

Child & Adolescent Intake Packet



		_	
Office	Use	On	v:

Therapist: _	 	
Dx:		

Patient Information (Please print of Name (First, MI, Last):		ate of Rirth:	
Gender Identity:		ate of Birtii	
Home Address:		State:	7in Code:
Cell Phone:			21p code
Is it okay to leave confidential informa			■No
Email Address:			
Do you consent to receiving appointm			
How do you prefer to receive reminde			
Employer or School Name:			
Emergency Contact (Name/Phone/Re			
Responsible Party (If Patient is a minor			
Name (First, MI, Last):	D.	ate of Birth:	
Home Address:	City:	State:	Zip Code:
Cell Phone:	Work Phone:		-
Is it okay to leave confidential informa	ation in a voicemail at the above num	nbers? 🔲 Yes 🏻	□No
Email Address:			
Employer or School Name:			
Relationship to Patient:			
Other Parent/Guardian Name:			
Insurance Information (Complete this e	even though we will copy your insurance	card)	
Insurance Company:	Member ID #:		
Group #:	Subscriber Name:		
Subscriber Date of Birth:	Relation	nship to Patient	:
Secondary Insurance Information (Co	mplete this even though we will copy you	ur insurance card	s)
Insurance Company:	Member ID #:		
Group #:	Subscriber Name:		
Subscriber Date of Birth:	Relation	nship to Patient	:
I have reviewed the above information	on and it is true and correct to the b	est of my know	ledge.
Signature of Responsible Party	Print Name		Date



Child/Adolescent Patient History

Patient Name:	Therapist:	
Name of Person Completing This For	m:	Relationship to Patient:
Child's Legal Guardian Name:		Relationship to Patient:
Gender Identity: Female Male	Other:	
Name of Primary Care Physician (PCP): F	Phone: ()
Name of Psychiatrist (If Applicable):	Pho	one: ()
Child Lives With (Select all that apply): Father Mother Siblin	ngs Foster Family Grandparents
Domestic Partner/Significant Other	er	
Parent's Marital Status: Single	Married Divorced Separ	ated Widowed Domestic Partner
Is there a current custody agreement	in place?	
Do you have any custody paperwork		r therapist?
Check any of the following that have	been problematic over the last 6	months:
Abdominal Pain - Frequent	☐ Fatigue	Shyness
☐ Allergies to Food or Medications	Gender Identity	Sleep Problems
☐ ADD/ADHD	Headaches	Suicidal Thoughts
☐ Anger Problems	Heart	Unhappiness
☐ Anxiety	Lack of Energy	Weight Issues
☐ Bed Wetting (after age 5)	Lack of Motivation	Other
Cancer	Lack of Self-Control	
Concentration Problems	Loneliness	
Depression	Loss of Family Member	
☐ Dizziness/Fainting	Muscle/Joint	
☐ Eating Problems	Nightmares	
Educational Problems	Overtiredness	
☐ Epilepsy	Panic Attacks	
Excessive Energy	Physical Assault	
Excessive Worrying	Separation/Divorce	
Fytreme Fears	Sexual Assault	

Has your child had major illnesses/surgeries/injuries/hospitalizations No Yes, list incident and date(s):
Does your child have any medical issues? Currently or historically? No Yes, please describe:
Has your child previously received any type of mental health services (therapy, psychiatric care, etc)? No Yes
Has your child previously received any type of mental health services (therapy, psychiatric care, etc)? No Yes
Has your child ever been hospitalized for psychiatric reasons? No Yes, list incident and date(s):
Has your child ever attempted suicide? No Yes, list incident and date(s):
Has your child ever engaged in self-harming behaviors? No Yes, please describe:
Is your child currently taking any prescribed medications? No Yes, please list medication and dosage:
Has your child ever been prescribed psychiatric medication? No Yes, please list medication and include dates:

General Health & Mental Health Information:

1.	How would you rate your child's current physical health?
	Poor Unsatisfactory Satisfactory Good Very Good
Ρl	ease list any specific health problems your child is currently experiencing:
2.	How would you rate your child's current sleeping habits:
	Poor Unsatisfactory Satisfactory Good Very Good
Pl	ease list any specific sleep problems your child is currently experiencing:
3.	How many times per week does your child generally exercise:
	What types of exercise does your child participate in:
4.	Please list any difficulties your child may experience with appetite or eating patterns:
5.	Is your child currently experiencing overwhelming sadness, grief, or depression? No Yes, if so, for approx. how long?
6.	Is your child currently experiencing anxiety, panic attacks, or have any phobias? No Yes, if so, when did they begin experiencing this?
7.	Has your child engaged in any alcohol or drug use to your knowledge? No Yes Unsure
8.	How often does your child exhibit temper tantrums or behavioral issues? Daily Weekly Monthly Infrequently Never Describe:
9.	Is your child currently in a romantic relationship? No Yes Unsure
10.	What significant life changes or stressful events has your child experienced recently:
_	

1. Have any family members participated in counseling?: ■ Mother ■ Father ■ Sisters ■ Brothers ■ Grandparents 2. Have any immediate family members experienced the following? Check all that apply. Alcohol/Substance Abuse Anxiety Depression Domestic Violence Eating Disorders Obesity Obsessive Compulsive Disorder Schizophrenia Suicide Attempts Does your family have any additional psychiatric history? \(\bigcup \text{No}\) \(\bigcup \text{Yes, please describe:}\) 3. Who is your child's current support system? **Additional Information:** 1. How would you rate the current stress level in the family home? □ Very Stressful □ Stressful □ Neutral □ Stress-free If stressful, what contributes mostly to the stress? In the past year, have there been any changes in your family? Birth Change to a New School Death □ Divorce □ Loss of Job □ Marriage □ Move to a New Neighborhood □ Separation □ Serious Illness Other Changes/Stressors _____ 2. School Information: Name of School: _____ Grade: _____ How would you rate your child's school performance? Academic (Grades in School): Poor Unsatisfactory Satisfactory Good Very Good Behavior in School: Poor Unsatisfactory Satisfactory Good Very Good Has your child ever repeated or skipped a grade? No Yes, please describe: Does your child receive any special services at school such as an IEP, special education, or speech or language therapy services? No Yes, please describe:

Family Mental Health History:

3.	Is your child currently employed? 🔲 No 🔲 Yes				
	If yes, what is your child's current employment situation and for whom do they work?				
	Has your child ever been fired from a job? No Yes, please describe why:				
4.	Is your family spiritual or religious? No Yes, if so, describe your faith or belief:				
5.	Are there any cultural considerations you would like for us to consider in your care? No Yes, please explain:				
6.	What would you like your child to accomplish out of their time in therapy?				
7.	What additional information would you like your therapist to know about your child?				



Signature of Responsible Party

Conse	ent for Treatment (Please of	omplete section A or B and sign b	pelow as indicated)			
A.	I, (patient name), the undersigned, do voluntarily consent to behavioral health					
	assessment and/or treatment for myself by a Family Guidance Centers therapist.					
В.	l,	(parent/guardian name	e), the undersigned, am the legal guardian o	of		
		(child's name),	(date of birth), a minor child. I d	o voluntarily		
	consent to their behavioral he	ealth assessment and/or treatr	ment for myself by a Family Guidance Cente	ers		
	therapist.					
of asses I am aw I unders addition advisab exception I unders coverag interim I author informa If you al FGC has You hav	sment and/or treatment. are that I am an active participant stand that assessment and/or treatment, I am aware that although your the, and my signature below gives yours to this confidentiality which in When there is risk of immediate to prevent such danger. When there is suspicion that a check virginia State to take steps to prowing When a valid court order is issue requests stand that when the above named e. I understand that the therapist care possible. The release of any information tion to meet managed care review a member of a Managed Care Care provided me with the opportunity	in this endeavor and that I share tment will be kept confidential with herapist is clinically independent, your therapist permission to do the clude the following: danger to myself or to another pendid or elder is being abused or is a steet the child, and to inform the d for medical records, the clinicial therapist is unavailable, another providing coverage may be given necessary to process any insurant or requirements. In ganization, a "Members Rights as y to read the Notice of Privacy and in writing and terminate services"	behavioral health provider may be providing of access to relevant information in order to province claims. This would include an ongoing released Responsibilities" document may be availabled all of my questions have been answered. with the above named therapist at any time. In	ntiality. In mes and limited ecessary steps uired by such crisis ide the best se of le to you.		
	read and understand the infor ist. If you have any questions a	• •	ature indicates my informed consent with street that street the street with your therapist.	your		
 Signatu	re of Responsible Party	Print Name	 Date			
<i>Physici</i> Please	an (PCP). Many insurance comp	nanies require this information	GC permission to exchange my protected he			
						

