

FRISCO BEHAVIORAL HEALTH GROUP, LLC

Katelyn Braatz, MS, LPC, NCC
 4500 Hillcrest Road Suite 115
 Frisco, Texas 75035
 Tel. (469) 213.6400 Fax. (469) 213.6473

PATIENT INFORMATION			
First Name	Middle Name	Last Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address		Birthdate / /	Age
City	State	Zip Code	Home Phone
Cell Phone	Email address		Okay to leave voice mail <input type="checkbox"/> Yes <input type="checkbox"/> No
IN CASE OF EMERGENCY			
Emergency Contact:		Relationship to Patient:	
Emergency Contact Number:		Do we have permission to contact them regarding your appointments, billing or in case of emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	

THE FOLLOWING INFORMATION MUST BE COMPLETED

PATIENT	INSURER / RESPONSIBLE PARTY
Name:	Name:
Employer:	Employer:
Work Phone:	Address if different than patient:
Best phone contact #:	
Email Address (Okay to contact by email) <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to patient:

 Who referred you to Frisco Behavioral Health Group, LLC?

 Current Medications/Dosage/Physician

 Briefly state your reason for this visit

NOTE: Payment is expected at the time services are rendered. Failure to provide us the information requested may result in a reduction or denial of payment by your insurance.

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Please read and initial the following statements concerning our office policies:

_____ I certify that the information I have given on this form is true and correct to the best of my knowledge.

_____ I understand that if I arrive more than 10 minutes late for an appointment, it is not guaranteed that I will be seen. A \$75.00 no show fee will be charged for this appointment if the schedule does not allow for you to be seen.

_____ I understand that payment is required at the time services are rendered and I assume responsibility for this. I understand there is a \$30.00 fee for all returned checks.

(Note to divorced parents: Payment is the responsibility of the parent that brings the child into the office for treatment regardless of the divorce decree. The divorce decree is a matter between the divorced parents and the courts and we cannot be placed in the middle)

_____ I understand that insurance will only be filed with insurance companies that Frisco Behavioral Health Group, LLC and Katelyn Braatz is contracted with. In order to achieve this, please have all current insurance information on file. I understand that secondary insurance will not be filed.

_____ I understand that if there are any changes in my insurance coverage, I will notify the business office at least five (5) days prior to my next appointment or the visit will be self-pay or rescheduled.

_____ I understand that all information obtained in regards to my insurance coverage is not a guarantee of payment by my insurance company. The amount collected at the time of service is only an estimate. I understand that I am ultimately responsible for any and all balances on my account.

_____ I understand it is my responsibility to keep my appointments. If I am unable to keep my appointments, I will notify the office at least 24 hours in advance. I understand that I will be charged \$75.00 for the time reserved if I do not call and cancel or reschedule at least 24 hours prior to my scheduled appointment.

_____ I understand that regular office hours for FBHG are Monday – Friday, 8:00 am – 5:00 pm.

_____ I understand it is my responsibility to keep track of my medication supply. I understand that I should request refills during regular office hours and that request received outside regular business hours will not be called into the pharmacist until the next business day.

_____ I understand that my records are protected by special laws governing psychiatric/substance abuse records and that I must sign a "Release of Information" form before any records can be released.

I hereby authorize Katelyn Braatz, MS, LPC, NCC to provide psychiatric services to: me my child

Signature of Patient or Parent (if patient is a minor)

Date

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**AUTHORIZATION FOR THE RELEASE OF INFORMATION
(INSURANCE CARRIER)**

I do hereby consent and authorize Frisco Behavioral Health Group, LLC to release all information contained in my financial and medical records, including diagnoses and test results, to my insurance company or health plan, their agents and independent contractors, or any other person or entity that is responsible for paying or processing for payment any portion of my bill, for the purposes of administration, billing and quality and risk management. This consent applies to all records created in the course of and relating to my treatment and for the purpose of reimbursement for treatment.

I understand that I may revoke this consent at any time by giving written notice to the Frisco Behavioral Health Group, LLC except to the extent that action has been taken in reliance thereon. If no prior notice of revocation is received, this consent will expire six (6) months after the date of patient discharge from treatment, unless another date or condition is specified.

