

## LOUISIANA NOTICE FORM

### Notice of Psychologist's Policies and Practices to Protect the Privacy of Your Health Information

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

#### I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

I may use or disclose your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your *consent*. To help clarify these terms, here are some definitions:

- “*PHI*” refers to information in your health record that could identify you.
- “*Treatment, Payment, and Health Care Operations*”
  - *Treatment* is when I provide, coordinate or manage your health care and other services related to your health care. An example of treatment would be when I consult with another health care provider, such as your family physician or another psychologist.
  - *Payment* is when I obtain reimbursement for your healthcare. Examples of payment are when I disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
  - *Health Care Operations* are activities that relate to the performance and operation of my practice. Examples of health care operations are quality assessment and improvement activities, business-related matters, such as audits and administrative services, and case management and care coordination.
- “*Use*” applies only to activities within my [office, clinic, practice group, etc.], such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- “*Disclosure*” applies to activities outside of my [office, clinic, practice group, etc.], such as releasing, transferring, or providing access to information about you to other parties.

#### II. Uses and Disclosures Requiring Authorization

I may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your appropriate authorization is obtained. An “*authorization*” is written permission above and beyond the general consent that permits only specific disclosures. In those instances when I am asked for information for purposes outside of treatment, payment or health care operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your psychotherapy notes. “*Psychotherapy notes*” are notes I have made about our conversation during a private, group, joint, or family counseling session, which I have kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) I have

relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.

### III. Uses and Disclosures with Neither Consent nor Authorization

I may use or disclose PHI without your consent or authorization in the following circumstances:

- **Child Abuse** – If I have cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death, I must report this belief to Louisiana Department of Social Services.
- **Adult and Domestic Abuse** – If I have cause to believe that an adult's physical or mental health or welfare has been or may be further adversely affected by abuse, neglect, or exploitation, I must report this belief to the appropriate authorities as required by law. Please note that the term “adult”, for the purposes of this section, means any person sixty years of age or older, any disabled person eighteen years of age or older, or an emancipated minor.
- **Health Oversight Activities** – The Louisiana Board of Psychological Examiners may subpoena records from me relevant to its disciplinary proceedings and investigations.
- **Judicial and Administrative Proceedings** – If you are involved in a court proceeding and a request is made for information about your diagnosis and treatment and the records thereof, such information is privileged under state law, and I will not release information without your written authorization, or a court order. In the event of your death, your legally-appointed representative will be given access if a suit is brought on behalf of the estate. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. I will inform you in advance if this is the case.
- **Serious Threat to Health or Safety** – If you communicate to me a threat of physical violence, which I deem to be significant, against a clearly identified victim or victims, coupled with the apparent intent and ability to carry out such threat, I must take reasonable precautions to provide protection from the violent behavior. These precautions include communicating the threat to the potential victim(s) and notifying law enforcement.

**Worker's Compensation** – If you file a worker's compensation claim and I have treated you relevant to that claim, I must disclose any requested medical information and records relative to your injury to your employer, to a licensed and approved vocational rehabilitation counselor assigned to your claim, another health care provider examining you, or the worker's compensation insurer.

### IV. Patient's Rights and Psychologist's Duties

#### Patient's Rights:

- *Right to Request Restrictions* –You have the right to request restrictions on certain uses and disclosures of protected health information. However, I am not required to agree to a restriction you request.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* – You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing me. On your request, I will send your bills to another address.)
- *Right to Inspect and Copy* – You have the right to inspect or obtain a copy (or both) of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. I may deny your access to PHI under certain circumstances, but in some cases, you may have this decision reviewed. On your request, I will discuss with you the details of the request and denial process.
- *Right to Amend* – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. I may deny your request. On your request, I will discuss with you the details of the amendment process.
- *Right to an Accounting* – You generally have the right to receive an accounting of disclosures of PHI. On your request, I will discuss with you the details of the accounting process.
- *Right to a Paper Copy* – You have the right to obtain a paper copy of the notice from me upon request, even if you have agreed to receive the notice electronically.

