

Pennsylvania Apex Neuropsychology Center Adolescent (Ages 14 to 17) Packet

Date _____

Who referred you or how did you hear about the office? _____

Patient Name _____

Birth Date _____ Age _____ Gender: Female Male Transgendered

Social Security Number _____

Relationship Status: Single Married Separated Divorced Widowed Partnered

Home Street Address _____

City _____ State _____ Zip Code _____

Cell Phone _____

May we leave a message on your cell? Yes No

May we text appointment reminders? Yes No

Home Phone _____

May we leave a message at home? Yes No

Email _____

May we send appointment reminders via email? Yes No

Emergency Contact Name _____ Relationship _____

Emergency Contact's Phone Number _____

Patient's Primary Care Doctor/Pediatrician's Name _____

Please Complete The Insurance Information Below

If You Are Not The Insurance Policy Owner:

Policy Holder's Name _____

Policy Holder's Birth Date _____

Relationship To Policy Holder _____

Policy Holder's Social Security Number Needed For Tricare _____

Patient's Social Security Number Needed For Champ Va Benefits _____

I Understand That If I Am Not The Policy Holder That Explanation Of Benefits May Be Sent To The Policy Holder's Address By The Insurance Company _____
(Patient's Initials).

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Responsible Party For Payment Of Services (If Not Yourself)

**I Understand That Statements Will Be Sent To The Address Below _____
(Patient's Initials).**

Name _____

Relationship To Patient _____

Address _____

City _____ State _____ Zip _____ Phone _____

If under 18, Please complete Parent and Guardian Section Below

Mother or Guardian's Name _____

Mother Home Street Address _____

City _____ State _____ Zip Code _____

Does the patient live with this person? Yes or No

Cell Phone _____

May we leave a message on your cell? Yes No

May we text appointment reminders? Yes No

Home Phone _____

May we leave a message at home or work? Yes No

Email _____

May we send appointment reminders via email? Yes No

Father _____

Father's Home Street Address _____

City _____ State _____ Zip Code _____

Does the patient live with this person? Yes or No

Cell Phone _____

May we leave a message on your cell? Yes No

May we text appointment reminders? Yes No

Home Phone _____

May we leave a message at home? Yes No

Email _____

May we send appointment reminders via email? Yes No

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The Patient's School's Name _____

School Address _____

City _____ State _____ Zip _____ Phone _____

Grade _____

Teacher's Name _____

PENNSYLVANIA ADOLESCENT INFORMED CONSENT

THErapy AND CONFIDENTIALITY

The purpose of meeting with a therapist is to get help with problems in your life and/or work on problems that may be keeping you from being successful in important areas of life. You may be here because you wanted to talk to a therapist about these problems or because your parent(s), guardian, teacher(s), doctor or someone else had concerns about you. You will discuss these problems with your therapist when you meet with him or her. Your therapist will ask questions, listen to you, and suggest strategies to help you with your problems. Therapy involves getting to know your thoughts, understanding your difficulties, and coming up with better ways to cope with your problems. It is important that you feel comfortable talking to your therapist about problems that are bothering you.

Sometimes you may want to talk about things that you do not want your parent(s)/guardian to know about. For most people, knowing that what they say will be kept private helps them feel more comfortable and have more trust in their therapist. As a teenager, you have certain rights to privacy that are not equal to those of an adult, but privacy, also called confidentiality, are an important and necessary part of good therapy.

As a general rule, your therapist will keep information you share in therapy sessions private, unless you give approval (consent) to share certain information. However, there are exceptions to this rule that are important for you to understand before you share personal information with your therapist. In some situations, your therapist is required by law or professional guidelines to share information even if you do not give permission. Some of those situations are described below.

YOUR PRIVACY CANNOT BE KEPT

1. If you report having a plan to cause serious harm or death to yourself and your therapist believes you have the intent and ability to carry out this threat in the very near future. Your therapist must take steps to inform your parent(s)/guardian of what you told them and how serious they believe this threat to be and your therapist may seek hospitalization for you. Your therapist must make sure you are protected from harming yourself.

