



1938 SOULE ROAD, CLEARWATER, FL 33759 Ph. (727) 726-7442 F. (727) 288-1111 www.gulfcoastbh.com

Patient Information

Thank you for choosing our office. To serve you properly, we need the following information. All information will be confidential.

Requested Services:

Medication Management

Talk Therapy

Patient Information

Patient's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Home Mobile Work Other: _____ DOB: _____

Sex: Male Female Other: _____ Email: _____

ER Contact Name: _____ Phone #: _____

Primary Care Physician: _____ Phone #: _____

Referred by: _____

Parental Information

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

DOB: _____ Soc Sec #: _____ DOB: _____ Soc Sec #: _____

Phone #: _____ Phone #: _____

Email: _____ Email: _____

Insurance Information

Insurance Company: _____

Insurance Address: _____ City: _____ State: _____ Zip: _____

Member ID #: _____ Group #: _____ Plan #: _____

Policyholder's Name: _____ Relationship to patient: _____

Policyholder's DOB: _____ Policyholder's Phone #: _____

I authorize release of my child's information concerning his/her healthcare, advice, treatment provided for the purpose of evaluating and administering claims for insurance benefits. I also hereby authorize payment of insurance benefits otherwise payable to me directly to the doctor.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date





Parental Informed Consent

Please read each item and sign below acknowledging that you have read and understand.

I have chosen to receive psychiatric/therapeutic services from Gulf Coast Behavioral Health for my child. My choice has been voluntary, and I understand that I may terminate treatment at any time.

I understand that there is no assurance that my child will feel better, because medication management and therapy is a cooperative effort between the provider, myself, and my child. I will work with my child's provider and the staff of Gulfcoast Behavioral Health in a cooperative, respectful manner to create solutions in the best interests of my child.

I understand that during my child's treatment, material may be discussed which will be upsetting in nature and that this may be necessary to help my child resolve his/her problems.

I understand that if I am unavailable for my child's appointment, it is my responsibility to communicate my questions and/or concerns with the other parent, regardless of custody issues, or the adult presenting my child for his/her appointment. I acknowledge and understand my child's provider will not call me to discuss details of my child's appointment in my absence.

I understand that all records are confidential and will be held and/or released in accordance with state laws regarding confidentiality of such records and information. Psychiatric records are not released directly to parents/guardians. Requests for an exception may be made however, there is no guarantee the request will be approved.

I understand that state and local laws require that my child's provider report all cases of abuse or neglect of minors or the elderly. I understand that state and local laws require that my child's provider report all cases in which there exists a danger to self and/or others. I understand that there may be other circumstances in which the law requires my child's provider to disclose confidential information.

I understand that my child's provider may disclose any/all records pertaining to my child's treatment to insurance companies, insurance representatives, primary care providers, or pediatricians, if such disclosure is necessary for claims processing, case management, coordination of treatment and/or utilization review purposes.

I understand that I can revoke this consent at any time, except to the extent that treatment has already been rendered or that action was taken in reliance on this consent and that if I do not revoke this consent, it will automatically expire one year after all claims for treatment have been paid as provided in the benefits plan or once my child turns 18 years of age, whichever is sooner.

By signing, I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian

Date

Parent/Guardian Name

Signature of Parent/Guardian

Date

Parent/Guardian Name

Patient's Name

Date of Birth





Office Policies

Hours of Operation:

Our office is open Monday through Thursday from 9:00am until 4:30pm and Friday from 9:00am until 3:00pm. We close for lunch from 11:30am until 1:00pm. Our office is closed on Saturday and Sunday.

_____ (Initial here) _____ (Initial here)

Appointment Check-In:

Please arrive (or check-in if telehealth) 10-minutes prior to your scheduled appointment time. While we strive to be on-time, sometimes unexpected urgent matters arise, so please allow up to 60 minutes for your appointment. If you are unable to keep your scheduled appointment, our office requires a 24-hour notice. In the event you do not provide advanced notice, or you do not check-in for your appointment, you will be billed a fee. Late cancellation and no-show fees must be paid before future appointments can be scheduled.