Psychologist's Duties:

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.
- If I revise my policies and procedures, I will . . .[*Notice must also describe how the psychologist will provide individuals with a revised notice, e.g., by mail.*]

V. Complaints

If you are concerned that I have violated your privacy rights, or you disagree with a decision I made about access to your records, you may contact **Louisiana State Board of Examiners of Psychologists, 8706 Jefferson Hwy, Suite B 70809, (225) 925-6511**

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The person listed above can provide you with the appropriate address upon request.

VI. Effective Date, Restrictions, and Changes to Privacy Policy

This notice will go into effect on April 20, 2005.

I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. I will provide you with a revised notice by mail.

**Thomas C. Fain, Ph.D., M.P.A.P.**  
**10641-1 Hillary Court**  
**Baton Rouge, LA 70810**  
**(225) 387-3325**

**Receipt of Notice of Privacy Practices**

This is to certify that the HIPAA Notice of Privacy Practices has been made available to me regarding me as a patient or regarding my child, for whom I am a legal guardian.

\_\_\_\_\_  
Signature of Patient or Authorized Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

## CONSENT FOR TREATMENT

I, \_\_\_\_\_, hereby consent to diagnosis and treatment of my minor child(ren), \_\_\_\_\_ by **Thomas C. Fain, Ph.D., F.A.C.P., M.P.A.P.** In entering into this agreement, I understand that all mental health care, diagnosis and treatment is provided by the licensed professional person named above and not by Psychological Evaluation & Treatment Services.

I accept responsibility for payment of all usual and customary professional fees charged, **or** insurance deductibles and copayments set by my insurance carrier, managed care company, or other third party administrator, **and** that I am responsible for any expenses incurred that are not covered by such other entities (i.e. un-authorized procedure, telephone communications to third parties or yourself, filling out of forms or other documents, letters, reports or other written communications, etc.). I understand that payment is due at the time services are rendered, unless other arrangements have been made in advance.

I understand further that all communications shall be held in professional confidence except for those circumstances provided by law or when I have given permission in writing for release of information on my behalf to a third party. Examples (**not a complete list**) of legal exceptions to the patient's privilege of confidentiality include the following:

- \* When you have filed a lawsuit placing your mental status at issue;
- \* When you have signed an agreement with some other person or company, such as your insurer, authorizing release of information;
- \* When your condition poses a danger to yourself or someone else;
- \* When evidence of abuse is revealed.

Cancellation of sessions, and re-scheduling of sessions, must be done at least 24 hours in advance. *Answering service available 7 days a week, 24 hours a day. **If you do not cancel/reschedule at least 24 hours in advance, you will be billed \$80 for that session. If you are going through an insurance company, you should know that they will not pay this cancellation fee; it will be an out-of-pocket expense for you.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

**THOMAS C. FAIN, PH.D., M.P.A.P.**  
*Adolescent Client Information*

\*\*Please fill out entire form to the best of your ability\*\*

Patient Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_  
Home/Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_  
School \_\_\_\_\_ Present or Highest Grade \_\_\_\_\_  
Parents \_\_\_\_\_ Marital Status \_\_\_\_\_  
Mother's Address (if different) \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
Employer/Occupation \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
Father's Address (if different) \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
Employer/Occupation \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
Brothers/Sisters (names and ages) \_\_\_\_\_  
\_\_\_\_\_

**Circle All That Apply:**

**Pregnancy:**    normal    threatened    miscarriage    mother sick;    comment \_\_\_\_\_  
**Delivery:**    normal    premature    complicated    C-section;    comment \_\_\_\_\_  
**Infant:**    normal    irritable    handicapped    sickly;    comment \_\_\_\_\_  
**Development:**    normal    delayed;    comment \_\_\_\_\_

**PLEASE FILL OUT THE FOLLOWING COMPLETELY:**

Chief Complaint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Previous Evaluation/Treatment (where, when, who) \_\_\_\_\_  
\_\_\_\_\_  
Medications (Current/Past) \_\_\_\_\_  
\_\_\_\_\_  
Referred by \_\_\_\_\_  
Primary Care Physician \_\_\_\_\_

## CHILD/ADOLESCENT SYMPTOM CHECKLIST

In order to assist your clinician in the assessment process, please check any of the following symptoms that your child has experienced within the last month.

