



# Coastal Center for Cognitive Therapy, PA

1101 Johnson Avenue, Suite 200 Myrtle Beach, SC 29577 P 843.839.9028 F 843.839.9029

## New Patient Packet for Therapy

Please ensure that you have read through the material contained on the website [www.coastalcognitive.com](http://www.coastalcognitive.com) before you proceed. Important information about my policies regarding insurance and my fee schedule is contained on the "New Patient" page on the website. Please be sure to read this if you have not already done so.

After you have read the information on the website and feel you would like to proceed with working with me, please call me at 843.839.9028 to schedule a brief phone interview. This will allow me to assess whether or not I would be an acceptable provider for you. If we both think there is a good match between the services I provide and your needs, I will:

1. Schedule an initial session with you to begin work, and;
2. Ask that you print out and complete all the forms in this New Patient Packet to bring with you to the initial session. (If you cannot print them out, we will arrange for you to come to the initial session 30 minutes early to complete, in the waiting room, copies my receptionist will give you.)

If I do not determine that there is a good match between your needs and my services, I will suggest referrals to other providers in the area who may better serve you.

**PLEASE NOTE: If your insurer is MEDICARE you will be asked to sign a short contract with me that MEDICARE requires of all healthcare providers who have opted-out of MEDICARE. This contract states that you will assume responsibility for paying the fee for your service and that neither you nor I will submit the charge to MEDICARE for reimbursement.**

I know there are many forms in this packet and it may seem like quite a lot to do. Much of this is required by state and federal law and I must comply with these legal requirements. Some of the other forms are designed to give me the most information possible at the very beginning so I can best serve you. Your time spent providing this information will allow us to spend more time in our initial session talking about your concerns and needs rather than addressing, in detail, each of the questions asked here. Providing this information and bringing it all with you to the initial session helps me focus on you during that session.

Thank you,

Michael M. Grant, PhD



# Coastal Center for Cognitive Therapy, PA

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## Registration Sheet 2010 for Therapy

Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_  
Last First M.I.

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Gender: [ ] Male [ ] Female Last School Grade Completed: \_\_\_\_\_

How do you prefer to be addressed (Name/Nickname)? \_\_\_\_\_

Single Married Partnered Separated Divorced Widowed

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ can a message be left at this number? \_\_\_\_ yes \_\_\_\_ no

Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ can a message be left at this number? \_\_\_\_ yes \_\_\_\_ no

Ext.: \_\_\_\_\_

Mobile Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ can a message be left at this number? \_\_\_\_ yes \_\_\_\_ no

Pager : (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Other \_\_\_\_\_

How do you prefer to be contacted? \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Referred by: \_\_\_\_\_

### In Case of Emergency, Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

# Coastal Center for Cognitive Therapy

## Medical/Mental Health History Self Report

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Allergies to Food, Medication, Other: \_\_\_\_\_

