

This file is comprised of the forms that we need you to complete prior to your initial diagnostic evaluation with the Center for Cognitive Therapy. (Alternatively, you may fill them out on your computer and return them via encrypted e-mail). It is very important that you fill them out in their entirety prior to your evaluation. We appreciate your time and effort in completing this lengthy and important questionnaire. If you have any questions, please feel free to contact Dr. Cory F. Newman at (215) 898-3466. We look forward to being of assistance to you.

OUR LOCATION

The Center for Cognitive Therapy is located at 3535 Market Street, which is on the northeast corner of 36th and Market Street. If your appointment is on site, please use the elevator after signing in with Security in the lobby and go to the 3rd floor, where you will check in. After making payment for your appointment, please take the elevator to the 4th floor Center for Cognitive Therapy waiting room (on the side of the floor opposite Suite 4100). *The therapist who will be conducting your intake evaluation will come out to greet you.*

Thank you.

The therapists and staff of the Center for Cognitive Therapy



I would like to tell you a few important points about the Center for Cognitive Therapy and its policies.

The Center for Cognitive Therapy is a treatment and training center. Your initial appointment at the Center is a two-hour diagnostic evaluation that typically takes place with an advanced-degree-candidate assessment trainee. Please keep in mind that the purpose of this evaluation is not to provide therapy; rather, it is to obtain a comprehensive picture of your problems, provide a preliminary diagnosis, and ascertain what treatment program can be of benefit to you. If our evaluation indicates that cognitive-behavioral therapy will be an appropriate treatment for you, we will then assign a therapist to begin meeting with you for sessions. However, if the results of our evaluation suggest that outpatient cognitive-behavioral therapy may not be the treatment of choice for you at this time, we will then refer you to a more appropriate treatment setting, and we will forward the results of our evaluation (with your permission).

Research has indicated that a full course of treatment yields the most positive results. Cognitive-behavioral therapy is designed to be a short-term treatment (usually 12 to 20 sessions); however, depending on the nature and severity of your problems, the desirable length of treatment may be longer than this. You and your therapist will collaboratively decide on the length of your treatment, and this decision does not have to be made at the start. It is important to keep in mind that dropping out of therapy prematurely has been shown to reduce the benefits of cognitive-behavioral therapy.

If in the future you need to cancel a therapy session, please notify your therapist <u>prior to the session</u>, so you can reschedule the session at the first opportunity. The Center's policy is to require a minimum of 24 hours' notice for cancellation (in regards to the evaluation as well as therapy sessions). If you contact us on the day of the appointment to cancel or simply fail to arrive, you may be charged for the missed appointment. Please make every effort to speak to your therapist regarding any appointment cancellation before the 24-hour deadline. [Note: If you arrive late for a scheduled session, your therapist may still be available to see you, but only for the remainder of the time that has been allotted for your visit. However, you will be billed for the entire time for which the appointment was scheduled.]

Enclosed in this packet you will find several forms. Please complete these at home and bring them with you on the day of your evaluation (or return them via encrypted e-mail). This will facilitate the evaluation process. At the time of your evaluation, please feel free to ask any question you may have regarding cognitive-behavioral therapy in general for the Center for Cognitive Therapy in particular. Thank you in advance for your cooperation.

Sincerely,

Cory Newman, Ph.D., ABPP Director



CENTER POLICIES ON PATIENT FEES

The Center for Cognitive Therapy is a non-profit organization which is part of the Department of Psychiatry in the University of Pennsylvania Health System. The purpose of this statement is to explain our fee structure and suggest ways to make payments more easily.

We require patients to pay their fee or co-pay each time they have a session. If your session is on-site, please plan to arrive ten minutes before each session in order to check in with the administrative assistant, pay your bill for that session (via cash, personal check, Visa, MasterCard or Discover), and receive a receipt, as well as complete the appropriate session forms (such as the Beck mood inventories).

If you plan to seek out-of-network reimbursement from your insurance company, the receipt which you will be given contains all the information and codes needed by your insurance company. You should attach this to any insurance form which your company may require you to submit.