### School Difficulties:

- |  |  |
|--|--|
| <input type="checkbox"/> Reading problems                | <input type="checkbox"/> Doesn't care                          |
| <input type="checkbox"/> Writing problems                | <input type="checkbox"/> Runs away from school                 |
| <input type="checkbox"/> Arithmetic problems             | <input type="checkbox"/> Slow learner                          |
| <input type="checkbox"/> Clumsy, awkward                 | <input type="checkbox"/> Tries hard but fails                  |
| <input type="checkbox"/> Won't obey at school            | <input type="checkbox"/> Fights at school                      |
| <input type="checkbox"/> Problem speaking                | <input type="checkbox"/> Plays sick when not                   |
| <input type="checkbox"/> Won't go to school              | <input type="checkbox"/> Daydreams ("In another world")        |
| <input type="checkbox"/> Won't try in school             | <input type="checkbox"/> Fidgety, hyperactive, can't sit still |
| <input type="checkbox"/> Poor work habits                | <input type="checkbox"/> Talks out of turn                     |
| <input type="checkbox"/> Difficulty following directions | <input type="checkbox"/> Disturbs others when working          |

### Everyday Situations:

- |   |  |
|---|--|
| <input type="checkbox"/> Shy                        | <input type="checkbox"/> Lies                        |
| <input type="checkbox"/> Keeps to self              | <input type="checkbox"/> Steals                      |
| <input type="checkbox"/> Doesn't make friends       | <input type="checkbox"/> Sets fires                  |
| <input type="checkbox"/> Cries too much             | <input type="checkbox"/> Temper fits                 |
| <input type="checkbox"/> Hurts self                 | <input type="checkbox"/> Bad language                |
| <input type="checkbox"/> Jealousy                   | <input type="checkbox"/> Says strange things         |
| <input type="checkbox"/> Worries too much           | <input type="checkbox"/> Does strange things         |
| <input type="checkbox"/> Complains too much         | <input type="checkbox"/> Bed-wetting                 |
| <input type="checkbox"/> Poor loser                 | <input type="checkbox"/> Clothes-wetting             |
| <input type="checkbox"/> No confidence              | <input type="checkbox"/> Soiling (stool in pants)    |
| <input type="checkbox"/> Depressed/Unhappy          | <input type="checkbox"/> Too neat                    |
| <input type="checkbox"/> Asks for too much help     | <input type="checkbox"/> Works too hard              |
| <input type="checkbox"/> Won't take help            | <input type="checkbox"/> Thumb-sucking               |
| <input type="checkbox"/> Won't sit still            | <input type="checkbox"/> Many bad dreams             |
| <input type="checkbox"/> Forgets things learned     | <input type="checkbox"/> No friends                  |
| <input type="checkbox"/> Won't keep at one thing    | <input type="checkbox"/> Friends younger mostly      |
| <input type="checkbox"/> Feelings hurt too easily   | <input type="checkbox"/> Friends older mostly        |
| <input type="checkbox"/> Unable to express feelings | <input type="checkbox"/> Bossy                       |
| <input type="checkbox"/> Overactive                 | <input type="checkbox"/> Tattles, tells on others    |
| <input type="checkbox"/> Nervous                    | <input type="checkbox"/> Keeps bad company           |
| <input type="checkbox"/> Runs away from home        | <input type="checkbox"/> Poor grooming               |
| <input type="checkbox"/> Fights                     | <input type="checkbox"/> Motor coordination problems |
| <input type="checkbox"/> Hurts others               | <input type="checkbox"/> Fears of _____              |

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

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



**Thomas C. Fain, Ph.D., M.P.A.P.**  
**10641-1 Hillary Court**  
**Baton Rouge, LA 70810**  
**(225) 387-3325**

HEALTH REVIEW

NAME \_\_\_\_\_ DATE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PRIMARY CARE PHYSICIAN \_\_\_\_\_

HAVE YOU EVER HAD OR HAVE ANY OF THE FOLLOWING PROBLEMS

(PLEASE CIRCLE):