Print Name

Date



Notice of Privacy Receipt and Acknowledgeme	ent of Notice
Patient Name:	
Date of Birth (MM/DD/YY):/ SSN:	
I hereby acknowledge that I have received and have been Family Guidance Center's Notice of Privacy Practices. I ur regarding the Notice or my privacy rights, I can contact m	derstand that if I have any questions
Signature of Patient	Date
Signature of Parent, Guardian or Personal Representative*	Date
*If you are signing as a personal representative of an individual, please power of attorney, healthcare surrogate, etc.	describe your legal authority to act for this individua
Patient Refuses to acknowledge Receipt:	
 Signature of Staff Member	Date

PATIENT RIGHTS are posted in the waiting room. Copies are available upon request.



Financial Procedures and Agreement

In order to help eliminate any misunderstandings with regards to your financial responsibilities, the following policies and procedures will be adhered to.

Psychological Services and Costs

Signature of Responsible Party

Service	Fee Schedule		
Initial Diagnostic Interview (90791)	\$200		
60 Minute Therapy Session (90837)	\$175		
45 Minute Therapy Session (90834)	\$160		
30 Minute Therapy Session (90832)	\$120		
Psychological Testing (per hour)	\$175		
Court Consultation/Appearance (per hour, 2 hour or \$350 minimum)	\$175		
Court Letters/Documentation (per hour, billed in half hour increments)	\$120		

These charges remain the same whether the treatment is on an individual, couple, or family basis. The psychological testing process and time required varies with the issues/problems to be evaluated, the type of testing instruments to be used and the time required by the psychologist to score and complete a report of the findings. For more information on psychological testing, please visit our website.

Billing Procedures - If insurance coverage is available for your therapy/evaluation, the subscriber is required to assign insurance benefits to Family Guidance Centers (FGC). Each responsible party is required to complete the patient information form with accurate and complete information. Failure to provide current and accurate information may result in reimbursement denial by your insurance company. As a service to our clients, we will assist you in completing and filing the insurance claims. Further, a monthly statement will be sent to the address on file for accounts with balances above \$5. Most insurance plans call for a deductible or co-payment then will typically pay a percentage of the costs thereafter. EACH CLIENT IS REQUIRED TO FULFILL THE DEDUCTIBLE AND THEN PAY THE REMAINING PERCENTAGE OR COPAY ON A SESSION BY SESSION BASIS. ANY OTHER ARRANGEMENTS MUST BE NEGOTIATED AT THE TIME TREATMENT HAS BEGUN, AND MUST BE IN WRITING. For insurance plans requiring prior authorization, each client is responsible for contacting your insurance company to obtain authorization for treatment. Otherwise, FGC will hold you responsible for professional services rendered. Appointments which are cancelled or not kept by the client without a 24-hour notice will be charged to the client at \$75 per appointment hour. Such charges will not be billed to the insurance company. Therapists may elect to terminate treatment for failure to attend scheduled appointments.