Current Family Physician: \_\_\_\_\_ Date of Last Physical Exam: \_\_\_\_\_

### Are there currently or have there previously been problems with any of the following?

	Yes	No		Yes	No
Skin problems	<input type="checkbox"/>	<input type="checkbox"/>	Eating	<input type="checkbox"/>	<input type="checkbox"/>
Wounds not healing/easy bruising	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>	<input type="checkbox"/>
Glaucoma/Vision	<input type="checkbox"/>	<input type="checkbox"/>	Street drugs	<input type="checkbox"/>	<input type="checkbox"/>
Gum(s)/Teeth	<input type="checkbox"/>	<input type="checkbox"/>	High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	Heart disease/Chest pain	<input type="checkbox"/>	<input type="checkbox"/>
Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>
Head injuries	<input type="checkbox"/>	<input type="checkbox"/>	Nausea/Vomiting	<input type="checkbox"/>	<input type="checkbox"/>
Black outs/Fainting	<input type="checkbox"/>	<input type="checkbox"/>	Ulcers	<input type="checkbox"/>	<input type="checkbox"/>
Numbness/Tingling	<input type="checkbox"/>	<input type="checkbox"/>	Liver disease or jaundice	<input type="checkbox"/>	<input type="checkbox"/>
Thyroid problems	<input type="checkbox"/>	<input type="checkbox"/>	Kidney/Bladder problems	<input type="checkbox"/>	<input type="checkbox"/>
Blood sugar	<input type="checkbox"/>	<input type="checkbox"/>	Pregnancy (if pregnant, due date _____)	<input type="checkbox"/>	<input type="checkbox"/>
Sickle cell	<input type="checkbox"/>	<input type="checkbox"/>	Sexual function	<input type="checkbox"/>	<input type="checkbox"/>
HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>	Difficulty walking/standing	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>	<input type="checkbox"/>	Pain	<input type="checkbox"/>	<input type="checkbox"/>
Anemia/Low blood count	<input type="checkbox"/>	<input type="checkbox"/>	Sleeping too much	<input type="checkbox"/>	<input type="checkbox"/>
Breathing/shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Sleeping too little	<input type="checkbox"/>	<input type="checkbox"/>
Fever	<input type="checkbox"/>	<input type="checkbox"/>	Lead/Chemical exposure	<input type="checkbox"/>	<input type="checkbox"/>
Gallstones	<input type="checkbox"/>	<input type="checkbox"/>	Seizures	<input type="checkbox"/>	<input type="checkbox"/>
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	Change in weight	<input type="checkbox"/>	<input type="checkbox"/>
			If change in weight: _____ lbs. In _____ time	<input type="checkbox"/>	<input type="checkbox"/>

Please describe:

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### Have any family members had any of the following?

	Yes	No	Who	
Depression	<input type="checkbox"/>	<input type="checkbox"/>		_____
Bipolar Disorder	<input type="checkbox"/>	<input type="checkbox"/>		_____
Suicide or Suicide Attempt	<input type="checkbox"/>	<input type="checkbox"/>		_____
Schizophrenia	<input type="checkbox"/>	<input type="checkbox"/>		_____
Eating Disorder	<input type="checkbox"/>	<input type="checkbox"/>		_____
Anxiety Disorder	<input type="checkbox"/>	<input type="checkbox"/>		_____
Alcohol/Drug Problems	<input type="checkbox"/>	<input type="checkbox"/>		_____
ADHD	<input type="checkbox"/>	<input type="checkbox"/>		_____
Thyroid Problems	<input type="checkbox"/>	<input type="checkbox"/>		_____
Asthma	<input type="checkbox"/>	<input type="checkbox"/>		_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>		_____
Stroke	<input type="checkbox"/>	<input type="checkbox"/>		_____
Dementia/Senility	<input type="checkbox"/>	<input type="checkbox"/>		_____
Stomach Problems	<input type="checkbox"/>	<input type="checkbox"/>		_____
Seizures (what kind)	<input type="checkbox"/>	<input type="checkbox"/>		_____
Heart Problems	<input type="checkbox"/>	<input type="checkbox"/>		_____
Cancer (what kind)	<input type="checkbox"/>	<input type="checkbox"/>		_____
High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>		_____
Abnormal heart rhythm	<input type="checkbox"/>	<input type="checkbox"/>		_____
Sudden cardiac death	<input type="checkbox"/>	<input type="checkbox"/>		_____
Tics	<input type="checkbox"/>	<input type="checkbox"/>		_____