- |   |           |
|---|-----------|
| 1. Weight changes more than 6 pounds in last 3 months | YES or NO |
| 2. Recent chills or fever                             | YES or NO |
| 3. Weakness or fatigue                                | YES or NO |
| 4. Major surgical operations                          | YES or NO |
| 5. Serious injuries                                   | YES or NO |
| 6. Allergic reaction to a medicine                    | YES or NO |
| 7. Cancer or malignant disease                        | YES or NO |
| 8. Amount of alcohol intake, _____ day                | YES or NO |
| 9. Smoking, packs/day _____ duration _____ yrs.       | YES or NO |
| 10. Vision problems                                   | YES or NO |
| 11. Glaucoma or cataracts                             | YES or NO |
| 12. Inflamed eyes                                     | YES or NO |
| 13. Difficulty in hearing                             | YES or NO |
| 14. Ear infections                                    | YES or NO |
| 15. Noises in ears                                    | YES or NO |
| 16. Severe dizziness                                  | YES or NO |
| 17. Sinus or allergy problems                         | YES or NO |
| 18. Persistent hoarseness                             | YES or NO |
| 19. Frequent colds or sore throats                    | YES or NO |
| 20. Bleeding or sore gums                             | YES or NO |
| 21. Soreness in mouth or tongue                       | YES or NO |
| 22. Nosebleeds  | YES or NO |
| 23. Lumps or swelling in neck                         | YES or NO |
| 24. Persistent cough                                  | YES or NO |
| 25. Coughed up blood                                  | YES or NO |
| 26. Shortness of breath                               | YES or NO |
| 27. Pneumonia or lung infections                      | YES or NO |

28. Tuberculosis YES or NO

HAVE YOU EVER HAD OR HAVE ANY OF THE FOLLOWING PROBLEMS

(PLEASE CIRCLE):

- |  |           |
|--|-----------|
| 29. Abnormal chest x-ray/spot on lungs       | YES or NO |
| 30. Asthma or wheezing                       | YES or NO |
| 31. A known heart disease                    | YES or NO |
| 32. Heart attack or failure                  | YES or NO |
| 33. High blood pressure                      | YES or NO |
| 34. Irregular or fast heartbeat              | YES or NO |
| 35. Chest pain or tightness when active      | YES or NO |
| 36. Need to sleep on several pillows         | YES or NO |
| 37. Heart murmurs                            | YES or NO |
| 38. Swelling of legs or ankles               | YES or NO |
| 39. Leg pain with or after walking           | YES or NO |
| 40. Varicose veins                           | YES or NO |
| 41. Poor appetite                            | YES or NO |
| 42. Difficulty swallowing                    | YES or NO |
| 43. Heartburn or indigestion                 | YES or NO |
| 44. Recent changes in bowel movements/habits | YES or NO |
| 45. Vomiting blood                           | YES or NO |
| 46. Passing black stools or rectal bleeding  | YES or NO |
| 47. Stomach abdominal pain                   | YES or NO |
| 48. Stomach or duodenal ulcers               | YES or NO |
| 49. Hepatitis or liver diseases              | YES or NO |
| 50. Frequent nausea or vomiting              | YES or NO |
| 51. Gallstones or gallbladder problems       | YES or NO |
| 52. Chronic constipation                     | YES or NO |
| 53. Chronic diarrhea or loose stools         | YES or NO |
| 54. Hemorrhoids or rectal problems           | YES or NO |

55. Excessive gas or bloating YES or NO

56. Passing blood in urine YES or NO

HAVE YOU EVER HAD OR HAVE ANY OF THE FOLLOWING PROBLEMS

(PLEASE CIRCLE):

57. Frequent or painful urination (3 or more times) YES or NO

58. Frequent urination at night YES or NO

59. Difficult to start urination YES or NO

60. Difficult to control bladder YES or NO

61. Changes in urine color YES or NO

62. Sugar or albumin in urine YES or NO

63. Kidney or bladder stones YES or NO

64. Known kidney disease YES or NO

65. Frequent bladder or kidney infections YES or NO

66. Venereal diseases (syphilis or gonorrhea, etc.) YES or NO

67. Lumps in groins or genitals YES or NO

68. Hemias YES or NO

69. Impotence or sexual dysfunction YES or NO

70. Menstrual problems or irregularity YES or NO

71. Unusual vaginal bleeding YES or NO

72. Frequent vaginal infections YES or NO

73. Lumps in breast YES or NO

74. Nipple discharge YES or NO

75. Frequent or chronic joint pain YES or NO

76. Joints swollen for weeks YES or NO

77. Bursitis or tendonitis YES or NO

78. Injections in the joints YES or NO

79. Gout YES or NO

80. Bone diseases or osteoporosis YES or NO

81. Back or neck injuries YES or NO

82. Frequent back or neck pain or stiffness YES or NO

83. Numbness or tingling in hands or feet YES or NO

FAMILY HISTORY (SIBLINGS, CHILDREN, PARENTS, RELATIVES)

