

**Basic Demographics**

**Patient Information:**

First Name:	Middle Name:	Last Name:
Sex:	Date of Birth:	
Social Security #:	E-mail:	
Home Phone #:	Cell Phone #:	Preferred Phone:
Marital Status:		
Home Address 1:		
Home Address 2:		
City:	State:	Zip Code:

**Primary Insurance:**

Subscriber Name:	
Payer Name:	
Policy Start Date:	Policy End Date:
Policy #:	Group #:

**Secondary Insurance:**

Subscriber Name:	
Payer Name:	
Policy Start Date:	Policy End Date:
Policy #:	Group #:

**Emergency Contacts:** (Please note that we require two emergency contacts for each patient.)

Emergency contact name:

Emergency contact's relation to patient:

Emergency contact's phone number:

Emergency contact name:

Emergency contact's relation to patient:

Emergency contact's phone number:

**Preferred Pharmacy:**

Address:

Phone Number:

**New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC**  
125 Broad Street, One Broad Street Plaza, Glens Falls, NY 12801  
**phone: 518.744.7302    fax: 518.909.6423    [www.newhopepsychnp services.com](http://www.newhopepsychnp services.com)**

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**Permission to Bill Insurance, Receive Insurance Payment, and Collection Policy**

Signature of guarantor, insured party, or authorized person's signature certifies that:

I authorize payment of the medical benefits to New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC, and understand that I am responsible for all balances not covered by my insurance company, such as co-payments, co-insurance, deductibles, and non-coverage of benefits. I understand that my co-payment is due at the time of service, and if this account becomes delinquent, it may be turned over to a collection agency, and the fact that I received treatment in this office will become public record. I understand that there is a \$50.00 no-show charge if I do not cancel appointments 24 hours in advance. If I do not pay my co-pay at the time of my service date, a \$10.00 late fee will be charged. On any balance 6 months overdue, 18% APR and a \$50.00 collection fee will be added.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

### **Informed Consent for Medication Management-Psychotherapy**

This form documents that I give my consent to my provider at New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC (the “psychiatric nurse practitioner”) to provide medication management and psychotherapeutic treatment to me (or my child). If my child is being treated, I understand that sometimes it is necessary to conduct family therapy as part of the treatment for the child.

While I expect benefits from this treatment, I fully understand that no particular outcome can be guaranteed. I understand that I am free to discontinue treatment at any time, but that it would be best to discuss with the psychiatric nurse practitioner any plans to end therapy before doing so.

I have fully discussed with the psychiatric nurse practitioner what is involved in medication management, and I understand and agree to the policies about scheduling, fees, and missed appointments.

- I understand that I am fully financially responsible for treatment, which, if I have health insurance, includes any portion of the psychiatric nurse practitioner’s fee that are not reimbursed by our insurance.
- I understand that the frequency of our sessions will be **1-4x PER MONTH**, and that I am fully responsible for payment of all deductibles and co-payments.
- I understand that payment will be due at the time services are rendered.
- I understand that I will be charged \$50.00 for any canceled sessions if I do not give the psychiatric nurse practitioner at least **24 BUSINESS HOURS** notice. For example, if I call at 2pm on Sunday to cancel a Monday appointment, I will be billed \$50.00. (Insurers don’t pay for canceled sessions.)
- I understand that there will be a \$10.00 charge if I do not pay my co-pay at the time services are rendered.
- I understand that if my bill is not paid in full within 6 months of the unpaid date of service, in addition to an 18% APR, a \$50.00 collection fee will be added.

Our discussion about therapy has included the psychiatric nurse practitioner’s evaluation and diagnostic formulation of my problems, method of treatment, goals, and length of treatment, and information about record-keeping. I have been informed about and understand the extent of treatment, its foreseeable benefits and risks, and possible alternative methods of treatment. I understand that therapy can sometimes cause upsetting feelings to emerge, that I may feel worse temporarily before feeling better, and that I may experience distress caused by changes I may decide to make in my life as a result of therapy.

I understand that during supervision the patient’s name, diagnosis, and treatment plan are shared with the supervisors. I also understand that during the course of treatment, pertinent information is shared with the supervisors. As always, all providers abide by privacy policies and HIPAA.

I understand that in order to work with New Hope’s psychiatric nurse practitioners, I must provide at least two emergency contacts prior to the first appointment.

I understand that the psychiatric nurse practitioner cannot provide emergency service. If an emergency arises, I will call the phone numbers as follows: Drs. Scarano and Osika, 518-744-7978 and 518-791-5904. In any case, I understand that in any emergency I may call 911 or go to the nearest hospital emergency room. I understand that Glens Falls Hospital has an Emergency Mental Health Staff, and they can be reached at 518-761-5325.

I have received a HIPAA Notice of Privacy Practices from the psychiatric nurse practitioner. I understand that information about medication management is almost always kept confidential by the psychiatric nurse practitioner and not revealed to others unless I give my consent. There are a few exceptions as noted in the HIPAA Notice of Privacy Practices. Details about certain of those exceptions follow:

1. The psychiatric nurse practitioner is required by law to report suspected child abuse or neglect to the authorities.
2. If I tell the psychiatric nurse practitioner that I intend to harm another person, the psychiatric nurse practitioner must try to protect that person, including by telling the police or the person or other health care providers. Similarly, if I threaten to harm myself, or my life or health is in any immediate danger, the psychiatric nurse practitioner will try to protect me, including by telling others, such as my relatives, or the police, or other health care providers, who can assist in protecting or assisting me.
3. As per Section 9.46 of the Mental Health Hygiene Law, the psychiatric nurse practitioner is mandated to report (at <https://nvsafe.omh.nv.gov>) patients who are at imminent risk of harming themselves or others. Such a report could have direct implications as to whether or not I could possess a firearm.
4. If I am involved in certain court proceedings, the psychiatric nurse practitioner may be required by law to reveal information about my treatment. These situations include child custody disputes, cases where a therapy patient's psychological condition is an issue, lawsuits or formal complaints against the psychiatric nurse practitioner, civil commitment hearings, and court-related treatment.
5. If my health insurance or managed care plan will be reimbursing me, or paying the psychiatric nurse practitioner directly, they will require that I waive confidentiality, and that the psychiatric nurse practitioner give them information about my treatment.
6. The psychiatric nurse practitioner may consult with other psychiatric nurse practitioners about my treatment, but in doing so will not reveal my name, or other information that might identify me. Further, when the psychiatric nurse practitioner is away or unavailable, another psychiatric nurse practitioner might answer calls and so will need to have some information about my treatment.
7. If my account with the psychiatric nurse practitioner becomes overdue, and I do not pay the amount due or work out a payment plan, the psychiatric nurse practitioner will reveal a limited amount of information about my treatment in taking legal measures to be paid. This information will include my name, social security number, address, dates and type of treatment, and the amount due.

In all of the situations described above, I understand that the psychiatric nurse practitioner will try to discuss the situation with me, or notify me, before any confidential information is revealed, and will reveal only the least amount of information that is necessary.

If your child is the patient, I attest to the following (disregard if you are the adult patient):

1. I understand that, except in exceptional circumstances, the psychiatric nurse practitioner cannot keep secrets from other family members who are involved in the therapy, because this might harm the person who does not know.
2. We agree that each of us has, and shall continue to have, the right to information about our individual, family, and/or conjoint treatment sessions, and to the treatment records of the psychiatric nurse practitioner regarding our individual, family, and/or conjoint treatment sessions. We each agree that the psychiatric nurse practitioner may release such information or records to either or all of us without any additional authorization(s) from the other(s). We understand that each of us will not, however, have any right of access to information or records regarding individual treatment sessions of other family members.

3. We agree that if marriage or parenting problems lead to legal disputes over child custody or visitation, neither of us will ask, nor require, that the psychiatric nurse practitioner testify regarding custody or visitation, because to do so would hurt the child's treatment. The psychiatric nurse practitioner's role is therapeutic, and not evaluative. We understand that a third-party forensic professional best answers these legal disputes.
4. If a custody or visitation proceeding does occur, we agree that the psychiatric nurse practitioner's role will be limited to providing information to a mental health professional appointed to perform a forensic evaluation, the attorneys, law guardian, and/or the judge involved in the legal proceeding. The psychiatric nurse practitioner will provide these either as required by law, or upon our authorization. Because of these limitations, the psychiatric nurse practitioner also will not be able to give any opinion regarding custody, visitation, or any other legal issue.
5. We understand that we have rights to information about what takes place in the child's treatment, to information about the child's progress, to information about any dangers the child might present to self or others, and, upon request, to obtain copies of the child's treatment record (with certain qualifications and exceptions). We understand that it is sometimes best not to ask for specific information about what was said in sessions, because this might break the trust between the child and the psychiatric nurse practitioner, especially for children over the age of 12.
6. The psychiatric nurse practitioner has explained to us that children with two parents have the best chance to benefit from treatment if both parents are involved, and cooperate with each other and the psychiatric nurse practitioner. It is best if both the child's parents consent to treatment.
7. Each of us agrees that he or she will not end the child's treatment without the agreement of the other parent, and that if we disagree about the child's continuing, we will try to come to an agreement, by counseling if necessary, before ending the child's treatment.
8. We each agree to cooperate with the treatment plan of the psychiatric nurse practitioner for the child, and understand that without mutual cooperation the psychiatric nurse practitioner may not be able to act in the child's best interests, and may have to end treatment.
9. We agree that each of us has, and shall continue to have, the right to information about the child's treatment, and to the treatment records of the psychiatric nurse practitioner regarding the child, and agree that the psychiatric nurse practitioner may release information or records to either of us without any additional authorization of the other(s).

If we and/or the child are participating in a managed care plan, we have discussed with the psychiatric nurse practitioner our financial responsibility for any co-payments, and the plan's limits on the number of therapy sessions. If we and/or the child are not participating in a managed care program, we understand that we are fully financially responsible for treatment, including any portion of the fees not reimbursed by health insurance. The psychiatric nurse practitioner has also discussed options for continuation of treatment when managed care or health insurance benefits end.

I have the right to be notified of a data breach. I have the right to ask for an electronic copy of my medical record. I have the right to opt out of fundraising communications from us. Uses and disclosures of your medical information cannot be sold or used for marketing purposes without your authorization. All patients who pay in full out of pocket for services (i.e., do not bill their insurance) can instruct us to not share information about your treatment with your health plan. If I am participating in a managed care plan, I have discussed with the psychiatric nurse practitioner my financial responsibility for any co-payments and the plan's limits, if any, on the number of therapy sessions. I have discussed with the psychiatric nurse practitioner my options for continuation of treatment when my managed care benefits end. If I am not participating in a managed care program, I understand that I am fully financially responsible for treatment.

I understand that under HIPAA, I have the right to request that communications with the psychiatric nurse practitioners' office be confidential, and by means of my selection. I understand that the psychiatric nurse practitioners' office will approve my request if it is reasonable and made in writing. Once agreed upon, the psychiatric nurse practitioners' office is obligated to honor it, except if an emergency arises. I allow the administrative and professional staff at New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC to contact me by telephone at my home and at my work, and in writing at my home, unless I instruct them otherwise. Phone messages will be left with minimal information: the provider's name and call back number. Any requests I have for alternative means of, or limits to my communication with, your staff (e.g., specific times of day to call) will be made in writing. I understand that I have a right to ask the psychiatric nurse practitioner about the psychiatric nurse practitioner's training and qualifications.

I understand that if I decline to grant consent to access my medical history information via HIXNY, this may adversely affect response to treatment.