### How often do you have the following problems?

Problem	Never	Rarely	Frequently	Always
Talking, thinking, and more active than normal; Can't be still or quiet				
Talking, thinking, and less active than normal; Can't do things				
Loss of interest in activities; Hard to have a good time				
Feeling sad or depressed; Feeling like crying				
Wishing I was dead				
Planning ways to kill myself or attempting to kill or harm myself				
Low energy, fatigue				
Trouble making decisions or concentrating				
Feeling worthless or guilty				
Eating and appetite more than normal or gained weight				
Eating and appetite less than normal or lost weight				
Trouble falling/staying asleep or early morning wakening				
Racing heart or chest pain (circle which)				
Lightheadedness, dizziness				
Nausea, vomiting, or diarrhea (circle which)				
Sweating or breathing fast and shallow (circle which)				
Tingling in hands, face, feet				
Hot or cold flashes (circle which)				
Trembling or shaking				
Racing thoughts				
Feeling "I'm going crazy" or losing control (circle which)				
Excessive worrying, fear, dread, feeling out of control				
Dream-like sensations or distortions in vision, hearing, etc.				
Frightening flashbacks to an earlier traumatic event				
Nightmares or frightening dreams (circle which)				
Having lots of aches/pains/physical complaints				
I have to do/say something to prevent bad things from happening				
Frequent, unwanted thoughts or images (circle which)				
Being afraid of certain things such as _____ (fill in blank)				
Mood swings: really down for a time and then really up for a time				
Decreased need for sleep or can't sleep—too wound up				
People telling me "slow down, you are talking too fast"				
Feeling overjoyed with life/ on top of the world/like I can do anything				
Spending or giving away too much money for my financial situation				
Hearing things or voices other people don't hear (circle which)				
Seeing things other people don't see				
Smelling/tasting odd things others don't; things crawling on me				
Feeling that other people are controlling my thoughts				
Being physically or sexually abused (circle which)				
Getting into verbal and physical fights (circle which)				
Thinking about harming others				
Drinking alcohol or using drugs to relax, for pleasure, recreation				

What is the major reason you are seeking help at this time?

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How long have you had these problems or symptoms?

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How often do they occur?

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Why did you decide to seek help now?

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What have you tried, in the past, to help yourself?

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Who lives with you at home?

<u>Name of person</u>	<u>Relationship to you</u>	<u>Age</u>	<u>Occupation/School</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# Coastal Center for Cognitive Therapy

## CONTACT & EMERGENCY INFORMATION

I usually return phone calls within the same business day if the message is left during normal business hours. Otherwise, I will review and return my messages on the following business day.

If *your call involves a mental health emergency* and I cannot return your call promptly, please go to the nearest emergency room or call 911 immediately and then attempt to contact me again, if needed.

Even the best voice mail systems and attempts to return calls fail at times so please remember that the *emergency room is another resource*.

Please realize that if you are calling with a mental health emergency my response is likely to include use of the local emergency services and the nearest emergency room.

I have carefully read all the terms of the above guidelines and have had an opportunity to discuss any questions.

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**Signature**

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**Date**

*You will receive a signed copy of this to keep for future reference.*

# Coastal Center for Cognitive Therapy

## FEE SCHEDULE AND PAYMENT AGREEMENT 2010

### FINANCIAL AND INSURANCE INFORMATION and INFORMED CONSENT

<b>Initial Evaluation</b> (50 minutes) (This includes an extended initial session, review of records, report preparation, correspondence with referring physician, schools, or other agencies as requested and administrative time establishing file.)	\$150
<b>Individual Psychotherapy</b> (45 minutes)	\$125
<b>Family or Couples Therapy</b> (45 minutes)	\$135
<b>Group Psychotherapy</b> (90 minutes)	\$50
<b>Phone Consultation</b> (for each 10 minute period after the 1st 5 minutes. No charge for 1st 5 minutes)	\$35
<b>Generation of Specially Requested Report/Correspondence</b> (Per hour prorated at \$3/minute)	\$180
<b>Psychological Assessments</b> (fees available at <a href="http://www.coastalcognitive.com">www.coastalcognitive.com</a> and by request)	