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2. If you report having a plan to cause serious harm or death to someone else and your therapist believes you have the intent and ability to carry out this threat in the very near future. In this situation, your therapist must inform your parent, guardian, or law enforcement, and your therapist must inform the person who you intend to harm.
3. If you are involved in activities that could cause serious harm to you or someone else, even if you do not intend to harm yourself or someone else. In these situations, your therapist will use his/her professional judgment to decide whether a parent, guardian, or law enforcement should be informed.
4. If your therapist has reason to suspect, on the basis of their professional judgment, that you are being abused or if you have been abused, your therapist is mandated to report to the authority or government agency vested to conduct child abuse investigation.
5. If anyone over the age of 14 tells your therapist that he or she committed child abuse, even if the victim is no longer in danger, your therapist is mandated to report to the authority or government agency vested to conduct child abuse investigations.
6. If anyone tells your therapist that he or she knows of any identifiable child who is currently being abused even when your therapist does not see the child in their professional capacity, your therapist is required to report to the authority or government agency vested to conduct child abuse investigations.
7. If you are involved in a court case and a request is made for information about your treatment with your therapist, your therapist will not disclose your treatment information unless the court orders that information be provided to them. If the court would order your treatment information, your therapist will do all that he or she can to protect your privacy and your therapist will inform you that he or she is being required to share this information with the court.
8. If you agree that information can be shared with a specific person or organization, then your therapist will discuss what information will be shared and how that information will be shared.

COMMUNICATING WITH YOUR PARENT(S)/GUARDIAN

Except for situations as described above, your parent(s)/guardian will not be told of specific information you talk about in therapy. This includes activities and behavior that your parent(s)/guardian would not approve of or be upset by unless your behaviors are putting you or others at serious risk for immediate harm. If your risk-taking behavior becomes more serious, then your therapist will use their professional judgment to decide

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whether you are in serious and immediate danger of being harmed. If your therapist believes you are in such danger, your therapist will communicate this information to your parent(s)/guardian.

Even if your therapist has agreed to keep information private, your therapist may believe that it is important for your parent(s)/guardian to know what is going on in your life. In these situations, your therapist will encourage you to tell your parent(s)/guardian and your therapist will help you find the best way to tell them. Also, when meeting with your parents, your therapist may sometimes describe problems in general terms, without using specifics, in order to help them know how to be more helpful to you.

COMMUNICATING WITH SCHOOLS AND TEACHERS

Your therapist will not share information with your school unless you give written permission. Sometimes your therapist may request to speak to someone at your school to find out how things are going for you. Also, it may be helpful in some situations for your therapist to give suggestions to your teacher or counselor at school. If your therapist wants to contact your school, or if someone at your school wants to contact your therapist, your therapist will discuss it with you and ask for your written permission to talk with them. A very unlikely situation might come up in which your therapist does not have your permission to talk with your school or teaches, but your therapist believes that it is very important to share certain information with someone at your school. In this situation, your therapist will use his/her professional judgment to decide whether to share any information.

COMMUNICATING WITH PHYSICIANS/DOCTOR'S OFFICES

Sometimes your doctor and your therapist may need to work together as your doctor may have been involved in referring you for therapy, your doctor may have prescribed medication for you, or your doctor may be considering prescribing medication for you. Your therapist will get your written permission in advance to share information with your doctor. The only time your therapist will share information with your doctor even if your therapist does not have your permission is if you are doing something that puts you at risk for serious and immediate physical/medical harm.

COURT PROCEEDINGS

You agree that your therapist's role is limited to providing treatment and that you will not involve your therapist in any legal dispute, especially a dispute concerning custody or custody arrangements (visitation, etc.). You agree that you will not ask you or your therapist to testify in court, whether in person, or by affidavit. You agree to instruct your attorneys not to subpoena your therapist. In addition, you agree to not have your attorney refer in any court filing to anything your therapist may have said or done.

NEUROPSYCHOLOGICAL OR PSYCHOLOGICAL TESTING PROCEDURE

Neuropsychological testing usually involves two to three visits depending upon your situation and if a test authorization is required by your insurance. First, your psychologist will conduct an interview asking questions regarding your symptoms, functioning, and your social, developmental, substance/use, psychiatric, and medical history.

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Neuropsychological or psychological testing uses various tests to assess your thinking and behavior in order to aid in your diagnosis, determine your level of functioning, and treatment needs. Neuropsychological or psychological testing involves you taking many different kinds of tests which an examiner will administer to you through a variety of methods. These methods may include interacting with the examiner, completing questionnaires, and doing tasks on a computer. The neuropsychological or psychological tests may examine your behavior, personality, intelligence, attention, learning, memory, reasoning, judgment, perceiving information, problem solving, language, motor speed, ability to organize and plan information, and ability to carry out complex tasks. The types of tests and the length of a testing session depends upon: the problems you are having, your age, history of prior testing, and education and occupational achievement. Your tests will be scored once you have completed the testing. Your scores will be compared to individuals who are similar to you in order to determine whether or not you have a memory disorder, thinking disorder, or a psychological problem. During the last visit, you will meet with the psychologist who will go over your test results and the recommendations the psychologist has made. Test reports will be released to other parties with your permission if your balance is paid in full.

