# **AUSTIN FAMILY MENTAL HEALTH, P.A.**

# PATIENT INFORMATION FORM

Patient's Name:		Age:	DOB:	
Address:	City:	Stat	e: Zip:	
Social Security Number:	Sex: □Male	□Female		
Best Contact Phone Number:	_ Okay to leave m	nessage? □Yes	□No	
Email address:	Employer/So	:hool:		
Marital Status: □Single □Married □Divorced □Se	eparated □Partne	er		
Name of spouse/partner:				
Medical Doctor's Name:	<del></del>	Phone Number		
Have you consulted a Psychiatrist before?				
If so, name and address:			· · · · · · · · · · · · · · · · · · ·	_
Emergency Contact Name: Rel	ationship:	Phone N	umber:	
Allergies: List of Current I	Medications:			
Medications Continued:				
Pharmacy name: Pharmacy Phone Number:				
IF PATIENT IS A MINOR, please provide the follow	ing information i	different from	above:	
Parent's / Guardian's Name (s) Parent's/Guardian's Email:				
Parent's/Guardian's Cell Number:		Okay to le	ave message? □Yes □	No
Address:	Cit	y:	Zip:	
Relationship to Patient:	gal Guardian			

## **CORRESPONDENCE INFORMATION:**

INITIAL	ould like to provide author	ization to our o	ffice to correspond with you	via email.
INSURANCE INFORMATION:				
Insurance Carrier:	ID Number:		Group Number:	
Subscriber Information:				
Subscribers Name:	Phone Number:	( )	Email:	
Address:	Social Security:		DOB:	
I,, authorize payment of medical	rize the release of any me al benefits to Austin Family	edical or other i / Mental Health	nformation necessary to pro , PA.	cess this claim. I also
If you are over the age of 18 speak to them about your ac	and a parent/guardian is count, please provide thei	responsible for r information b	payment, and you authorize elow:	us with permission to
Name:	Relationship:	Pho	one Number:	
Address:		Em	ail:	<del>_</del>
PAYMENT FOR SERVICES: I, with cash, checks and credit notes your agreement to pay this office, including but no consults, prescription fees an on file at the time of service Should you have difficulty pa	cards is accepted at the of and authorize our office to bt limited to copays/dedu and non-urgent after hours and non-urgent after hours and please provide us with t	fice at the time  cocharge your coctibles, missed  phone calls. If you  he new card in	of your appointment. Your stredit/debit card on file for all appointments, late cancelled wish to use a different care formation when you arrive formation when	signature on this form Il services provided by ation fees, telephone of than the one that is
I would like to sign an author				-
Name:	Phone:	Email:		
Relationship:		<b></b>		
HIPAA PRIVACY POLICIES:				
Signing below confirms I have also notes my agreement that	e read the office's HIPAA 8 t my Private Health Inform	k Texas Privacy lation may be tr	Policies and have been offer ansmitted by phone, fax and	ed a copy of them. It
Signature:			Date:	

### **Notice of Privacy Practices**

Health Insurance Portability and Accountability Act (HIPAA)
April 14, 2003

Austin Family Mental Health has the responsibility to protect the privacy of your personal and health information as described in this notice. Personal health information includes medical (or psychological) information and individually identifiable information, such as your name, address, telephone or social number. Austin Family Mental Health is required by applicable federal and state laws to maintain the privacy of your personal and health information or "PHI."

Austin Family Mental Health will protect your privacy by, limiting how we may use or disclose your PHI; limiting who may see your PHI; inform you of our legal duties with respect to your PHI; and explain and strictly adhere to our privacy policies. These policies are in effect as of April 14, 2003, and will remain in effect until updated and until you receive notice of any changes. Austin Family Mental Health reserves the right to change these policies and the terms of this notice as allowed by state and federal laws, rules or regulations.

#### Uses and Disclosures of Clients Personal and Health Information:

Austin Family Mental Health may disclose your PHI to insurance carries in order to receive payment for claims for the services provided to you by Austin Family Mental Health within the limits established by the Texas Medical Board.

Austin Family Mental Health may use your PHI to contact you with information about services provided, appointment reminders, or for collection of co-pays or your account balance (if any).

Austin Family Mental Health may use your PHI to the extent necessary to avert a serious and imminent threat to your health or safety of others. Austin Family Mental Health may disclose this information to the proper authorities, if we reasonably believe that you are a possible victim of child abuse, child neglect.