_____ (Initial here) _____ (Initial here)

Appointment Reminders:

Our office provides appointment reminder cards as well as automated appointment reminders. Automated reminders are sent by email and phone call or text message two (2) days prior to your scheduled appointment. You can also view upcoming appointments in your patient portal. Our appointment reminders are provided as a courtesy, ultimately it is the patient's responsibility to remember and attend appointments as scheduled.

_____ (Initial here) _____ (Initial here)

Prescription Refills:

It is your responsibility to contact our office for prescription refills. Do not rely on your pharmacy to contact our office. Prescription refill requests are approved during your provider's office hours. Please allow 24-72 hours for our office to respond to your request before calling back. If you are out of medication due to a missed appointment, you will need to pay any outstanding fees and schedule a follow-up appointment. Depending on the Drug Classification, or Drug Schedule, of the requested medication needing refill, you may need to see another provider within our office for a one-time appointment before refills can be issued.

_____ (Initial here) _____ (Initial here)

After-Hours/On-Call Provider:

If you are having a life-threatening medical emergency, please call 9-1-1 or go to the nearest hospital emergency room. For urgent, non-life-threatening emergencies, our After-Hours/On-Call Provider's phone number is: (727) 309-9082. Calls placed to the after-hours provider that are non-emergent in nature will not be returned.

_____ (Initial here) _____ (Initial here)

Release of Records:

All patients (or legal guardians) must provide written consent authorizing the release of any information from our office. Verbal authorizations are not accepted. Record requests may take up to thirty (30) days for processing and pre-payment is required.

_____ (Initial here) _____ (Initial here)

Confidentiality:

In accordance with moral, ethical, and legal guidelines regarding your rights to confidentiality, your personal information is carefully guarded. However, there are some exceptions which must be noted:

- If a patient poses a threat to his/her own safety, or the safety of others, we are required to notify concerned parties and local law enforcement,
- If a patient reports actual, or suspected, abuse of any individual, we are required to notify local law enforcement,
- In patient groups of two or more, including the lobby and check-in/out areas, confidentiality is urged but not guaranteed.

_____ (Initial here) _____ (Initial here)

By signing, I hereby acknowledge that I have read, understand, and acknowledge all the above. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian Date

Parent/Guardian Name

Signature of Parent/Guardian Date

Parent/Guardian Name

Patient's Name

Date of Birth



Billing Guidelines and Financial Responsibilities

Administrative Fees:

The fees for items listed below, which are not covered by insurance, are the patient's responsibility. Fees for these items must be paid at the time services are rendered and prior to the next scheduled appointment:

- Medical records - \$1.00 per page fee (first 25 pages/ \$0.25 for each additional page)
- Returned checks (for insufficient funds)
 - \$25 for checks of \$49.99 or less
 - \$35 for checks greater than \$50 but less than \$299.99
 - \$45 minimum or 3% of the face value for checks over \$300.

_____ (Initial here) _____ (Initial here)

Appointment Cancellations/No-shows:

All no-show appointments are automatically assessed a fee outlined below per calendar year.

- | | |
|--|---|
| • Missed Evaluation Appointment: | \$75.00 |
| • 1 st Missed/Late Cancelled Follow-up Appointment: | \$40.00 |
| • 2 nd Missed/Late Cancelled Follow-up Appointment: | \$50.00 |
| • 3 rd Missed/Late Cancelled Follow-up Appointment: | \$75.00 |
| • 4 th Missed/Late Cancelled Follow-up Appointment: | Automatic Discharge due to non-compliance |

In the event of a true emergency, documentation will be required to request an exception to the fees.

_____ (Initial here) _____ (Initial here)

Discharge from Practice:

The reasons outlined below are common reasons for termination from our practice. This list is not comprehensive, and the treating clinician has final authority on terminating treatment.

