FRISCO BEHAVIORAL HEALTH GROUP, LLC

Gurjeet Singh Kalra, MD  
4500 Hillcrest Road Suite 145   
Frisco, Texas 75035   
Tel. (469) 213.6400 Fax. (469) 213.6473

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PATIENT INFORMATION | | | | | | | |
| First Name | Middle Name | | Last Name | | | | Sex  Male  Female |
| Street Address | | | | | Date of Birth: | | Age |
| City | | State | | | Zip Code | | Home Phone |
| Cell Phone | | Email address | | | | | Okay to leave voice mail  Yes  No |
| IN CASE OF EMERGENCY | | | | | | | |
| Emergency Contact: | | | | Relationship to Patient: | | | |
| Emergency Contact Number: | | | | | | Do we have permission to contact them regarding your appointments, billing or in case of emergency?  Yes  No  case of emergency? □ Yes □ No | |

|  |  |  |
| --- | --- | --- |
| PRIMARY INSURANCE | INSURER / RESPONSIBLE PARTY | |
| Name of Insurance Company | Name: | Date of Birth: |
| Address: | Employer: | |
| Phone: | Address if different than patient: | |
| Identification #: | | |
| Group #: | Relationship to patient: | |

Who referred you to Frisco Behavioral Health Group, LLC?

Current Medications/Dosage/Physician

Briefly state your reason for this visit

**NOTE: Payment is expected at the time services are rendered. Failure to provide us the information   
requested may result in a reduction or denial of payment by your insurance.**

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# PATIENT HEALTH QUESTIONNAIRE

Patient’s Name: Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Over the past 2 weeks, how often have you  been bothered by any of the following  problems? Please Check the Box That Applies.** | **Not At All** | **Several  Days** | **More Than Half the Days** | **Nearly Every  Day** |
| **Little interest or pleasure in doing things.** |  |  |  |  |
| **Feeling down, depressed, or hopeless** |  |  |  |  |
| **Trouble falling or staying asleep or sleeping too much** |  |  |  |  |
| **Feeling tired or having little energy** |  |  |  |  |
| **Poor appetite or overeating** |  |  |  |  |
| **Feeling bad about yourself – or that you are a failure or have let yourself or your family down.** |  |  |  |  |
| **Trouble concentrating on things, such as reading the newspaper or watching television.** |  |  |  |  |
| **Moving or speaking so slowly that other people could have noticed. Or the opposite – being so fidgety or restless that you have been moving around a lot more than usual.** |  |  |  |  |
| **Thoughts that you would be better off dead or of hurting yourself in some way.** |  |  |  |  |

If you checked off any problem on this questionnaire, so far how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?

Not Difficult at All  Somewhat Difficult  Very Difficult  Extremely Difficult

Signature

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**Please read and initial the following statements concerning our office policies:**

I certify that the information I have given on this form is true and correct to the best of my knowledge.

I understand that if I arrive more than 10 minutes late for an appointment, it is not guaranteed that I will be seen. A $75.00 no show fee will be charged for this appointment if the schedule does not allow for me to be seen.

I understand that payment is required at the time services are rendered and I assume responsibility for this. I understand there is a $30.00 fee for all returned checks.

(Note to divorced parents: Payment is the responsibility of the parent that brings the child into the office for treatment regardless of the divorce decree. The divorce decree is a matter between the divorced parents and the courts, and we cannot be placed in the middle.)

I understand that insurance will only be filed with insurance companies that Frisco Behavioral Health Group, LLC and Dr. Kalra are contracted with. In order to achieve this, please have all current insurance information on file. I understand that secondary insurance will not be filed.

I understand that if there are any changes in my insurance coverage, I will notify the business office at least five (5) days prior to my next appointment or the visit will be self-paid or rescheduled.

I understand that all information obtained regarding my insurance coverage is not a guarantee of payment by my insurance company. The amount collected at the time of service is only an estimate. I understand that I am ultimately responsible for any and all balances on my account.