Mental health benefits vary greatly with each insurance company (whether in-network or out-of-network). We suggest that you contact your insurance company to determine your benefits. Things to be determined are: deductibles, percentage of the charge you will be reimbursed, number of visits allowed per year, and if services need to be precertified. Many insurance companies limit the number of mental health visits you may have each year. It is your responsibility to know your benefits and to keep track of sessions used. We will be happy to let you know at any time how many visits you have had with us, but we cannot determine when you have exceeded your limit since the total may include visits you may have had with providers no in our Center.

If your personal information or insurance coverage changes at any point during your treatment here, it is your responsibility to inform our staff immediately of the change. Failure to do so may result in loss of covered benefits here and increase your financial responsibility.

If you must miss an appointment, please give us at least 24 hours' notice. The clinician's time is valuable and, if we have 24 hours notice, we can reschedule other clinical activities for him or her and we will not have to charge you for the missed session. The Center must charge for phone contacts that last beyond 10 minutes. Insurance benefits typically do not cover phone session or no-show fees.

In all instances, please do not hesitate to ask your therapist if you have any questions about our policy.

Please sign below to indicate that you understand all of the information contained above.

Patient's Name	Signature of Patient	Date
Staff Member Name	Signature of Staff Member	Date



Informed Consent to Treatment at the Center for Cognitive Therapy

Welcome to the Center for Cognitive Therapy at the University of Pennsylvania. This document contains important information about our services and policies. It will be a permanent part of your patient record. By signing it, you give your consent to treatment. If you have any questions about this form or other documents, please ask.

Any type of therapy has benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings. On the other hand, therapy often leads to better relationships, solutions to problems and reductions in distress. The course of therapy differs somewhat for each individual. Cognitive-behavioral therapy calls for active effort on your part, including your participation in the therapy sessions themselves, as well as the therapy homework assignments you will be asked to do.

To obtain treatment at the Center for Cognitive Therapy, you will undergo an evaluation conducted by a licensed clinician or by a trainee supervised by a licensed clinician. If we believe our services would be helpful for you in meeting your objectives, you will be offered therapy with a psychologist, clinical social worker, or supervised trainee (at a lower fee). Typically, therapy sessions are once a week for 45 to 53 minutes, though the frequency of sessions may vary. The number of sessions also varies according to the type of problems you are addressing. You have the right to ask questions regarding your treatment, and your therapist will attempt to answer them to your satisfaction. If you withdraw from treatment, you have the right to a referral to another practitioner.

Most insurance companies require you to authorize your therapist to provide a clinical diagnosis; some require treatment plans or summaries. You can call your insurance company to find out how this information is stored or used. Your insurance company may limit the number of sessions it will cover.

All papers and documents concerning your treatment will be kept confidential. No information concerning your treatment will be released without your written consent, except as required by law or in a situation deemed potentially life threatening. By state law, licensed providers are mandated to report information that professional judgement determines constitutes a threat of serious harm to self or others, or indicates child abuse or neglect. Under these specific circumstances, information about you can be released without your written approval. However, your therapist will make every effort to keep you actively informed about such developments.

Patient's Name	Signature of Patient or Legal Guardian	Date
Staff Member Name	Signature of Witness (CCT Staff Member)	Date



A PATIENT'S BILL OF RIGHTS

- 1. A patient has the right to receive treatment at the Center for Cognitive Therapy in an atmosphere of dignity and to be shown respect by all personnel.
- 2. A patient has the right to know and be involved in the formulation of treatment plans, and the goals to be obtained through this treatment.
- 3. A patient has the right to know what risks, if any are involved in treatment, and whether or not the treatment will include any new or experimental techniques (or medications if the patient is concurrently being seen by a psychiatrist or psychiatric Resident in the University of Pennsylvania Health System).
- 4. A patient has the right to refuse treatment.
- 5. A patient has the right to request an alternative treatment plan or type of therapy being provided.
- 6. A patient has the right to know that information and records regarding their treatment will be obtained and stored with the utmost confidentiality in accordance with the rules and regulations governing same.
- 7. A patient has the right to know the cost of treatment as well as any amount that may be billed through a third party.
- 8. A patient has the right to make grievances known via the following procedure: first, though the patient's therapist; or second through the Director of the Center for Cognitive Therapy, Cory F. Newman, Ph.D. at (215) 898-3466.
- 9. A patient has the right to seek emergency services through The Pennsylvania Hospital Crisis Response Center at (215) 829-5433.
- 10. A patient has the right to have any questions regarding treatment or policy to be answered promptly and appropriately by their therapist, or by the Director.