Austin Family Mental Health must disclose your PHI when we are required to do so by the U.S. Department of Health and Human Services upon request for purposes of determining whether we are in compliance with privacy laws.

Austin Family Mental Health may disclose your PHI in response to a court order or subpoena, although every effort will be made to obtain your consent for the releases of any personal or health information, as required by confidentiality regulations as set by the Texas Medical Board.

Austin Family Mental Health may disclose your PHI to law enforcement officials or personnel of a correctional institution if you are in lawful custody while receiving treatment.

#### Your Rights:

You have the right to review or obtain copies of your personal and health information, subject to the limitations of the TMB. Your request must be in writing and you may be charged a fee for copying of the record.

You have the right to request and receive a list of instances in which Austin Family Mental Health disclosed your PHI for purposes other than treatment and claims processing.

You have the right to request that Austin Family Mental Health place additional restrictions on our use or disclosure of your PHI. We are not required to agree to these additional restrictions, but if we do, we will abide by the agreement. You also have the right to terminate or amend previously requested restrictions. Requests for additional restrictions or requests for termination of requested restrictions must be in writing.

You have the right to request that Austin Family Mental Health communicate with you in confidence about your PHI by alternative means. You must specify how we may contact you in writing, if you do not wish to be telephoned at your primary or secondary listed telephone numbers.

You have the right to request and amendment of your PHI. The request must be in writing and include the information to be amended. If Austin Family Mental Health agrees to the amendment, we will make a reasonable effort to include the changes in any future disclosures of information.

You have the right to receive a copy of this notice in written form.

You have the right to file a complaint if you believe Austin Family Mental Health has violated your privacy rights or you disagree with a decision we made about access to your PHI. A complaint may be made to Austin Family Mental Health or you may also submit a written complaint to The U.S. Department of Health & Human Services Office of Civil Rights. Austin Family Mental Health supports your right to file a complaint and will assist you by providing address information for the HHS, and will not retaliate in any way if you choose to file a complaint with us or HHS.

## Written Authorization to Use or Disclose Your PHI:

Austin Family Mental Health will request written authorization from you to use your PHI or to disclose it to anyone for any purpose or situation not included in this document. You may revoke this authorization in writing at any time. Your revocations will not affect any use or disclosure permitted by your authorization while it was in effect. We will not disclose your PHI for any reason except those described in this notice without your written consent.

## **Acknowledgement of This Notice of Privacy Regarding Your PHI:**

Acknowledgement of this notice of privacy will be made part of your medical record with Austin Family Mental Health. Please sign and date below. You may request a copy of this notice at any time.

Patient/Client Name			
Relationship to Pation	ent:		
Signature of Patient	/Client or Legal Guardian (if minor)		
Date			
077700770777777777777777777777777777777	OFFICE USE ONLY	·	-
I attempted to obtain Practices Acknowled	n the patient's signature in acknowled dgement, but was unable to do so as	gement on this Notice of Privacy documented below:	
<b>9</b> :	Initials:	Reason:	

## Office Policies and Procedures

Welcome to our office. We appreciate the opportunity to serve you. Please read the following information carefully. If you have any questions or concerns, please do not hesitate to ask a member of our staff or your provider. The following policies are subject to change without notice.

#### **Appointments:**

New Patients: The \$60.00 deposit that you paid to secure your new patient appointment will be forfeited if one of the following occurs:

- If you no show to your scheduled appointment
- If you fail to provide us with 24-business hours' notice of cancellation
- If you are more than 10-minutes late to your appointment which results in us having to reschedule you to another day
- 1. In consideration of all patients, individuals who arrive 10-minutes late may need to reschedule
- 2. Appointments must be cancelled 24-business hours in advance to avoid a missed appointment fee. The fees are as follows: Nurse practitioners: 20-30 min. = \$125, 45-60 min. = \$175; Psychiatrist: 20-30 min. = \$150, 45-60 min. = \$180
- 3. Missed appointment fees must be paid *prior* to the next appointment. Patients who have missed more than one appointment may be required to put a credit card on file in the event another appointment is missed
- 4. 3 missed or late cancellations will result in the discontinuation of our professional relationship
- 5. Our EMR system will send *courtesy* appointment reminders 1-2 days prior to your scheduled appointment; however, it is ultimately the client's responsibility to attend scheduled follow-ups
- 6. We encourage clients to make or move up an appointment when a complaint or a problem occurs regarding their mental health and/or medication changes. Phone calls and emails to your provider may be assessed a fee

Initial	

#### **Billing and Payment:**

We believe in the importance of providing access to care to the greater Austin area and choose to accept insurance. We have put policies in place to ensure we can maintain an insurance-based practice and serve the community.

