Wellspring Christian Clinic Patient Registration

Patient Name:(Last)		(First)	(M	iddle)	(Prefe	erred Name)
		(- 200)	(141	/	(1 Tele	
Address:(Stree	et)		(City)		(State)	(Zip)
	LISTING A NUMBER PEI					
Home Phone: () _	C	ell Phone: ()		Work Pl	none: ()	
Which number you wo	uld like us to call when r	naking reminder cal	ls? H	ome	Work	Cell
May we contact you vi	a email? Y N Preferi	ed email address:				
Ethnicity:	_Soc. Sec. #:	Date of Birth: _	Age	::Sex: 1	M F Marital S	status: S M D W
Employer:	Occupation:		Full-Time	Part-Time S	Student/School:	
	D – Are custodial parents			Divorced	Other	
IN CASE OF EMERGE	NCY PLEASE NOTIFY: _	(Name)		one)		(Relationship)
		,	`	,		(Relationship)
Primary Care Physiciai	n: (Name)	(Address)			(Phon	e)
				Ноі	me Phone: ()
	(Street)			ty)	(State)) (Zip)
Guarantor Relationship	o to Patient: Self Sp	ouse Mother	Father Sib	ling Other	Relative Fr	iend Other
Employer:	Occupation:	Wor	k Phone: ()		Soc. Sec. #:	
Driver's License #:	Specia	l Arrangements:				
due for any and all serv	EMENT: I certify that the vices rendered by Wellspoay, deductible, and non-	ring Christian Clinic	. If the provider	is contracted	with the insurar	
	NATURE: DF INFORMATION TO on to my guarantor or a the			ENCY: I auth		_ DATE: g Christian Clinic to re
► PATIENT/GUARD	IAN SIGNATURE:					_DATE:
Гатту Bond 🛮 Jerem	of the counselor/psycho y Johnson Laura Engli Stephens Leah Waller	sh Adam Calvert	Kate Clark	Kelley C. Jor	es Bonnie Ro	oberts Al Saunders
	ut Wellspring Christian					
□ Another Client of W		□ My Doctor		□ My C		
□ My Friend or Family			ertisement (WDJ	•	net Website	
I attended a seminarBirmingham Christia	sponsored by Wellspring	g 🗆 My Insurar	ice Company	□ Yello	w Pages	
	an Family Magazine					

CLIENT AGREEMENTS AND AUTHORIZATIONS

CHILD AND ADOLESCENT CONSENT FOR TREATMENT

Legal Guardian MUST sign if primary patient is under 18 years old.

Patient (please print):				Date of Birth: (mm/dd/yyyy)			
(1 1 / -	(Last)		(First)	(Middle)	(mm/dd/yyyy)		
I certify that I am the: I certify that I do have I, hereby, give my auth from:	the legal c norization	rustody of th and consen	he above named ch t for the above nar	nild/adolescent. med child/adoles	child/adolescent scent to receive outpatient assessment/therapy		
Name (please print): _							
Signature:					Date:		
It is the policy of Wells responsible for payme the child's/adolescent payment from the other child's/adolescent's meaning the child's meaning the child	ase sign if pring Chr spring Chr nt at the ti s other pa er parent of edical car	primary paticistian Clinic me services arent or resport resport responsib e.	ent is under 18 years c that the parent/g s are rendered. You consible party. Wel le party with whoi	s old and legal gua guardian bringinş a will be responsi llspring Christian	CCTION POLICY ardians are separated or divorced. g a child/adolescent to our office for treatment is ble for making prior payment arrangements with Clinic assumes no responsibility for collecting financial arrangements for your		
I have read, understan	d and agre	e to the abo	ove policy:				
Name (please print): _							
Signature:					Date:		
"Client Rights Statemedisclosure of my health make a complaint and	nt" (below n informat file a griev	lge having ly and on fol ion, and to wance has al	llowing pages). My request an amendi Iso been explained	pring Christian (rights include the ment to my recor . I understand the	D SIGN Clinic's "Notice of Privacy Policies" and their he right to see and copy my record, to limit d. These are explained in the Policy. My right to at I may revoke in writing my consent for release has already made disclosure with my prior		
or designees. I authori <u>AUTHORIZATION F</u>	ze the serv OR RELE	vices deeme ASE OF PE	d necessary or adv RSONAL HEALT	isable by my car H INFORMATI	y Wellspring Christian Clinic and its employees egivers to address my needs. ► () ON: I authorize use and disclosure of my nent to me, obtaining payment for my care, or for		
the purposes of condurelease any informatio authorization provides treatment, which may	cting the h n required s that Well be request	nealthcare of l in the processoring Chri and by my in	perations of Wells cess of applications istian Clinic may re	oring Christian C for financial covelease objective c	Clinic. I authorize Wellspring Christian Clinic to verage for the services rendered. This linical information related to my diagnoses and		
Client or Authorized Per	son Signatur	e R	elationship		Date		
►			ate				