I acknowledge that I have read and understand my rights as a patient here at the Center for Cognitive Therapy.

Patient's Name	Signature of Patient	Date
Staff Member Name	Signature of Witness (CCT Staff Member)	Date

PERSONAL DATA

First Name		Middle Name
Last Name		Date
		Date of Birth:
Employment Status		
C Full-time employed	Part-time employed	C Unemployed seeking work C Unemployed / Other
C Full-time homemaker	C Retired	C Disabled
Occupation		
Self		
Place of Employment		
Spouse / Partner (Optional)		
Place of Employment (Option	onal)	
		1
Primary Emergency	Contact Person	Primary Home Address of Emergency Contact
Contact Name		Street Address
Contact Phone Number		City, State and ZIP
Variable States		
Your Marital Status		
C Married	Co-habitating or Living Married	as C Widowed
C Divorced	C Separated	Never Married

PSYCHIATRIC HISTORY

Have you ever been hospitalized for any emotional of psychia			ric reason?	C Yes C N	lo
Dates	Name of Hospital	ı	Reason for Hospitalization		Was it helpful?
Dates	Name of Hospital		Reason for Hospital	ization	Was it helpful?
Dates	Name of Hospital		Reason for Hospital	ization	Was it helpful?
Have you ever received psychiatric or psychological treatment before? C Yes C No					lo
Dates	Name of Clinician	1	Reason for Treatme	ent	Was it helpful?
Dates Name of Clinician		1	Reason for Treatment		Was it helpful?
Dates	tes Name of Clinician Reason for Treatment		ent	Was it helpful?	
Dates	Name of Clinician Reason for Treatment		Was it helpful?		
Are you taking any p	sychiatric medicati	on (e.g. anti-depressan	ts)?	C Yes C N	lo
Medication		Dosage	Frequency	Name of Preso	riber
Medication		Dosage	Frequency	Name of Preso	
Medication		Dosage	Frequency	Name of Preso	riber

Have you ever made a suicide attempt?	How many times?		Were you ho	spitalized?
C Yes C No			C Yes	C No
Approximate Date	What did you do to hurt yourself?			
Approximate Date	What did you do to hurt yourself?		Were you ho	spitalized?
	,		ŕ	•
Others				
Have you ever experienced e	motional or verbal abuse as a child?	C Yes	O No	C Unsure
Have you ever experienced so	exual abuse as a child?	C Yes	O No	C Unsure
Have you ever experienced n	on-sexual physical abuse as a child?	C Yes	O No	C Unsure
Have you ever experienced b rape)?	eing raped (including acquaintance rape and marital	C Yes	C No	C Unsure
Have you ever experienced e	motional or verbal abuse as an adult?	C Yes	C No	C Unsure
Have you ever experienced n	on-sexual physical abuse as an adult?	C Yes	O No	C Unsure
	ed about your sexual behavior in terms of unusual , identify confusion or other matters?	C Yes	O No	C Unsure
Has anyone in your family ever related to you?	er made a suicide attempt? If so, how is this person	C Yes	C No	C Unsure
Has anyone in your family die you?	ed from suicide? If so, how is this person related to	C Yes	C No	C Unsure
	ave a history of mental illness, alcohol abuse, drug so, how are these persons related to you and what m?	C Yes	C No	C Unsure