Delinquent Accounts - Every effort will be made to obtain reimbursement through your insurance plan. However, it remains your full legal responsibility to assume the financial obligations for our bill should the insurance company deny any part of the claims for services rendered. Accounts are considered past due if no payments have been made for 30 days. Statement of charges sent to you are agreed to be correct and reasonable unless disputed in writing within 30 days. After a 90 day absence of payment, the account is delinquent and will be forwarded to collections. Should it be necessary to resort to a collection agency and/or attorney for the collection of your account, you agree to pay any attorney and collection fees not to exceed 1/3 of the unpaid balance and any court costs incurred in addition to the amount owed.

I have read and agree to financial responsibilities for entering into counseling with FGC. Your signature below authorizes rel	ease of
medical information necessary to file your insurance claim(s) and assign benefits to FGC. In the event that a legal collection	action is
necessary, you authorize FGC or its agent to make a credit investigation, including employment verification.	
	-

Date

Print Name



General Office Policies

Please	e review each	h policy below	and then initi	ial the corre	sponding box to	o indicate th	at you have r	ead and un	iderstood the
policy.									

policy.	
copay, deductible, or coinsurance amounts and we will auton	esponsible for verifying your insurance benefits, providing any ior to payment, and arranging for initial preauthorization of
Incidental Activities In recent years, healthcare companies have reduced reimburs Records releases, reports, letters, disability certificates, telepl	s or Reports, Non-Emergency Telephone Calls, and other sement rates and limited coverage to face-to-face contact only. hone calls, and many other necessary activities are not covered based on the time required to complete the activity as shown in
(initial here) Cancellation & No Show Policy A minimum of 24 hours notice is required for cancellation of fails to show for the appointment, the Responsible Party will show or late cancel appointment fees are due immediately.	
Service	Fee Schedule
Preparation of <u>non-forensic</u> reports, letters, telephone or other conferences (including all patient or Responsible Party requested telephone contact), chart review, records releases <u>per half hour</u> *	\$40
Court consultation, appearance, or testimony is billed per hour, with a 2 hour minimum. Unless otherwise arranged, estimated costs are due in advance of a court or deposition appearance*	\$175
Forensic services such as conferences, preparation of reports, telephone consultation, travel and records review to the court are billed in half hour increments*	\$120
No Show or Late Cancellation Appointment Fee*	\$75
(*These services are not covered by insurance)	
I have reviewed, understood, and agree to the fees & general	office policies above:
Patient Name (please print) Signature	



Release of Information Authorizatio	n I	do not wish to release	informa	tion to anyone but myself
Client Name:		Client DOB:	/	_/
Parent/Guardian Name:		Parent DOB:	/	/
Client authorizes Family Guidance Centers to d	isclose the select	ed information to the	e followi	ng people:
1. Name:	Phone:	Rela	tionship:	
2. Name:	Phone:	Rela	tionship:	
3. Name:	Phone:	Rela	tionship:	
DESCRIPTION OF INFORMATION TO BE DISCLO Please initial each item that you allow to be disclosed				
Assessment	F	Progress in Treatment		
Diagnosis	(Current Treatment Up	date	
Psychological Evaluation	(Other		
Presence/Participation in Treatment to in	clude appointmen	t dates and times.		
REVOCATION: I understand that I have a right to report to report the authorization is not effective to the EXPIRATION: Unless sooner revoked, this authorization of DISCLOSURE: Unless you have specification we reserve the right to disclose information as per consistent with applicable law and our Privacy Polelectronically. REDISCLOSURE: I understand that there is the potthis authorization may be re-disclosed by the recipithe HIPAA privacy regulations, unless a State law a protections.	ration at contact@ the extent that action zation does not ex ally requested in w mitted by this authoric, including, but tential that the protection and the protection	familyguidancecenters on has been taken in re pire. riting that the disclose norization in any man- not limited to, verball otected health informatic	s.com. I fi eliance o ure be ma ner we do y, in pape tion that on will no	urther understand that a n the authorization. ade in a certain format, eem appropriate and er format, and is disclosed pursuant to b longer be protected by
Client or Parent/Guardian Signature		Date		
Clinician/Witness		Date		