- Continuously cancelling or no call/no showing for scheduled appointments more than 3 times.
- Not following the mutually agreed upon treatment plan.
- Continuously requesting controlled medications too early or obtaining prescriptions for controlled medications from other providers.
- If the patient is not seen within one year, unless otherwise instructed by your provider (voluntarily terminated)

_____ (Initial here) _____ (Initial here)

Divorce/Child Custody:

Gulfcoast Behavioral Health will not honor the specific financial arrangements set forth in a Child Custody Agreement, Divorce Settlement Agreement, Divorce Decree from Judgment, or the like (the "Arrangements"). Since GCBH is not a party to these Arrangements, we are not obligated to the financial terms of these Arrangements.

In cases of child custody, the parent who presents their child (the "Presenting Parent") for care and treatment at GCBH is responsible for the payment of co-pays, co-insurance, and deductibles at the time of service. This policy applies whether there is a joint-custody arrangement of the child and/or joint responsibility for their medical expenses. If the child is on the non-custodial or non-presenting parent's health insurance, then GCBH will still collect the applicable co-pays, coinsurance, and deductibles at the time of service from the Presenting Parent. Upon request, GCBH will provide a duplicate copy of your receipt so that the Presenting Parent or guardian can seek reimbursement where appropriate.

_____ (Initial here) _____ (Initial here)

Electronic Signatures:

If you are unable to come to the office to sign documents or do not have the capability to print/sign/return, you can request that the form be sent to you electronically. The first e-signature envelope is free. Subsequent envelopes will incur a fee of \$1.50 per envelope. To use this feature, you must have an active patient portal (the patient portal is free).

_____ (Initial here) _____ (Initial here)





Privacy Policy

This explains HIPAA laws and when and how our office can release information about you or your child.

Protected health information includes descriptive information that can be used to identify a person and that relates to the treatment for a mental health condition. The protected health information includes information from the past, present, or future. The right to privacy continues after death.

Gulfcoast Behavioral Health doesn't release health information about people who receive services from our office. This means our office cannot release:

- Information that will tell people who you or your child are or where you and your child live
- Information about you or your child's mental health or condition
- Information about any of the services you or your child are receiving
- Information about how you or your child's services are paid for

If you choose to sign a consent form for a particular person or facility; our office can release the requested information to only that person or facility.

I understand that all records are confidential and will be held and/or released in accordance with state laws regarding confidentiality of such records and information. However, psychiatric records are not typically released directly to parents or patients without prior clinician approval to be made at the clinician's discretion.

There are some special circumstances when our office is required to release information about you or your child, even if you haven't given us permission to do so.

For example:

- If you or your child are sick or hurt
- If you are not safe to take care of yourself or your child
- If you or your child try to hurt someone, or someone is trying to hurt you/them
- If you or your child tell us about child abuse
- Under a court order

This policy also pertains to and is enforced for telehealth including but not limited to any virtual/video and telephonic communications.

By signing this form, you are stating that you have read and understand the terms stated within. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian

Date

Parent/Guardian Name

Signature of Parent/Guardian

Date

Parent/Guardian Name

Patient's Name

Date of Birth





Controlled Substance Consent

The administration of **ANY** controlled substance is strictly decided by the provider. If in the instance a controlled medication is prescribed, the following guidelines must be understood and followed by all patients and their legal guardians.

The risks of taking a controlled substance include, but are not limited to, drug dependency, addiction, respiratory problems, depression, liver and/or kidney damage, death, etc.

Patients agree to take medications only as prescribed **and** legal guardians agree to notify the provider if the patient does not comply. By agreeing to take the medications as directed, patient is agreeing to random urine drug screens and/or blood tests to assess compliance.

Patient understands that random urine drug screens may be performed at any given office visit to monitor prescribed medication. Legal guardians must understand that the insurance company may not cover a drug screen and that they will be responsible for the full amount that is not covered at the time of the office visit.