1.	When did you last drink of alcohol?		
2.	Has alcohol ever caused problems for you?	C Yes	C No
3.	Has anyone ever told you that alcohol has caused a problem for you or complained about your drinking?	C Yes	C No
4.	Has your use of alcohol ever caused a relationship problem with anyone?	C Yes C Unsure	○ No
5.	Has your use of alcohol ever caused any problem at work or performing other responsibilities?	C Yes	C No
6.	Has your use of alcohol ever caused any legal problems such a being arrested or being stopped for DUI?	C Yes	C No
7.	Have you ever gotten "hooked" on a prescribed medication or taken a lot more of it than you were supposed to? If yes, please list those medication(s).	C Yes	C No
8.	Have you ever used any street drugs such as cocaine, marijuana, speed, LSD? If yes, please list all street drugs below.	C Yes	C No
9.	When was the last time you used any drugs?		
10.	Have you ever been hospitalized because of a drug or alcohol problem? If yes, when and where were you hospitalized?	C Yes	C No
11.	Have you ever been to a detoxification program? If yes, when and where did you receive such treatment?	C Yes	C No
12.	Have you ever been to a drug or alcohol rehabilitation program? If yes, when and where did you receive such treatment?	C Yes	○ No
13.	Have you ever attended a 12-step meeting such as AA, NA, Al-Anon, Al-Ateen, ACOA?	C Yes	C No
14.	Has your use of drugs ever caused a relationship problem with anyone?	C Yes	C No
15.	Has your use of drugs ever caused any problem at work or performing other responsibilities?	C Yes	C No
16.	Have drugs ever caused any physical problems such as headaches, shakiness, stomach aches, seizures or liver damage?	C Yes	C No
 17.	What is the longest period you have been drug free? (If applicable)		

18.	Has your use of drugs ever cause any psychological problems such as feeling depressed?	C Yes	O No
	depressed.	C Unsure	

Questionnaire

These questions are about the kind of person you generally are; that is, how you have usually felt or behaved over the past several years. Select "Yes" if the question completely or most applies to you or "No" if the question does not apply to you. If you do not understand a question, leave it blank.

1.	Have you avoided jobs or tasks that involved having to deal with a lot of people?	C Yes	C No	PQ4
2.	Do you avoid making friends with people unless you are certain they will like you?	C Yes	○ No	PQ5
3.	Do you find it hard to be "open" even with people you are close to?	C Yes	◯ No	PQ6
4.	Do you often worry about being criticized or rejected in social situations?	C Yes	C No	PQ7
5.	Are you usually quiet when you meet new people?	C Yes	C No	PQ8
6.	Do you believe that you're not as good, as smart, or as attractive as most other people?	C Yes	O No	PQ9
7.	Are you afraid to do things that might be challenging or to try anything new?	C Yes	C No	PQ10
8.	Is it hard for you to make everyday decisions, like what to wear of what to order in a restaurant, without advice and reassurance from others?	C Yes	C No	PQ11
9.	Do you depend on other people to handle important areas of your life, such as finances, child care or living arrangements?	C Yes	C No	PQ12
10.	Do you have trouble disagreeing with people even when you think they are wrong?	C Yes	C No	PQ13
11.	Do you find it hard to start projects or do things on your own?	C Yes	C No	PQ14
12.	Is it so important to you to be taken care of by others that you are willing to do unpleasant or unreasonable things for them?	C Yes	C No	PQ15
13.	Do you usually feel uncomfortable when you are by yourself	C Yes	◯ No	PQ16
14.	When a close relationship ends, do you feel you immediately have to find someone else to take care of you?	C Yes	C No	PQ17
15.	Do you worry a lot about being left alone to take care of yourself?	C Yes	C No	PQ18
16.	Are you the kind of person who spends a lot of time focusing on details, order, or organization or making lists and schedules?	C Yes	O No	PQ19
17.	Do you have trouble finishing things because you spend so much time trying to get them exactly right?	C Yes	C No	PQ20
18.	Are you very devoted to your work or to being productive?	C Yes	◯ No	PQ21
19.	Do you have very high standards about what is right and what is wrong?	C Yes	C No	PQ22
20.	Do you have trouble throwing things out because they might come in handy someday?	C Yes	○ No	PQ23
21.	Is it hard for you to work with other people or ask others to do things if they don't agree to do things exactly the way you want?	C Yes	C No	PQ24
22.	Is it hard for you to spend money on yourself and other people?	C Yes	◯ No	PQ25
23.	Once you've made plans, is it hard for you to make changes?	C Yes	C No	PQ26
24.	Have other people said that you are stubborn?	C Yes	C No	PQ27
25.	Do you often get the feeling that people are using you, hurting you or lying to you?	C Yes	C No	PQ28
26.	Are you a very private person who rarely confides in other people?	C Yes	◯ No	PQ29
27.	Do you find that it is best not to let other people know much about you because they will use it against you?	C Yes	C No	PQ30

