

TAMPA BAY

PSYCHIATRIC SERVICES, PL

3848 Flatiron Loop, Suite 102
Wesley Chapel FL 33544
Tel: 813 699 4020
Fax: 813 464 768

5664 Marquesas Circle
Sarasota FL 34233
Tel: 941 527 0159
Fax: 813 464 7682

Boguslaw Gluszak, MD
Cheryl Buss, LCSW
Elizabeth Murtaugh, LMFT

Mailing Address:
1767 Lakewood Ranch Blvd. # 255
Bradenton FL 34211

www.tampabaypsychiatricervices.com

PATIENT INFORMATION

Date: _____

Patients Last Name _____ First _____ MI _____

SSN: _____ DOB _____ Age _____ Sex: M F

Address _____

City _____ State _____ Zip Code _____

Home Phone # _____ Alt. Phone # _____

Parents/Legal Guardians (for minor patie

Mother/Guardian: _____ tel: _____

Father /Guardian: _____ tel: _____

Name of Primary Insurance _____ Member ID _____

Group # _____ Subscriber _____ DOB _____

Subscriber's Employer _____

Name of Secondary Insurance: _____ Group # _____

ID # _____ Subscriber _____ DOB _____

Subscriber's Employer _____

Primary Care Physician: _____ Tel: _____

Address: _____

Therapist: _____ Tel: _____

How were you referred to this office: _____

How do you want to be reminded about your appt? Home Tel ___ Alt. Tel. ___ E-mail _____

PATIENT HISTORY FORM

LAST NAME _____ FIRST NAME: _____ DOB: _____ DATE _____

Review of Systems (2 pages)

Circle Yes or No.

General Symptoms	NOW	PAST	(Comments)	Genitourinary	NOW	PAST	(Comments)
Weight change	Y N	Y N		Change in stream	Y N	Y N	
Chills	Y N	Y N		Nocturia (getting up at night)	Y N	Y N	
Sleep Disorder	Y N	Y N		Urinary frequency > 8 times/day	Y N	Y N	
Other				Other			
Eyes				Musculoskeletal			
Double vision	Y N	Y N		Bone pain	Y N	Y N	
Glaucoma	Y N	Y N		Muscle pain	Y N	Y N	
Cataracts	Y N	Y N		Joint pain	Y N	Y N	
Other				Other			
Ear/Nose/Throat/Mouth				Skin			
Hearing changes	Y N	Y N		Rash	Y N	Y N	
Sore throat	Y N	Y N		Lumps or bumps	Y N	Y N	
Sinus problem	Y N	Y N		Moles, skin tags	Y N	Y N	
Other				Other			
Cardiovascular				Neurological			
Chest pain	Y N	Y N		Tremors	Y N	Y N	
Irregular heartbeat	Y N	Y N		Dizzy spells	Y N	Y N	
Swelling in ankles	Y N	Y N		Numbness/tingling	Y N	Y N	
Other				Other			
Psychologic				Respiratory			
Are you generally happy?	Y N	Y N		Wheezing	Y N	Y N	
Do you feel depressed?	Y N	Y N		Frequent cough	Y N	Y N	
Do you feel anxious?	Y N	Y N		Shortness of breath	Y N	Y N	
Do you feel safe in your home?	Y N	Y N		Other			
Endocrine				Gastrointestinal			
Excessive thirst	Y N	Y N		Abdominal pain	Y N	Y N	
Too hot/cold	Y N	Y N		Nausea/vomiting	Y N	Y N	
Tired/sluggish	Y N	Y N		Indigestion/heartburn	Y N	Y N	
Other				Other			
Hematologic/Lymphatic				Sexual History			
Swollen glands	Y N	Y N		Change in sex drive?	Y N		
Blood clotting problem	Y N	Y N		Sexual performance satisfactory?	Y N		
Bruising	Y N	Y N		Other (i.e. sexual trauma)			
Other							
Allergic/Immune				Last Exams or Lab tests: Please enter date (mo/yr)			
Hay Fever	Y N	Y N		Dental: _____	Eye: _____		
Drug allergies	Y N	Y N		Pelvic: _____	PAP smear: _____		
Food	Y N	Y N		Mammogram: _____	Cholesterol: _____		
Other				Colonoscopy: _____	Stool Tested: _____		
				Prostate _____	PSA test: _____		

