Dr. B. Buchanan, PhD – Clinical Psychologist/Neuropsychologist

Psychological Exam Intake Form

For us to be able to fully evaluate you, we request you complete the following intake forms *completely*, to the best of your ability. We realize there is a lot of information, but every question is important. Please get assistance from a family member or person who knows you well, if necessary, to complete the forms accurately.

Name: _____ Date: _____

Date of Birth: _____ Age:_____ Education: _____ years

Telephone: _____ Email: _____

Dominant hand: ☐ Right ☐ Left ☐ Ambidextrous Ethnicity: _____

Referral Source: _____

Emergency Contact: _____ Phone #: _____

This form completed by: ☐ Self ☐ Other: _____

Reason for Evaluation:

_____

_____

_____

Psychological symptoms or problems you are currently experiencing:

_____

_____

_____

_____

_____

Are these symptoms improving, the same, or worsening? (circle one)

Previous Medical History:

Are you aware of any of the following during childhood? (If so, describe.)

Problems during prenatal development?	☐ Yes	☐No	_____
Exposure to drugs or alcohol prenatally?	☐ Yes	☐No	_____
Developmental delay in Speech/language?	☐ Yes	☐No	_____
Motor Skills?	☐ Yes	☐No	_____
Physical Development?	☐ Yes	☐No	_____
Social Development?	☐ Yes	☐No	_____
Other Serious Childhood Injury?	☐ Yes	☐No	_____

Previous Surgeries of Hospitalizations:

_____

_____

Previous Illness or injuries? (circle all that apply)

Stroke/TIA	Diabetes	Oxygen deprivation	Sleep apnea	Seizures	COPD
Gastrointestinal problems	Urinary / bowel problems	Hypothyroidism	Hypertension	Syncope	Migraines
Head injury / LOC	High fever	Hydrocephalus	Cancer	Other: _____	

Psychiatric History: *Have you….*

Had any with mental health problems? ☐ Yes ☐ No Diagnosis? _____

Been hospitalized for psychiatric care? ☐ Yes ☐ No When? _____

Attempted suicide? ☐ Yes ☐ No If so, when? _____

Had counseling or therapy? ☐ Yes ☐ No Dates: _____ Was it helpful? ☐ Yes ☐ No

Do you hear or see things others do not? ☐ Yes ☐ No Describe: _____

Alcohol, Tobacco and Drug History:

Alcohol: Current Use (Last 30 days): ☐ Yes ☐ No How Much: _____

Past Use: ☐ Yes ☐ No If yes, when did you quit? _____ Length of Use: _____

Tobacco: Current Use (Last 30 days): ☐ Yes ☐ No How Much: _____

Past Use: ☐ Yes ☐ No If yes, when did you quit? _____ Length of Use: _____

Drugs: Current Use (Last 30 days): ☐ Yes ☐ No How Much: _____

Past Use: ☐ Yes ☐ No If yes, when did you quit? _____ Length of Use: _____

Ethnic/Cultural/Language/ Social Background:

Primary Language: _____

Marital Status: _____

Children (names and ages): _____

Hobbies: _____

Education History: Last grade *completed* _____ Average grades _____

Earned: ☐ GED ☐ HS diploma ☐ Some college ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate

Name of College/University: _____ Major: _____

While in school: (check all that apply)

☐ Received accommodations through Special Education; Details: _____

☐ Diagnosed with learning disability; Details: _____

☐ Had behavioral problems; Details: _____

☐ Problems with learning or attention in school; Details: _____

☐ Academic problems in college; Details: _____

Occupational History: (Please list most current job and past jobs for PAST 5 YEARS.)

Job	Employer	Approximate Dates	Reason for Leaving	FT/PT

Military History: ☐ Yes ☐ No Branch: _____ Date of discharge: _____

Legal History:

Had you ever been arrested? ☐ Yes ☐ No If yes, give dates and charges: _____

Had you been incarcerated? ☐ Yes ☐ No If so, give dates: _____

Had you been on parole or probation? ☐ Yes ☐ No If yes, for how long? _____

Sleep Behavior (check all that apply): □ sleepwalking □ nightmares □ recurrent dreams
□ difficulty falling asleep □ wake up during the night □ difficulty getting up □ no problems
Time you lay down to sleep_____ PM Fall asleep_____ PM Wake up_____ AM
Average number of hours you sleep a night _____
How many times do you wake up during the night? _____
Are you able to fall back to sleep easily? □ Yes □ No
Do you feel rested when you wake up? □ Yes □ No
Do you take naps during the day? □ Yes □ No
Do you have sleep apnea? □ Yes □ No If so, when diagnosed? _____
Do you use a CPAP/BiPAP? □ Yes □ No