- Payment (i.e. co-payment, co-insurance, deductibles, fee-for-service, and any balance) is due at the time of service. If you are unable to make payment at the time of service, you may be asked to reschedule your appointment.
- The information provided to us by your insurance company is not always accurate and we encourage you to be informed as to what benefits *your insurance covers* and what your patient responsibility is.
- Our office only submits claims to insurance companies for which we are "in-network." If you wish to file out-ofnetwork with your insurance company, please inform our staff so they can provide you with an itemized statement.
- It is important to communicate with our office if you have a change of insurance as most insurance companies have a 90-day filing deadline. Failure to provide us with accurate insurance information may result in your responsibility of payment in full for services provided.
- While payment is due at the time of service, often unpaid balances accrue. It is our policy that as soon as an unpaid balance reaches \$200.00 no further services will be provided until the balance has either been cleared or brought below \$200.00. \*Please note that patients are welcome to set-up a payment plan by authorizing a monthly debit to a credit card to pay their balance. If a patient's payment agreement is declined more than once, the contract is considered null and void and services are discontinued. Patients will be provided a one-month refill of non-controlled medications to allow time to find a new provider. It will be the decision of the provider if they wish to begin the working relationship again once the balance is paid.

- Patients with existing payment plans are not allowed to accrue additional balances and are unable to add to an
  existing payment plan.
- Accounts with no payment activity for 90 days will be turned over to a collection agency. It is our policy that
  once an account is turned over, services are discontinued.

Initial	

#### **Medication Refills:**

Prior to calling our clinic, we ask all patients to either have their pharmacy fax us a refill request and/or email their request to: Refills@AustinFamilyMentalHealth.com. Upon request, we will authorize refills when appropriate. Please allow 2 business days to process your request. Patients are to submit requests when they have at least 2-3 days of medications at hand. If you have not heard from our staff in 2 business days after submitting your request, please call us. We utilize an electronic prescribing system and do not provide paper prescriptions.

- Medications taken more than prescribed will be denied an early refill. If you would like to discuss a change in medication, please call the office to setup an appointment.
- Texas law requires patients to be under medical supervision when taking controlled medication. Patients on controlled medications will be required to follow-up with their provider every 90 days.
- Prescriptions requested to be filled the same day will be assessed a \$20.00 fee.
- Our office will not refill medications outside of normal business hours.
- There is a \$12.00 fee to write controlled medications between appointments. Alternatively, you may come in monthly to obtain your medication.
- All schedule II medications (Vyvanse, Adderall, etc.) must be filled within 21 days or they will expire.
- Stolen/lost controlled medications will not be refilled early and patients will have to wait until they are eligible for another refill.

It is important to note that stimulants are not lifesaving medications and running out does not constitute a medical emergency. Early refills are not permitted.

#### **Prior-Authorizations:**

If your benefit company denies your medication and requires your provider to provide clinical documentation to approve a medication, you will be assessed a \$25.00 fee. This is a very time-consuming task for the provider and staff. We highly suggest you speak with your benefit company if they continue to deny your medication. Please allow 72 business hours to process such requests. If the medication is generic, and affordable, you may want to pay out-of-pocket.

····	
Initial	

#### **Confidentiality:**

Our office understands the need to keep your information confidential, and we will act in good faith to maintain your matters private. Please use caution in leaving us home/work/cell numbers and/or an email address to contact you. Please ensure you provided us with updated information to ensure your confidentiality is not jeopardized.

Our office requires a signed Release of Information to speak with family member, providers, disability companies, or anyone to whom you would like to have access to your information.

We appreciate your cooperation with our Office Policies outlined above.

I accept, understand, and agree to abide by the contents and terms of this agreement and further, consent to participate in evaluation and/or treatment. I understand that I may withdraw from treatment at any time.