Living Will? Yes No

Advanced Directive? Yes No

Doctor's signature: _____

(Please Complete Other Side)

Medical History

Medical <input type="checkbox"/> None (<i>High Blood Pressure, Diabetes, Cancer, Heart Disease, etc.</i>) _____ _____ _____ _____ _____	Pregnancy History <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Year</th> <th style="width: 25%;">Sex</th> <th style="width: 50%;">Complications</th> </tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </table>	Year	Sex	Complications	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Year	Sex	Complications																	
_____	_____	_____																	
_____	_____	_____																	
_____	_____	_____																	
_____	_____	_____																	
_____	_____	_____																	

Surgical None (*Tonsillectomy, Appendectomy, Hysterectomy, Hernia, etc - Please enter year surgery was done if known*)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Allergies to medications? None (If Yes, please explain type of reaction, i.e. hives, wheezing, upset stomach, swelling, etc.)

Last Immunizations: FLU ___/___/___ PNEU ___/___/___ Tetanus ___/___/___ Other _____

Current prescription medicines: <input type="checkbox"/> None <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of drug</th> <th style="width: 15%;">mg dose</th> <th style="width: 15%;"># tablets</th> <th style="width: 40%;"># times per day</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Name of drug	mg dose	# tablets	# times per day	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Additional current prescription medicines: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of drug</th> <th style="width: 15%;">mg dose</th> <th style="width: 15%;"># tablets</th> <th style="width: 40%;"># times per day</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Name of drug	mg dose	# tablets	# times per day	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Name of drug	mg dose	# tablets	# times per day																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
Name of drug	mg dose	# tablets	# times per day																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														
_____	_____	_____	_____																																																														

Current Non-Prescription Medicine (Aspirin, Tylenol, Ibuprofen, Aleve, vitamins, anti-acids, herbals.)

Family History

Father: Living - Age: _____ Deceased, Age at Death _____ (Cause) _____

Mother: Living - Age: _____ Deceased, Age at Death _____ (Cause) _____

Siblings: Number Living _____ Number deceased _____ (Cause) _____

List other illnesses in your family (Example - Diabetes, heart disease, colon, breast, or prostate cancer, arthritis, depression etc)

(Family Member)	(Illness)	(Family Member)	(Illness)
_____	_____	_____	_____
_____ = _____	_____ = _____	_____ = _____	_____ = _____

Social History

Caffeine Yes No If yes, how much? _____

Smoke? Yes No If yes, how much? _____ # of packs/day _____ # of years When did you stop smoking? _____

Alcohol? Yes No If yes, how much? _____

OCCUPATION. _____ Retired Significant prior industrial or agricultural exposures? Yes No

MARITAL STATUS MARRIED SINGLE DIVORCED WIDOWED **NUMBER OF CHILDREN** _____ None

Exercise regularly? Yes No If yes, what and how frequently? _____

TAMPA BAY

PSYCHIATRIC SERVICES, PL

Boguslaw Gluszak, MD
Cheryl Buss, LCSW
Elizabeth Murtaugh, LMFT

3848 Flatiron Loop, Suite 102
Wesley Chapel FL 33544
Tel: 813 699 4020
Fax: 813 464 768

5664 Marquesas Circle
Sarasota FL 34233
Tel: 941 527 0159
Fax: 813 464 7682

Mailing Address:
1767 Lakewood Ranch Blvd. # 255
Bradenton FL 34211

www.tampabaypsychiatricervices.com

Consent for Treatment

I, the undersigned, do hereby consent to participate in the Tampa Bay Psychiatric Service, PL Assessment Process and if I so choose, subsequent treatment if recommended. I understand that the Assessment is a collaborative effort between my family (if indicated), other professionals or healthcare providers, Tampa Bay Psychiatric Service, PL staff and myself to determine a diagnosis and treatment recommendations. Participation in the Assessment process does not constitute a treatment contract with Tampa Bay Psychiatric Service, PL to assume responsibility for my medical / psychiatric care.

Signature

Date

Financial Responsibility Consent

I, the undersigned have read and agree to the Tampa Bay Psychiatric Services, PL fee policy. I acknowledge full financial responsibility for services rendered by TBPS, whether covered by insurance company or not. I further authorize Tampa Bay Psychiatric Services, PL to release all necessary medical information to my insurance company to secure payment of benefits. I authorize the use of this signature on all my insurance submissions.