#### Please initial

\_\_\_\_\_ If Dr. Grant **does not** accept my insurance, I understand that fees are due as stated and are payable at the beginning of the assessment or evaluation session (this allows him to focus entirely on my problems, needs, and concerns during the session). If Dr. Grant **does** accept my insurance, I understand that I am responsible for paying my **co-pay** amount at the time the service is rendered and that, if I cannot pay the correct amount at the time of service, my credit or debit card will be charged that amount at that time to ensure that payment has been received. If my insurance company refuses to pay Dr. Grant the amount allowed by them per his contract with them (because, for example, I have not yet met my insurance **deductible**) I agree that I am responsible for payment of that amount and agree that he can bill my credit card/debit for it. *This is to ensure that Dr. Grant receives the full amount contracted for and allowed him by my insurance company and is not punished financially because I have not fulfilled a portion of my contracted agreement with my insurer.*

\_\_\_\_\_ I agree to accept financial responsibility for any missed appointment and my insurance company will not be billed for nor reimburse me for missed appointments. **To avoid paying the full fee (as above), 24 Business hours advance notice is required for all cancelled or rescheduled appointments.**

\_\_\_\_\_ Accounts which are not settled within a 45-day billing period will be charged a monthly service charge of 10%.

\*\*\*Payment in the form of cash, personal check, debit card, *Visa, MasterCard, or Discover* is expected at the time services are rendered unless I accept your insurance in which case you will need to pay your co-pay portion at the time of service. If I accept your insurance I will file the claim for the portion beyond your co-pay. If I do not accept your insurance, I will provide you with the documentation you need to file your own insurance claim. *At this time I am a participant in some but not all insurance plans* and, if I am not a participant in yours at the time I see you, your insurance plan will consider me "out-of-network." You may use the **Insurance Worksheet** at the end of this *New Patient Packet* to help you contact your insurance company ahead of time to determine if they will reimburse you for any portion of my services.

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Date

I have **consented** to psychological assessment or treatment by Michael M. Grant, PhD, and understand that if he is NON-PARTICIPATING in my insurance plan I agree to undertake full responsibility for payment of the fees incurred at the time of the assessment/treatment. I am seeking an assessment/treatment from Dr. Grant understanding that if he does not accept my insurance I will be given the necessary billing codes for the type of assessment or treatment I receive which I may then submit to my insurance provider for any reimbursements for which I am contractually eligible. If Dr. Grant is "out-of-network" with my insurer and I submit his invoice to my insurer, I understand that there is a possibility that I may receive no insurance reimbursement for this assessment/treatment.

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Date

*You will receive a signed copy of this to keep for future reference.*

**Coastal Center for Cognitive Therapy**  
**CREDIT CARD INFORMATION & AUTHORIZATION**

**\*\*\*REQUIRED INFORMATION: Please note I will only charge fees to your credit card if this is your preferred payment method, if you fail to keep an appointment without 24 business hours advance notice, or if you use insurance, I need to collect a copay from you and you have not arranged to pay it in some other way\*\*\***

Patient Name: \_\_\_\_\_

Card holders Name (as it appears on card): \_\_\_\_\_

Card holders Address: \_\_\_\_\_

\_\_\_\_\_

VISA                       MasterCard                       Discover

Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Security Code:

--	--	--	--

Please charge this credit card for: \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please charge future visits to this account and send a receipt for each charge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*I understand that if I miss an appointment without 24 hours prior notice my credit card will be charged for the full appointment fee (\$150 for initial appointments and \$125 for therapy sessions).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Coastal Center for Cognitive Therapy

## NOTICE OF PRIVACY PRACTICES Page 1 of 4

As of April 14, 2003, the federal government requires us to disclose our privacy policies to all patients (HIPPA 04/14/03). 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.

We are required by law to protect the privacy of health information that may reveal your identity, and to provide you with a copy of this notice which describes the health information privacy practices of our psychologist private practice and its staff. A copy of our current notice will always be available in our office. You will also be able to obtain your own copy by calling our office at (843) 839-9028 or by asking for one at the time of your next visit. If you have any questions about this notice or would like further information, please contact our privacy officer at (843) 839-9028.