PSYCHOTHERAPY TREATMENT

Psychotherapy uses many different techniques to help you learn strategies to cope with the problems that you are facing. Your first session will involve an evaluation of your needs. By the end of the evaluation, your clinician will discuss your preliminary diagnosis, treatment recommendations, and their opinion of whether they have the expertise to help you. If you and your clinician decide to pursue psychotherapy, he or she will typically schedule one session on a weekly or biweekly basis until you start feeling better. Then, your clinician will taper sessions or end therapy after you see improvement in your symptoms.

MINORS

If you are under eighteen years of age, please be aware that the law states that your parents have the right to examine your treatment records unless a court determines that it is not in their best interest.

EMERGENCY CALLS

If a life threatening emergency occurs, please go to the local emergency room and/or call our office at 330-953-1354 (Ohio) or 724-512-0900 (Pennsylvania), where our staff will contact your clinician and relay the message to them about your situation. If you are unable to get in contact with your clinician, then go directly to your local emergency room.

SCHEDULING APPOINTMENTS/LATE CANCELLATIONS/NO SHOWS

Please call our office at 330-953-1354 (Ohio) or 724-512-0900 (Pennsylvania) to schedule an appointment. If you did not pay your share of healthcare costs (e.g., copay, coinsurance, or deductible) at the time of your visit, you will not be allowed to schedule a future appointment(s) until your balance is paid in full unless a payment plan is agreed upon. If you do not show for an appointment or provide at least 24 hour notice when cancelling an appointment, you will be required to pay a \$55 fee. The no show or late

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cancellation fee must be paid and/or a payment plan must be agreed upon in order for future appointments to be scheduled. If another appointment has been previously scheduled, this appointment may be cancelled if you have an outstanding balance unless a payment plan is agreed upon.

PROFESSIONAL RECORDS

The laws and standards of your clinician's profession require that they keep mental health treatment records. You are entitled to receive a copy of your record unless your clinician believes that seeing them would be emotionally damaging. Your mental health record can be misinterpreted and/or upsetting to untrained readers. Therefore, it is recommended that if you choose to view your mental health record that you review them in the presence of your clinician so that he or she can discuss the contents and answer any questions you may have. You will be charged an appropriate fee for copying your records and any time spent in preparing information requests (see financial policy section).

CASE CLOSED OR BEING DISCHARGED FROM TREATMENT

Your case will be closed if you have not returned for treatment within 30 days of your last appointment. Your case can be re-opened unless you have had three (3) no show and/or late cancellation appointments in the past three months or if you have a past due balance with no payment being made to your account in 60 days. We will gladly assist you in finding another provider if the above situation(s) should arise.

ELECTRONIC COMMUNICATION POLICY

This outlines our office policies related to the use of electronic communications. Our electronic communications policy will hopefully assist you in understanding how our clinicians and office staff interact with patients through electronic communications methods. Please be aware that email, text, and social media communications are generally not secure means of communication and can be easily accessed by unauthorized people. Therefore, the confidentiality of email, text, and social media communications is not guaranteed.

EMAIL COMMUNICATIONS

Email communications are generally not secure means of communication and can be easily accessed by unauthorized people. Therefore, the confidentiality of email communications is not guaranteed. Email appointment reminders may be given if you elect to receive this type of reminder. If you choose to contact our office through email, our office staff and clinicians will only respond to emails for administrative purposes such as changing appointments, billing matters, and other administrative related matters. Please do not email your clinician about personal matters as email communications are not secure ways to contact your clinician. Please call the office to set up an appointment with your clinician to discuss personal matters.

TEXT MESSAGING

Text messaging is another unsecure mode of communication. Text appointment reminders may be given if you elect to receive this type of reminder. Our office staff and

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clinicians will not have the capability to respond back to texts. Please do not text your clinician about personal matters as text communications are not secure ways to contact your clinician. Please call the office to set up an appointment with your clinician to discuss personal matters.

SOCIAL MEDIA

Our staff and clinicians do not accept friend or contact requests from current or former patients on social networking sites. Our staff and clinicians do not communicate with, or contact, any of our patients through social media platforms like Twitter, Facebook, Instragram, Linkeden, etc. In addition, if our staff and/or clinicians discover that they have accidentally established an online relationship with a patient or former patient, our staff or clinician will cancel that relationship on the social networking site. Our office believes that adding patients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. Please do not try to contact staff or clinicians through their personal social media networking site(s). Our staff and clinicians will not respond to any contact through their personal social media networking site(s).

WEBSITE

Our office has a website (www.apexpsychcare.com) that you are free to access to obtain information about our practice.

FINANCIAL POLICY

INSURANCE PLANS ACCEPTED

We accept most insurance plans. We will do the best to help you interpret your health care benefits, but it is ultimately your responsibility to understand the services which are covered and not covered under your plan. In some cases, insurance companies require pre-authorization prior to seeking treatment. We will attempt to obtain the authorization for you; however, some insurance companies require that you obtain your own authorization. Insurances will be billed and paid at the contracted rate with your insurance company. You are responsible for copay/coinsurance, deductible payments, and claims or fees that your insurance company does not cover.

BILLING YOUR INSURANCE

We will bill your insurance company. You should also be aware that most insurance companies require you to authorize us to provide them with a clinical diagnosis. Sometimes we have to provide additional clinical information such as treatment plans/summaries or copies of the entire record (in rare cases). This information will become part of the insurance company files. Though all insurance companies claim to keep such information confidential, we have no control over what they do with your information once they receive it. In some cases, they may share the information with a national medical information databank.

BILLING AND PAYMENTS

You will be expected to pay for each session or pay your copay/coinsurance/deductible on the appointment date. Payment schedules for other professional services not listed

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above will be agreed to when they are requested. If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, we 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, the collection agency and/or small claims court costs will be included in the claim. In most collection situations, the only information we release regarding a patient's treatment is his/her name, the nature of services provided, and the amount due. In addition, if you have an account balance and no payments have been made in 60 days, then you will be discharged from our practice.

FEES

Please ask our receptionist or clinician for the current year fee schedule. In addition, our fee schedule is located in the waiting room for you to review.

MEDICAL RECORDS AND FORM COMPLETION REQUESTS

Medical forms for clinicians to complete fee: \$32.00 for first four pages and \$8.00 for each page thereafter. Copy of records fee when patient or patient representative request it: first 10 pages \$1.58 per page; pages 11 to 50 additional \$.68 for each page; pages 51 and higher additional \$.27 for each page. Copy of medical records fee when the request is made by other than patient: Retrieval Fee \$20.06; Plus \$1.32 per page for first ten pages; pages 11 to 50 additional \$.68 for each page; pages 51 and higher additional \$.27 for each page.

LEGAL PROCEEDINGS THAT REQUIRE YOUR CLINICIAN'S PARTICIPATION

You will be expected to pay for your clinician's professional time even if your clinician is called to testify by another party. We charge \$380.00 for the first hour (one hour minimum) and \$190.00 for each hour thereafter for preparation and attendance at any legal proceeding. Full day attendance at a court proceeding will be charged a flat rate of \$1,710. If the clinician is required to travel to the legal proceeding, you will be charged for the clinician's miles to the legal proceeding and the rate will be the Internal Revenue Rate for miles from the clinician's office.

PENNSYLVANIA CONFIDENTIALITY AGREEMENT

In general, the privacy of all communications between a patient and a mental health professional is protected by law, and we can only release information about the content of your sessions/evaluations to others with your permission. However, there are a few exceptions: 1) If you threaten to harm yourself, we are obligated to seek hospitalization for you or contact your family members or others who can help provide protection for you. 2) If you threaten serious bodily harm to another individual(s), we are required to take protective actions. These actions may include: notifying the potential victim(s), contacting the police or other authorities, or seek hospitalization for you. 3) If anyone over the age of 14 tells us that he or she committed child abuse, even if the victim is no longer in danger, we are mandated to report to the authority or government agency vested to conduct child abuse investigations. 4) If anyone tells us that he or she knows of any identifiable child who is currently being abused even when we do not see the child in our professional capacity, we are required to report to the authority or

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government agency vested to conduct child abuse investigations. 5) If we have reason to suspect, on the basis of our professional judgment, a child is or has been abused, we are required to report to the authority or government agency vested to conduct child abuse investigations. 6) If the court orders (not subpoenas) your medical record, we will have to relinquish your records to the court. However, we will attempt to discourage the court from doing this. If you file a lawsuit against our office or file a complaint with the state licensing board, we will be required to release your medical records to the lawyers and/or licensing board. 7) If you are using insurance or another third party payer, our office must share certain information with them, including, but not limited to: diagnosis(es), the dates of your visits, symptoms, treatment progress, and occasionally your treatment notes. 8) The confidentiality of email and text communications is not guaranteed as these are not secure modes of communication.