I understand it is my responsibility to keep my appointments. If I am unable to keep my appointments, I will notify the office at least 24 hours in advance. I understand that I will be charged $75.00 for the time reserved if I do not call and cancel or reschedule at least 24 hours prior to my scheduled appointment.

I understand that regular office hours for FBHG are Monday – Friday, 9:00 am – 5:00 pm.

I understand it is my responsibility to keep track of my medication supply. I understand that my provider does NOT accept refill requests unless approved by him. If I need medicines, I must schedule a follow-up appointment.

I understand that my records are protected by special laws governing psychiatric/substance abuse records and that I must sign a “Release of Information” form before any records can be released.

# OFFICE POLICIES

**Page 2**

I understand that Doctors / Therapist do not fill out FMLA, or disability, paperwork…

I understand that Doctors / Therapist do not write “support animal” letters.

I understand that Doctors / Therapists do not appear in court to defend patients / clients, if for any reason there is a subpoena the client will be responsible to pay $1,500.00 for half a day or $3,000.00 for a full day in court. Payment will need to be collected in advance.

I understand that Doctors / Therapist do not do any mental evaluations for court cases.

I understand that FBHG has the right to terminate any patients who are non-compliant with office polices / medications. This includes multiple no shows without advance notice (work meetings are not an excused absence), showing up late to appointments on a regular basis, and losing or throwing away medications.

Your calls are welcomed, and we will return them promptly during business hours. We do not have an after-hours answering service so you must call the office and leave a voice mail. If you need to make an appointment also, please call during business hours. If you have an emergency, please call 911 or go to the nearest Emergency Room.

I hereby authorize Gurjeet Singh Kalra, MD to provide psychiatric services to:

me  my child

Signature of Patient or Parent (If patient is a minor) Date

**THIS AREA LEFT BLANK INTENTIONALLY**

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# AUTHORIZATION FOR THE RELEASE OF INFORMATION

**(INSURANCE CARRIER)**

I do hereby consent and authorize Frisco Behavioral Health Group, LLC to release all information contained in my financial and medical records, including diagnoses and test results, to my insurance company or health plan, their agents and independent contractors, or any other person or entity that is responsible for paying or processing for payment any portion of my bill, for the purposes of administration, billing and quality and risk management. This consent applies to all records created in the course of and relating to my treatment and for the purpose of reimbursement for treatment.

I understand that I may revoke this consent at any time by giving written notice to the Frisco Behavioral Health Group, LLC except to the extent that action has been taken in reliance thereon. If no prior notice of revocation is received, this consent will expire six (6) months after the date of patient discharge from treatment, unless another date or condition is specified.

Optional: Specified date , or event/condition .

I understand that if I refuse to consent to this Release of Information, the consequences will be that the insurance claim will not be filed.

Signature of Patient or Parent/Guardian Date

|  |
| --- |
| *Notice to Receiving Agency/Person*  *This information has been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug use patient.* |

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# ASSIGNMENT OF INSURANCE BENEFITS

I hereby authorize my or my child’s insurance company to pay directly to Frisco Behavioral Health Group, LLC / Gurjeet Singh Kalra, MD any insurance benefits otherwise payable to me or my child, if any by reason of the services described in the itemized statement rendered, and subject to the terms and limitations found in my insurance policy with the aforementioned company. **THIS IS A DIRECT ASSIGNMENT OF RIGHTS AND BENEFITS UNDER THIS POLICY.**

This payment will not exceed my indebtedness to the above-mentioned assigned, and I have agreed to pay in the current manner any balance of said professional service charges over and above this insurance payment.

A photocopy of this assignment shall be considered as effective and valid as the original.

Signature of Insured or Insured Representative Date

Signature of Patient Date

**THIS AREA LEFT BLANK INTENTIONALLY**

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# ACKNOWLEDGEMENT OF RIGHTS AND RESPONSIBILITIES

**Patient Copy**

**Page 1**

### YOUR RIGHTS

* To be treated with dignity and addressed in a respectful manner.
* Consistent, quality care by qualified and trained professionals in a clean and safe setting.
* Humane care and treatment free of abuse, neglect, humiliation, threats, or exploitation.
* Privacy of your treatment and your records.
* To be informed of risk, benefits, and alternatives to medications and/or therapy.
* To consult with another licensed practitioner at your own expense.
* To make a complaint or grievance.
* The same legal rights and responsibilities as all citizens, unless otherwise indicated by law.
* The right to be free from discrimination due to race, color, religion, national origin, gender, disability, sexual orientation, or marital status.