High blood pressure YES or NO

Heart disease YES or NO

Stroke YES or NO

Cancer type YES or NO

Kidney diseases YES or NO

Lung Diseases YES or NO

List medications you are allergic to

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

Prior hospitalizations and why

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

HAVE YOU EVER HAD OR HAVE ANY OF THE FOLLOWING PROBLEMS

(PLEASE CIRCLE):

84. Rash or itching YES or NO

85. Psoriasis YES or NO

86. Skin ulcers YES or NO

87. Hives or eczema YES or NO

88. Frequent headaches or migraine YES or NO

89. Head injuries or loss of consciousness YES or NO

90. Convulsions or fits YES or NO

91. Fainting or blackout spells YES or NO

92. Numbness or paralysis (temporary or permanent) YES or NO

93. Nervous breakdown YES or NO

94. Consulted a psychiatrist YES or NO

95. Taken medicine for nervousness YES or NO

96. Difficulty sleeping YES or NO

97. Crying or blue spells YES or NO

98. Anemia YES or NO

99. Bruise easily YES or NO

100. Frequent bleeding YES or NO

101. Blood transfusion(s) in the past YES or NO

102. Diabetes YES or NO

103. Goiter YES or NO

104. Taken thyroid medications YES or NO

105. Heat or cold intolerance YES or NO

106. Hormone medication YES or NO

107. Cortisone medications YES or NO

108. Excessive water drinking YES or NO

109. Excessive sweating YES or NO

Blood diseases YES or NO

Tuberculosis YES or NO

Diabetes YES or NO

Epilepsy YES or NO

Asthma YES or NO

Psychoemotional Disturbances (i.e. Bipolar, Depression, Anxiety, Schizophrenia, etc.) YES or NO

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

Other diseases (specify) \_\_\_\_\_ YES or NO

Any other information pertinent to your physical and psychological health problems?

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

**Thomas C. Fain, Ph.D., M.P.A.P.**  
**10641-1 Hillary Court**  
**Baton Rouge, LA 70810**  
**(225) 387-3325**

**Authorization for Release of Confidential Information**

I, \_\_\_\_\_, give my consent for the  
release of confidential information concerning:

my son/daughter

Information to be released is limited to:

all findings

Disclosure of this information is for the purpose of:

evaluation or treatment

Information shall be exchanged between:

Thomas C. Fain, Ph.D., M.P.A.P.

*And the following person(s): (Ex: other parent/guardian, primary care physician, etc.)*

This consent may be revoked in writing at any time, but such revocation  
shall not be retroactive.

This consent shall expire not later than one year after treatment ends

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

**Thomas C. Fain, Ph.D., M.P.**  
**10641-1 Hillary Court**  
**Baton Rouge, LA 70810**  
(225) 387-3325

**Authorization for Release of Confidential Information**  
**Part II**

I, \_\_\_\_\_, give my consent for the  
release of confidential information concerning:

my son/daughter

Information to be released is limited to:

my findings

Disclosure of this information is for the purpose of:

evaluation or treatment

Information shall be interchanged between:

Thomas C. Fain, Ph.D., M.P.

and:

YOUR INSURANCE PROVIDER

This consent may be revoked in writing at any time, but such revocation shall not be retroactive.

This consent shall expire not later than one year after treatment ends.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

**Thomas C. Fain, Ph.D., M.P.A.P.**  
**10641-1 Hillary Court**  
**Baton Rouge, LA 70810**  
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### **Insurance Filing Requirements**

Our current office policy requires payment at the time of service. We will file with all in-network managed care companies if indicated below. If you do not wish for us to file with your in-network insurance company, we will not backdate services if you later decide you want us to file. However, we will start filing your claims starting on the date you sign a new 'Insurance Filing Requirements' form allowing us to do so. If you have out-of-network insurance, we will not file for you but you are allowed to file on your own. Please note that insurance companies have limitations on which diagnoses and services are covered, and this information may be used in determining future insurance eligibility. **This means you are responsible for any payments not covered under your insurance policy.** Refer to your policy for these details.