PRACTICE POLICIES AND SERVICE INFORMATION

Dear Patient:

Thank you for requesting an appointment with me at Wellspring Christian Clinic. I am pleased that you have chosen me as your clinician and I am committed to giving you the best care possible. I have enclosed several forms as well as a patient history questionnaire. All of this information is necessary for quality evaluation and management of treatment. Please complete everything included so that we can best complete in one session what otherwise might take two or three sessions. This saves you time and money as it allows me to move more quickly with an accurate assessment and treatment. I will be glad for you to keep a copy for future use with other doctors and clinicians if you so desire.

Wellspring Christian Clinic's office hours: Monday - Thursday 8:30 am - 4:30 pm & Friday 8:30 am - 12:30 pm.

To acquaint you further with the procedures and policies of this clinic, I am providing the following information:

- Appointments: I have appointments back to back throughout each day. I do my best to be punctual for your appointment unless an emergency interrupts. I ask that you be punctual as well. If you are late for any reason, you will receive the remainder of your scheduled time. This is necessary so I can keep my following appointments at their scheduled time. If you need to cancel an appointment, a minimum advanced notice of one full workday is required so that we will have a chance to fill that slot. You may leave a message with the office staff or on their voicemail. We will charge you a full fee for late cancellations or failures to show. Note: as a courtesy, we will call you the business day prior to your appointment to remind you of the time. However, we are sometimes unable to make this call or are unable to reach you. YOU ARE STILL RESPONSIBLE FOR COMING TO YOUR APPOINTMENT OR CANCELLING 24 BUSINESS HOURS IN ADVANCE, even if you do not receive a call.
- Psychological Evaluations: A psychological evaluation is a formal examination of mental health. Our psychological evaluations include clinical interviews, standardized measures of intellectual ability, achievement, personality, adaptive behavior, and social, emotional, and behavioral functioning, as well as clinical observation, and a review of relevant documentation. Please understand this is a long process. The clinical interview(s), administered tests, and filling out of various measures may take anywhere from two to five hours. In addition, the scoring, interpretation, and report write-up make also take anywhere from two to five hours. The psychological evaluation may ultimately result in diagnosis, recommendations, and/or feedback. The reports will be drafted and completed as soon as possible, and I will make the best possible effort not to go beyond 14 days from the date of the psychological evaluation. Included in the cost of the psychological evaluation will be one courtesy 30-minute feedback session in which I review the results of the psychological evaluation with you and/or the child. The feedback session will typically be scheduled upon the completion of the psychological evaluation.
- <u>Emergencies</u>: During office hours, let the office staff know that you have an emergency and the nature of the problem and one of them will try to contact me. After office hours, please leave me a voicemail. If you need after-hours emergency interventions, call 911 or go to your nearest local Emergency Room, where the staff can offer assessment and treatment.
- Payment: You are fully responsible for all services rendered. Full payment is expected at the time of service, unless other contractual agreements apply. Please make all checks payable to Wellspring Christian Clinic. As another payment option, we accept Visa or MasterCard. There will be a \$25 fee for payments returned as non-sufficient or non-payable. All services rendered will be billed to you, your guarantor, or some contracted insurance plans by our office staff. If you have questions regarding your account balance, you may call 205-977-3003 to speak with an account representative. Please Note: Billing processes may include a monthly statement, phone call, or correspondence regarding the patient due portion of the account balance. Statements, phone numbers, and correspondence will be addressed regarding the patient/guarantor address or phone numbers listed on the Wellspring Registration Form. If any of these business office procedures present a problem for

<u>Payment (cont):</u> you or your treatment, please discuss your concern with your Wellspring Christian Clinic therapist or the office staff. I may be a provider with your insurance company. Please ask the office staff if you have any questions regarding this. They will give you a form with all of the information your insurance will need for you to file for reimbursement. Some managed care plans have specific providers for whom they will extend coverage, which means that services from providers not on these panels may or may not be eligible for reimbursement. The best way to find out if my services are eligible for reimbursement is to contact your insurance company directly, using the phone number provided on your insurance card. You may also contact your subscriber information booklet or the personnel office which manages your insurance.

• <u>Confidentiality</u>: Your patient records are the property of Wellspring Christian Clinic and shall be treated as confidential. To insure quality record maintenance and patient confidentiality, Wellspring Christian Clinic will conduct routine patient record audits. To comply with State and Federal Laws regarding patient confidentiality, your records will not be released without the properly executed written consent. Everything about your care will be held in strictest confidence. There are some circumstances in which we are required by law to break confidentiality.* If you choose to have your Wellspring Christian Clinic provider(s) keep a third party informed of your progress in counseling, it will be necessary to complete the following Release of Information form that will be kept on file.

There are some circumstances in which I am required by law to break confidentiality. As a psychologist/therapist, I am both ethically and legally bound to keep in confidence any information you divulge to me. However, there are some exceptions to this confidentiality you should be aware of:

- 1. If you are a danger to yourself or others in the immediate future, I will take the action necessary to protect everyone involved. This may include notifying persons or agencies such as family members, friends, intended victims, employers, and/or the police.
- 2. If I see evidence of child abuse, elderly abuse, or abuse of a disabled person, or strongly suspect abuse in this regard is taking place, I am required by law to make a report to the Department of Human Resources in the county of residence for the child.
- 3. If subpoenaed to provide information in a court of law, I will first assert psychologist/therapist-patient privilege. However, I can be ordered by a judge to report what you have said to me in confidence.
- <u>Termination:</u> Ending therapy may be initiated by you as the client, or as legal guardian of the client or myself as the therapist. In either event, a final session is strongly recommended to explore the ending process itself. This can be a useful conclusion to treatment. Referrals to other providers or other suggestions can be offered at that time.
- <u>Telephone Calls</u>: There is always someone you can reach to address your problems or concerns when needed. If you need to leave me a message on my voicemail, it will page me. I or the Wellspring Christian Clinic office staff will return your call.
- Reports and Letters: I have the right to bill for my time if you, another clinician, lawyer, insurance company, etc. request a letter or report. Payment is expected at the time of service. Unpaid balances will be billed to you or your guarantor from our office. Should you have any questions regarding your account balance, you may call our office at 205-977-3003. Insurance companies may not reimburse for these fees.

*Under law, I have the right to break confidentiality if there is suspected child abuse or intent to harm another or oneself.

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE NOTIFICATIONS AND THAT YOU ARE CONSENTING TO RECEIVE TREATMENT BY A WELLSPRING CHRISTIAN CLINIC PROVIDER:

>	
Patient/Guardian Signature	Date
Llook forward to seeing you!	

RELEASE OF INFORMATION: AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Patient Name:	Da	te of Birth:
Address:	SS#: _	
Home Phone: Work Phone:		
I, the understood patient or legal guardian, hereby authorize verbal () information to be released by :	íes / No) and,	or written (Yes / No)
Wellspring Christian Clinic, 3104 Blue Lake Drive, Sui	te 100, Birminş	gham, AL 35243
To:		
Name of Hospital/Clinician/ Attorney/Family Member/Friend/Pastor	Phone Num	ber Address
 Circle information to be released: Psychiatric Evaluation Medication Record H&P/Lab Work Ps Treatment Planning Discharge Plan Progress Notes I understand that the information released may be (<i>Initial for released Mental Health Substance Abuse HIV</i> I understand that this authorization can be withdrawn by me in exception to actions that have taken place before I withdrew my I understand that the information disclosed by this authorization recipient and will no longer be protected. Wellspring Christian from any legal responsibility or liability for disclosure of the abauthorized herein. I understand that the information which is being released is from 	lease of the follow V/AIDS inform n writing at any y consent. on may be subjected Clinic and its especies	Psychological Testing ving information) nation v time. I cannot, however, take ect to re-disclosure by the employees are hereby released on to the extent indicated and
by State and Federal Law. Signature of Patient or Legal Representative (Description/Proof of authority for patient must be part of the patient of the patie	provided)	Date
Witness and Title		 Date

In the event of an emergency (e.g. intent to harm oneself or another), Federal Law allows Wellspring Christian Clinic to share sufficient information with necessary parties.

NOTICE OF PRIVACY PRACTICES AND CLIENT RIGHTS

THIS NOTICE DESCRIBES HOW TREATMENT INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We respect client confidentiality and only release confidential information about you in accordance with state and federal law. This notice describes our policies related to the use of the records of your care generated by this clinic. Privacy Contract:

If you have any questions about this policy or your rights contact the Clinic Director, Dr. Al Saunders, at 205-977-3003.

USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

In order to effectively provide you care, there are times when we will need to share your confidential information with others beyond our clinic. This includes information to be used for:

Treatment We may use or disclose treatment information about you to provide, coordinate, or manage your care or any related services, including sharing information with others outside our clinics that we are consulting with or clinics to which you are being referred.

Payment With your written consent, information will be used to obtain payment for the treatment and services provided. This will include contacting your health insurance company for prior approval of planned treatment, insurance verification, or for billing purposes.

Healthcare Operations We may use information about you to coordinate our business activities. This may include setting up your appointments, reviewing your care, or training our staff.

Information disclosed without your consent: Under state and federal law, information about you may be disclosed without your consent in the following circumstances:

<u>Emergencies</u> Sufficient information may be shared to address the immediate emergency you are facing.

<u>Follow-up Appointment/Care</u> We may be contacting you to remind you of future appointments or information about treatment alternatives or other health-related benefits and services that may be of interest to you. We will leave appointment information on your answering machine unless you tell us not to.

<u>As Required by Law</u> This would include situations where we have a subpoena, court order, or are mandated to provide public health information, such as communicable diseases or suspected abuse and/or neglect such as child abuse or elder abuse.

<u>Coroners</u> We are required to disclose information about the circumstances of your death to a coroner who is investigating it.

<u>Governmental Requirements</u> We may disclose information to a health oversight agency for activities authorized by law, such as audits, investigations, inspections, and licensure. Information may also need to be shared with the Food and Drug Administration related to adverse events or product defects. We are also required to share information, if requested, with the Department of Health and Human Services to determine our compliance with federal laws related to health care.

<u>Criminal Activity or Danger to Others</u> If any crime is committed on our premises or if a crime is committed off premises but against our personnel we may share information with law enforcement to apprehend the criminal. We also have the right to involve law enforcement when we believe an immediate danger may occur to someone.

CLIENT RIGHTS STATEMENT

The following rights are extended to each client in the Day Program and the Outpatient Clinic services for all ages without reservation or limitation:

- 1. The right to confidentiality: The client has the right to every consideration of privacy concerning his or her medical care program, including HIV status and testing. All case discussion, consultation, communications, records, and medical information pertaining to his or her care will be treated as private and confidential;
- 2. The right to have impartial access to treatment regardless of age, psychological characteristics, sexual orientation, physical condition, race, religion, gender, ethnicity, marital status, HIV status, criminal record, or source of financial support;
- 3. The right to have personal dignity recognized and respected in the provision of all care and treatment;
- 4. The right to religious freedom;
- 5. The right to receive individualized treatment including the provision of an individualized treatment plan based upon information of all assessments, active participation in the development of the treatment plan by the client with periodic review of the plan by staff, and implementation and supervision of the plan by qualified professional staff;
- 6. The right to make decisions about the treatment plan prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and to be informed of the medical consequences of this action. In case of such refusal, the client is entitled to other appropriate care and services that Wellspring Christian Clinic provides or they may transfer to another facility;
- 7. The right to know the immediate and long-term financial implications of treatment choices, insofar as they are known;
- 8. The right to obtain from clinician, or other staff involved in direct care, relevant, current, and understandable information concerning diagnosis, treatment, and prognosis. The right to review the records pertaining to his/her treatment and to have the information explained or interpreted as necessary, except when restricted by law. If you request a copy of your records, we may charge you a reasonable fee for copying and mailing your record.
- 9. The right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, interns, residents, or other trainees;

- 10. The right to expect that, within its capacity and policies, the practice will make reasonable response to the request of a client for appropriate and medically indicated care and services. Wellspring Christian Clinic must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a client has so requested, a client may be transferred to another clinician's care. The clinician to whom the client is to be transferred must first have accepted the client for transfer. The client must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer;
- 11. The right to ask and be informed of the existence of business relationships among the clinic, hospital, educational institutions, other health care providers, or payers that may influence the client's treatment and care;
- 12. The right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct client involvement, and to have those studies fully explained prior to consent. A client who declines to participate in research or experimentation is entitled to the most effective care that the clinic can otherwise provide;
- 13. The right to receive prescribed services within the least restrictive but appropriate environment;
- 14. The right to assurance and protection of privacy and confidentiality of communication with treatment staff, and of material written in the client's individualized record;
- 15. The right to be presumed mentally competent unless a court has ruled otherwise;
- 16. The right to a clean and humane environment in which you are protected from harm, have privacy with regard to personal needs, and are treated with respect and dignity;
- 17. The right to be free from mistreatment, abuse, neglect, and exploitation;
- 18. The right to expect reasonable continuity of care when appropriate and to be informed by clinicians and other caregivers of available and realistic client care options;
- 19. The right to initiate a complaint or grievance, with the assurance of no retaliation, and to be informed of the appropriate grievance process;
- 20. The right to be informed that Wellspring Christian Clinic has the right to terminate care with a 30 day written notification given to the client with a listing of referrals for continuity of care;
- 21. The right to request an amendment to your record if you believe something in your record is incorrect or incomplete. Ask for the *Request to Amend Health Information* form.
- 22. Prior to admission to the Day Program, you have the right to be informed of all program rules and regulations concerning your conduct and course of treatment.
- 23. If you have a complaint about the services provided, you may file a grievance by doing the following:

Step One: Discuss the issue with your therapist or doctor. He or she is there to help you with any issue that arises. It is never

an inconvenience for them to assist you.

Step Two: If the therapist or doctor is not able to adequately assist you with your concern and you have still not had your

issues resolved, contact the Clinic Director, Dr. Al Saunders at 205-977-3003.

FILING OF COMPLAINTS AGAINST HIPAA-COVERED ENTITIES BELIEVED TO BE NON-COMPLIANT WITH HIPAA PRIVACY RULE

Complaints must be written to the Secretary of HHS, have occurred on or after April 14, 2003, and meet the following requirements:

- Be filed in writing, either on paper or electronically;
- Name the entity that is the subject of the complaint and describe the acts or omission believed to be in violation of the applicable requirements;
- Be filed within 180 days of when the complainant knew or should have known that the act or omission complained of occurred, unless this time limit is waived by the ORC for good cause is shown.

Electronic complaints should be sent to ORCComplaint@hhs.gov. Mailed complaints must be addressed to the ORC regional office that is responsible for matters relating to the Privacy Rule arising in the State or jurisdiction where the covered entity is located.

Region IV (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, or Tennessee)

Office for Civil Rights U.S. Department of Health and Human Services Atlanta Federal Center, Suite 3B70 61 Forsyth Street SW Atlanta, GA 30303-8909

To the Parent/Guardian:

Please use this page to write out anything that you would like your child's counselor to know about your child or the circumstances which have brought you here. (This is in addition to the option of meeting with the counselor individually or along with your child.)

Adolescent Questionnaire

NOTE: THIS FORM IS OPTIONAL! Any information you give me would help me know more about you (rather than just what your parents say about you). If you would rather not, please feel free to answer only some or none of these questions.

Na	nme:						Ag	e:
Н	ow do you feel about be	eing h	ere?					
	It's fine with me							
	I don't care either way							
	I'm against it							
На	ave vou ever seen a cou	nselor	before? □ Yes □ No					
	•		your past counseling expe	eriei	nce?			
			e caused you to come for c					
	(/ 1		J		0 ———			
 W1	hat do you most hope t	o gain	or what do you most hop	e w	ill change throu	gh counsel	ing	?
	· 							
He	ealth							
	ease check all that apply	•						
	I have difficulty falling		=					
	I wake up frequently of	_	_					
	I wake up very early a		n't get back to sleep					
	I feel tired much of the	time						
	· ·	-	nds or more within the pas					
	·		ch or too little (circle which		r feel my eating	is out of co	ntr	ol
			ng too much to get rid of fo	ood				
	I have a hard time con		O					
	My memory is not as g	good a	s it used to be					
	I have stomachaches a	lot						
	I have headaches a lot							
	I have thoughts that tr	ouble	me sometimes					
	I worry a lot							
	Sometimes I wish I did	ln't ha	ve to go on living					
Ch	neck the three (3) feeling	gs you	most often have:					
	Нарру		Sad		Angry			Irritable
	Anxious/Nervous		Bored		Confused			Confident
	Shy		"Hyped up"/Energetic		Guilty			Depressed
	Worried		Lonely		Worthless			
Lis	st any medications you	are cu	rrently taking:					

School	
What school do you go to?	
What grade are you in?	<u> </u>
What activities (if any) are you in at school (such	as sports, music, etc.)?
What do you like the least about school?	
Activities and Interests	
What do you do for fun?	
•	en't done yet in your life?
Friendships and Relationships	
How much time do you spend with others your	age? □ a lot of time □ some time □ not much time
Do you have a "best" friend? ☐ Yes ☐ No If so, how long have you known him/her	r?
Do you have a boyfriend/girlfriend? ☐ Yes If so, how long have you been dating?	□ No
Do people at school tend to label your group of f If so, what label is your group usually give	riends? Yes No ven?
Do you have someone you can talk to about pers If so, who?	
Do you use social networking sites such as MySp If so, how much time do you spend check	
How do you generally think of adults? Please che	ck all that apply
□ Helpful	□ Out of touch with you
□ Friendly	□ Caring
□ Overly Strict	□ Jerks
□ Smart or wise most of the time	□ Stupid or dumb most of the time
☐ Can be trusted or counted on	□ Cannot be trusted or counted on
□ Usually Nice	□ Usually Mean

Drug and Alcohol Use

Please fill out the following	chart by checking	the box which most accuratel	v describes	vour use of each substance

How often do you:	Never	I've Tried it	Rarely	Monthly	Weekly	Daily
smoke cigarettes?						
drink alcohol?						
smoke pot/marijuana?						
use crack/cocaine?						
use acid/LSD?						
Have you tried or use any other If yes, what drug(s) and	0 ()					
Family Describe your family in a few w	ords:					
Who do you get along with the	best in your	family?				
What would you change about y	your family	if you were giv	ven the pow	er to do so? _		
Are you involved in a religious. Have you had any positive or not lift yes, please describe:	egative exp	eriences related	l to your fait			
General What is your earliest memory fr	om childho	od?				
Please list any major changes in	your life ov	er the past five	e (5) years (n	noving, paren	ts divorced, et	.c.):
Is there anything else that you v	vant me to l	know about you	1?			
Signature				Da	ite	