Appetite:
Any changes in appetite or weight? □ Increased □ Decreased □ No change
Glasses of water per day_____ Number of meals per day _____ Snacks per day _____
Caffeinated beverages per day _____ (tea/coffee/soda/energy drinks)

Current Medications:

Medication, Supplements, or OTC	Dose	Date started	Is it beneficial? Circle one	List any side effects
			Helps Doesn't Help Unsure	
			Helps Doesn't Help Unsure	
			Helps Doesn't Help Unsure	
			Helps Doesn't Help Unsure	
			Helps Doesn't Help Unsure	

Notice of Dallas Neuropsychology's Policies and Practices to Protect the Privacy of Your Health Information

THIS NOTICE DESCRIBES HOW HEALTH 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 Dallas Neuropsychology 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 your doctor or provider provides, coordinates or manages your health care and other services related to your health care. An example of treatment would be when your doctor or provider consults with another health care provider, such as your family physician or another psychologist, psychiatrist or counselor. - Payment is when your doctor or provider obtains reimbursement for your healthcare. Examples of payment are when Dallas Neuropsychology discloses 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 our 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 Dallas Neuropsychology such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you. "Disclosure" applies to activities outside of Dallas Neuropsychology, such as releasing, transferring, or providing access to information about you to other parties.

II. Uses and Disclosures Requiring Authorization Your doctor or provider may use or disclose PHI for purposes outside of treatment, payment, and 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 your doctor or provider is asked for information for purposes outside of treatment, payment and health care operations, your doctor or provider will obtain an authorization from you before releasing this information. Your doctor or provider will also need to obtain an authorization before releasing your psychotherapy notes. "Psychotherapy notes" are notes your doctor or provider has made about your conversation during a private, group, joint, or family counseling session, which your doctor or provider has 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) your doctor or provider has 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 Your doctor or provider may use or disclose PHI without your consent or authorization in the following circumstances:

- Child Abuse: If your doctor or provider has cause to believe that a child has been, or may be, abused, neglected, or sexually abused, a report of such must be made within 48 hours to the

Texas Department of Protective and Regulatory Services, the Texas Youth Commission, or to any local or state law enforcement agency.

- Adult and Domestic Abuse: If your doctor or provider has cause to believe that an elderly or disabled person is in a state of abuse, neglect, or exploitation, an immediate report of such must be made to the Department of Protective and Regulatory Services.
- Health Oversight: If a complaint is filed against your doctor or provider with the State Board of Examiners of Psychologists, the State Board of Medical Examiners or the State Board of Licensed Professional Counselors, they have the authority to subpoena confidential mental health information from your doctor or provider relevant to that complaint.
- Judicial or 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 your doctor or provider will not release information, without written authorization from you or your personal or legally appointed representative, or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.
- Serious Threat to Health or Safety: If your doctor or provider determines that there is a probability of imminent physical injury by you to yourself or others, or there is a probability of immediate mental or emotional injury to you, your doctor or provider may disclose relevant confidential mental health information to medical or law enforcement personnel.
- Worker's Compensation: If you file a worker's compensation claim, your doctor or provider may disclose records relating to your diagnosis and treatment to your employer's insurance carrier.

IV. Patient's Rights and Your Doctor's or Provider'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 about you. However, your doctor or provider is 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 a doctor or provider at Dallas Neuropsychology. Upon your request, Dallas Neuropsychology 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 and psychotherapy notes in the mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Your doctor or provider may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. On your request, your doctor or provider 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. Your doctor or provider may deny your request. At your request, your doctor or provider 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 for which you have neither provided consent nor authorization (as described in Section III of this Notice). On your request, your doctor or provider 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 this notice from Dallas Neuropsychology upon request, even if you have agreed to receive the notice electronically.

Doctor's or Provider's Duties:

Your doctor or provider is required by law to maintain the privacy of PHI and to provide you with a notice of the legal duties and privacy practices with respect to PHI.