- I do want this office to file with my in-network insurance company at this time
- I do not want this office to file with my in-network insurance company at this time
- I have out-of-network insurance and will handle this on my own.
- I do not have health insurance at this time

\_\_\_\_\_  
Signature of Authorized Party

\_\_\_\_\_  
Date

HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE 08/05

Please sign, date, and sign. Do not fill out the rest.

CARRIER

1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE CHAMPUS <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN <input type="checkbox"/> FECA BLK LUNG <input type="checkbox"/> OTHER <input type="checkbox"/> <small>(Medicare #) (Medicaid #) (Sponsor's SSN) (Member ID#) (SSN or ID) (SSN) (ID)</small>										PICA																																																											
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)										3. PATIENT'S BIRTH DATE MM DD YY										SEX M <input type="checkbox"/> F <input type="checkbox"/>										1a. INSURED'S I.D. NUMBER <small>(For Program in Item 1)</small>																																							
5. PATIENT'S ADDRESS (No., Street)										6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>										7. INSURED'S ADDRESS (No., Street)										4. INSURED'S NAME (Last Name, First Name, Middle Initial)																																							
CITY					STATE					8. PATIENT STATUS Single <input type="checkbox"/> Married <input type="checkbox"/> Other <input type="checkbox"/>					CITY					STATE					ZIP CODE										TELEPHONE (Include Area Code) ( )																																		
ZIP CODE					TELEPHONE (Include Area Code) ( )					9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)					10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input type="checkbox"/> NO b. AUTO ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO c. OTHER ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO					11. INSURED'S POLICY GROUP OR FECA NUMBER					a. INSURED'S DATE OF BIRTH MM DD YY					SEX M <input type="checkbox"/> F <input type="checkbox"/>					b. EMPLOYER'S NAME OR SCHOOL NAME																																		
a. OTHER INSURED'S POLICY OR GROUP NUMBER					b. OTHER INSURED'S DATE OF BIRTH MM DD YY					c. EMPLOYER'S NAME OR SCHOOL NAME					d. INSURANCE PLAN NAME OR PROGRAM NAME					10d. RESERVED FOR LOCAL USE					c. INSURANCE PLAN NAME OR PROGRAM NAME					d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, return to and complete item 9 a-d.</i>																																							
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.																				13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.																																																	
SIGNED										DATE										SIGNED										DATE																																							
14. DATE OF CURRENT ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY (LMP) MM DD YY										15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS. GIVE FIRST DATE MM DD YY										16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY																																																	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE										17a.					17b. NPI					18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY																																																	
19. RESERVED FOR LOCAL USE										20. OUTSIDE LAB? \$ CHARGES <input type="checkbox"/> YES <input type="checkbox"/> NO										22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.										23. PRIOR AUTHORIZATION NUMBER																																							
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate Items 1, 2, 3 or 4 to Item 24E by Line)																																																																					
1. _____					3. _____					2. _____					4. _____					F. \$ CHARGES					G. DAYS OR UNITS					H. E/PSDT Family Plan					I. ID. QUAL.					J. RENDERING PROVIDER ID. #																													
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY					B. PLACE OF SERVICE					C. EMG					D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER					E. DIAGNOSIS POINTER					F. \$ CHARGES					G. DAYS OR UNITS					H. E/PSDT Family Plan					I. ID. QUAL.					J. RENDERING PROVIDER ID. #																								
25. FEDERAL TAX I.D. NUMBER										SSN EIN										26. PATIENT'S ACCOUNT NO.										27. ACCEPT ASSIGNMENT? (For govt. claims, see back) <input type="checkbox"/> YES <input type="checkbox"/> NO										28. TOTAL CHARGE \$										29. AMOUNT PAID \$										30. BALANCE DUE \$									
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)										32. SERVICE FACILITY LOCATION INFORMATION										33. BILLING PROVIDER INFO & PH # ( )																																																	
SIGNED										DATE										a. NPI					b. NPI					a. NPI					b. NPI																																		

PATIENT AND INSURED INFORMATION

PHYSICIAN OR SUPPLIER INFORMATION