28.	Do you often feel that people are threatening or insulting you by the things they say or do?	C Yes	C No	PQ31
29.	Are you the kind of person who holds grudges or takes a long time to forgive people who have insulted or slighted you?	C Yes	C No	PQ32
30.	Are there a lot of people you can't forgive because they did or said something to you a long time ago?	C Yes	C No	PQ33
31.	Do you often get angry or lash out when someone criticizes or insult you in some way?	C Yes	C No	PQ34
32.	Have you sometimes suspected that your spouse or partner has been unfaithful?	C Yes	C No	PQ35
33.	When you are out in public and see people talking, do you often feel they are talking about you?	C Yes	C No	PQ36
34.	When you are around people, do you often get the feeling that you are being watched or stared at?	C Yes	C No	PQ37
35.	Do you often get the feeling that the words to a song or something in a movie or on TV has a special meaning for you in particular?	C Yes	C No	PQ38
36.	Are you a superstitious person?	C Yes	C No	PQ39
37.	Have you ever felt that you could make things happen just by making a wish or thinking about them?	C Yes	C No	PQ40
38.	Have you had personal experience with the supernatural?	C Yes	◯ No	PQ41
39.	Do you believe that you have a "sixth sense" that allows you to know and predict things?	C Yes	C No	PQ42
40.	Do you often have the feeling that everything is unreal, that you are detached from your body or mind, or that you are an outside observer of you own thoughts or movements?	C Yes	C No	PQ43
41.	Do you often see things that other people don't see?	C Yes	◯ No	PQ44
42.	Do you often hear a voice softly speaking your name?	C Yes	C No	PQ45
43.	Have you had the sense that some person or force is around you, even though you cannot see anyone?	C Yes	C No	PQ46
44.	Are there very few people who you're really close to outside of your immediate family?	C Yes	C No	PQ47
45.	Do you often feel nervous when you are around people you don't know very well?	C Yes	C No	PQ48
46.	Is it NOT important to you to have friends or romantic relations or to be involved with your family?	C Yes	C No	PQ49
	Would you almost always rather do things alone than with other people?	C Yes	C No	PQ50
48.	Do you have little or no interest in having sexual experiences with another person?	C Yes	C No	PQ51
49.	Are there really very few things that give you pleasure?	C Yes	O No	PQ52
50.	Does it not matter to you what people think of you?	C Yes	C No	PQ53
51.	Do you rarely have strong feelings, like being very angry or feeling joyful?	C Yes	C No	PQ54
52.	Do you like being the center of attention?	C Yes	C No	PQ55
53.	Do you tend to flirt a lot?	C Yes	C No	PQ56
54.	Do you often find yourself "coming on" to people?	C Yes	C No	PQ57
55.	Do you like to draw attention to yourself by the way you dress or look?	C Yes	◯ No	PQ58
56.	Do you tend to be very dramatic in your actions and speech?	C Yes	C No	PQ59
57.	Are you more emotional than most other people, for example sobbing when you hear a sad story?	C Yes	O No	PQ60
58.	Do you often change your mind about things depending on the people you're with or what you have just read or seen on tv?	C Yes	C No	PQ61
59.	Do you feel that you are good friends, even with people who provide a service, like your plumber, your car mechanic and your doctor?	C Yes	O No	PQ62
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60	Are you more important, more talented or more successful than most other people?	C Yes	◯ No	PQ63
61	Have people told you that you have too high an opinion of yourself?	C Yes	C No	PQ64
62	Do you think a lot about the power, success or recognition that you expect to be yours someday?	C Yes	C No	PQ65
63	Do you think a lot about the perfect romance that will be yours someday?	C Yes	C No	PQ66
64	When you have a problem, do you almost always insist on seeing the top person?	C Yes	C No	PQ67
65	Do you try to spend time with people who are important or influential?	C Yes	O No	PQ68
66	Is it important to you that people pay attention to you or admire you in some way?	C Yes	C No	PQ69
67	Do you feel that you are the kind of person who deserves special treatment or that other people should automatically do what you want?	C Yes	C No	PQ70
68	Do you often have to put your needs above other people's?	C Yes	C No	PQ71
69	Have others complained that you take advantage of people?	C Yes	C No	PQ72
70	Do you generally feel that other people's needs or feelings are really not your problem?	C Yes	C No	PQ73
71	Do you often find other people's problems to be boring?	C Yes	C No	PQ74
72	Have people complained to you that you don't listen to them or care about their feelings?	C Yes	O No	PQ75
73	When you see someone who is successful, do you feel that you deserve it more than they do?	C Yes	C No	PQ76
74	Do you feel that others are often envious of you?	C Yes	C No	PQ77
75	Do you find that there are very few people who are worth your time and attention?	C Yes	C No	PQ78
76	Have other people complained that you act too "high and mighty" or arrogant?	C Yes	O No	PQ79
77	Have you become frantic when you thought that someone you really cared about was going to leave you?	C Yes	O No	PQ80
78	Do relationships with people you really care about have lots of extreme ups and downs?	C Yes	O No	PQ81
79	Does your sense of who you are often change dramatically?	C Yes	O No	PQ82
80	Are you different with different people or in different situations so that you sometime don't know who you really are?	C Yes	O No	PQ83
81	Have there been lots of sudden changes in your goals, career plans, religious beliefs and so on?	C Yes	C No	PQ84
82	Have there been lots of sudden changes in the kinds of friends you have or in your sexual identity?	C Yes	C No	PQ85
83	Have you often done things impulsively?	C Yes	C No	PQ86
84	Have you tried to hurt or kill yourself or threated to do so?	C Yes	C No	PQ87
85	Have you ever cut, burned or scratched yourself on purpose?	C Yes	C No	PQ88
86	Does your mood often change in a single day based on what's going on in your life?	C Yes	C No	PQ89
87	Do you often feel empty inside?	C Yes	C No	PQ90
88	Do you often have temper outbursts or get so angry that you lose control?	C Yes	C No	PQ91
89	Do you hit people or throw things when you get angry?	C Yes	O No	PQ92
90	Do even little things get you very angry?	C Yes	C No	PQ93
91	When you get very upset, do you get suspicious of other people or feel disconnected from your body or that things are unreal?	C Yes	C No	PQ94
92	Before you were 15, did you bully, threaten or scare other kids?	C Yes	O No	PQ95