Patients and legal guardians understand that the test results and interpretation will become part of the medical record. Patient's insurance company may discover the results of this test by obtaining a copy of patient's medical records.

Lost, stolen, or misplaced prescriptions will **NOT BE REPLACED**. If a patient needs a refill on a controlled substance, they **MUST** schedule an office visit. The provider will **NOT** refill controlled substance prescriptions over the phone or without seeing the patient in the office or by telehealth. Controlled substance prescriptions **CANNOT** be sent out of the state of Florida.

Patients and legal guardians agree that if they deviate from the above guidelines that the provider owns the right to taper off or discontinue the prescription. Failure to comply with the guidelines also could result in immediate termination from this practice.

By signing this, I express understanding and agree to comply with these guidelines. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian

Date

Parent/Guardian Name

Signature of Parent/Guardian

Date

Parent/Guardian Name

Patient's Name

Date of Birth





1938 SOULE ROAD, CLEARWATER, FL 33759 Ph. (727) 726-7442 F. (727) 288-1111 www.gulfcoastbh.com

Permission to Treat

I/We authorize Gulfcoast Behavioral Health and its personnel to provide care and treatment to my/our child:

Patient Name: _____ Date of Birth: _____

I/We authorize the following people to bring my/our child in for care and treatment. The person(s) listed below are authorized to make decisions in my/our temporary absence, and to be contacted in case of an emergency:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

This Permission to Treat is intended to cover the care and treatment of my/our child today and in the future until revoked in writing.

I understand that the adult presenting my child for his/her appointment is responsible for relaying any/all clinical information on my behalf, as well as ask any questions/concerns I may have to the provider. I acknowledge and understand my child's provider will not call me to discuss details of my child's appointment in my absence as outlined in the Parental Informed Consent.

By signing, I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian

Date

Parent/Guardian Name

Signature of Parent/Guardian

Date

Parent/Guardian Name

Patient's Name

Date of Birth





Credit Card Authorization

Please fill out the details as indicated below to place your credit card on file.

Patient's Name: _____ DOB: _____

Card Holders Name: _____
(Exactly as it appears on card)

Billing Address: _____

Card No: _____

Expiration Date: _____

CVV: _____

Card Type: Visa MasterCard Discover Am Ex

Email address: _____

I hereby authorize Gulfcoast Behavioral Health to charge the credit card listed above for payment of any outstanding charges for services rendered that were not paid by or covered by insurance, as well as any balance resulting from missing appointments and/or late cancellations. In addition, I hereby authorize Gulfcoast Behavioral Health to charge the credit card listed above for any additional outstanding balances once they have received the Explanation of Benefits from my insurance carrier. I understand my Insurance Carrier will notify me with an Explanation of Benefits detailing the payment made and amount owed prior to GCBH receiving notification and processing my Credit Card on File. I hereby authorized GCBH to charge the credit card listed above up to the amount of \$250. I understand that I will be notified by email on the day my Credit Card on File has been processed.

_____ (initial here)

This form will be kept on file and will remain in effect until the expiration of the credit card account or until revoked by applicant. I understand my card information will be kept in a secure encrypted format.

_____ (initial here)

Any questions regarding my account, my credit card, or any past due amount will be directed to info@gulfcoastbh.com. Additionally, I agree that the card listed above may be charged by Gulfcoast Behavioral Health to settle any outstanding balances. I understand that if a chargeback fee is incurred or a retrieval fee is incurred, I am responsible for these fees.

_____ (Initial here)

I agree that if I have any concerns or questions regarding charges to my account, or if the charge fails to post to my account, I will contact Gulfcoast Behavioral Health for assistance and/or disclosure. I agree that I will not dispute any charges with my credit card company unless I have already attempted to rectify the situation directly with Gulfcoast Behavioral Health and those attempts have failed.