Phone & Email Contact Consent and Authorization

I, ________, with respect to any services provided or that are planned to be provided to myself or, as an authorized legal representative, for the below listed individual, fully consent to and authorize Family Guidance Centers staff and therapists or any of its automated systems to contact me via phone or email address (including to my cellular phone by way of phone call, or text message) in relation to any services received from Healthcare Provider or any services planned to be received from Healthcare Provider (including any billing items or appointment reminders).

As a patient of Family Guidance Centers, you may request that we communicate with you via unencrypted electronic mail (email). This page will inform you of the risks of communicating with your healthcare provider via email. Your health is important to us and we will make every effort to reasonably comply with your request to receive communications via email, however, we reserve the right to deny any request for email communications when it is determined that granting such a request would not be in your best interest.

Family Guidance Centers will make every effort to promptly respond to your requests for information via email, however, *if you are experiencing an emergency, you should never rely on email communications and should seek immediate medical attention*.

Risks of using email to send protected health information include, but are not limited, to:

- Risk of Unauthorized Access by a 3rd Party: Do you share a computer with your family? Is your email address or access to email provided through your employer? Do you access your email over an unsecured connection such as public Wi-Fi? Do you access your email on your mobile device? Emails may be accessed by someone you do not wish to know about your health information. Despite necessary precautions, email may be sent to the wrong address by either party. Email may be intercepted or altered in transmission by a computer hacker or computer virus.
- Unique Difficulty in Verifying the Sender: Email may be easier to forge than handwritten or signed papers. Family Guidance Centers will only send emails to the email address you provide, but it may be difficult to confirm that you are in fact the person sending the request for information from your email address.

Patient Consent to Unencrypted Email Communications

By signing below, you acknowledge your recognition and understanding of the inherent risks of communicating your health information via unencrypted email and hereby consent to receive such communications despite those risks. Messages containing clinically relevant information may be incorporated into the medical record at the provider's discretion.

By signing below, you also acknowledge that you have the choice to receive communications via other more secure means such as by telephone. By signing below, you agree to hold Family Guidance Centers harmless for unauthorized use, disclosure, or access of your protected health information sent to the email address you provide.

If this Consent and Authorization <u>applies to someone for whom you are a legal representative</u>, <u>please print their name below</u>, <u>if not please indicate so by populating the blank with N/A</u>.

Signature of Patient	Date	
Signature of Parent, Guardian or Personal Representative*	 Date	
Signature of Parent, Guardian of Personal Representative	Date	

^{*}If you are signing as a personal representative of an individual, please describe your legal authority to act for this individual power of attorney, healthcare surrogate, etc.



Telehealth Consent Form

Patient	Name: DOB: / /
1.	I understand that my therapist wishes me to engage in a telemedicine therapy visit.
2.	My therapist has explained to me how the video conferencing technology will be used and how it will not be
	the same as a direct patient/therapist visit.
3.	I understand there are potential flaws to this technology, including interruptions, unauthorized access and
	technical difficulties. I understand that my therapist or I can discontinue the telemedicine therapy visit if it is
	felt that the videoconferencing connections are not adequate for the situation.
4.	I understand that my healthcare information may be shared with other individuals for scheduling and billing
	purposes. The information shared will only be on a need to know basis explicitly for billing and scheduling.
5.	I have had the alternatives to a telemedicine therapy explained to me, and am choosing to participate in a
	telemedicine therapy visit.
6.	I understand that billing will occur from my therapist under the facility of Family Guidance Centers.
7.	I have had a direct conversation with my therapist, during which I had the opportunity to ask questions in
	regard to this telemedicine therapy visit. My questions have been answered and the risks, benefits and any
	practical alternatives have been discussed with me.
By sign	ng this form, I certify:
•	That I have read or had this form read and/or had this form explained to me.
•	That I fully understand its contents including the risks and benefits of the procedure(s).
•	That I have been given ample opportunity to ask questions and that any questions have been answered to
	my satisfaction.
Patient	or Parent/Guardian Signature Date
1 4010110	za i u u u u u u u u u u u u u u u u u u
Parent/	Guardian Name