Optional: Specified date _____, or event/condition _____.

I understand that I have the right to inspect and copy the information to be disclosed.

I understand that if I refuse to consent to this Release of Information, the consequences will be that the insurance claim will not be filed.

Signature of Patient or Parent/Guardian

Date

Signature of Witness

Date

Notice to Receiving Agency/Person

This information has been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug use patient.

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ASSIGNMENT OF INSURANCE BENEFITS

I hereby authorize my or my child's insurance company to pay directly to Frisco Behavioral Health Group, LLC / Katelyn Braatz, MS, LPC, NCC any insurance benefits otherwise payable to me or my child, if any by reason of the services described in the itemized statement rendered, and subject to the terms and limitations found in my insurance policy with the aforementioned company. THIS IS A DIRECT ASSIGNMENT OF RIGHTS AND BENEFITS UNDER THIS POLICY.

This payment will not exceed my indebtedness to the above mentioned assigned, and I have agreed to pay in a current manner any balance of said professional service charges over and above this insurance payment.

A photocopy of this assignment shall be considered as effective and valid as the original.

Signature of Insured or Insured Representative

Date

Signature of Patient

Date

Signature of Witness

Date

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ACKNOWLEDGEMENT OF RIGHTS AND RESPONSIBILITIES

Patient Copy

YOUR RIGHTS

- To be treated with dignity and addressed in a respectful manner.
- Consistent, quality care by qualified and trained professionals in a clean and safe setting.
- Humane care and treatment free of abuse, neglect, humiliation, threats or exploitation.
- Privacy of your treatment and your records.
- To be informed of risk, benefits and alternatives to medications and/or therapy.
- To consult with another licensed practitioner at your own expense.
- To make a complaint or grievance.
- The same legal rights and responsibilities as all citizens, unless otherwise indicated by law.
- The right to be free from discrimination due to race, color, religion, national origin, gender, disability, sexual orientation or marital status.

YOUR RESPONSIBILITIES:

- Please notify your provider immediately of any concerns, questions or feedback you may have regarding your sessions and your care
- Keep appointments and when unable to do so for any reason, **notify your counselor or physician's office with at least 24 hours' notice prior to your appointment. You will be charged \$75.00 for appointment cancellations without 24 hour notice.**
- To pay a fee of \$15.00 for any medications if required on the same day.
- To pay a fee of \$30.00 for treatment reports you request on your behalf and/or for copies of your records.
- All co-pays, fees or charges will be collected at the time of service. There is a \$30.00 fee for all returned checks.
- To maintain a clean and safe office environment – avoid bringing any food or drinks into the clinic.
- To maintain safe settings by not bringing weapons, non-prescribed drugs or alcohol on the premises of the clinic.
- Treat your provider, office staff and furnishings with respect and follow all posted office rules.
- Maintain supervision and responsibility for your children and family while in the office.
- Pay for any damages caused by the careless, reckless or intentional behavior of you or your family members.
- Provide accurate and complete information about current problems, past illnesses and treatments and other pertinent information.
- Inform us if you are receiving counseling, medications or other therapeutic services from another clinician.
- Participate in treatment decisions and follow the agreed upon plan or recommendations.
- Check with your counselor or physician's office about your appointment if inclement weather is forecasted.
- You may be referred to another provider for failing to follow these responsibilities.

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Page 2

I acknowledge that I have reviewed and was given the opportunity to receive a copy of these **RIGHTS AND RESPONSIBILITIES**.

Printed Name of Patient

Date

Signature of Patient, Parent or Guardian

Date

NOTICE CONCERNING COMPLAINTS

Complaints May Be Reported To:

Texas Department of State Health Services
ATTN: Investigations
1812 Centre Creek Drive Suite 300
P. O. Box 141369
Austin, Texas 78714-1369
1-800-942-5540

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ACKNOWLEDGEMENT OF REVIEW OF NOTICE OF PRIVACY PRACTICES

I acknowledge that I have been offered the opportunity to review and receive a copy of the Personal Health Information and notice of Privacy Practices which explains how my medical information will be used and disclosed.

Signature of Patient or Personal Representative

Date

Printed Name of Patient or Personal Representative

Date

Description of Personal Representative's Authority

Date

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