_____ (Initial here)

Cardholder Signature

Date





1938 SOULE ROAD, CLEARWATER, FL 33759 Ph. (727) 726-7442 F. (727) 288-1111 www.gulfcoastbh.com

Authorization for Release/Exchange of Information

Patient Name: _____ Date of Birth: _____

I voluntarily authorize the following named organization:

Gulfcoast Behavioral Health
1938 Soule Rd
Clearwater, FL 33759

Telephone Number: 727-726-7442
Facsimile Number: 727-288-1111
Email Address: INFO@GULFCOASTBH.COM

To release/discuss/obtain a copy of my Protected Health Information (PHI) to/from:

Name: _____ Phone #: _____

Address: _____ Fax #: _____

City: _____ State: _____ Zip: _____

For the purpose of: Personal Treatment (continued care) Other: _____

Form of Disclosure: Written Verbal Fax Email

Check all appropriate boxes below.

Office Notes Laboratory Results Admission/Discharge Summary

Complete Record Other (please describe): _____

EFFECTIVE TIME PERIOD: This authorization is valid for two (2) years after the date of my signature as it appears below; or the following specific date (optional): _____.

I understand that I am agreeing to share confidential information that is protected by state and federal laws governing confidentiality of alcohol and drug abuse, mental health, and HIV/AIDS client records (42 CFR Part2; FS 394; FS 381).

Anyone who receives my records from this organization is not permitted to release them to anyone else without additional written consent. I understand that Gulfcoast Behavioral Health cannot guarantee that subsequent re-disclosure will not occur. I hereby release Gulfcoast Behavioral Health from any liability which may arise because of the use of the information contained in copies of records released, because of this authorization, if such information is later used to my detriment. I understand that I need not sign this authorization to ensure treatment.

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to the office. I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy.

By signing, I hereby acknowledge that I have read, understand, and acknowledge all the above. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Patient/Legal Guardian Signature

Date





Child Clinical History

Patient Name: _____

Date of Birth: _____

Introductory Information

Person(s) completing the form and relationship to child:

What is the reason(s) for seeking services?

When did you first notice this(ese) issue(s)?

Was the onset:

Sudden

Gradual

Current Behavior

Which of the following are concerns you have about the child? (Check all that apply)

RELATIONSHIPS

EXTERNALIZING/DISRUPTIVE

MOOD

ANXIETY

LANGUAGE AND LEARNING

PHYSICAL

OTHER: _____

Please note the degree of impairment in the child's:	None	Mild	Moderate	Severe	Extreme
Family relationships					
School performance					
Friendships/Peer relationships					
Hobbies/Play activities					
Daily self-care					
Physical health					
Eating habits					
Sleeping habits					

Overall, how concerned are you with the child's behavior over the last few months?

Not at all Mildly Moderately Extremely

List interest and/or hobbies: _____





Child Clinical History

Review of Systems:

Please look at the list of physical symptoms below and check off any that your child has experienced in the last several days. If he/she has NOT experienced any symptoms in the area, be sure to check "None of the above" for that area. Please answer from the child's perspective.

- | | |
|---|--|
| <input type="checkbox"/> Feeling depressed | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Phobias/Unexplained fears | <input type="checkbox"/> No pleasure from life anymore |
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Insomnia |
| <input type="checkbox"/> Excessive moodiness | <input type="checkbox"/> Stress |
| <input type="checkbox"/> Disturbing thoughts | <input type="checkbox"/> Manic episodes |
| <input type="checkbox"/> Confusion | <input type="checkbox"/> Memory loss |
| <input type="checkbox"/> Nightmares | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> None of the above psychiatric issues | |

Mental Health Treatment/Evaluation History

Therapy/Treatments/Interventions

Has the child ever received any of the following therapies privately or in school? Please check all that apply:

- Psychiatric treatment
- Psychological treatment
- Individual Counseling
- Group/Family therapy
- Behavioral interventions
- None of the above

If child has received any of the above, what is the name(s) of provider(s)? _____

Evaluations/Assessments:

Has the child ever received any of the following assessments/evaluations performed privately or in school?