I understand that I have a right to ask the psychiatric nurse practitioner about the psychiatric nurse practitioner's training and qualifications, and about where to file complaints about the psychiatric nurse practitioner's professional conduct. If I ever desire to file a complaint about the psychiatric nurse practitioner's professional conduct, I understand that I can call the NYS Department of Education at 518-474-3817. Complaints to the licensing board can also be made if you feel your provider or any staff member of New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC violates your patient rights, or discriminates against you based on gender, race, sexual orientation, national origin or color. If the licensing board finds that an employee of New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC has violated this non-discrimination policy, appropriate disciplinary action, ranging from counseling to termination, will be taken against the employee who violated the policy.

Patients (or parents) may audio record sessions, but only with our express written permission. Any violation of this policy will result in our beginning a treatment termination process.

If you are in crisis after hours or on weekends, please text URGENT to both 518-744-7978 and 518-791-5904. Also, please call the Suicide Crisis Line at 988.

If you need a refill on your medication as prescribed by New Hope, please text 518-744-7978 and state your name, date of birth, the name of your prescriber, and the medications you need refilled. Please do this 72 hours in advance of your last dose.

At some point in your treatment at New Hope the psychiatric nurse practitioners may deem you to need psychotherapy. They have the right to mandate psychotherapy in order to continue to prescribe your medications.

By signing below, I indicate that I have read and understand this form, and that I give my consent to treatment.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

**Informed Consent for Psychiatric Medications**

THIS FORM DOCUMENTS THAT YOU AND I HAVE DISCUSSED YOUR MEDICATION(S) TO YOUR SATISFACTION.

I have recommended the following medication(s). I have either told you about the medication(s), or given you written information, or both. You are entitled to know the following information before deciding whether to take the medication(s):

1. What your condition or diagnosis is.
2. What symptoms the medication(s) should reduce and how likely the medications are to work.
3. What your chances are of getting better without the medication(s).
4. What other reasonable treatments are available.
5. The name, dosage, frequency, route of administration and duration of prescribed medications.
6. Side effects of the medications known to commonly occur.
7. Any special instructions about taking the medications.

**Medication**

**Daily Dose**

By signing this form, I indicate the medications have been explained to you to your satisfaction. Even after signing, I may still refuse any medication, ask questions about my medications, or withdraw my agreement completely, at any time. I will receive a copy of this consent form. I have had the opportunity to receive information about my medications from you, and I consent to this treatment. I also understand that the first appointment is an assessment intended to develop a care plan, and that medication may not necessarily be immediately prescribed. I understand that I may be refused treatment, and referred to a more appropriate level of care.

**Please check one of the following:**

- ☐ I have had the opportunity to receive information about my medications from you, and I consent to this treatment. I understand I can ask questions about my medicines at any time. (INFORMED CONSENT.)
- ☐ I have had the opportunity to discuss information about the medications with you, and **I refuse** to consent to the medications recommended. I understand that you will continue to offer me the chance to take medicine, and information about it, but that I may continue to refuse the medicine. (INFORMED REFUSAL.)
- ☐ The patient verbally consents to the recommended medications, but refuses to sign because:

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Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness (if patient unable or unwilling to sign): \_\_\_\_\_ Date: \_\_\_\_\_

*Donna Finn-Kuo*  
Donna Finn-Kuo, PMHNP-BC

*Valerie Ramsey*  
Valerie Ramsey, MS, PMHNP-BC

*Brandy Wadsworth*  
Brandy Wadsworth, MS, PMHNP-BC

### **Consent for Telemedicine**

I hereby consent to engaging in telemedicine with (psychiatric nurse practitioner) as part of my treatment. I understand that “telemedicine” includes the practice of health care delivery, diagnosis, consultation, and treatment using interactive audio-video communications. I also understand that, with my signed consent, telemedicine may involve the electronic communication of my medical/mental healthcare information to other health care practitioners. The rights stated supplement those rights I have generally as a patient of the psychiatric nurse practitioner.

I understand that I have the following rights with respect to telemedicine: I have the right to withhold or withdraw consent to telemedicine treatment at any time. The laws that protect the confidentiality of my medical/healthcare information also apply to telemedicine. As such, I understand that the information disclosed by me during the course of my therapy is generally confidential. However, there are mandatory exceptions to confidentiality, including reporting child abuse and the imminent risk of danger to self or others. If I put my mental state at issue in certain legal proceedings, then the psychiatric nurse practitioner may be compelled to release otherwise confidential information about my evaluation and treatment.

I understand that there are risks and consequences from telemedicine, including, but not limited to, the possibility, despite reasonable efforts on the part of my psychiatric nurse practitioner, that the transmission of my medical information could be disrupted or distorted by technical failures or unauthorized persons, and that the electronic communication of my medical information could be accessed by unauthorized persons. I understand that telemedicine-based services and care may not be as complete or effective as face-to-face services. I also understand that if my psychiatric nurse practitioner believes I would be better served by in-person medication management services, I will be referred to a psychiatric nurse practitioner who can provide such services in my area.

I understand that there are potential risks and benefits associated with any form of medication management, and that despite my efforts and the efforts of my psychiatric nurse practitioner, my condition may not improve, and in some cases may even get worse. I understand that I may benefit from telemedicine, but that results cannot be guaranteed or assured. As with all medical records, I understand that I have a right to access my medical information and copies of medical records of telemedicine treatment in accordance with New York State law.

If I am temporarily to be outside of New York State at any time during my telemedicine treatment, then I also hereby represent that I am a permanent resident of New York State. I understand that the psychiatric nurse practitioner is licensed in New York State, and that I have recourse to the professional licensing board and courts of New York State should I have any grievance against the psychiatric nurse practitioner.

