me?	169
Coaching Managers and Executives	170
Executive Coaching to Accelerate Learning	171
Estate and Health Care Planning with Patients	172

## **Part II Intake Forms and Initial Assessment Tools for Evaluating Patients** 173

### *Chapter 14* ORGANIZING YOUR CHARTS AND EVALUATIONS 175

Outline for a Comprehensive Clinical Evaluation	176
Components of a Clinical Chart	180
Outline for a Standard Clinical Evaluation and Summary Report	182

### *Chapter 15* GENERAL ASSESSMENTS: INTAKE, BRIEF, COMPREHENSIVE, AND MORE 183

Getting to Know You	184
The Intake Process – Issues to Assess	185
Legal Intake Form	186
Intake Assessment and Proposed Treatment Plan	187
Areas for Exploration for a Comprehensive Mental Health Assessment	188
Brief Assessment and Diagnostic Summary	193
Brief Diagnostic Structured Clinical Interview	194
Sentence Completion-Work	195
Psychopathy Checklist	197
Critical Events Time Line	198

### *Chapter 16* ASSESSMENTS RELATED TO SPECIFIC TESTS AND SCALES 199

Practical Model for Interpreting MCMI-III Test Results	200
Global Assessment of Relational Functioning (GARF) Scale	202
GAF Evaluation	203
Social and Occupational Functioning Assessment (SOFA) Scale	204

### *Chapter 17* ASSESSMENTS RELATED TO RISK, COMPETENCY, HEALTH, AND NEUROPSYCHOLOGY 205

Competency to Stand Trial Status Exam	206
Assessing Lifestyle and Health	207
Informal Diagnostic Exercises of Aphasia	209
Neuropsychological Assessment: Patient Information	210

<b>Part III Forms, Exercises, and Information for Treating Specific Disorders</b>	<b>213</b>
<i>Chapter 18</i> <b>ANXIETY AND STRESS RELIEF WITH RELAXATION ASSESSMENT AND EXERCISES</b>	<b>215</b>
16 Warning Signs of Post-Traumatic Stress	216
Personal Stress Management Profile	217
Progressive Relaxation	221
Instructions for Focused Breathing	222
Stressful Life Events	223
Well-Being Scale	224
How Well Do You Cope with Life's Circumstances?	225
Fear and Its Management	226
The Management of Stress, Anxiety, and Pain	227
Emotional Fitness	228
Advice from a Friend	229
Stress Is Not a Stocking Stuffer	230
Identifying Traumatic Stress	231
What Management Can Do to Minimize Employee Stress	232
<i>Chapter 19</i> <b>DEPRESSION AND SELF-ESTEEM</b>	<b>233</b>
Depression Myths	234
Triple-Column Technique to Understand and Change My Depression	235
Bipolar: How to be Self-Defeating	236
Bipolar Disorder Hypersexuality	237
Feeling Overwhelmed and Desperate	238
The Happiness Factor	239
Understanding Seasonal Affective Disorder	240
Pursuing Peace in the Midst of a Loss	243
The Self-Esteem Review	244
10 Self-Esteem Boosters	245
<i>Chapter 20</i> <b>INSOMNIA AND SLEEP THERAPY</b>	<b>247</b>
10 Tips for Better Sleep	248
Insomnia: What Is It and What Do We Do About It?	250
Sleep Improvement Program	252
My Sleep Diary	253
My Sleep Chart	254
Sleeping Improvement Log	255
Helping Sleep Through Use of Medication	256
Importance of Good Sleep Habits	257
<i>Chapter 21</i> <b>ADDICTIVE BEHAVIOR</b>	<b>259</b>
Signs of Alcoholism	260
Alcohol Addiction Questionnaire	263



Alcohol Involvement Scale	264
Am I Abusing Alcohol and At Risk?	265
Guidelines for Moderate Drinking	266
Screen for Gambling Addiction	267
Do I Have a Gambling Problem?	268
My Gambling Pattern in the Past Year	270
Gamblers Anonymous – 20 Questions	271
Caffeine Consumption Questionnaire	272
Reasons to Quit Smoking	273

## Chapter 22 SUICIDAL BEHAVIOR 275

The Intervention Perspective of Suicide	276
Dangerousness: Warning Factors	278
No Harm Agreement	279

## Chapter 23 PAIN MANAGEMENT AND COPING WITH MEDICAL DISORDERS 281

Headaches	282
Treatment of Chronic Pain	283
Assessment of Chronic Pain	284
Charting Perceived Pain	288
Physical Disorders Associated with Psychological Distress	289
Patient Report of Illnesses and Medical Problems	290
Psychological Factors Affecting Physical Condition	292
Dizziness Questionnaire	294
Medications Being Taken by Patient	296
Gastroesophageal Reflux Disease (GERD)	297
Parkinson's Disease	298

## Chapter 24 ANGER AND VIOLENT BEHAVIOR 299

How to Handle Angry People	300
Anger and How to Deal With It	301
Hostility Discomfort Scale	302
Behavioral Anger Scale	303
Anger Inventory	304
Behavioral Hostility Checklist	305
My Anger Story	306
My Diagnostic Anger Map	307
Five Steps of Anger Control	308
Dangerous Propensities of a Minor	309
Risk for Re-offending as a Sex Offender	310

## Part IV Skill Building Strategies and Tools for Personal Growth and Life Improvement 313

### Chapter 25 STRATEGIES AND TOOLS FOR PERSONAL GROWTH AND HEALTH AWARENESS 315