Signature of Insured / Guardian

Date

Address (if different than patient's)

Credit Card information:

Credit card: Visa _____ Master Card _____ Discover _____ Am. Express _____

Name on the card: _____

Card number _____

Expiration date _____

Security code _____ Billing zip code _____

TAMPA BAY

PSYCHIATRIC SERVICES, PL

Boguslaw Gluszak, MD
Cheryl Buss, LCSW
Elizabeth Murtaugh, LMFT

3848 Flatiron Loop, Suite 102
Wesley Chapel FL 33544
Tel: 813 699 4020
Fax: 813 464 768

5664 Marquesas Circle
Sarasota FL 34233
Tel: 941 527 0159
Fax: 813 464 7682

Mailing Address:
1767 Lakewood Ranch Blvd. # 255
Bradenton FL 34211

www.tampabaypsychiatricervices.com

NOTICE OF PRIVACY PRACTICES

Privacy Officer: Boguslaw Gluszak, MD
Notice Effective Date: 1/01/2010

*******This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.*******

We understand your medical information is private and we strive to protect the confidentiality of your medical records. The new federal regulations require that we issue this official notice of our privacy practices. You have the right to the confidentiality of your medical information, and this practice is required by law to maintain the privacy of that information. The practice is required to abide by the terms of the Notice of Privacy Practices currently in effect and to provide notice of its legal duties and privacy practices with respect to the protected health information.

This notice will be followed by any health care professional authorized to enter information in your medical records. All employees, staff and other personnel at this practice who may need access to your information must abide by this Notice. All subsidiaries, business associates, sites and locations of this practice may share medical information with each other for treatment, payment purposes or health care operations described in this notice. Except where treatment is involved, only the minimum necessary information needed to accomplish the task will be used.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU

The following categories describe different ways that we may use and disclose medical information without your specific consent or authorization. Examples are provided for each category of uses or disclosures. Not all possible uses or disclosures are listed.

For Treatment:

We may use and disclose medical information about you to provide you with medical treatment or services. Example: In treating you for a specific condition, we may need to know if you are allergic to specific drugs that could influence with medications we prescribe for the treatment purpose.

For Payment:

We may use and disclose medical information about you so that treatment and services you receive from us may be billed and payment may be collected from your insurance, third party or you. Example: We may need to send your protected health information, such as your name, office visit date and codes identifying your diagnosis and treatment to your insurance company for payment.

Health Care Operations:

We may use and disclose medical information about you for health care operations to assure that you receive quality care. Example: we may use medical information to review our treatment and services and evaluate the performance of our staff in caring for you.

Other Uses or Disclosures That Can Be Made Without Consent or Authorization

- As required during an investigation by Law enforcement agencies
- To avert a serious threat to public health and safety
- As required by military command authorities for their medical records
- To workers' compensation or similar programs for processing of claims
- In response to legal proceeding
- To a coroner or medical examiner for identification of body
- In an inmate, to the correctional institution or law enforcement official
- As required by US Food and Drug Administration (FDA)
- Other healthcare providers' treatment activities

- Other covered entities' healthcare operations activities (to the extent permitted under HIPAA)
- Uses and disclosures required by law
- Uses and disclosures in domestic violence or neglect situations
- Health Oversight activities
- Other public health activities

We may contact you to provide appointment reminders, information about treatment alternatives or other health related benefits and services that may be of interest to you.

Uses and disclosures of Protected Health Information Requiring Your Written Authorization:

Other uses and disclosures of medical information not covered by this Notice or the Laws that apply to us will be made only with your written authorization. If you give us a written authorization to use or disclose the medical information about you, you may revoke the authorization, in writing, at any time. If you revoke your authorization, we will thereafter no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your authorization, and that we are required to retain our records of the care we have provided you.

YOUR INDIVIDUAL RIGHT REGARDING YOUR MEDICAL INFORMATION

Complaints:

If you believe your privacy rights have been violated, you may file the complaint with the Privacy Officer or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized or discriminated against for filing the complaint.

Right to Request Restriction:

You have the right to request a restriction or limitation on the medical information we use or disclose about you for your treatment, payment or health care operations or to someone who is involved with or in your care or the payment for your care. We are not legally bound to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with the emergency treatment. To request restrictions you must submit your request in writing... In your request, you must tell us what information you want limited.