I have read and understand the information provided above. I have discussed it with the psychiatric nurse practitioner, and all of my questions have been answered to my satisfaction. My signature below indicates my informed consent to treatment.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Release of Information to Primary Care Physician  
and Osika & Scarano Psychological Services**

(If you decline to authorize the release of your information at this time, please continue to the following page.)

1. I authorize my healthcare practitioner, at New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC and/or administrative and clinical staff to disclose my protected health information to my Primary Care Physician, and to the staff of Osika & Scarano Psychological Services.
2. I am hereby authorizing the disclosure of my Diagnostic Examination, Treatment Plan, lab tests and medications.
3. This protected health information is being used or disclosed for the following purposes: To collaborate regarding the treatment plan and diagnosis.
4. This authorization shall be in force and affect until one (1) year after the date below, at which time this authorization to disclose protected health information shall expire.
5. I understand that I have the right to revoke this authorization, in writing, at any time, by sending such written notification to my healthcare practitioner at: New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC. I understand that a revocation is not effective to the extent that my healthcare practitioner has relief on my authorization, or if my authorization was obtained as a condition of obtaining insurance coverage, and the insurer has a legal right to contest a claim.
6. I understand that information disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by HIPAA or any other federal or state law.
7. My healthcare practitioner will not condition my treatment on whether I provide an authorization for disclosure, except if health care services are provided to me solely for the purpose of creating protected health information for disclosure to a third party.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

**Date of Birth:**

(Provide a copy of this form to the patient.)

**Refusal to Release Information to Primary Care Physician (OPTIONAL)**

**\*ONLY SIGN THIS FORM IF YOU REFUSED TO SIGN THE PREVIOUS PAGE\***

According to HIPAA, you have the right to refuse to give consent for your psychiatric nurse practitioner at New Hope Psychology and Nurse Practitioner-Psychiatry PLLC to coordinate care with your Primary Care Physician (PCP). Your insurance company, however, requires documentation of this refusal, and an explanation of the reason.

Reasons why you feel that coordination of care with your PCP is not necessary may include:

1. I need to discuss very personal issues that I do not want shared with my PCP.
2. I may consider signing a release at a later date as I gain trust in my provider at New Hope.
3. I may consider signing a release at a later date as I discuss the things I do and don't want released to my PCP.
4. I just don't feel it is necessary at this time.
5. Other.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

**Release of Information / Authorization Form**

(If you decline to authorize the release of your information at this time, please continue to the following page.)

1. I authorize my healthcare practitioner, at New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC, and/or administrative and clinical staff to exchange my protected health information, as specified below, with the persons and organizations indicated below:

2. I am hereby authorizing the disclosure of the following protected health information:

**Examinations, treatment plans, and progress notes.**

3. This protected health information is being used or disclosed for the following purposes:

**To collaborate regarding diagnosis and treatment of the patient.**

4. This authorization shall be in force and affect until one (1) year after the date below, at which time this authorization to disclose protected health information shall expire.
5. I understand that I have the right to revoke this authorization, in writing, at any time, by sending such written notification to my healthcare practitioner at: New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC, 125 Broad Street, One Broad Street Plaza, Glens Falls NY 12801. I understand that a revocation is not effective to the extent that my healthcare practitioner has relief on my authorization, or if my authorization was obtained as a condition of obtaining insurance coverage, and the insurer has a legal right to contest a claim.
6. I understand that information disclosed pursuant to this authorization may be disclosed by the parties indicated above, and may no longer be protected by HIPAA or any other federal or state law.
7. My healthcare practitioner will not condition my treatment on whether I provide an authorization for disclosure, except if health care services are provided to me solely for the purpose of creating protected health information for disclosure to a third party.

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

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Date of Birth:**

(Provide a copy of this form to the patient.)



## Hixny Electronic Data Access Consent Form

### New Hope Psychology and Nurse Practitioner – Psychiatry Services, PLLC

In this Consent Form, you can choose whether to allow New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC to obtain access to your medical records through a computer network operated by the Healthcare Information Xchange of New York (Hixny), which is part of a statewide computer network. This can help collect the medical records you have in different places where you get health care, and make them available electronically to our office.

You may use this Consent Form to decide whether or not to allow New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC to see and obtain access to your electronic health records in this way. You can give consent or deny consent, and this form may be filled out now or at a later date. **Your choice will not affect your ability to get medical care or health insurance coverage. Your choice to give or to deny consent may not be the basis for denial of health services.**

If you check the “**I GIVE CONSENT**” box below, you are saying “Yes, New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC staff involved in my care may see and get access to all of my medical records through Hixny.”

If you check the “**I DENY CONSENT**” box below, you are saying “No, New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC may not be given access to my medical records through Hixny for any purpose.”

Hixny is a not-for-profit organization. It shares information about people’s health electronically and securely to improve the quality of health care services.

**Please carefully read the information on both pages of this form before making your decision.**

You have two choices:

- ☐ **I GIVE CONSENT for New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC to access ALL of my medical records through Hixny in connection with providing me any health care services, including emergency care.**
- ☐ **I DENY CONSENT for New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC to access my medical records through Hixny for any purpose, *even in a medical emergency*.** Unless you check this box, New York State law allows medical providers treating you in an emergency to get access to your medical records, including records that are available through Hixny.

\_\_\_\_\_  
Print Name of Patient

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Patient or Patient’s Legal Representative

\_\_\_\_\_  
Print Name of Legal Representative (if applicable)

\_\_\_\_\_  
Relationship of Legal Representative to Patient (if applicable)

## Details about patient information in Hixny and the consent process:

### How Your Information Will Be Used

Your electronic health information will be used by New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC only to:

- Provide you with medical treatment and related services
- Check whether you have health insurance and what it covers
- Evaluate and improve the quality of medical care

**NOTE:** The choice you make in this Consent Form does NOT allow health insurers to have access to your information for the purpose of deciding whether to give you health insurance or pay your bills. You can make that choice in a separate Consent Form that health insurers must use.