Printed Name:	
Signature:	Date:

# PHQ-9 modified for Adolescents (PHQ-A)

Name:	Clinician:		Date:	:	
Instructions: How often have you weeks? For each symptom put an feeling.					
		(0) Not at all	(1) Several days	(2) More than half the days	(3) Nearly every day
<ol> <li>Feeling down, depressed, irrita</li> </ol>					
2. Little interest or pleasure in doi					
3. Trouble falling asleep, staying a much?	asleep, or sleeping too				
<ol><li>Poor appetite, weight loss, or o</li></ol>					
<ol><li>Feeling tired, or having little end</li></ol>					
6. Feeling bad about yourself – or failure, or that you have let your down?					
<ol><li>Trouble concentrating on things reading, or watching TV?</li></ol>	200				
8. Moving or speaking so slowly the have noticed?	nat other people could				
Or the opposite – being so fidge were moving around a lot more	than usual?				
9. Thoughts that you would be be hurting yourself in some way?	tter off dead, or of				
In the past year have you felt depre	essed or sad most days,	even if you fel	t okay someti	mes?	
□Yes □No					
If you are experiencing any of the production of				ems made it fo	r you to
□Not difficult at all □So	mewhat difficult	Very difficult	□Extren	nely difficult	
Has there been a time in the past m	nonth when you have ha	nd serious thou	ghts about er	nding your life?	
□Yes □No					
Have you <b>EVER</b> , in your WHOLE LI	FE, tried to kill yourself	or made a suic	ide attempt?		
□Yes □No					
**If you have had thoughts that you this with your Health Care Clinician,				ne way, please	e discuss
Office use only:		Seve	rity score: _		

Modified with permission from the PHQ (Spitzer, Williams & Kroenke, 1999) by J. Johnson (Johnson, 2002)

# **Screen for Child Anxiety Related Disorders (SCARED)**

**CHILD Version**—Page 1 of 2 (to be filled out by the CHILD)

Developed by Boris Birmaher, M.D., Suneeta Khetarpal, M.D., Marlane Cully, M.Ed., David Brent, M.D., and Sandra McKenzie, Ph.D., Western Psychiatric Institute and Clinic, University of Pittsburgh (October, 1995). E-mail: birmaherb@upmc.edu

See: Birmaher, B., Brent, D. A., Chiappetta, L., Bridge, J., Monga, S., & Baugher, M. (1999). Psychometric properties of the Screen for Child Anxiety Related Emotional Disorders (SCARED): a replication study. *Journal of the American Academy of Child and Adolescent Psychiatry*, 38(10), 1230-6.

	·				
		<b>D</b>			•
Name:		Date:		•	

#### **Directions:**

Below is a list of sentences that describe how people feel. Read each phrase and decide if it is "Not True or Hardly Ever True" or "Somewhat True or Sometimes True" or "Very True or Often True" for you. Then, for each sentence, fill in one circle that corresponds to the response that seems to describe you for the last 3 months.

	Okara Not True où Hardly Ever Frue	Somewhat Brue or Sometimes True	2 VeryTrue on Often Urue	
1. When I feel frightened, it is hard to breathe	0	0	0	PN
2. I get headaches when I am at school.	0	Ô	0	SH
3. I don't like to be with people I don't know well.	0	0	0	sc
4. I get scared if I sleep away from home.	0	0	0	SP
5. I worry about other people liking me.	0	0	0	GD
6. When I get frightened, I feel like passing out.	0	0	0	PN
7. I am nervous.	0	0	0	GD
8. I follow my mother or father wherever they go.	0	0	0	SP
9. People tell me that I look nervous.	0	0	0	PN
10. I feel nervous with people I don't know well.	0	0	0	sc
11. I get stomachaches at school.	0	0	0	SH
12. When I get frightened, I feel like I am going crazy.	0	0	0	PN
13. I worry about sleeping alone.	0	0	0	SP
14. I worry about being as good as other kids.	0	0	0	GD
15. When I get frightened, I feel like things are not real.	0	0	0	PN
16. I have nightmares about something bad happening to my parents.	0	0	0	SP
17. I worry about going to school.	0	0	0	SH
18. When I get frightened, my heart beats fast.	0	0	0	PN
19. I get shaky.	0	0	0	PN
20. I have nightmares about something bad happening to me.	0	0	0	SP