### **WHAT HEALTH INFORMATION IS PROTECTED**

We are committed to protecting the privacy of information we gather about you while providing you with healthcare. Some examples of protected health information are:

- information indicating you are a patient of our practice;
- information about your health condition (such as diagnosis);
- information about health care products or services you have received or may receive in the future (such as an operation or diagnostic imaging);
- information about your health care benefits under an insurance plan

When combined with:

- demographic information (such as your name, address, insurance status);
- unique numbers that may identify you (such as social security number, phone number, or drivers license number); or
- other types of information that may identify who you are.

### **REQUIRED PERMISSION TO USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION**

We will obtain a one-time general written consent (at the end of this Notice of Privacy Practices) to use and disclose your health information in order to treat you, obtain payment for that treatment, and conduct our business operations. This general written consent will be obtained the first time we provide you with treatment or services. This general written consent is a broad permission that does not have to be repeated each time we provide treatment or services to you.

We will generally obtain your written authorization before using your health information or sharing it with others. You may also ask that we transfer your records to another person by completing a written authorization form. If you provide us with written authorization, you may revoke that written authorization at any time, except to the extent that we have already relied upon it or taken action to do what you previously requested. To revoke a written authorization, please write our Privacy Officer at:

Coastal Center for Cognitive Therapy, PA  
1101 Johnson Avenue, Suite 200  
Myrtle Beach, SC 29577

**INITIAL** \_\_\_\_\_

## NOTICE OF PRIVACY PRACTICES Page 2 of 4

### HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

#### 1. Treatment, Payment, and Business Operations

With your general written consent, we may use your health information or share it with others in order to treat your condition, obtain payment for that treatment, and run our business operations. In some cases, we may also disclose your health information for payment activities and certain business operations of another healthcare provider or payor. Below are further examples of how your information may be used and disclosed for these purposes.

**Treatment.** The psychologists and other staff of our practice may share your health information with each other for the purpose of treating you. A psychologist from our practice may also share your health information with a doctor or other professional outside of this practice to determine how best to diagnose or treat you. Your doctor may also share your health information with another doctor or professional to whom you have been referred for further health care.

**Payment.** If you use third party reimbursement, we are required to provide the insurer with a clinical diagnosis and sometimes a treatment plan or summary. We may use your health information or share it with others so that you can get payment for your health care services. For example, we may share information about you with your health insurance company in order to help you obtain reimbursement after we have treated you, or to determine whether it will cover your treatment. We might also need to inform your health insurance company about your health condition in order to obtain approval for treatment. Finally, we may share your information with other health care providers who have treated you so that they may also have accurate information to seek payment from your health insurance company.

**Business Operations.** In the course of providing treatment to you or your family member, we may use your health information to contact you with a reminder that you have an appointment for treatment or services at our facility. We may use your health information in order to recommend possible treatment alternatives or health-related benefits and services that may be of interest to you. At times we may use a **cellular phone** to contact you or return your calls. Please be aware that I will not notify you when I am using such a device. If the information you are discussing requires a more secure level of confidentiality, please let us know so arrangements can be made to contact you in another way. We generally discourage **e-mail** as a mode of communication due to confidentiality concerns. We may reply to e-mails but when doing so make an effort to limit the type of information discussed. However, we must stress that e-mail is not a confidential mode of communication. We routinely use a **fax machine** in communications with other agencies. We will only release information that you have authorized to release and do send these with a cover sheet that includes a confidentiality statement. However, the cover sheet can not ensure that the fax is received in the proper place or handled in a confidential matter once it is received. You may pick up and hand-carry documents to agencies if you wish. We will also mail documents on special request. We can do all of these things if you have signed a general written consent form. Once you sign this general written consent form, it will be in effect indefinitely until you revoke your general written consent. You may revoke your general written consent at any time except to the extent that we have already relied upon it. To revoke your general written consent, please write to:

Coastal Center for Cognitive Therapy, PA  
1101 Johnson Avenue, Suite 200  
Myrtle Beach, SC 29577

INITIAL \_\_\_\_\_

## NOTICE OF PRIVACY PRACTICES Page 3 of 4

### 2. Emergencies or Public Need

We may use your health information and share it with others in order to treat you in an emergency or to meet important public needs. We will not be required to obtain your general written consent before using or disclosing you information for these reasons. We will, however, obtain your written authorization for, or provide you with an opportunity to object to, the use and disclosure of your health information in these situations when state law specifically requires that we do so.