### What Types of Information About You Are Included

If you give consent, New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC may access ALL of your electronic health information available through Hixny. This includes information created before and after the date of this Consent Form. Your health records may include a history of illnesses or injuries you have had (like diabetes or a broken bone), test results (like X-rays or blood tests), and lists of medicines you have taken. This information may relate to sensitive health conditions, including but not limited to:

- Alcohol or drug use problems\*
- Birth control and abortion (family planning)
- Genetic (inherited) diseases or tests
- HIV/AIDS
- Mental health conditions
- Sexually transmitted diseases

**\*If you have received alcohol or drug abuse care, your record may include information related to your alcohol or drug abuse diagnoses, such as medications and dosages, lab test results, allergies, substance use history, trauma history, hospital discharges, employment, living situation and social support, and health insurance claims history.**

### Where Health Information About You Comes From

Information about you comes from places that have provided you with medical care or health insurance ("Information Sources"). These may include hospitals, physicians, pharmacies, clinical laboratories, health insurers, the Medicaid program, and other ehealth organizations that exchange health information electronically. A complete list of current Information Sources is available from Hixny. You can obtain an updated list of Information Sources at any time by checking the Hixny website: [www.hixny.org](http://www.hixny.org).

### Who May Access Information About You, If You Give Consent

Only these people may access information about you: doctors and other health care providers who serve on New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC medical staff who are involved in your medical care; health care providers who are covering or on call for New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC's doctors; and staff members who carry out activities permitted by this Consent Form as described above in paragraph one.

### Penalties for Improper Access to or Use of Your Information

There are penalties for inappropriate access to or use of your electronic health information. If at any time you suspect that someone who should not have seen or gotten access to information about you has done so, call New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC at: (519) 744-7302; or call Hixny at (518) 640-0021; or call the NYS Department of Health at 518-474-4987.

### Re-disclosure of Information

Any electronic health information about you may be re-disclosed by New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC to others only to the extent permitted by state and federal laws and regulations. This is also true for health information about you that exists in a paper form. Some state and federal laws provide special protections for some kinds of sensitive health information, including HIV/AIDS and drug and alcohol treatment. Their special requirements must be followed whenever people receive these kinds of sensitive health information. Hixny and persons who access this information through the Hixny must comply with these requirements.

### Effective Period

This Consent Form will remain in effect until the day you withdraw your consent or until such time Hixny ceases operation.

### Withdrawing Your Consent

You can withdraw your consent at any time by signing a Withdrawal of Consent Form and giving it to New Hope Psychology and Nurse Practitioner- Psychiatry Services, PLLC's. You can also change your consent choices by signing a new Consent Form at any time. You can get these forms from any Hixny provider, from the Hixny website at [www.hixny.org](http://www.hixny.org), or by calling (518) 640-0021.

**NOTE:** Organizations that access your health information through Hixny while your consent is in effect may copy or include your information in their own medical records. Even if you later decide to withdraw your consent, they are not required to return it or remove it from their records.

### Copy of Form

You are entitled to get a copy of this Consent Form after you sign it.

**Patient Request for Confidential and Electronic Communications**

We at New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC., assume that we may contact you by telephone at your home and at your work, and in writing at your home, unless you instruct us otherwise.

Under HIPAA, you have the right to request that communications with you be confidential, and by means of your selection. We will approve your request if, in our opinion, it is reasonable. Once we agree to your request, we are obligated to honor it, except if an emergency arises.

If you have any restrictions on how you would like our staff to contact you, please submit them in writing to the office staff.

I agree that my PHI may be transmitted electronically (via email), which I understand is not HIPAA Compliant. Since transmitting ePHI is not standard procedure at New Hope, you need to authorize us to send and receive such information electronically. By signing below, you authorize us to send and receive your PHI electronically. I understand that although the electronic devices and e-mail at New Hope are password-protected, the privacy of my PHI may be breached by forces beyond our control (e.g., hacking, stolen devices, et al.). I understand I should delete any correspondence with our office from my e-mail and phone as soon as possible, which is a standard and customary procedure by all staff at New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC. Once signed, this waiver will be in effect until the office is notified in writing.

I also understand that if I, in any way, feel that my requests are violated or that my general rights to confidentiality are breached, I can contact the owners of New Hope: Drs. Tom and Gina Osika at (518) 744-7978 or 791-5904.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

**Liability for Inaccurate Insurance Information**

In order to minimize my out-of-pocket expenses, I understand that I am fully responsible for updating my insurance information on a yearly basis and when my insurance changes. Failure to give immediate notice of any change in insurance can result in large out-of-pocket expenses, which I will be fully liable to pay in full.

By signing below I am confirming that the name of my insurance and the ID number are correct. I am also confirming that I know what my co-pay is and whether or not I have a deductible. I also acknowledge that I am not aware that any mental health services, testing or sessions require a prior authorization.

By signing below, I am agreeing to pay in full any outstanding balance that results from incomplete or inaccurate information.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

### **Professional Policies**

Welcome to New Hope Psychology and Nurse Practitioner-Psychiatry Services! We are honored to be a part of your journey towards mental wellness!

Please take a moment to review some important information about our professional policies.