Right to Request Confidential Communication:

You have the right to request how we should send our communications to you about medical matters, and where you would like these communications sent. We will not ask you for the reason for your request. Your request must specify how or where you wish to be contacted. We reserve the right to deny the request, if it imposes an unreasonable burden on the practice.

Right to Inspect and Copy:

You have a right to inspect and copy medical information that may be used to make decisions about your care. Usually this includes medical and billing records but does not include psychotherapy notes, information compiled for use in civil, criminal or administrative action or proceeding and protected health information to which access is prohibited by law. To inspect and copy medical information that may be used to make decisions about your care, you must submit your decision in writing. If you request a copy of the information, we reserve the right to charge the fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy in certain, very limited circumstances. If you are denied access to your medical information, you may request that denial be reviewed.

Right to a Paper Copy of This Request:

You have a right to a paper copy of this Notice at any time. Even if you agreed to receive this copy electronically, you are still entitled to a paper copy.

Right To Amend:

If you feel the medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept.

To request an amendment, your request must be submitted in writing. In addition you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if the information was not created by us, is not part of the medical information kept at this practice, is not part of the information which you would be permitted to inspect and copy, or which we deem to be accurate and complete. If we deny your request for an amendment, you have the right to file a statement of disagreement and any corresponding rebuttals will be kept on file and sent out with any future request for information pertaining to the appropriate portion of your records.

Changes to This Notice:

We reserve the right to change this notice. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice, with the effective date at the very beginning of the notice.

TAMPA BAY

PSYCHIATRIC SERVICES, PL

3848 Flatiron Loop, Suite 102
Wesley Chapel FL 33544
Tel: 813 699 4020
Fax: 813 464 768

5664 Marquesas Circle
Sarasota FL 34233
Tel: 941 527 0159
Fax: 813 464 7682

Boguslaw Gluszak, MD
Cheryl Buss, LCSW
Elizabeth Murtaugh, LMFT

Mailing Address:
1767 Lakewood Ranch Blvd. # 255
Bradenton FL 34211

www.tampabaypsychiatricervices.com

NOTICE OF PRIVACY PRACTICES PATIENT ACKNOWLEDGEMENT

I understand that, under The Health Insurance Portability and Accountability Act of 1996 (HIPAA) I have certain right to privacy in regards to my protected health information (PHI).

I have received, read and understood The Notice of Privacy Practices.

The practice reserves the right to change the terms of its Notice of Privacy Practice. I understand the Practice will provide current Notice of Privacy Practice on request.

Patient Name: _____ DOB: _____

Patient Signature _____ Date _____

Patient's Parent/Guardian Signature: _____

Printed Name _____

Relationship to the Patient _____

I was unable to obtain the patient's signature

Date _____

Reason _____

TAMPA BAY

PSYCHIATRIC SERVICES, PL

3848 Flatiron Loop, Suite 102
Wesley Chapel FL 33544
Tel: 813 699 4020
Fax: 813 464 768

5664 Marquesas Circle
Sarasota FL 34233
Tel: 941 527 0159
Fax: 813 464 7682

Boguslaw Gluszak, MD
Cheryl Buss, LCSW
Elizabeth Murtaugh, LMFT

Mailing Address:
1767 Lakewood Ranch Blvd. # 255
Bradenton FL 34211

www.tampabaypsychiatricervices.com

February 2018

NO SHOW POLICY

No shows are expensive and they take away valuable appointment times that could be used by other patients.

48 hrs advanced notice is required for cancellations/re-scheduling.

No Show/No Cancellation/Late Cancellation fees:

No Show / No Call Follow up appointment – **1st time - \$25**

No Show / No Call Follow up appointment – **2nd time - \$50**

No Show / No Call Follow up appointment – **3rd time and after - \$100**

(May result in patient dismissal from the practice)

No show / No call 1 hour Individual Therapy with MD - **\$185 (full cost)**

No show / No call 1 hour Individual Therapy with Counselors - **\$110 (full cost)**

There is deposit of \$100 required to book first appointment. If cancelled at least 48 hours in advance, deposit will be returned in full. Deposit will be applied towards the charges at the first appointment.