### YOUR RESPONSIBILITIES:

* Please notify your provider immediately of any concerns, questions, or feedback you may have regarding your sessions and your care
* Keep appointments and when unable to do so for any reason, **notify your counselor or physician’s office with at least 24 hours’ notice prior to your appointment.** **You will be charged $75.00 for appointment cancellations without 24-hour notice.**
* To pay a fee of $15.00 for any medications if required on the same day.
* To pay a fee of $30.00 for treatment reports you request on your behalf and/or for copies of your records.
* All co-pays, fees or charges will be collected at the time of service. There is a $30.00 fee for all returned checks.
* To maintain a clean and safe office environment – avoid bringing any food or drinks into the clinic.
* To maintain safe settings by not bringing weapons, non-prescribed drugs, or alcohol on the premises of the clinic.
* Treat your provider, office staff and furnishings with respect and follow all posted office rules.
* Maintain supervision and responsibility for your children and family while in the office.
* Pay for any damages caused by the careless, reckless, or intentional behavior of you or your family members.
* Provide accurate and complete information about current problems, past illnesses and treatments and other pertinent information.
* Inform us if you are receiving counseling, medications, or other therapeutic services from another clinician.
* Participate in treatment decisions and follow the agreed upon plan or recommendations.
* Check with your counselor or physician’s office about your appointment if inclement weather is forecasted.
* You may be referred to another provider for failing to follow these responsibilities.

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**Office Copy**

**Page 1**

### YOUR RIGHTS

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* Humane care and treatment free of abuse, neglect, humiliation, threats, or exploitation.
* Privacy of your treatment and your records.
* To be informed of risk, benefits, and alternatives to medications and/or therapy.
* To consult with another licensed practitioner at your own expense.
* To make a complaint or grievance.
* The same legal rights and responsibilities as all citizens, unless otherwise indicated by law.
* The right to be free from discrimination due to race, color, religion, national origin, gender, disability, sexual orientation, or marital status.

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# ACKNOWLEDGEMENT OF RIGHTS AND RESPONSIBILITIES

**Page 2**

I acknowledge that I have reviewed and was given the opportunity to receive a copy of these **RIGHTS AND RESPONSIBILITIES.**

Printed Name of Patient Date

Signature of Patient, Parent, or Guardian Date

|  |
| --- |
| **NOTICE CONCERNING COMPLAINTS**  **Complaints May Be Reported To:**  **Texas State Board of Medical Examiners  ATTN: Investigations  1812 Centre Creek Drive Suite 300  P. O. Box 149134  Austin, Texas 78714-9134** |

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# ACKNOWLEDGEMENT OF REVIEW OF NOTICE OF PRIVACY PRACTICES

I acknowledge that I have been offered the opportunity to review and receive a copy of the Personal Health Information and notice of Privacy Practices which explains how my medical information will be used and disclosed.

Signature of Patient or Personal Representative Date

Printed Name of Patient or Personal Representative Date

Description of Personal Representative’s Authority Date

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# PATIENT NARCOTIC & ADHD MEDICATION

Patient’s Printed Name

1. I understand that the medication I am prescribed for ADHD is a Class II Narcotic and the medication I am prescribed for sleep and anxiety is a Class IV narcotic.
2. I understand that the medication cannot be refilled before thirty (30) days.
3. I understand that if I lose my prescription, I will have to wait until the last due date from the original due date the last prescription was written for a refill.
4. I understand the medication is for my use only and cannot be shared with anyone else.
5. I understand that I am subject to random drug testing.
6. I understand that I will only take the medication as prescribed.
7. I understand that I cannot take illegal street drugs with this medication and if illegal drugs are found in my system with drug testing this medication will not be renewed by my provider.