Credit/Debit Card Payment Authorization Form

I authorize Family Guidance Centers to initiate recurring charges to my Credit/Debit Card listed below for the total amount due at each telemedicine visit. I also authorize charges for any additional related services that I may incur to include: co-payments, deductibles, and co-insurances. Charges to my account may vary. 24 hours notice is required for cancellation. Failure to attend a scheduled telemedicine visit can result in a \$75 fee which you authorize to be automatically charged by way of this form. Please discuss any no show charges with your therapist.

If necessary, I authorize Family Guidance Centers to initiate adjustment for any transactions credited or debited in error. This authority will remain in effect until Family Guidance Centers has received written notification from myself to cancel it, allowing 30 days for action on my cancellation notice.

Patient Name:	Patient DOB: /	
Parent/Guardian Name:	Parent DOB: /	
Phone Number:	Email:	
Signature	Date	
Credit Card Information		
Card Type: Visa Mastercard Discover	AMEX Other	
Cardholder Name (as shown on card):		
Card Number:		
Expiration Date (mm/yy):/		
CVV2 (3 digit number on back of card):		
Cardholder ZIP Code (from credit card billing addre	ess):	
Cardholder Signature	Date	

COVID-19 Agreement Form

We are following the Center for Disease Control (CDC) guidelines to protect the public, as well as our employees, from the COVID-19 pandemic. Please read this document carefully.

It is important to consider that, although insurance reimbursement for teletherapy services may have been mandated during the COVID-19 pandemic, such mandates may no longer be in effect, and teletherapy may no longer be reimbursed by your insurance company.

In order for your therapist to provide you with in-person services, the following protocols must be followed by patients/clients and providers:

- Social distancing requirements must be met, meaning that you must maintain a six-foot distance
 from others while in offices, waiting rooms, and other areas. Patients/clients and providers will be
 required to wear face coverings or masks while in the office. If you do not have a face covering, one
 will be provided to you. Hand sanitizer will be provided at the office entrance. There will be no
 physical contact with others in the office.
- You agree not to present for in-person services if you have a fever, shortness of breath, coughing, or any other symptoms associated with COVID-19, or if you have been exposed to another person who is showing signs of infection or has confirmed COVID-19 within the past two weeks.
- If you are bringing a child or other dependent in for services, you agree to ensure that both you and your child/dependent follow all of these protocols.
- As COVID-19 regulations continue to evolve, your therapist may become legally required at some
 point to disclose that you and your therapist have been in contact, especially if either of them were
 to test positive or show signs of COVID-19 infection. If your therapist is legally compelled to disclose
 information, they will inform you and will only provide the minimum necessary information (e.g.,
 your name and the dates of contact) required by law.
- We remain committed to following state and federal guidelines and to adhering to prevailing
 professional healthcare standards to limit the transmission of COVID-19 in our offices. Despite our
 careful attention to sanitization, social distancing, and other protocols, there is still a chance that
 you will be exposed to COVID-19 in our office. If, at any point, you prefer to stop in-person services
 or to consider transitioning to remote services, please let your therapist know.

Individuals that are vaccinated are still expected to follow these guidelines while receiving services from Family Guidance Centers. By signing below, you acknowledge that you understand that there is still a potential risk of exposure and that you agree to follow the safety protocols outlined above in order to engage in in-person services.

Patient Name:	_ Date of Birth:
Signature:	Today's Date:
Parent/Guardian Signature (If Patient is a Minor):	
Today's Date:	