**Emergencies.** We may use or disclose your health information in order to treat you, to obtain payment for that treatment, and to conduct our business operations if you need emergency treatment or if we are required by law to treat you but are unable to obtain your general written consent as soon as we reasonably can after we treat you.

**Law Enforcement.** We may disclose your health information to law enforcement officials for the following reasons:

- to comply with a court order or law that we are required to follow;
- to assist law enforcement officers with identifying or locating a suspect, fugitive, witness, or missing person;
- if you have been the victim of a crime and we determine that: (1) we have been unable to obtain your agreement because of an emergency or incapacity; (2) law enforcement officials need this information immediately to carry out their law enforcement duties; (3) in our professional judgment disclosure to these officials is in your best interest;
- if necessary to report a crime that occurred on our property;
- if we believe that a patient is threatening serious harm to self or another, we are required by South Carolina law to take protective action which may include notifying the police, warning the intended victim, and/or seeking the patient's hospitalization.

**Victims of Abuse, Neglect, or Domestic Violence.** We may release your health information to a public health authority that is authorized to receive reports of abuse, neglect, or domestic violence. For example, we may report your information to government officials if we reasonably believe that you have been a victim of such abuse, neglect, or domestic violence. We will make every effort to obtain your permission before releasing this information, but in some cases we may be required or authorized to act without your permission.

**Health Oversight Activities.** We may release your health information to government agencies authorized to conduct audits, investigations, and inspections of the practice. The government agencies monitor the operation of the health care system, government benefit programs, and compliance with regulatory programs and civil right laws.

**Lawsuits and Disputes.** We may disclose your health information if we are ordered to do so in a court or administrative tribunal that is handling a lawsuit or other dispute. In most judicial proceedings you have the right to prevent us from testifying. However, in child custody proceedings, adoption proceedings, and proceedings in which your emotional condition is an important element, a judge may require our testimony if it is determined that resolution of the issues before the court requires it. If you are involved in litigation, or are anticipating litigation, and you choose to include your mental or emotion state as part of the litigation, we may have to reveal part or all of your treatment or evaluation records. If you are called as a witness in criminal proceedings, opposing counsel may have some limited access to your treatment records. Our testimony may also be ordered in other cases including legal proceedings relating to psychiatric hospitalization, malpractice and disciplinary proceedings, court-ordered psychological evaluations, and certain legal cases following the death of a client. Under current South Carolina law, in group and family therapy and in marital therapy all participants are required to consent to the release of information. One marital partner may not waive privilege for another. In cases of marital therapy, therefore, the record may be released only if both parties waive privilege or release of the record is court ordered.

INITIAL\_\_\_\_\_

## NOTICE OF PRIVACY PRACTICES Page 4 of 4

**Notice to Minors.** If you are under eighteen years of age, please be aware that your parents have a right to receive general information on the progress of the treatment. Your parents may also request a copy of your record.

**Medical Records.** I am required to maintain complete treatment records. Patients are entitled to receive a copy of these records unless I believe the information would be emotionally damaging and, in such cases, the records must be made available to the patient's appropriate designee.

**Incidental Disclosures.** While we will take reasonable steps to safeguard the privacy of your health information, certain disclosures of your health information may occur during or as an unavoidable result of our otherwise permissible uses or disclosures of your health information.