1. Please allow 2-3 business days for a reply to any messages.
2. Controlled substance refill requests should be made 3 business days in advance to avoid interruption of treatment.
3. Routine medication refill requests will not be addressed after hours or on the weekends.
4. Please note that failure to keep scheduled appointments may result in an inability to refill your medications.
5. If you require medical emergency services, please call 911, or proceed to the nearest hospital emergency room. If you have an urgent mental health-related problem after hours which cannot wait until the next business day, you may text "URGENT" to Dr. Gina Scarano-Osika at 518-744-7978, or to Dr. Tom Osika at 518-791-5904. You may also attempt to contact your therapist during their working hours.
6. We request that you follow the treatment plan which is developed collaboratively with you. This means taking all medications as directed, keeping appointments, obtaining bloodwork as directed, following through with referrals to therapists and other health care providers, substance abuse treatment, etc.
7. Agreement to consent to participate in New York State's Prescription Monitoring Program.
8. Agree to provide 2 emergency contacts.
9. Grounds for dismissal include abuse of medications, non-compliance with treatment plan, being disrespectful to provider or administrative staff, or missing 3 consecutive appointments without appropriate advance notice.
10. A higher level of care may be recommended if safety concerns are identified, treatment progress is limited or stalled, if there is evidence of a significant reduction in ability to function, an increase in symptoms, or co-occurring substance use/abuse disorders.

Thank you for entrusting us with your care. We will do our very best to serve you well!

By signing below, I indicate that I have read and understand this form.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:



### **Psychosocial History Introduction**

What follows are questions about your child's entire life history, which we feel are critical to pinpointing an accurate diagnosis. An accurate diagnosis helps your therapist know best how to proceed. A proper diagnosis can speed up the process and trial and error required to find the medications that fit your child best, especially when it comes to medication management. Gathering this history takes time, but in order to bill your insurance company, this information is required by the end of your child's first session.

### **Additional Patient Information**

What symptoms are you currently experiencing?

How do these symptoms impact your life?

### **Psychiatric History**

Have you ever met with a psychiatric provider (NP, PA, MD):

Have you ever attended psychotherapy?

Please list any previous psychiatric hospitalizations:

### **Medication History**

Are there any medications you found to be helpful?

Medications not helpful and/or side effects:

What are challenges you may have experienced with taking medications as prescribed?

Please list all current medications. Include any supplements, OTC medications, herbal medications, and oral contraceptives.

Medication	Dosage	# Times Daily	Date Started	Side Effects?	Prescriber

Have you had a sexually transmitted disease?

Which one(s)?

## **Social and Developmental History:**

### **Family of Origin**

Birthplace:

Foster care placements, adoption(s), and at what age(s):

Is the identify of one or both parents unknown:

Do you have siblings?

Where are you in the birth order?

Siblings with same parents (names & ages):

Siblings with one parent (names & ages):

Step-siblings (names & ages):

Was there a time when parents separated and/or divorced?

How old were you?

Verbal, emotional, physical, and/or sexual abuse:

From whom:

Academic or psychosocial issues during school years:

### **Education and Employment**

What was the highest grade you completed:

College/vocational training:

Which job(s) did you enjoy & why?

Which job(s) weren't a good match?

Have you ever been fired from any job?

If you are employed, are you satisfied with current job?

Hobbies/Interests:

## **Interpersonal History**

Supportive persons:

How have you handled stressful situations:

Coping skills:

Influential persons in life (teachers, older person):

Relationships:

Current living situation:

Economic status:

## **Family Mental Health History**

Were family members treated for any of the following?

Depression:

Anxiety:

Panic Attacks:

PTSD:

Bi-polar Disorder (also known as Manic Depressive Disorder):

Schizophrenia:

Alcohol use:

Substance use:

Attention Deficit Disorder:

Psychiatric Hospitalizations:

Suicide Attempts:

Method?

Completed?

## **Medical History**

Where do you go for most of your medical care?

Please list contact information for specialists such as endocrinology, cardiology, neurology, etc.

- 1.
- 2.
- 3.
- 4.
- 5.

Please put a check next to medical illnesses you are experiencing, or have experienced in the past:

High blood pressure	Asthma/COPD/Lung disease	Cancer	Urinary tract or kidney problems
Heart disease	Skin disorder	Head injury	Liver disease
Anemia	Eye problems	Neurological problems	Hysterectomy
Seizures	Migraine or cluster headaches	Eating disorders	Irregular periods
Thyroid disorder	Ear/nose/throat problems	Sleep apnea	IBS
High cholesterol	Chronic pain		

Surgical History:

- 
- 
- 
- 
- 
- 
- 
- 

Do you have allergies to food and/or medication? If so, please list, with the reactions you've experienced.

- 
- 
- 
- 
- 
- 
- 
- 

## Female Patients

Date of last menstrual period:

Is there a chance you could be pregnant?

Mood changes prior to start of menses:

Contraception:

## Nutrition

Do you feel somewhat in control of your appetite?

Are there times you find yourself mindlessly eating?

When feeling stressed, do you tend to overeat?

Lose your appetite?

Have you ever had intervals in your life where you purposely restricted calories?

Excessive exercise?

Vomited after consuming food?

Taken diet pills?

Laxative?

Diuretics (water pills)?

On most days, do you find you have enough time and/or energy to prepare and consume food?

- Breakfast:
- Lunch:
- Dinner:
- Snacks:

In the past year, have you lost or gained weight?

Intentionally?

Physical activity:

Frequency:

Type:

When was your last drink of alcohol?

In the past 30 days, about how many days have you had at least one alcoholic beverage?

What is the maximum number of drinks you have had in the past month?

Have you experienced negative consequences related to alcohol?

Personal consequences?

Legal consequences?

DWAI?

DWI?

Have you experienced withdrawal symptoms when you stopped drinking?

Detox admissions?

Outpatient treatment?

Inpatient treatment?

## Substance Use:

	Never used	Age first used	Last used	Peak use	Current use
Tobacco					
Caffeine					
Laxatives					
Diuretics					
Diet pills					
Inhalants					
Sleeping pills					
Heroin					
Benzodiazepines					
Cocaine					
Amphetamine					
Cannabis					
Hallucinogens					
Ecstasy					
Opioids					
Ketamine					

## Behavioral Symptoms:

Have you ever been so angry that you broke things?

Struck someone?

Vandalized property?

Do you have difficulty controlling impulses?

Gambling?

Excessive behaviors?

