



ADULT INTAKE FORM

General Information

First Name: _____ Last Name: _____

DOB (mm/dd/yyyy): _____ Gender: _____ SSN (optional): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Main Phone: _____ Other Phone: _____

Email Address: _____

Emergency Contact

First Name: _____ Last Name: _____

Phone: _____ Relationship: _____

Do you authorize this person to discuss care or treatment with the clinic in case of an emergency? Yes No

Insurance Information

Will you be using insurance? Yes No

(We offer a \$150 self-pay rate for uninsured clients.)

Primary Insurance: _____ Policy Holder: _____

Policy Holder DOB (mm/dd/yyyy): _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Policy Number: _____ Group Number: _____

Will you be using a secondary insurance or supplement? Yes No

(Patients are responsible for updating their coordination of benefits with their providers.)

Secondary/Supplement: _____ Policy Holder: _____

Policy Holder DOB (mm/dd/yyyy): _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Policy Number: _____ Group Number: _____

Mental Health History

What are you seeking help for?

Have you ever received mental health diagnoses? If so, please list.

Have you ever engaged in self harm and/or experienced suicidal ideation? Please explain.

Please list any psychiatric medication you have taken or are currently taking:

Medication

Dates

Benefits/Side Effects



Medical History

Primary Care Physician: _____

Please list any medical problems and/or serious procedures you have had:

Please list any medication you have taken or are currently taking for medical problems:

<u>Medication</u>	<u>Dates</u>	<u>Benefits/Side Effects</u>
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Please describe your use of alcohol, drugs and tobacco:

Please list any history of mental health issues, medical issues, and substance abuse among blood relatives:

Maternal Side

Paternal Side



Social History

Did you have any early developmental problems as a child? If so, please explain.

Were you/are you a victim of any form of emotional, physical and/or sexual abuse?

Have you ever been convicted of any crimes, served time and/or been on probation?
Please explain.



CONSENT TO TREATMENT

First Name: _____ Last Name: _____

You are about to take an important step in your mental wellbeing. As your mental health provider, we will be entering into a protected relationship. Treatment might involve a multidimensional family approach. Due to this, consent is needed for all those participating in sessions.

We are treating you and we do our best to accurately diagnose you and design a comprehensive treatment plan that fits your goals and needs. This may include recommendations of certain types of therapy and/or medications. We will also work with your primary care physical to assure coordination of care. _____ **(Initial)**

You are our client and you have confidentiality rights. Confidentiality does not apply under the following situations: reporting suspected child abuse and elder abuse, and anyone suspected in danger of harming themselves or someone else. Except in these situations, you have a right to confidentiality.

If we require or believe it is in your best interest to communicate with an outside source, we will request that you complete a release of information. To assure best therapeutic care, frequent appointments are recommended. Clients who have not been seen in 6 months will be considered inactive and will be required to complete a new evaluation. _____ **(Initial)**

I, _____, do hereby seek and consent to take part in the treatment provided by Healing Minds, LLC. If I am attending group services, I also understand and consent that confidentiality still applies and that Healing Minds, LLC is not liable for group members breaking confidentiality. I understand that developing a treatment plan with my provider and regularly reviewing our work towards the treatment goals are in my best interest. I agree to play an active role in this process. I understand that no promises will be made to me regarding the results of my treatment or any other procedures provided by my mental health provider. _____ **(Initial)**

At Healing Minds, LLC, we strive to provide consistency in your therapeutic care. However, there may be times when a change in therapist is necessary due to scheduling, availability, employment changes, or other clinic needs. Should a reassignment occur, we will notify you in advance and work closely with you to support a smooth and thoughtful transition. _____ **(Initial)**



INSURANCE AUTHORIZATION/RELEASE INFORMATION

First Name: _____ Last Name: _____

I, the subscriber named below, authorize Healing Minds, LLC, to release any and all information pertaining to my treatment to any third party payer (such as my insurance company or a government agency) as needed to determine a claim for payment for such treatment and diagnosis.

Please note that insurance is considered a method of reimbursing the client for fees paid to the provider and is not a substitute for payment. Some companies pay fixed allowances for certain procedures, while others pay a percentage of the charge. I understand that it is my responsibility to pay any deductible amount, co-insurance, or any other balance not paid for by my insurance or third payer within a reasonable period of time, and not to exceed 90 days.

Client Name (please print): _____

Client/Guardian Signature: _____ Date: _____

Primary Insurance: _____

Secondary Insurance: _____



HIPAA NOTICE/PRIVACY PRACTICES

First Name: _____ Last Name: _____

This notice describes how medical information about you may be used, disclosed and how you can get access to this information. **Please review this carefully.**

We understand the importance of privacy and are committed to maintaining the confidentiality of your information. We make a record of the medical care we provide and may receive such records from others. We use these records to provide or enable other health care providers to provide quality medical care, to obtain payment for services provided to you, and to enable us to meet our professional and legal obligations to operate this practice properly. We are required by law to maintain the privacy of protected health information, to provide individuals with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information. This notice describes how we may use and disclose your medical information. It also describes your rights and our legal obligations with respect to your medical information. If you have any questions about this notice, please contact our office.

Client Name (please print): _____

Client/Guardian Signature: _____ Date: _____



APPOINTMENT CANCELLATION AGREEMENT

First Name: _____ Last Name: _____

We understand that things come up and you may need to miss your appointment. If you need to reschedule or cancel any appointments, Healing Minds requires **24 business hours notification (Monday through Friday, 8:00am to 7:00pm)**. If you fail to cancel within the 24 hours prior to your appointment, a **\$100 fee will be charged to the card below or to the credit card on file**. In addition, if you show for your session more than 15 minutes late, this fee will be charged. While our system reminds you of your appointment, it is your responsibility to call the office at 775-448-9760.

My signature acknowledges:

- In the case of a psychiatric emergency, I will call 911 or go to the nearest hospital
- I will adhere to the guidelines above
- I understand that Healing Minds will attempt to bill my insurance and that if my insurance does not pay for any reason, I am responsible for any remaining balance. This may include deductibles, copays, or out of pocket expenses.
- I authorize Healing Minds to charge all fees to the card kept on file if not paid within a timely manner
- If I have any questions regarding charges to my account, I will contact the front desk at health@healingminds.com
- I will not dispute any charges with my credit card company unless I have already attempted to rectify the situation directly with Healing Minds, LLC.

Signature: _____ Date: _____

I authorize the following card and any card swiped into the system to be used for co-pays and fees for services provided to:

Client Name (please print): _____

Card Number: _____

Expiration Date: _____ CVV: _____

Signature: _____ Date: _____