Dallas Neuropsychology reserves the right to change the privacy policies and practices described in this notice. Unless you are notified of such changes, however, your doctor or provider is required to abide by the terms currently in effect.

If Dallas Neuropsychology revises these policies and procedures, you will be notified that changes have been made. You may then access the changes on Dallas Neuropsychology website or a paper copy of the changes will be provided at your request.

V. Complaints If you are concerned that your doctor or provider has violated your privacy rights, or you disagree with a decision made about access to your records, you may contact the office manager of Dallas Neuropsychology for further information.

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. Dallas Neuropsychology office manager 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 14, 2003.

Dallas Neuropsychology reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI that Dallas Neuropsychology maintains. If Dallas Neuropsychology revises these policies and procedures, you will be notified that changes have been made in person, by telephone, by mail or by email. You may then access the changes on Dallas Neuropsychology website or a paper copy of the changes will be provided at your request.

_____ _____

Patient Name (PRINT) Date of Birth

_____ _____

Patient Signature Date

INFORMED CONSENT FOR TELEHEALTH SERVICES

Definition of Telehealth

Telehealth involves the use of electronic communications to enable Dallas Neuropsychology, PLLC's providers to connect with individuals using interactive video and audio communications.

Telehealth includes the practice of health care delivery, diagnosis, consultation, treatment, referral to resources, education, and the transfer of medical and clinical data.

I understand that I have the rights with respect to telehealth:

1. The laws that protect the confidentiality of my personal information also apply to telehealth. As such, I understand that the information disclosed by me during the course of my sessions is generally confidential. However, there are both mandatory and permissive exceptions to confidentiality, including, but not limited to, reporting child, elder, and dependent adult abuse; expressed threats of violence toward an ascertainable victim; and where I make my mental or emotional state an issue in a legal proceeding. I also understand that the dissemination of any personally identifiable images or information from the telehealth interaction to other entities shall not occur without my written consent.

2. I understand that I have the right to withhold or withdraw my consent to the use of telehealth in the course of my care at any time, without affecting my right to future care or treatment.

3. I understand that there are risks and consequences from telehealth, including, but not limited to, the possibility, despite reasonable efforts on the part of the provider, that: the transmission of my personal information could be disrupted or distorted by technical failures, the transmission of my personal information could be interrupted by unauthorized persons, and/or the electronic storage of my personal information could be unintentionally lost or accessed by unauthorized persons. Dallas Neuropsychology, PLLC utilizes secure, encrypted audio/video transmission software to deliver telehealth.

4. I understand that if my provider believes I would be better served by another form of intervention (e.g., face-to-face services), I will be referred to a health professional associated with any form of treatment/assessment, and that despite my efforts and the efforts of my provider, my condition may not improve, and in some cases may even get worse.

5. I understand the alternatives to treatment/assessment through telehealth as they have been explained to me, and in choosing to participate in telehealth, I am agreeing to participate using video conferencing technology. I also understand that at my request or at the direction of my provider, I may be directed to "face-to-face" treatment/assessment.

6. I understand that I may expect the anticipated benefits such as improved access to care and more efficient evaluation and management from the use of telehealth in my care, but that no results can be guaranteed or assured.

7. I understand that my healthcare information may be shared with other individuals for scheduling and billing purposes. Others may also be present during the consultation other than my provider in order to operate the video equipment. The above-mentioned people will all maintain confidentiality of the information obtained. I further understand that I will be informed of their presence in the consultation and thus will have the right to request the following: (1) omit specific details of my medical history that are personally sensitive to me, (2) ask non-clinical personnel to leave the telehealth room, and/or (3) terminate the consultation at any time.

8. I understand that my express consent is required to forward my personally identifiable information to a third party.

INFORMED CONSENT FOR TELEHEALTH SERVICES

9. I understand that I have a right to access my medical information and copies of my medical records in accordance with the laws pertaining to the state in which I reside.

10. By signing this document, I agree that certain situations, including emergencies and crises, are inappropriate for audio-/video-/computer-based treatment/assessment services. If I am in crisis or in an emergency, I should immediately call 9-1-1 or seek help from a hospital or crisis-oriented health care facility in my immediate area.