OTHER FEES:

Documentation - \$15 per page

Medication refills - \$25

Returned checks - \$30

Charge for credit card payments \$3

Court Appearance and Legal Consultations - \$300/hr

I have read and accepted the above terms.

Patient Name: _____

Patient/Guardian's Signature _____ Date _____

REFILL POLICY

As of August 1st, 2016 there is a fee of \$25 for calling in prescriptions.

Refilling medication through pharmacies can be very frustrating and time consuming. It is our policy to give enough medication and refills to get you through to your next appointment. Please schedule appointments prior to your last dose of your last refill and do not wait until your medication runs out.

- There is no refills without appointment on new medications/new dosages.
- You must have your next appointment on schedule in order to get prescription refill.
- Note that some prescriptions (including stimulants used for treatment of ADHD/ADD) cannot be called in by the doctor. Physical prescription must be submitted to the pharmacy.

Please have a list of all medication that require refill at your appointment.

If refills are required, please allow **48 business hours** to process the request.

**Prescriptions refills are done during regular business hours
(Mon-Fri 8 am – 6 pm)**

Dr Gluszak reserves the right to refuse refilling any medication if he believes it is clinically necessary to evaluate patient before prescribing medication.

I have read and accepted the above terms.

Patient Name: _____

Patient/Guardian's Signature _____ Date _____

TAMPA BAY

PSYCHIATRIC SERVICES, PL

Boguslaw Gluszak, MD
Cheryl Buss, LCSW
Elizabeth Murtaugh, LMFT

3848 Flatiron Loop, Suite 102
Wesley Chapel FL 33544
Tel: 813 699 4020
Fax: 813 464 768

5664 Marquesas Circle
Sarasota FL 34233
Tel: 941 527 0159
Fax: 813 464 7682

Mailing Address:
1767 Lakewood Ranch Blvd. # 255
Bradenton FL 34211

www.tampabaypsychiatricervices.com

PSYCHIATRIST – PATIENT CONTRACT OUTPATIENT SERVICES

Welcome to our practice.

This document contains important information about our professional services and business policies. Please read it carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

Psychiatric / Therapy Services

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the therapist and client, and the particular problems you bring forward. There are many different methods I may use to deal with the problems that you hope to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include and a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with me. Therapy involves a large commitment of time, money, and energy, so you should be very careful about the doctor you select. If you have questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional for a second opinion.

Meetings

I normally conduct an evaluation that will last from 1 to 3 sessions. During this time, we can both decide if I am the best person to provide the services you need in order to meet your treatment goals. Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 48 hours advance notice of cancellation [unless we both agree that you were unable to attend due to circumstances beyond your control]. [If it is possible, I will try to find another time to reschedule the appointment.]

Professional Fee-for-Service Fees

Psychiatric Evaluation/Consultation with M.D. -\$250
Psychotherapy and/or medication follow-up 50min with M.D. - \$185
Psychotherapy and/or medication follow-up 15-20 min, with M.D. - \$110
Psychological Evaluation, with Counselor - \$110
Psychotherapy, 50 min., with Counselor - \$110

No show/late cancellation (20 min. apt) - \$25, 2nd time \$50, 3rd time \$100
No show/late cancellation (1hr therapy) full fee - \$185 (M.D), \$110 (Counselor)

If you have an insurance plan, that we are contracted with, you will be responsible for your co-payment at the time of visit. If your health plan requires treatment authorization, you are responsible for obtaining it prior to our first appointment. If the claim gets rejected due to the lack of authorization, you will be responsible for the charges.

If we are out-of-network provider for your insurance, we will fill out forms and provide you with whatever assistance I can in helping you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of my fees. It is very important that you find out exactly what mental health services your insurance policy covers.

In addition to scheduled appointments, I charge this amount for other professional services you may need, though I will break down the hourly cost if I work for periods of less than one hour. Other services include report writing, telephone conversations lasting longer than 5 minutes, attendance at meetings with other professionals you have authorized, preparation of records or treatment summaries, and the time spent performing any other service you may request of me. Please understand that I will bill for my standard rate and this will not be reimbursable by the insurance company. If you become involved in legal proceedings that require my participation, you will be expected to pay for my professional time even if I am called to testify by another party. [Because of the difficulty of legal involvement, I charge \$300 per hour for preparation and attendance at any legal proceeding.]