Please feel free to add any additional information you would like us to know:

*Thank you for taking the time to complete this form! We look forward to meeting with you!*

# New Hope Psychology and Nurse Practitioner-Psychiatry Services

## NHSC Sliding Fee Scale Policy

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### I. PURPOSE

To reduce or eliminate financial barriers to treatment.

### II. STANDARD

National Health Service Corps Sliding Fee Discount Schedule Information Package, Revised September 2023 according to US Federal Poverty Guidelines 2023

### III. DEFINITIONS

- a. **Family:** a group of two or more people (one of whom is the house holder) related by birth, marriage or adoption and residing together; all such people (including related subfamily members) are also considered as members of one family. DC will also accept non-related household members when calculating family size.
- b. **Income:** gross wages; salaries, tips; income from business and self-employment; unemployment compensation; social security; supplemental security income; Veteran's payments; survivor benefits; pension or retirement income; interest; dividends; royalties; income from rental properties, estates, and trusts; alimony; child support; assistance from outside of the household; and other miscellaneous sources.

### IV. POLICY

New Hope Psychology has an established policy to provide equal opportunity to all individuals in the provision of services, and that they shall benefit from all applicable programs, activities, and services without regard to race, color, sex, national origin, disability, religion, age, sexual orientation, or gender identity. No person will be turned away regardless of their ability to pay for services, whether uninsured or under-insured. Dignity and confidentiality will be respected for all who seek or who are provided healthcare services and/or financial assistance.

The Federal Poverty Guidelines are used in creating and annually updating the sliding fee schedule to determine eligibility.

The Sliding Fee Scale (SFS) will be updated on an annual basis, according to the latest US Federal Poverty Guidelines. The availability of a Sliding Fee Scale will be posted in the lobbies of New Hope Psychology sites and on the website. New Hope Psychology will also examine institutional practices which may serve as barriers preventing access to community care provisions.

Requests for discounted services may be made by individuals, family members or others who are aware of an existing financial hardship. Information and brochures will be made available at the front desk at each location.



# New Hope Psychology and Nurse Practitioner-Psychiatry Services

## V. APPLICATION

The Sliding Fee Scale is available to all individuals seeking services at New Hope Psychology.

## PROCEDURE

1. The following guidelines are to be followed in providing the Sliding Fee Discount at New Hope Psychology.
  - I. New Hope Psychology will notify all individuals about the SFS at the time of service.
    - a. A brochure will be provided at the point of intake.
    - b. The application contains an explanation of the SFS discount program.
    - c. The availability of the SFS discount will be posted on the New Hope Psychology website.
    - d. New Hope Psychology lobby areas will contain postings of the SFS discount program.
2. Requests for discounted services may be made by individuals, family members, staff, others who are aware of the existing financial hardships. Information and forms will be available at each location.
3. The Sliding Fee Program will be administered by the finance department, CFO or designee. Information about the program and the policy will be provided to individuals seeking services. Staff will offer assistance with completion of the application.
4. The member/ responsible party must complete the Sliding Fee Scale application in its entirety. Persons confirming their income are disclosed on the application form.
5. Discounts are based on income and family size only.
6. Applicants may provide one of the following: prior year W2, two most recent pay stubs, letter from employer, or form 4560-T (if W2 not filed). Self-employed individuals will be required to submit detail of the most recent three months of income and expenses for the business. Adequate information must be made available to determine eligibility for the program. Self- declaration of income may be used. Members who are unable to provide written verification may provide a signed statement of income. Individuals with income below above 100% of poverty, but at or below 200% poverty will be charged a nominal fee according to the attached sliding fee schedule and based on their family size and income. Members will not be denied services due to an inability to pay. The nominal fee is not a threshold for receiving care, and thus is not a minimum fee or co- payment.
7. Members who are unable to pay the nominal fee or the discount fee may be approved to have their charges waived. Any waiving of charges will be documented in the members file along with an explanation.
8. Once the application has been completed, the final determination will be provided in writing to the individual. It will include the percentage write off, or if applicable, the denial reason. If the application is approved for less than a 100% discount or is denied, New Hope Psychology will work with the member or the responsible party to establish payment arrangements. Sliding Fee applications cover outstanding balances for six months prior to the application date and any balances incurred within 12 months after the approved date unless there has been a significant change in family income. When an applicant reapplies, the look back period will be the lesser of six months or the expiration of their last SFS application.

## New Hope Psychology and Nurse Practitioner-Psychiatry Services

9. Please be advised that if six months of non-payment occurs on any account, collection procedures will begin, even if the patient account was accepted into the Sliding Fee Program. After six months of non-payment, a \$50 processing fee and 18% APR will be added to the account balance and a collection agency will be notified to begin collection activity on your account.
10. If an individual verbally expresses an unwillingness to pay or vacates the premises without paying for services, the individual will be contacted in writing regarding their payment obligations. If that individual is not on the SFS, the information regarding the discount program will be sent to them, along with an application. If the individual does not respond within 60 days, this constitutes a refusal to pay. New Hope Psychology will offer a payment plan, waive charges, or refer the member to collections.
11. During the annual budget review process, an estimated amount of SFS program service will be placed into the budget as a deduction from revenue.
12. Please complete the application that starts on page 4, and return it to us at New Hope Psychology, 125 Broad Street, One Broad Street Plaza, Glens Falls, NY 12801.

If you have any questions, or need help completing this application, please call us at (518) 744-7302

## New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC Sliding Fee Scale Application

It is New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC policy to provide essential services regardless of an individual's ability to pay. New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC offers discounts based on family size and annual income.

Please complete the following information and return to the front desk to determine if you or members of your family are eligible for a discount.

The discount will apply to all services received at New Hope Psychology and Nurse Practitioner-Psychiatry Services not any services or equipment purchased outside including lab testing, medication, etc. You must complete this form every 12 months or if your financial situation changes.