Payment for Telehealth Services

Dallas Neuropsychology, PLLC will bill insurance for telehealth services when these services have been determined to be covered by an individual's insurance plan. In the event that insurance does not cover telehealth, the individual wishes to pay out-of-pocket, or when there is no insurance coverage, the self-pay rate will apply. We will provide you with a statement of service to submit to your insurance company if you wish.

Patient Consent to the Use of Telehealth

I have read and understand the information provided above regarding telehealth, have discussed it with my provider, and all of my questions have been answered to my satisfaction.

I have read this document carefully and understand the risks and benefits related to the use of telehealth services and have had my questions regarding the procedure explained. I hereby give my informed consent to participate in the use of telehealth services for treatment under the terms described herein.

By my signature below, I hereby state that I have read, understood, and agree to the terms of this document.

_____

Patient/Guardian Name (PRINT)

_____ _____

Patient/Guardian Signature Date

AUTHORIZATION FOR USE/DISCLOSURE OF HEALTH INFORMATION

Authorization for Use/Disclosure of Information: I voluntarily consent to and authorize my health care provider at Dallas Neuropsychology, PLLC to use or disclose my health information during the term of this Authorization to the recipient(s) that I have identified below.

Recipient: I authorize my health care information to be released to the following recipient(s):
(please include name, address, phone number, and relationship to patient)

_____

_____

_____

Purpose: I authorize the release of my health information for the purpose of:
_____facilitating consultation and/or collaboration
_____facilitating family involvement in treatment
_____other: _____

Information to be disclosed: I authorize the release of the following health information: (check the applicable box below)

- ❑ All of my health information the provider has in her possession, including information relating to any medical history, mental or physical condition, and any treatment received by Dallas Neuropsychology, PLLC.

Term: I understand that this Authorization will remain in effect:
- ❑ Until the Provider fulfills this request.

Redisclosure: I understand my health care provider cannot guarantee the recipient will not redisclose my health information to a third party. The third party may not be required to abide by this Authorization or applicable federal and state law governing the use and disclosure of my health information.

Refusal to sign/right to revoke: I understand that signing this form is voluntary.

_____ _____
Patient name (PRINT) Date of Birth

_____ _____
Patient/Guardian Signature Date

DASS 21

NAME _____ DATE _____

BLACK DOG INSTITUTE

Please read each statement and circle a number 0, 1, 2 or 3 which indicates how much the statement applied to you over the past week. There are no right or wrong answers. Do not spend too much time on any statement.

The rating scale is as follows:

0 Did not apply to me at all - NEVER

1 Applied to me to some degree, or some of the time - SOMETIMES

2 Applied to me to a considerable degree, or a good part of time - OFTEN

3 Applied to me very much, or most of the time - ALMOST ALWAYS

		N	S	O	AA	FOR OFFICE USE D	A	S
1	I found it hard to wind down	0	1	2	3			
2	I was aware of dryness of my mouth	0	1	2	3			
3	I couldn't seem to experience any positive feeling at all	0	1	2	3			
4	I experienced breathing difficulty (eg, excessively rapid breathing, breathlessness in the absence of physical exertion)	0	1	2	3			
5	I found it difficult to work up the initiative to do things	0	1	2	3			
6	I tended to over-react to situations	0	1	2	3			
7	I experienced trembling (eg, in the hands)	0	1	2	3			
8	I felt that I was using a lot of nervous energy	0	1	2	3			
9	I was worried about situations in which I might panic and make a fool of myself	0	1	2	3			
10	I felt that I had nothing to look forward to	0	1	2	3			
11	I found myself getting agitated	0	1	2	3			
12	I found it difficult to relax	0	1	2	3			
13	I felt down-hearted and blue	0	1	2	3			
14	I was intolerant of anything that kept me from getting on with what I was doing	0	1	2	3			
15	I felt I was close to panic	0	1	2	3			
16	I was unable to become enthusiastic about anything	0	1	2	3			
17	I felt I wasn't worth much as a person	0	1	2	3			
18	I felt that I was rather touchy	0	1	2	3			
19	I was aware of the action of my heart in the absence of physicalexertion (eg, sense of heart rate increase, heart missing a beat)	0	1	2	3			
20	I felt scared without any good reason	0	1	2	3			
21	I felt that life was meaningless	0	1	2	3			
	TOTALS							