93. Before you were 15, did you start fights?	C Yes	C No	PQ96
94. Before you were 15, did you hurt or threaten someone with a wear like a bat, brick, broken bottle, a knife or a gun?	pon, C Yes	C No	PQ97
95. Before you were 15, did you do cruel things to someone that cause him or her physical pain of suffering?	ed C Yes	C No	PQ98
96. Before you were 15, did you hurt animals on purpose?	C Yes	C No	PQ99
97. Before you were 15, did you mug, rob or forcibly take something fr someone by threatening them?	om C Yes	C No	PQ100
98. Before you were 15, did you force someone to do something sexua	al? C Yes	C No	PQ101
99. Before you were 15, did you set fires?	C Yes	C No	PQ102
100. Before you were 15, did you deliberately destroy things that weren yours?	n't C Yes	◯ No	PQ103
101. Before you were 15, did you break into houses, other buildings or o	cars? C Yes	C No	PQ104
102. Before you were 15, did you lie a lot or con other people to get something you wanted or to get out of doing something?	C Yes	C No	PQ105
103. Before you were 15, did you sometimes shoplift, steal something o forge someone's signature for money?	r C Yes	C No	PQ106
104. Before you were 15, did you run away and stay away overnight?	C Yes	◯ No	PQ107
The following two questions apply to things you did before you were 13 year	s old.		
105. Before you were 13, did you often stay out very late, long after the you were supposed to be home?	time C Yes	C No	PQ108
106. Before you were 13, did you often skip school?			PQ109

