

**Registration Form
Psychology Consultation Specialists**

Date _____

Patient Information

Patient Name (Print) _____ **Date of Birth** _____
Last Name First Name Initial

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home/Cell: _____ Messages okay? Y N **Work:** _____ Messages okay: Y N

Email address: _____

Emergency Contact Name / Phone Number: _____

Gender: Female Male **Marital Status:** Single Married Widowed Divorced Separated Other

Employer _____ **Occupation** _____

Primary Insurance

Primary Insurance Company _____ **Phone:** _____

Ins Claims Address _____ **City:** _____ **State:** _____ **Zip:** _____

Policy/ID # _____ **Group/Plan#:** _____

Policy Holder Information: (if the patient is not the employee/policy holder)

Name: _____ **Relationship:** _____
Last Name First Name Initial

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Soc. Sec#: _____ **Employer:** _____ **Date of Birth:** _____
REQUIRED

Secondary Insurance

Secondary Insurance Company _____ **Phone:** _____

Ins Claims Address _____ **City:** _____ **State:** _____ **Zip:** _____

Policy/ID # _____ **Group/Plan#:** _____

Policy Holder Information: (if the patient is not the employee/policy holder)

Name: _____ **Relationship:** _____
Last Name First Name Initial

Address _____ **City:** _____ **State:** _____ **Zip:** _____

Soc. Sec#: _____ **Employer:** _____ **Date of Birth:** _____
REQUIRED

Assignment and Release

I the undersigned, certify that I (or my dependent) have insurance coverage as noted above and assign directly to the healthcare provider listed at the top of this form all insurance benefits, if any, otherwise payable to me for services rendered. I hereby authorize the healthcare provider to release all information necessary to secure the payment of benefits and to mail patient statements. I authorize the use of this signature on all insurance submissions.

I understand that I am financially responsible for all charges whether or not paid by insurance.

Responsible Party Signature

Relationship

Date

Please read this policy carefully, initial where indicated and sign.

Consent to Treat

- Psychological services include consultation services regarding behavioral, developmental, or emotional concerns; which provides diagnostic clarification and treatment recommendations, and psychotherapy; which has been shown to have benefits in the reduction of feelings of distress, increased satisfaction in interpersonal relationships, greater personal awareness and insight, increased skills for managing stress and resolutions to specific problems. There are no guarantees or assurances of what you will experience.
- Providers are often not immediately available by telephone. A message may be left with the front desk or on the provider's confidential voicemail. Every effort to return your call within a reasonable time is made during business hours. In the event of an emergency, contact your family physician, call 9-1-1 or proceed to the nearest emergency room.

Assignment of Benefits / Payment for Services

- There is a standard fee for professional services. Please ask for a fee schedule for details.
- Insurance will be billed for services. Insurance may or may not cover the services provided at Psychology Consultation Specialists. You are responsible for the amount due for any services not covered by your insurance plan. Payment can be made with a check, cash, or credit card. **I understand that I am financially responsible for all charges. (initial)**
- Insurance companies require a formal diagnosis with their claims. Diagnoses are technical terms that describe presenting concerns.
- Any checks returned to the office are subject to an additional fee of \$25.00.
- Past due accounts more than 60 days will be turned over to a collection service or small-claims court.
- Psychology Consultation Specialists (PCS) will bill your insurance company for your appointments. If you do not pay your deductible, co-pay, or co-insurance at the time of your appointment, PCS will send you a billing statement. Any statement amount that you do not pay in full via the due date of that statement will be charged to the credit card on file. **It is our office policy to have a credit card number on file.**
- If your account is sent to collections for non-payment, there will be a 33.33% fee added to the outstanding balance to cover incident collections costs.

Important Notes

- **CANCELLATION POLICY:** Cancellations made with less than 24 hours' notice will be charged the full appointment fee (\$200.00 - \$250.00 / hour). This charge cannot be billed to your insurance policy. **(initial)**
- Financial arrangements between divorced parents must be handled independently of Psychology Consultation Specialists. Although court orders may assign responsibility for a child's healthcare expenses to one parent or another, we, as mental health providers, are not bound by the terms of such court orders. **Fees due on the day of an appointment must be collected at every visit regardless of who brings a child to the appointment. (initial if applicable)**
- If you become involved in litigation that requires Psychology Consultation Specialists participation (it is recommended that this is discussed fully *before* waiving the right to confidentiality), you will be responsible for the payment of professional time required even if Psychology Consultation Specialists is compelled to testify by another party. Our charge is \$315.00 per hour for preparation and attendance at any legal proceeding.

By signing this consent for treatment, you fully understand the office policies and agree to abide by them. You acknowledge that you have been provided with a copy of the Notice of Privacy Practices, which describes uses, disclosures, and rights of your protected health information.

(Signature of Patient)

Date

(Signature of consenting party, if other than patient)

Date

(Relationship to patient)

ADULT HISTORY FORM

I. General Information

Date

Name/DOB:

Preferred Name:

Reason for referral; what are your primary concerns?

Level of Education:

Occupation:

Employer:

You are:

Please list all individuals in the home:

Name

Relationship

Age

Have you experienced neglect or abuse?

Have you ever lost someone with whom you had a close relationship, (e.g. a parent, sibling, etc.)?

Have there been any recent stressful life events? (check all that apply)

Divorce/Separation

Financial Problems

Substance Abuse

Death of Family/Friend/Pet

Marriage

Change in Job Status

Parenting disagreement

Relationship conflict

Sibling conflict

Other:

II. Medical History

Have you ever had any of the following (check all that apply):

Age

Age

Meningitis

Loss of consciousness

Head injuries/Concussions

High fever

Ear infections

Heart Disease

Asthma

Seizures

Other Illness:

Please describe treatment given and any complications for illnesses/injuries indicated above:

Have you ever been hospitalized?

At what age:

For what:

Describe any hearing or vision problems:

List any previous surgeries, age, and length of hospitalization:

Other medical history:

Do you frequently complain of or have problems with (check all that apply):

Headache

Weakness

Fatigue

Dizziness

Nausea

Wetting/soiling accidents

Stomach aches

Diarrhea

Muscle tension

Current Medications:

For what has this medication been prescribed?

Side Effects:

Who prescribes this medication?

Previous medications & dates taken:

Family Medical History: Has anyone in your family had any of the following?

Yes

Who

Explain

Neurological Disease

Seizures (Epilepsy)

Psychiatric Problems

Emotional Problems

Alcoholism Problems

Substance Abuse Problems

Language Delays

Motor (physical) Delays

Hyperactivity

Learning Problems

Autism Spectrum Disorders

Similar problems to you

III. Evaluations & Services

For each category, please list any previous evaluations, examiners, dates, and results.

Health:

Primary Doctor:

Telephone:

Fax:

Psychological/Neuropsychological:

Therapist/Examiner's Name:

Title:

Telephone:

Fax:

Dates of Last Evaluation/Sessions:

Occupational Therapy/ Physical Therapy/Speech & Language Therapy:

Clinic Name & Examiner's Name:

Date of Evaluation:

Therapy: Dates attended

Vision/Hearing:

Date of Last Examination:

Neurological:

Neurologist's Name:

Date of Last Examination:

Other:

Financial Policy

Please understand that payment of your bill is considered a part of your treatment for services.

Charges

- A fee schedule is available upon request
- An 18% discount is available to clients choosing not to use insurance and who pay in full at the time of service.

Payments

- All payments are due at the time of your appointment.
 - If services are submitted to insurance, we collect co-payment, co-insurance, and amounts toward deductibles on the day of your appointment.
 - If insurance is out-of-network, the full fee is due at the time of services. If payment is made by insurance, you will be reimbursed.
 - For self-pay patients, full payment is due at the time of service.
- The agreement with your insurance carrier is a contract between you and your insurance company. Billing insurance is not a guarantee of payment.
- If your insurance plan does not cover a service, a procedure, or a diagnosis, you are responsible for these charges. Educational services are not covered by health insurance.
- Payment can be made with a check, cash, Mastercard, Visa or Discover.
- We cannot guarantee that your HSA, HRA or Benefits credit card will work in our office.
- Please call ahead to make a payment arrangement for teenagers coming on their own.
- Please call our Billing Office at (763) 559-7050 to answer any questions.

Insurance

- Charges will be billed to your insurance carrier if we are provided current information.
- We attempt to gather benefit information. However, this does not guarantee payment.
- Please notify us prior to your next appointment if you have a change in insurance.

Divorce Agreements

- Financial arrangements between divorced parents must be handled independently of PCS. Although court orders may assign responsibility for a child's healthcare expenses to one parent or another, we are not bound by the terms of such court orders.
- Fees due on the day of an appointment must be collected at every visit.

Service/Finance Fees

- There is a \$25 service charge for insufficient funds on debit cards and returned checks.
- Accounts unpaid after 30 days will be assessed a finance charge.
- Accounts with balances owing after 60 days will be referred for collection action.
- A credit card will be kept on file to avoid collection action.
- PCS shall be entitled to recover all costs and expenses incurred in seeking collection of charges, including court costs and attorney's fees.