**Group Reporting of Assessment Data.** I assess all patients using the *Beck Depression Inventory* and the *Beck Anxiety Inventory*. I sometimes also use the *Beck Hopelessness Scale* and the *Beck Scale for Suicide Ideation*, when appropriate. I aggregate data from all these instruments and report it as group, not individual data, on my website and in my office in graphic form to depict the effect of Cognitive-Behavioral Therapy for all patients, as a group, over time. I also collect and may report it in terms of pre- and post-surgical intervention outcomes. *The identity of any individual patient is completely protected since the data is reported only in group form.* Your signature, below, signifies that you understand that I collect data and report it in group form, that your identity is protected, and that you consent to my inclusion of your data in the patient group and in any graphic representations I may use in any venue (website, presentations, published articles, posted in office, etc.).

### ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY AND CONSENT FOR TREATMENT

By signing below, I acknowledge that I have read, initialed each page of, and have been provided a copy of this **Notice of Privacy Practices** and have therefore been advised of how health information about me may be used and disclosed by the psychologist private practice listed at the beginning of this notice, and how I may obtain this information. Finally, by signing below, I **consent** to the use and disclosure of my health information to treat me and arrange my mental health care, to seek and receive (or help me seek/receive) payment for services given to me, and for the business operations of this practice.

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**Signature of Patient or Patient's Representative**

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**Date**

*You will receive a copy of all four pages of this  
Privacy Notice to keep for future reference.*

# Coastal Center for Cognitive Therapy

## PLEASE COMPLETE THIS BEFORE OUR INITIAL VISIT

### INSURANCE WORKSHEET

**I file some but not all insurance claims in this practice.** To determine if your insurance will cover your visit with me, you will need to call them several days BEFORE you see me. Below is a guide to help you get the information you need from your insurance company. Please document the information you are given over the phone as **I will need all of this information when I see you.** If I don't have it, I cannot submit your charges for insurance and you will be responsible for paying them yourself at the time of our visit. I have provided space in the guide for recording the answers to the questions you will ask. *Please bring this completed sheet with you since I will ask for it when we meet.* If I am not on your insurer's panel I will be considered "out-of-network" and will provide you with the documentation you need to file your insurance claim yourself.

<b>STEP</b>	<b>Record Answers Here</b>	
1. Look on your insurance card for the number to call to speak with your insurer and call them. Record the date and time of your call and write down (in the box to the right) the name of each person with whom you speak.		
2. Ask if outpatient mental health benefits are covered. If "yes" continue asking the questions below. If "no" stop here and be prepared to pay for my services out of pocket.	<b>YES</b>	<b>NO</b>
3. Give them my name and ask if I am considered "in network" or "out of network". If "out of network" ask if they will pay for services provided by me. If the answer is "no" stop here and be prepared to pay for my services out of pocket. If "yes", continue to ask the questions below.	<b>In Network</b>	<b>Out of Network</b>
4. Ask if you need a referral from your physician.	<b>YES</b>	<b>NO</b>
5. Ask whether the \$150 fee for the initial evaluation will be covered and <i>make sure you record their answer in the box to the right.</i> Note: For the initial evaluation I will bill the insurance company for one (1) unit the following CPT code: 90801. For each additional visit I will bill for one (1) unit of 90806.	<b>YES</b>	<b>NO</b>
6. Ask what is the maximum number of therapy sessions each year allowed by your insurance company.	<b>#</b>	<b>per year</b>
7. Ask what your deductible dollar amount is <i>and record it in the box to the right.</i>	<b>\$</b>	
8. Ask for the dollar amount you have already paid, this year, toward your deductible <i>and record it in the box to the right.</i>	<b>\$</b>	
9. Ask when your deductible year starts <i>and record it in the box to the right.</i>	<b>Start Date:</b>	
9. Ask what your co-pay amount is <i>and record it in the box to the right.</i>	<b>\$</b>	
10. Ask them for a preauthorization number that you can give me <i>and record it in the box to the right.</i>	<b>#</b>	