Billing and Payments

You will be expected to pay for each session at the time it is held, unless we agree otherwise or unless you have insurance coverage that requires another arrangement. Payment schedules for other professional services will be agreed to when they are requested. [In circumstances of unusual financial hardship, I may be willing to negotiate a fee adjustment or payment installment plan.]

If your account has not been paid for more than 30 days and arrangements for payment have not been agreed upon, your credit card on file may be charged for past dues fees, or I have the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court. If such legal action is necessary, its costs will be included in the claim. In most collection situations, the only information I release regarding a client's treatment is his/her name, the nature of services provided, and the amount due.

Insurance Reimbursement

In order for us to set realistic treatment goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. If you have a health insurance policy, it will usually provide some coverage for mental health treatment.

You should carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about the coverage, call your plan administrator. Of course I will provide you with whatever information I can based on my experience and will be happy to help you in understanding the information you receive from your insurance company. If it is necessary to clear confusion, I will be willing to call the company on

Due to the rising costs of health care, insurance benefits have increasingly become more complex. It is sometimes difficult to determine exactly how much mental health coverage is available. Managed Health Care plans such as HMOs and PPOs often require authorization before they provide reimbursement for mental health services. These plans are often limited to short-term treatment approaches designed to work out specific problems that interfere with a person's usual level of functioning. It may be necessary to seek approval for more therapy after a certain number of sessions. While a lot can be accomplished in short-term therapy, some clients feel that they need more services after insurance benefits end. [Some managed-care plans will not allow me to provide services to you once your benefits end. If this is the case, I will do my best to find another provider who will help you continue your psychotherapy.]

You should also be aware that most insurance companies require you to authorize me to provide them with a clinical diagnosis. Sometimes I have to provide additional clinical information such as treatment plans or summaries, or copies of the entire record (in rare cases). This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, I have no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. I will provide you with a copy of any report I submit, if you request it.

Once we have all of the information about your insurance coverage, we will discuss what we can expect to accomplish with the benefits that are available and what will happen if they run out before you feel ready to end our sessions. It is important to remember that you always have the right to pay for my services yourself to avoid the problems described above [unless prohibited by contract].

Contacting Me

I am often not immediately available by telephone. While I am usually in my Office Fridays between 9 AM and 5 PM, I probably will not answer the phone when I am with a client. When I am unavailable, my telephone is answered by voice mail [that I monitor frequently]. I will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach, please inform me of some times when you will be available. In emergencies, please dial 911 or contact your family physician or the nearest emergency room and ask for the psychiatrist on call. If I will not be unavailable for an extended time, I will provide you with the name of a colleague to contact, if necessary.

Professional Records

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records, or I can prepare a summary for you instead. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents. Clients will be charged an appropriate fee for any professional time spent in responding to information requests.

Minors

If you are under eighteen years of age, please be aware that the law may provide your parents the right to examine your treatment records. It is my policy to request an agreement from parents that they agree to give up access to your records. Before giving them any information, I will discuss the matter with you, if possible, and do my best to handle any objections you may have with what I am prepared to discuss.

Confidentiality

In general, the law protects the privacy of all communications between a client and a psychiatrist, and I can only release information about our work to others with your written permission. But there are a few exceptions.

In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he/she determines that the issues demand it.

There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a client's treatment. For example, if I believe that a child [elderly person, or disabled person] is being abused, I must [may be required to] file a report with the appropriate state agency.

<I would do so with the patient in the office.>

If I believe that a client is threatening serious bodily harm to another, I am required to take protective actions. These actions may include notifying the potential victim, contacting the police; or seeking hospitalization for you. If you threaten to harm yourself, I may be obligated to seek hospitalization for you or to contact family members or others who can help provide protection.

If a similar situation occurs, I will make every effort to fully discuss it with you before taking any action. I may occasionally find it helpful to consult other professionals about a case. During a consultation, I make every effort to avoid revealing the identity of my client. The consultant is also legally bound to keep the information confidential. If you don't object, I will not tell you about these consultations unless I feel that it is important to our work together.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have at our next meeting. I will be happy to discuss these issues with you if you need specific advice, but formal legal advice may be needed because the laws governing confidentiality are quite complex, and I am not an attorney.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Signature: _____

Name Printed: _____

Date: _____

Original to file

Copy to client