NAME				
STREET	CITY	STATE	ZIP	PHONE

Please list all household members, including those under age 18.

	Name	Date of Birth
SELF		
OTHER		
OTHER		
OTHER		

# New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC

## Sliding Fee Scale Application

Source	Self	Other	Total
Gross wages, salaries, tips, etc.			
Income from business and self-employment			
Unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, veterans' payments, survivor benefits, pension, or retirement income			
Interest; dividends; royalties; income from rental properties, estates, and trusts; alimony; child support; assistance from outside the household; and other miscellaneous sources			
<b>TOTAL INCOME</b>			

I certify that the family size and income information shown above is correct.

Name (Print)

Signature

Date

### OFFICE USE ONLY

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

Approved Discount: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

Verification Checklist	Yes	No
Identification/Address: Driver's license, utility bill, employment identification, or other		
Income: Prior year tax return, three most recent pay stubs, or other		

*Self-declaration of income may also be used.*

## Federal Poverty Guidelines for Sliding Fee Scale (SFS) Discount Program

**New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC** provides essential mental health services regardless of the patient's ability to pay. New Hope Psychology and Nurse Practitioner-Psychiatry Services, PLLC offers sliding fee discounts based on family size and annual income. If you think you may qualify for our Sliding Fee Discount Program, ask for an application form from the reception area.

**Maximum Annual Income Amounts for each Sliding Fee Percentage Category (except for 0% discount):**

Poverty Level	100%	110%	120%	130%	140%	150%	160%	170%	180%	190%	200%	>200%
Family Size	Discount 100%	Discount 90%	Discount 80%	Discount 70%	Discount 60%	Discount 50%	Discount 40%	Discount 30%	Discount 20%	Discount 15%	Discount 10%	Discount 0%
1	0 - 15,060	15,061 - 16,566	16,567 - 18,072	18,073 - 19,578	19,579 - 21,084	21,085 - 22,590	22,591 - 24,096	24,097 - 25,602	25,603 - 27,108	27,109 - 28,614	28,615 - 30,120	30,121+
2	0 - 20,440	20,441 - 22,484	22,485 - 24,528	24,529 - 26,572	26,573 - 28,616	28,617 - 30,660	30,661 - 32,704	32,705 - 34,748	34,749 - 36,792	36,793 - 38,836	38,837 - 40,880	40,881+
3	0 - 25,820	25,821 - 28,402	28,403 - 30,984	30,985 - 33,566	33,567 - 36,148	36,149 - 38,730	38,731 - 41,312	41,313 - 43,894	43,895 - 46,476	46,477 - 49,058	49,059 - 51,640	51,641+
4	0 - 31,200	31,201 - 34,320	34,321 - 37,440	37,441 - 40,560	40,561 - 43,680	43,681 - 46,800	46,801 - 49,920	49,921 - 53,040	53,041 - 56,160	56,161 - 59,280	59,281 - 62,400	62,401+
5	0 - 36,580	36,581 - 40,238	40,239 - 43,896	43,897 - 47,554	47,555 - 51,212	51,213 - 54,870	54,871 - 58,528	58,529 - 62,186	62,187 - 65,844	65,845 - 69,502	69,503 - 73,160	73,161+
6	0 - 41,960	41,961 - 46,156	46,157 - 50,352	50,353 - 54,548	54,549 - 58,744	58,745 - 62,940	62,941 - 67,136	67,137 - 71,332	71,333 - 75,528	75,529 - 79,724	79,725 - 83,920	83,921+
7	0 - 47,340	47,341 - 52,074	52,075 - 56,808	56,809 - 61,542	61,543 - 66,276	66,277 - 71,010	71,011 - 75,744	75,745 - 80,478	80,479 - 85,212	85,213 - 89,946	89,947 - 94,680	94,681+
8	0 - 52,720	52,721 - 57,992	57,993 - 63,264	63,265 - 68,536	68,537 - 73,808	73,809 - 79,080	79,081 - 84,352	84,353 - 89,624	89,625 - 94,896	94,897 - 100,168	100,169 - 105,440	105,441+
9	0 - 58,100	58,101 - 63,910	63,911 - 69,720	69,721 - 75,530	75,531 - 81,340	81,341 - 87,150	87,151 - 92,960	92,961 - 98,770	98,771 - 104,580	104,581 - 110,390	110,391 - 116,200	116,201+
10	0 - 63,480	63,481 - 69,828	69,829 - 76,176	76,177 - 82,524	82,525 - 88,872	88,873 - 95,220	95,221 - 101,568	101,569 - 107,916	107,917 - 114,264	114,265 - 120,612	120,613 - 126,960	126,961+
11	0 - 68,860	68,861 - 75,746	75,747 - 82,632	82,633 - 89,518	89,519 - 96,404	96,405 - 103,290	103,291 - 110,176	110,177 - 117,062	117,063 - 123,948	123,949 - 130,834	130,835 - 137,720	137,721+
12	0 - 74,240	74,241 - 81,664	81,665 - 89,088	89,089 - 96,512	96,513 - 103,936	103,937 - 111,360	111,361 - 118,784	118,785 - 126,208	126,209 - 133,632	133,633 - 141,056	141,057 - 148,480	148,481+
13	0 - 79,620	79,621 - 87,582	87,583 - 95,544	95,545 - 103,506	103,507 - 111,468	111,469 - 119,430	119,431 - 127,392	127,393 - 135,354	135,355 - 143,316	143,317 - 151,278	151,279 - 159,240	159,241+
14	0 - 85,000	85,001 - 93,500	93,501 - 102,000	102,001 - 110,500	110,501 - 119,000	119,001 - 127,500	127,501 - 136,000	136,001 - 144,500	144,501 - 153,000	153,001 - 161,500	161,501 - 170,000	170,001+

Based on the 2024 Federal Poverty Guidelines (FPG) for the 48 contiguous states and the District of Columbia.