Patient’s Signature Date

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# TREATMENT SERVICES AND ASSOCIATED FEES

#### Issues and Diagnoses:

* Mood, i.e. depression, bipolar disorder
* Anxiety
* ADHD
* Trauma and stress-related issues
* Interpersonal relationships
* Self-esteem
* Personality disorders
* Disruptive behaviors
* Alcohol and/or substance dependence/abuse

#### Insurance Accepted by Dr. Kalra:

* Aetna
* Cigna
* Blue Cross Blue Shield
* Medicare
* Superior

#### New Patient (for cash pay):

* 60-90 min Initial Psychiatric Evaluation and Treatment Recommendation fee $350.00
* A 90-minute Psychiatric Evaluation is a full clinical assessment, which includes a clinical interview with the patient, interview with parents (for child and adolescent patients), diagnostic/severity rating scales. The evaluation will conclude with a collaborative discussion of clinical impressions and treatment recommendations.

#### Follow-Up (for cash pay):

* 15-20 min Medication Management Follow Up fee $150.00

|  |
| --- |
| **BRING WITH YOU TO THE FIRST APPOINTMENT**   1. All medications you are currently taking 2. Any medical records that might be useful in your evaluation-labs, recent physical, IQ or psychological testing results, in addition for children also recent report card, behavior sheets. 3. For minors, if parents are divorced or child is in another’s custody the legal guardian must bring custody papers otherwise the child will not be evaluated. |

# RECIPROCAL CONSENT TO EXCHANGE INFORMATION AND RECORDS

Client’s Name: Date of Birth:

I, , hereby consent to the release of privileged information and records and waive the privilege of confidentiality afforded for medical and mental health care, alcohol and drug rehabilitation and authorize:

Frisco Behavioral Health Group, LLC   
Gurjeet Singh Kalra, MD  
4500 Hillcrest Road Suite 145   
Frisco, Texas 75035   
(469) 213.6400   
and

Name

Address

Phone Fax

To exchange reciprocal information and records for the purpose of clarifying and enhancing my care and treatment including but not limited to:

Psychiatric Evaluations

Psychological and / or Academic Testing

Diagnosis, treatment Plan and Progress Notes

Parent Consultations (if the client is a minor)

Other:

Gurjeet Singh Kalra, MD is hereby released from any and all liability arising out of, or in any way incidental to, producing records or providing information pursuant to this authorization. (A duplicate, photo static copy or facsimile reproduction of this authorization may be used in lieu of the original.) This authorization is subject to revocation in writing only by the undersigned.

Signature: Print Name:

Relationship to Client: Date:

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**PARENTAL CONSENT FORM FOR PSYCHIATRIC TREATMENT OF A MINOR CHILD**

Name of the Child (Please Print)

Name of Father Name of Mother

Signature of Father Signature of Mother

If Parents Are Divorced: Name of Custodial Parent or Legal Custodial Guardian

Attach Copy of Final Divorce Decree with Court Clerk’s/Judge’s Signature and Seal

**STATEMENT OF THE NATURE OF THE MEDICAL, PSYCHOLOGICAL OR PSYCHIATRIC TREATEMENT TO BE GIVEN**

Date Treatment to Begin:

**DECLARATION THAT I/WE AM/ARE LEGALLY AUTHORIZED TO HAVE THE MINOR CHILD LISTED ABOVE EVALUATED AND OR TREATED BY DR. GURJEET KALRA. IF DIVORCED, I WILL PROVIDE, PRIOR TO ANY EVALUATION OR TREATMENT, A COPY OF MY/OUR FINAL DIVORCE DECREE SIGNED BY ALL PARTIES INCLUDING THE COURT CLERK, JUDGE SHOWING PROOF THE DECREE HAS BEEN ENTERED INTO AND FILED WITH THE COUNTY COURT OF RECORDS. THIS DECREE NAMES ME AT THE CUSTODIAL PARENT GIVING ME FULL PRENTAL RIGHTS OF MEDICAL TREATMENT FOR THIS CHILD.**

Custodial Parent’s Printed Name

Custodial Parent’s Signature Date