# Screen for Child Anxiety Related Disorders (SCARED)

**CHILD Version**—Page 2 of 2 (to be filled out by the CHILD)

	O/ Not True or Hardly Even True	Somewhat True or Sometimes True	Very True or Often	
21. I worry about things working out for me.	0	0	0	GD
22. When I get frightened, I sweat a lot.	0	0	0	PN
23. I am a worrier.	0	0	0	GD
24. I get really frightened for no reason at all.	0	0	0	PN
25. I am afraid to be alone in the house.	0	0	0	SP
26. It is hard for me to talk with people I don't know well.	0	0	0	sc
27. When I get frightened, I feel like I am choking.	0	0	0	PN
28. People tell me that I worry too much.	0	0	0	GD
29. I don't like to be away from my family.	0	0	0	SP
30. I am afraid of having anxiety (or panic) attacks.	0	0	0	PN
31. I worry that something bad might happen to my parents.	0	0	0	SP
32. I feel shy with people I don't know well.	0	0	0	sc
33. I worry about what is going to happen in the future.	0	0	0	GD
34. When I get frightened, I feel like throwing up.	0	0	0	PN
35. I worry about how well I do things.	0	0	0.1	GD
36. I am scared to go to school.	0	0.	0	SH
37. I worry about things that have already happened.	0	0	0	GD
38. When I get frightened, I feel dizzy.	0	0	0	PN
39. I feel nervous when I am with other children or adults and I have to do something while they watch me (for example: read aloud, speak, play a game, play a sport).	0	0	0	sc
40. I feel nervous when I am going to parties, dances, or any place where there will be people that I don't know well.	0	0	0	sc
41. I am shy.	0	0	0	sc

SCORING:	William in the
A total score of ≥ 25 may indicate the presence of an Anxiety Disorder. Scores higher than 30 are more specific	C. TOTAL =
A score of 7 for items 1, 6, 9, 12, 15, 18, 19, 22, 24, 27, 30, 34, 38 may indicate Panic Disorder or Significant	Somatic : :
Symptoms. PN =	
A score of 9 for items 5, 7, 14, 21, 23, 28, 33, 35, 37 may indicate Generalized Anxiety Disorder. GD = 3.5	
A score of 5 for items 4, 8, 13, 16, 20, 25, 29, 31 may indicate Separation Anxiety SOC. SP =	
A score of 8 for items 3, 10, 26, 32, 39, 40, 41 may indicate Social Anxiety Disorder; SC =	
A score of 3 for items 2, 11, 17, 36 may indicate Significant School Avoidance. SH =	

For children ages 8 to 11, it is recommended that the clinician explain all questions, or have the child answer the questionnaire sitting with an adult in case they have any questions.

The SCARED is available at no cost at www.wpic.pitt.edu/research under tools and assessments, or at www.pediatric bipolar.pitt.edu under instruments.

## NICHQ Vanderbilt Assessment Scale—PARENT Informant

Today's Date:	Child's Name:	Date of Birth:
Parent's Name:		Parent's Phone Number:
<u>Directions:</u> Each rati When co	ng should be considered in th mpleting this form, please thi	ne context of what is appropriate for the age of your child. ink about your child's behaviors in the past <u>6 months.</u>
	sed on a time when the child	[사진 프랑테 및 19 - 19 - 19 (전기) (2012년 - 19 12년 - 1