(Please check all that apply) IF APPLICABLE, PLEASE SEND REPORT(S) PRIOR TO APPOINTMENT

- | | |
|---|---|
| <input type="checkbox"/> Learning/academic/IQ | <input type="checkbox"/> Psychiatric |
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Developmental |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Neuropsychological |
| <input type="checkbox"/> Occupational | <input type="checkbox"/> Speech & language |
| <input type="checkbox"/> Audiology | <input type="checkbox"/> Neurological (e.g., MRI, CAT scan, EKG, etc) |

Psychiatric Medication History

Has the child ever taken any medication for psychiatric treatment? No Yes

If YES, please fill out the table below to the best of your knowledge:

Medication Name	Dose	How long? (months)	End Date	Therapeutic effect	Side Effects?	Reason for stopping?	Prescribing Provider

Current Physical Health & Healthcare





Child Clinical History

Pediatrician/s/Primary care provider's Name: _____

Pediatrician's/primary care provider's phone number: _____

Would you like us to contact the child's pediatrician/primary care provider? Yes No

What was the date of the child's last physical exam? _____

Was blood work done? No Yes If yes, what lab did you go to? _____

The child's current physical health is: Poor Fair Good Excellent

Does the child see any specialists for chronic or severe health conditions? No Yes

If yes, what is the name of specialist? _____

Briefly describe the chronic or severe health condition: _____

Family Mental Health History

Has any of the child's family members (e.g., mother/father, sibling, aunt/uncle, cousin) have experienced and/or been diagnosed with any of the following (Check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Depression | <input type="checkbox"/> Bipolar/Manic-Depressive Disorder | <input type="checkbox"/> Suicide or attempt(s) |
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Panic Attacks | <input type="checkbox"/> obsessive-compulsive disorder |
| <input type="checkbox"/> Tourette syndrome/Tic Disorder | <input type="checkbox"/> Autism/Asperger's Syndrome | <input type="checkbox"/> Pervasive Developmental Disorder (PDD) |
| <input type="checkbox"/> Developmental Delays | <input type="checkbox"/> "Absent Minded Professor" Stereotype | <input type="checkbox"/> Mental Retardation |
| <input type="checkbox"/> ADHD/Attention Difficulties | <input type="checkbox"/> Hyperactivity (especially as a child) | <input type="checkbox"/> Schizophrenia |
| <input type="checkbox"/> Psychosis or Thought Problems | <input type="checkbox"/> Learning Disabilities/Difficulties | <input type="checkbox"/> Reading Disorder/Dyslexia |
| <input type="checkbox"/> Kept Back in School | <input type="checkbox"/> Special Education | <input type="checkbox"/> Speech Problems (especially as a child) |
| <input type="checkbox"/> Bedwetting | <input type="checkbox"/> Bowel Movement Withholding | <input type="checkbox"/> Aggressive or Violent Behaviors |
| <input type="checkbox"/> Erratic Temper | <input type="checkbox"/> Physical or Sexual Abuse | <input type="checkbox"/> Alcohol Abuse/Dependence |
| <input type="checkbox"/> Social Difficulties | <input type="checkbox"/> Problems Keeping a Job | <input type="checkbox"/> Other Substance Abuse/Dependence |
| <input type="checkbox"/> Frequently in Trouble | <input type="checkbox"/> Outpatient Psychotherapy | <input type="checkbox"/> Inpatient Psychiatric Treatment |

School Data

Name of School: _____ Phone #: _____

Type of Program: _____ Grade: _____ Academics: Poor Average Above Average

Indicate behavioral problems in school, include consequences: _____

Allergies

Do you have any known allergies to medications, foods, animals, etc.? No Yes

If yes, please describe: _____

Pharmacy Information

Pharmacy Name: _____ Address: _____ Phone #: _____

