## New Patient Packet – Child/Adolescent

Brief instructions for completing the forms are included below. You can call our office at 719-226-0659 if you have any questions.

### Forms included in this New Patient Packet:

- Registration
  - Be sure to complete the Patient Information section with the <u>child's</u> information.
- HIPAA Notice of Privacy Practices
   This is for your information. You do not need to bring this to the office with your completed forms.
- Health History
  - Please complete this form whether or not the child is going to be evaluated for medications.
- Child/Adolescent Biographical Information Form

#### What is a Release of Information?

A Release of Information is a form that asks for your signature permitting the exchange of information between your clinician and another person. This could be another doctor, another therapist, a school nurse or psychologist, etc. A word of caution: A Release of Information should be specific about "the who and what". You do not want to allow total access to all of your information to just anyone.

## How do I get the form?

If you need a Release of Information, please return to the New Patient page on our website and look for the link to the form. You may download and print as many as you need. If you need help filling out the form, call our office or see Leslie when you are there for your appointment.

What to bring for your first appointment with us:

- New Patient Packet (be sure all forms are complete and include all necessary signatures)
- A photo ID and insurance card
- Any psychotropic medications the child is currently taking, in the original pharmacy containers with dosage and instructions clearly printed on the label.
- Copies of reports, lab results (within 4 months), discharge papers, or any other printed information you wish to share with your clinician.

Thank you.

www.ColoradoSpringsTherapy.com

## Behavioral Health Center of Excellence, LLC

(PLEASE PRINT)

## Patient Information

Name Last Name First Name	<u> </u>	Initial	Birth Date	Sex 🗆 M 🗔 F
Mailing Address			City	, CO Zip
Patient SSN: Patient under 1				
I wish to be contacted in the following mann				
Home Phone:	🗖 Leave me	essage with detailed	info 🗖 Leave message	with call-back number only
Alt. Phone:	Leave me	essage with detailed	info Leave message	e with call-back number only
Work Phone:	Leave me	essage with detailed	info Leave message	with call-back number only
Patient Employed by	Occu	pation	Marital S	tatus
In case of emergency who should be notified	1?		Phone	e
Primary Insurance				
Name of Sponsor or Primary Insured	Last Nama	First Name	Insura	nnce ID
Relation to Patient				
Address (if different from Patient's)				
City				
Person Responsible Employed by				
Insurance Company				
Group # Claims Add	dress:			
Additional Insurance Is Patie	nt covered by	additional / supp	lemental insurance	? □ Yes □ No
Subscriber Name		Relation to Patier	nt	Birth Date
Address (if different from Patient's)				
City	State 2	Zip	Alt. Phone	Cell  Pager
Person Responsible Employed by			Business Phone	Ext
Insurance Company	MH Services or	Provider Phone:	Su	bscriber#
Group # Claims Add	dress:			
Assignment and Release				
I, the undersigned, certify that I (or my depe	ndent) have insu	rance coverage with		and
assign directly to Behavioral Health Cent				
benefits, if any, otherwise payable to me for	r services render	ed. I understand tha	t I am financially respo	onsible for all charges not paid
by insurance. I hereby authorize the above	individual/entity	to release all inform	nation necessary to see	cure the payment of benefits. I
authorize the use of this signature on all insu	rance submission	ns.		
Patient or Responsible Party Signature		Relationship to Pati	ent	Date

Registration Form

### HIPAA NOTICE OF PRIVACY PRACTICES

# I. 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.

#### II. IT IS MY LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION (PHI).

By law I am required to insure that your PHI is kept private. The PHI constitutes information created or noted by me that can be used to identify you. It contains data about your past, present, or future health or condition, the provision of health care services to you, or the payment for such health care. <u>Use</u> of PHI means when I share, apply, utilize, examine, or analyze information within my practice; PHI is <u>disclosed</u> when I release, transfer, give, or otherwise reveal it to a third party outside my practice. I am always legally required to follow the privacy practices described in this Notice. Please note that I reserve the right to change the terms of this Notice and my privacy policies at any time. Any changes will apply to PHI already on file with me. Before I make any important changes to my policies, I will immediately change this Notice and post a new copy of it in my office. You may also request a copy of this Notice from me.

#### III. HOW I WILL USE AND DISCLOSE YOUR PHI.

I will use and disclose your PHI for many different reasons. Some of the uses or disclosures will require your prior written authorization; others, however, will not. Below you will find the different categories of my uses and disclosures, with some examples.

- A. Uses and Disclosures Related to Treatment, Payment, or Health Care Operations Do Not Require Your Prior Written Consent. I may use and disclose your PHI without your consent for the following reasons:
- 1. Treatment. I may disclose your PHI to physicians, psychiatrists, psychologists, and other licensed health care providers who provide you with health care services or are otherwise involved in your care. Example: If a psychiatrist is treating you, I may disclose your PHI to her/him in order to coordinate your care.
- 2. Health Care Operations. I may disclose your PHI to facilitate the efficient and correct operation of my practice. Examples: Quality control I might use your PHI in the evaluation of the quality of health care services that you have received or to evaluate the performance of the health care professionals who provided you with these services. I may also provide your PHI to my attorneys, accountants, consultants, and others to make sure that I am in compliance with applicable laws.
- **3. Payment.** I may use and disclose your PHI to bill and collect payment for the treatment and services I provided you. Example: I might send your PHI to your insurance company or health plan in order to get payment for the health care services that I have provided to you. I could also provide your PHI to business associates, such as billing companies, claims processing companies, and others that process health care claims for my office.
- **4. Other disclosures.** Examples: Your consent isn't required if you need emergency treatment provided that I attempt to get your consent after treatment is rendered. In the event that I try to get your consent but you are unable to communicate with me (for example, if you are unconscious or in severe pain) but I think that you would consent to such treatment if you could, I may disclose your PHI.
- **B.** Certain Other Uses and Disclosures Do Not Require Your Consent. I may use and/or disclose your PHI without your consent or authorization for the following reasons:
- 1. When disclosure is required by federal, state, or local law; judicial, board, or administrative proceedings; or, law enforcement. Example: I may make a disclosure to the appropriate officials when a law requires me to report information to government agencies, law enforcement personnel and/or in an administrative proceeding.
- 2. If disclosure is compelled by a party to a proceeding before a court of an administrative agency pursuant to its lawful authority.
- 3. If disclosure is required by a search warrant lawfully issued to a governmental law enforcement agency.
- 4. If disclosure is compelled by the patient or the patient's representative pursuant to Colorado Health and Safety Codes or to corresponding federal statutes of regulations, such as the Privacy Rule that requires this Notice.
- 5. To avoid harm. I may provide PHI to law enforcement personnel or persons able to prevent or mitigate a serious threat to the health or safety of a person or the public.
- 6. If disclosure is compelled or permitted by the fact that you are in such mental or emotional condition as to be dangerous to yourself or the person or property of others, and if I determine that disclosure is necessary to prevent the threatened danger.
- 7. If disclosure is mandated by the Colorado Child Abuse and Neglect Reporting law. For example, if I have a reasonable suspicion of child abuse or neglect.
- 8. If disclosure is mandated by the Colorado Elder/Dependent Adult Abuse Reporting law. For example, if I have a reasonable suspicion of elder abuse or dependent adult abuse.
- 9. If disclosure is compelled or permitted by the fact that you tell me of a serious/imminent threat of physical violence by you against a reasonably identifiable victim or victims.
- 10. For public health activities. Example: In the event of your death, if a disclosure is permitted or compelled, I may need to give the county coroner information about you.
- 11. For health oversight activities. Example: I may be required to provide information to assist the government in the course of an investigation or inspection of a health care organization or provider.
- 12. For specific government functions. Examples: I may disclose PHI of military personnel and veterans under certain circumstances. Also, I may disclose PHI in the interests of national security, such as protecting the President of the United States or assisting with intelligence operations.
- 13. For research purposes. In certain circumstances, I may provide PHI in order to conduct medical research.
- 14. For Workers' Compensation purposes. I may provide PHI in order to comply with Workers' Compensation laws.
- 15. Appointment reminders and health related benefits or services. Examples: I may use PHI to provide appointment reminders. I may use PHI to give you information about alternative treatment options, or other health care services or benefits I offer.
- 16. If an arbitrator or arbitration panel compels disclosure, when arbitration is lawfully requested by either party, pursuant to subpoena *duces tectum* (e.g., a subpoena for mental health records) or any other provision authorizing disclosure in a proceeding before an arbitrator or arbitration panel.

- 17. I am permitted to contact you, without your prior authorization, to provide appointment reminders or information about alternative or other heath-related benefits and services that may be of interest to you.
- 18. If disclosure is required or permitted to a health oversight agency for oversight activities authorized by law. Example: When compelled by U.S. Secretary of Health and Human Services to investigate or assess my compliance with HIPAA regulations.
- 19. If disclosure is otherwise specifically required by law.
- C. Certain Uses and Disclosures Require You to Have the Opportunity to Object.
- 1. Disclosures to family, friends, or others. I may provide your PHI to a family member, friend, or other individual who you indicate is involved in your care or responsible for the payment for your health care, unless you object in whole or in part. Retroactive consent may be obtained in emergency situations.
- **D. Other Uses and Disclosures Require Your Prior Written Authorization.** In any other situation not described in Sections IIIA, IIIB, and IIIC above, I will request your written authorization before using or disclosing any of your PHI. Even if you have signed an authorization to disclose your PHI, you may later revoke that authorization, in writing, to stop any future uses and disclosures (assuming that I haven't taken any action subsequent to the original authorization) of your PHI by me.

### IV. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI

These are your rights with respect to your PHI:

- **A.** The Right to See and Get Copies of Your PHI. In general, you have the right to see your PHI that is in my possession, or to get copies of it; however, you must request it in writing. If I do not have your PHI, but I know who does, I will advise you how you can get it. You will receive a response from me within 30 days of my receiving your written request. Under certain circumstances, I may feel I must deny your request, but if I do, I will give you, in writing, the reasons for the denial. I will also explain your right to have my denial reviewed.
- If you ask for copies of your PHI, I will charge you not more than \$1.00 per page. I may see fit to provide you with a summary or explanation of the PHI, but only if you agree to it, as well as to the cost, in advance.
- **B.** The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask that I limit how I use and disclose your PHI. While I will consider your request, I am not legally bound to agree. If I do agree to your request, I will put those limits in writing and abide by them except in emergency situations. You do not have the right to limit the uses and disclosures that I am legally required or permitted to make.
- C. The Right to Choose How I Send Your PHI to You. It is your right to ask that your PHI be sent to you at an alternate address (for example, sending information to your work address rather than your home address) or by an alternate method (for example, via email instead of by regular mail). I am obliged to agree to your request providing that I can give you the PHI, in the format you requested, without undue inconvenience.
- D. The Right to Get a List of the Disclosures I Have Made. You are entitled to a list of disclosures of your PHI that I have made. The list will not include uses or disclosures to which you have already consented, i.e., those for treatment, payment, or health care operations, sent directly to you, or to your family; neither will the list include disclosures made for national security purposes, to corrections or law enforcement personnel, or disclosures made before April 15, 2003. After April 15, 2003, disclosure records will be held for six years. I will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list I give you will include disclosures made in the previous six years (the first six year period being 2003-2009) unless you indicate a shorter period. The list will include the date of the disclosure, to whom PHI was disclosed (including their address, if known), a description of the information disclosed, and the reason for the disclosure. I will provide the list to you at no cost, unless you make more than one request in the same year, in which case I will charge you a reasonable sum based on a set fee for each additional request.
- E. The Right to Amend Your PHI. If you believe that there is some error in your PHI or that important information has been omitted, it is your right to request that I correct the existing information or add the missing information. Your request and the reason for the request must be made in writing. You will receive a response within 60 days of my receipt of your request. I may deny your request, in writing, if I find that: the PHI is (a) correct and complete, (b) forbidden to be disclosed, (c) not part of my records, or (d) written by someone other than me. My denial must be in writing and must state the reasons for the denial. It must also explain your right to file a written statement objecting to the denial. If you do not file a written objection, you still have the right to ask that your request and my denial be attached to any future disclosures of your PHI. If I approve your request, I will make the change(s) to your PHI. Additionally, I will tell you that the changes have been made, and I will advise all others who need to know about the change(s) to your PHI.
- F. The Right to Request a Paper Copy of this Notice.

#### V. HOW TO COMPLAIN ABOUT MY PRIVACY PRACTICES

If, in your opinion, I may have violated your privacy rights, or if you object to a decision I made about access to your PHI, you are entitled to file a complaint with the person listed in Section VI below. You may also send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Avenue S.W. Washington, D.C. 20201. If you file a complaint about my privacy practices, I will take no retaliatory action against you.

# VI. PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT MY PRIVACY PRACTICES

If you have any questions about this notice or any complaints about my privacy practices, or would like to know how to file a complaint with the Secretary of the Department of Health and Human Services, please contact me at:

2212 West Colorado Avenue, Colorado Springs, CO 80904, (719) 226-0659 Privacy Officer: Leslie Jackson

### VII. EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on April 14, 2003.

# **Health History**

	Patient Name	Today's Date				
		e Date of last physical examination				
	Primary Care Physicia	n:Phone/Address:				
	Symptoms	Check (✓) symptoms you currently have or have had in the	past year.			
_	GENERAL	GASTROINTESTINAL EYE, EAR, NOSE, THROA				
	Chills Depression Dizziness Fainting Fever Forgetfulness Headache Loss of sleep Loss of weight Nervousness Numbness Sweats  MUSCLE/JOINT/BONE in, weakness, numbness in Arms	CARDIOVASCULAR  Chest Pain High blood pressure Irregular heart beat Low blood pressure Poor circulation Rapid heart beat Rash	☐ Erection difficulties ☐ Lump in testicles			
	Conditions Check (✓) symptoms you currently have or have had in the past year.					
	AIDS Alcoholism Anemia Anorexia Appendicitis Arthritis Asthma Bleeding Disorders Breast Lump Bronchitis Bulimia Cancer Cataracts	□ Chemical Dependency □ High Cholesterol □ Chicken Pox □ HIV Positive □ Diabetes □ Kidney Disease □ Emphysema □ Liver Disease □ Epilepsy □ Measles □ Glaucoma □ Migraine Headaches □ Goiter □ Miscarriage □ Gonorrhea □ Mononucleosis □ Gout □ Multiple Sclerosis □ Heart Disease □ Mumps □ Hepatitis □ Pacemaker □ Hernia □ Pneumonia □ Herpes □ Polio  medications you are currently taking.	□ Prostate Problem □ Psychiatric Care □ Rheumatic Fever □ Scarlet Fever □ Stroke □ Suicide Attempt □ Thyroid Problems □ Tonsillitis □ Tuberculosis □ Typhoid Fever □ Ulcers □ Vaginal Infections □ Venereal Disease  Allergies/Sensitivities			
Ρh	narmacy Name	Phone				

## Family History

Fill in health information about your immediate family.

Relation	Age	State of	Age at	Cause of Death	Check (✓) if your blood relatives had any of the following:		
		Health	Death		Disease	Relationship to you	
Father					Arthritis, Gout		
Mother					Asthma, Hay Fever		
Brothers	Brothers		Cancer				
					Chemical Dependency		
					Diabetes		
					Heart Disease, Strokes		
Sisters			High Blood Pressure				
					Kidney Disease		
					Tuberculosis		
					Other		

Hospitalizations			Pregnancies
Year Hospital	Reason for Hospitalization and Outo	come	Year of Sex of Complications, if any Birth Birth
Have you ever had a blood tr			Health Habits
If yes, please give approxima	te dates		Check (✓) which you use and how much you use.
Serious Illness/Injuries	Date Outcome		Caffeine Tobacco
			Street Drugs Other
Occupational Che	ck (✓) if your work exposes you to:  Hazardous Substances  Other	/itamins/Supplen	nents I'm currently taking
Occupation			
	ge, the above information is complete my minor child, ever have a change in		nd that it is my responsibility to
Signature or Patient, Parent, Guardian of	r Personal Representative	Date	
Please print name of Patient, Parent, Gu	ardian or Personal Representative	Relationship to Patien	nt
Reviewed By		Date	

## Child/Adolescent Biographical Information Form

**Instructions:** To assist us in helping your child, please fill out this form as fully and openly as possible. If certain questions do not apply to the child, leave them blank.

Personal History	
1) Child's Name:	2) Age: 3) Gender: 4) Year in school:
5) Ethnic background:6)	Cultural Influences on child's life:
Counseling History	
7) Has the child been involved in previous counse	eling? Yes No If yes, please briefly describe:
8) Why is the child coming to counseling?	
9) How long has this problem persisted (from # 8)	)?
10) Under what conditions do the problems usuall	ly get worse?
11) Under what conditions are the problems usua	ally improved?
Trauma, Sleep and Appetite	
	ma, seizures, etc. that the child has experienced:
13) On average how many hours of sleep does th	ne child get daily?
14) Does the child have trouble falling asleep at n problem?	night? Yes No If yes, how long has this been a
15) Describe the child's appetite during the past n	nonth:
Poor appetite Average	appetite Large appetite
Family History	
16) Mother's age: If deceased, how old	d was the child when she died?
17) Father's age: If deceased, how old	was the child when he died?
18) If parents are separated or divorced, how old	was the child then?
19) Number of brother(s): Their ages	
	children.
21) This child is number in a family of	ner than biological parents? Yes No

Check all that apply:	lationship between the c	mila and his/her custodiai p	arents?	
Single parent Parents marri With mother a Child adopted	ed, together and stepfather	Single parent father Parents divorced With father and step Other, describe	omother	Parents unmarried Parents separated
25) Is there a history or r	ecent occurrence(s) of	child abuse to this child? You	es No	
		Physical		
26) Parents' occupations	: Mother	Father _		<del> </del>
27) Briefly describe the s	style of parenting in the I	nousehold:		
Developmental History				
28) Briefly describe any	problems in the child's n	nother's pregnancy and/or o	childbirth:	
29) Please fill in when th	e following developmen	tal milestones took place:		
<u>Behavior</u>	<u>Age began</u>	<u>Comments</u>		
Walking Talking Toilet Trained				
30) List any meds/drugs	used by mother or fathe	er at time of conception, or b	by mother during p	regnancy or birth:
31) Please rate your opin	nion of the child's develo	opment (compared to others	s the same age) in	the following areas:
	Below Average	About Average	Above Average	
Social				
Physical				
Language Intellectual	<del></del>	<del></del>		
Emotional			<del></del>	
For each type of deve specific.	elopment that you rated	as <i>below average</i> , please d	lescribe current are	eas of concern. Be
<del></del>				
32) List the child's three	areatest strenaths:			
,	•	<del> </del>	3)	
		needed areas of improvem		
1)	2)	· 	3)	
Page 2 of 4		Patient N	Name <sup>.</sup>	

34) List the child's main difficulties at sch	ool:			
1)2)			3)	
35) List the child's main difficulties at hon				
,			3)	
1)2)				
36) Briefly describe the child's friendship	s:			
37) What report card grades does the ch	ild usually receive	e?		
Have these changed lately? Yes	_			
38) Briefly describe the child's hobbies a	nd interests:			
39) Describe how the child is disciplined:				
40) For what reasons is the child discipling	ned?			
Behaviors of Concern				
41) Briefly describe the child's ways of ex		•		
ANGER:				
HAPPINESS:				
SADNESS:				
ANXIETY:				
42) List the child's behaviors that you wo	uld like to see ch	ange:		·
43) Please check how often the following may be described on the next page.	behaviors occur	Those occurri	ng FREQUENTLY or	of special concern
1) Loses temper easily	Never	Rarely	Sometimes	Frequently
2) Argues with adults	Never	Rarely	Sometimes	Frequently
3) Refuses adults' requests	Never _	Rarely	Sometimes	Frequently
Deliberately annoys people	Never _	Rarely	Sometimes	Frequently
5) Blames others for own mistakes	Never _	Rarely	Sometimes	Frequently
6) Easily annoyed by others	Never	Rarely	Sometimes	Frequently
7) Angry/ resentful	Never _	Rarely	Sometimes	Frequently
8) Spiteful/vindictive	Never _	Rarely	Sometimes	Frequently
9) Defiant	Never _	Rarely	Sometimes	Frequently
10) Bullies/teases others	Never _	Rarely	Sometimes	Frequently
11) Initiates fights	Never	Rarely	Sometimes	Frequently
12) Uses a weapon	Never	Rarely	Sometimes	Frequently
13) Physically cruel to people	Never	Rarely	Sometimes	Frequently
14) Physically cruel to animals	Never	Rarely	Sometimes	Frequently
15) Stealing	Never _	Rarely	Sometimes	Frequently

16) Forced sexual activity	Never	Rarely	Sometimes	Frequently
17) Intentional arson	Never	Rarely	Sometimes	Frequently
18) Burglary	Never _	Rarely	Sometimes	Frequently
19) "Cons" other people	Never _	Rarely	Sometimes	Frequently
20) Runs away from home	Never _	Rarely	Sometimes	Frequently
21) Truant at school	Never	Rarely	Sometimes	Frequently
22) Doesn't pay attention to details	Never	Rarely	Sometimes	Frequently
23) Several careless mistakes	Never	Rarely	Sometimes	Frequently
24) Does not listen when spoken to	Never	Rarely	Sometimes	Frequently
25) Doesn't finish chores/homework	Never	Rarely	Sometimes	Frequently
26) Difficulty organizing tasks	Never	Rarely	Sometimes	Frequently
27) Loses things	Never	Rarely	Sometimes	Frequently
28) Easily distracted	Never	Rarely	Sometimes	Frequently
29) Forgetful in daily activities	Never	 Rarely	Sometimes	Frequently
30) Fidgety/squirmy	Never	Rarely	Sometimes	Frequently
31) Difficulty remaining seated	Never	Rarely	Sometimes	Frequently
32) Runs/climbs around excessively	Never	Rarely	Sometimes	Frequently
33) Difficulty playing quietly	Never	Rarely	Sometimes	Frequently
34) Hyperactive	Never	Rarely	Sometimes	Frequently
35) Difficulty awaiting turn	Never	Rarely	Sometimes	Frequently
,				
36) Interrupts others	Never_	Rarely	Sometimes	Frequently
37) Problems pronouncing words	Never_	Rarely	Sometimes	Frequently
38) Poor grades in school	Never	Rarely	Sometimes	Frequently
39) Expelled from school	Never	Rarely	Sometimes	Frequently
40) Drug abuse	Never _	Rarely	Sometimes	Frequently
41) Alcohol consumption	Never	Rarely	Sometimes	Frequently
42) Depression	Never	Rarely	Sometimes	Frequently
43) Shy/avoidant/withdrawn	Never _	Rarely	Sometimes	Frequently
44) Suicidal threats/attempts	Never	Rarely	Sometimes	Frequently
45) Fatigued	Never _	Rarely	Sometimes	Frequently
46) Anxious/nervous	Never	Rarely	Sometimes	Frequently
47) Excessive worrying	Never	Rarely	Sometimes	Frequently
48) Sleep disturbance	Never _	Rarely	Sometimes	Frequently
49) Panic attacks	Never _	Rarely	Sometimes	Frequently
50) Mood shifts	Never _	Rarely	Sometimes	Frequently
44) For each of the behaviors noted on the significant impairment, write a brief described behaviors of Concern Impact of Impa	is and the previous it in the contract of how it in the contract of the contra	npacts the child	curring FREQUENTL	Y, or if it causes ves. Give examples.
<del></del>				
45) Additional information you believe wo	uld be helpful: _			