Symptoms	Never	Occasionally	Often	Very Often
Does not pay attention to details or makes careless mistakes     with, for example, homework	0	1	2	3
2. Has difficulty keeping attention to what needs to be done	0	1	2	3
3. Does not seem to listen when spoken to directly	0	1	2	3
4. Does not follow through when given directions and fails to finish activities (not due to refusal or failure to understand)	0	1	2	3
5. Has difficulty organizing tasks and activities	0	1	2	3
6. Avoids, dislikes, or does not want to start tasks that require ongoing mental effort	0	1	2	3
7. Loses things necessary for tasks or activities (toys, assignments, pencils, or books)	0	1	2	3
8. Is easily distracted by noises or other stimuli	0	1	2	3
9. Is forgetful in daily activities	0	1 2 7	2	3
10. Fidgets with hands or feet or squirms in seat	0	1	2	3
11. Leaves seat when remaining seated is expected	0	1 7 1	2	3
12. Runs about or climbs too much when remaining seated is expected	0	1 37	2	3
13. Has difficulty playing or beginning quiet play activities	0	1	2	3
14. Is "on the go" or often acts as if "driven by a motor"	0	1	2	3
15. Talks too much	0	1	2	3
16. Blurts out answers before questions have been completed	0	. 1	2	3
17. Has difficulty waiting his or her turn	0	1	2	3
18. Interrupts or intrudes in on others' conversations and/or activities	0	1	2	3
19. Argues with adults	0	1	2	3
20. Loses temper	0	1	2	/ 3
21. Actively defies or refuses to go along with adults' requests or rules	0	1	2	3
22. Deliberately annoys people	0	1	2	3
23. Blames others for his or her mistakes or misbehaviors	0	1	2	3
24. Is touchy or easily annoyed by others	0	1	2	3
25. Is angry or resentful	0	1	2	3
26. Is spiteful and wants to get even	0	1	2	3
27. Bullies, threatens, or intimidates others	0	1	2	3
28. Starts physical fights	0	1	2	3
29. Lies to get out of trouble or to avoid obligations (ie, "cons" others)	0	1	2	3
30. Is truant from school (skips school) without permission	0	1	2	3
31. Is physically cruel to people	0	1	2	3
32. Has stolen things that have value	0	1	2	3

The information contained in this publication should not be used as a substitute for the medical care and advice of your pediatrician. There may be variations in treatment that your pediatrician may recommend based on individual facts and circumstances.

Copyright @2002 American Academy of Pediatrics and National Initiative for Children's Healthcare Quality

Adapted from the Vanderbilt Rating Scales developed by Mark L. Wolraich, MD. Revised - 1102

American Academy of Pediatrics







## NICHQ Vanderbilt Assessment Scale—PARENT Informant

Today's Date:	_ Child's Name:	The state of the s	Date of Birth:	
Parent's Name:		Parent	's Phone Number:	9.71

Symptoms (continued)	Never	Oc	casion	ally	Often	Ver	y Often
33. Deliberately destroys others' property	0	1, 1, E	1	3 Pe	2		3
34. Has used a weapon that can cause serious harm (bat, knife, brick, gun)	0		1		2	3	3
35. Is physically cruel to animals	0		1		2		3
36. Has deliberately set fires to cause damage	0		1		2		3
37. Has broken into someone else's home, business, or car	0	- 13,	1		2	-	3
38. Has stayed out at night without permission	0	y 3.	1	S 10 (1)	2		3
39. Has run away from home overnight	0		1	12 (4)	2	19	3
40. Has forced someone into sexual activity	0		1	2.	2	7	3
41. Is fearful, anxious, or worried	0		1	*	2		3
42. Is afraid to try new things for fear of making mistakes	0		1		2		3
43. Feels worthless or inferior	0		1 :		2	* - 3	3
44. Blames self for problems, feels guilty	0		1		2	51	3
45. Feels lonely, unwanted, or unloved; complains that "no one loves him or her	" 0		1		2	1 400 75	3
46. Is sad, unhappy, or depressed	0		1	1,2	2		3
47. Is self-conscious or easily embarrassed	0	8)	1		2 - 2	· 19. 1.	3

				Somewhat	
, 그렇다면 있는 전기 아버릇이는 이렇다면 보다는 그는		Above		of a	
Performance	Excellent	Average	Average	Problem	Problematic
48. Overall school performance	1	2	3	4	5
49. Reading	1	2	3	4	5
50. Writing	. 1 .	2	3	4	5
51. Mathematics	1	2	3	4 4	5
52. Relationship with parents	- 1	2	3	4	5
53. Relationship with siblings	1	2	. 3	4	5
54. Relationship with peers	1	2	3	4	5
55. Participation in organized activities (eg, teams)	1	2	3	4	5

**Comments:** 

For Office Use Only
Total number of questions scored 2 or 3 in questions 1-9:
Total number of questions scored 2 or 3 in questions 10-18:
Total Symptom Score for questions 1–18:
Total number of questions scored 2 or 3 in questions 19–26:
Total number of questions scored 2 or 3 in questions 27-40:
Total number of questions scored 2 or 3 in questions 41-47:
Total number of questions scored 4 or 5 in questions 48–55:
Average Performance Score:





