

**ASSOCIATES IN PSYCHIATRY & COUNSELING. P.C.**

**2050 Larkin Ave., Suite 202, Elgin, IL 60123**

**PATIENT INFORMATION**

Name		First	M.I.	Last	
Address			City	State	Zip
Home Phone	Work Phone		Cell Phone	SS #	
Birthdate	Age	Sex (circle one) M F	Marital Status	Spouse's Name	
*Preferred Language: _____ Ethnicity: Latino other			*Race: White African American Asian Native American Pacific Islander other		
*Preferred Communication Method: Phone letter e-mail					

**\* REQUIRED AREAS**

**RESPONSIBLE PARTY (IF OTHER THAN PATIENT)**

Name/ First		M.I.	Last		
Address			City	State	Zip
Home Phone	Work Phone		SS #		
Employer	Address		City	State	Zip

**INSURANCE INFORMATION**

<b>Primary Insurance Company</b>		Insured's Name			Employer	
Address		City	State	Zip	Phone#	
Relationship to Patient	SS #	Group #		* Birthdate		
<b>Secondary Insurance Company</b>		Insured's Name			Employer	
Address		City	State	Zip	Phone #	
Relationship to Patient	SS #	Group #		*Birthdate		
Patient Employer		Driver's License #				
Address		City	State	Zip		

**FAMILY MEMBER INFORMATION**

First	Last	M/ F	Relation	DOB	School/Work

Name/Phone Number of individual to be contacted in case of an Emergency:

Referred By:	Primary Care Physician:
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# Intake Questionnaire

In order for us provide accurate and essential care for you, please fill out the following questionnaire.

REQUIRED INFORMATION		
Pharmacy Name:	Street:	City:
Allergies:		
Smoking: please circle	Current - every day smoker Former smoker	Current - some days Never a smoker
E-mail:		

## PATIENT IDENTIFICATION

Name \_\_\_\_\_ First Appointment Date \_\_\_\_\_  
Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

**MAIN PURPOSE OF THE CONSULTATION** (Please give a brief summary of the main problems)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PRIOR ATTEMPTS TO CORRECT PROBLEMS/PRIOR PSYCHIATRIC HISTORY

(Please include contact with other professionals, medications, types of treatment, etc.)

\_\_\_\_\_  
\_\_\_\_\_

## MEDICAL HISTORY

Current medical problems/medications: \_\_\_\_\_

Past medical problems/medications: \_\_\_\_\_

Other doctors/clinics seen regularly: \_\_\_\_\_

Allergies/drug intolerances (describe): \_\_\_\_\_

**Sleep behavior:** sleepwalking, nightmares, recurrent dreams, current problems (getting up, going to bed)

\_\_\_\_\_

**SCHOOL HISTORY:** Last grade completed \_\_\_\_\_ Last school attended \_\_\_\_\_

Any behavior problems in school? \_\_\_\_\_

**EMPLOYMENT HISTORY:** (summarize jobs you've had)

\_\_\_\_\_  
\_\_\_\_\_

**Any work-related problems?** \_\_\_\_\_

**Ever Any Legal Problems?** \_\_\_\_\_

**ALCOHOL AND DRUG HISTORY:** (Please list age started and types of substances used through the years and any current usage. These include alcohol, marijuana or hash, prescription tranquilizers or sleeping pills, inhalants, cocaine, amphetamines, steroids, opiates (heroin, codeine, morphine or other pain killers), barbiturates, hallucinating drugs (LSD, mescaline, mushrooms), PCP.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ever experience withdrawal symptoms from alcohol or drugs? \_\_\_\_\_

Has anyone told you they thought you had a problem with drugs or alcohol? \_\_\_\_\_

Have you ever used drugs or alcohol first thing in the morning? \_\_\_\_\_

Caffeine use per day (caffeine is in coffee, tea, sodas, chocolate) \_\_\_\_\_

Nicotine use per day, past and present, (nicotine is in cigarettes, cigars, tobacco chew) \_\_\_\_\_

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## **FAMILY/SOCIAL HISTORY**

**Family Structure** (who lives in your current household, please give relationship to each):

\_\_\_\_\_

\_\_\_\_\_

**Current Marital or Relational Satisfaction** \_\_\_\_\_

\_\_\_\_\_

**Significant Developmental Events** (include marriages, separations, divorces, deaths, traumatic events, losses, abuse etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Has mother ever sought psychiatric treatment?** Yes \_\_\_ No \_\_\_ If yes, for what purpose? \_\_\_\_\_

Mother's alcohol/drug use history \_\_\_\_\_

Have any of **mother's** blood relatives ever had any psychiatric problems including such things as alcohol/drug abuse, depression, anxiety, suicide attempts, psychiatric hospitalizations? (specify)

\_\_\_\_\_

**Has father ever sought psychiatric treatment?** Yes \_\_\_ No \_\_\_ If yes, for what purpose? \_\_\_\_\_

Father's alcohol/drug use history \_\_\_\_\_

Have any of **father's** blood relatives ever had any psychiatric problems including such things as alcohol/drug abuse, depression, anxiety, suicide attempts, psychiatric hospitalizations? (specify)

\_\_\_\_\_

**Name of Person Completing this questionnaire:** \_\_\_\_\_

Relationship to Patient:

- Self
- Mother
- Father
- Spouse
- Guardian
- Other

## Treatment Consent and Acknowledgement

Associates in Psychiatry & Counseling offers quality psychiatric Services. Effective and efficient provision of treatment requires the following policies to enable these processes:

- 1) **Financial Policy:** We ask that you plan ahead to pay **at time of service** your co-pay, co-insurance, any deductible not met or any portion you are responsible for. You are responsible for any pre-authorization or referrals required by your insurance. If you do not have insurance or your insurance does not cover these services, you will be considered "Self-Pay" and payment is due **in-full** at time of service.
- 2) **Appointment Policy:** All appointments are to be kept to ensure consistency in the treatment process. A **fee** will be charged for cancellations without a 24 hour notice or non-appearance for a scheduled appointment.
- 3) **Medication Policy:** Medication renewal will occur during the medication follow-up session with the prescribing psychiatrist. No medications will be prescribed over the phone routinely. Any written script for a controlled substance which is lost will not be re-written. The patient must wait for the eligibility date of the next month for the doctor to prescribe (30 days after the original script). Any script for a controlled substance which has expired must be returned and exchanged at the office before a new script will be written. The Prescribing Clinician may require Point of Care testing to determine compliance with prescription/treatment and best benefits as well as safety for the patient.
- 4) **Phone Policy:** Phone calls to the office may be made at any time. Phone calls made for treatment purposes may be charged a fee. Phone calls for scheduling or matters of short duration will not be charged.
- 5) **General Office Policy:** As a service it is our policy to bill your insurance and to keep accurate and complete records. A fee will be charged for the copying and release of these records. Letters and other documents generated by your request may also be charged a fee.

### Acknowledgement of Receipt of Privacy Notice

I have been presented with a copy of Associates in Psychiatry and Counseling's **Notice of Privacy Policies**, detailing how my information may be used and disclosed as permitted under federal and state law. I understand the contents of the Notice, and I request the following restriction(s) concerning the use of my personal medical information:

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I hereby authorize Associates in Psychiatry & Counseling, P.C. to release to my insurance company or its representative, any/all information requested to include my diagnosis and records of my mental health treatment by this practice. I also authorize and direct my insurance company to pay directly to Associates in Psychiatry & Counseling, P.C. the amount due for treatment and/or services rendered. Patient/Insured agrees to pay for any/all services that are denied by the insurance company as not medically necessary, etc.

Furthermore, I hereby give consent to Associates in Psychiatry & Counseling, P.C. to render mental health services deemed necessary for myself and/or minor child as designated in the treatment plan.

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Patient Signature

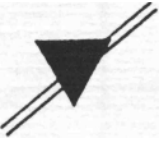
Date

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Insured/Parent/Guardian

Date

If not signed by patient, please indicate relationship to patient (e.g., spouse)



(847) 697-2400  
FAX (847) 697-2438

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## Associates in Psychiatry and Counseling

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### **PATIENT BILL OF RIGHTS & RESPONSIBILITIES**

#### **Patient's Rights as a Patient of Associates in Psychiatry & Counseling**

1. The Patient has the right to considerate and respectful care and treatment, regardless of gender, race, sexual orientation, age, culture, disabilities, or religious beliefs.
2. The Patient has the right to have their care and treatment information kept private, and have the opportunity to have their records released only with their written permission, except required by law.
3. Patients have a right to make informed choices regarding their medications, behavioral health services, and their providers.
4. The Patient has a right to expect reasonable continuity of care.
5. The Patient has the right to examine and receive an explanation of costs for treatment as applicable.
6. The Patient has the right to know what relationship Associates in Psychiatry & Counseling has with other health care providers and facilities in regard to their health care.
7. The Patient has the right to inquire as to their provider's degree, licensure, and training.
8. The Patient has the right to inquire as to the role of the providers on the treatment team in the treatment process.
9. The Patient has the right to an explanation of their condition and the treatment options.
10. The Patient has the right to expect that Associates in Psychiatry & Counseling will make reasonable effort in providing the identified services of the treatment plan.
11. The Patient has the right to be informed if Associates in Psychiatry & Counseling is engaging in research about behavioral health care and have the right to refuse participation in that research.
12. The Patient has the right to register complaints to their behavioral health care professional and/or an administrator.

#### **Patient's Responsibilities as a Patient of Associates in Psychiatry & Counseling**

1. The Patient has the Responsibility to treat those providing care with dignity and respect.
2. The Patient has the Responsibility to ask questions regarding the diagnosis, treatment, medications, or any instructions.
3. The Patient has the Responsibility to follow instructions concerning medications, follow-up visits, and other essential components of their treatment and to notify their behavioral health care provider if the instructions cannot be followed or problems develop.
4. The Patient has the Responsibility to assist Associates in Psychiatry & Counseling in obtaining approvals for payments for treatment, referrals, and authorizations.
5. The Patient has the Responsibility to provide as much information as is possible to their provider to assist in the assessment and rendering of services.

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Patient's Signature

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Date

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Parent/ Guardian Signature

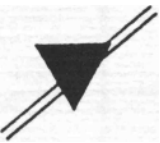
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Date

(Patients 12 to 18 must sign in addition to the parent)

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### Authorization to Disclose Protected Health Information to Primary Physician

In order to assist you in your treatment response, Associates in Psychiatry & Counseling can contact your **Primary Care Physician** and provide them with information as to your treatment plan, medications prescribed, and condition.

I hereby authorize, **Associates in Psychiatry & Counseling**, to release and exchange written, oral or electronically transmitted protected health information indicated below regarding:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

TO:

Name/Facility/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

For the PURPOSE of: Coordination of Services

- I have read this authorization and understand what information will be used or disclosed, who may use and disclose the information, and the recipient(s) of that information.
- I understand that when the information is used or disclosed pursuant to this authorization, it may be subject to re-disclosure by the recipient and may no longer be protected health information.
- I understand that Associates in Psychiatry & Counseling will not condition treatment or payment on this authorization.
- I understand that I have a right to inspect or copy the information to be used or disclosed and may refuse to sign this authorization.
- I further understand that this authorization will continue for one year from signature date and I retain the right to revoke this authorization. In order for the revocation of this authorization to be effective, Associates in Psychiatry & Counseling must receive the revocation in writing.

I fully understand and accept the terms of this authorization.

**OR**

I **DO NOT** authorize, Associates in Psychiatry & Counseling, to release and exchange written, oral or electronically transmitted protected health information

\_\_\_\_\_  
Patient's Signature

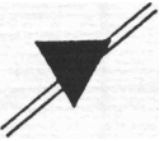
\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

(Patients 12 to 18 must sign in addition to the parent)





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### **MEDICATION INFORMED CONSENT**

I give my **Consent** on \_\_\_\_\_ for \_\_\_\_\_  
(date) (Doctor)

to prescribe medications to \_\_\_\_\_  
(patient's name)

### **MEDICATIONS PRESCRIBED:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **THE FOLLOWING WAS EXPLAINED/PROVIDED TO ME:**

- 1) Benefits of Treatment and Diagnosis information.
- 2) Administration of Treatment
- 3) Alternative to Treatment modes.
- 4) Consequences of not receiving proposed treatment
- 5) I have been advised of the name, frequency, and potential side effects of the medications being prescribed to me
- 6) I have been advised that if I am of **Child Bearing Age** to avoid becoming pregnant while taking psychotropic medication, and to notify my psychiatrist immediately upon becoming pregnant.

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

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(Patients 12 to 18 must sign in addition to the parent)

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