

Oregon Psychiatric Partners, L.L.P.
&
Franc Strgar, MD, P.C.

PATIENT DEMOGRAPHICS

TODAYS DATE _____

PATIENT NAME: _____ FIRST _____ M.I. _____ LAST _____ PREFERRED NAME: _____

DATE OF BIRTH: _____ AGE: _____ SEX: MALE _____ FEMALE _____ SSN# _____

MARITAL STATUS: SINGLE MARRIED SEPARATED DIVORCED WIDOWED

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIPCODE: _____

MAILING ADDRESS (If Different From Above): _____ CITY: _____ STATE: _____ ZIPCODE: _____

PREFERRED PHONE # _____ CELL HOME WORK // **OK TO LEAVE MESSAGE:** YES NO EMAIL ADDRESS: _____

APPOINTMENT REMINDER METHOD (Please Choose All That Apply): EMAIL TEXT TELEPHONE/VOICEMAIL

I do not wish to receive appointment reminder notifications

EMERGENCY CONTACT: _____ **PHONE:** _____ **PRIMARY CARE PROVIDER:** _____ **PHONE:** _____

PREFERRED PHARMACY (Name and Location): _____ **PHONE:** _____

PRIMARY INSURANCE: ARE YOU ELIGIBLE FOR MEDICARE? YES NO

PLAN NAME: _____ I.D. #: _____ GROUP NUMBER: _____

POLICY HOLDER'S NAME: _____ POLICY HOLDERS DATE OF BIRTH: _____

RELATIONSHIP TO POLICY HOLDER: Self Parent Spouse / Partner

SECONDARY INSURANCE:

PLAN NAME: _____ I.D. #: _____ GROUP NUMBER: _____

POLICY HOLDER'S NAME: _____ POLICY HOLDER'S DATE OF BIRTH: _____

RELATIONSHIP TO POLICY HOLDER: Self Parent Spouse / Partner

PERSON RESPONSIBLE FOR BILL (ONLY COMPLETE IF DIFFERENT FROM PATIENT):

RESPONSIBLE PARTY NAME: _____ DATE OF BIRTH: _____ PHONE #:: _____

First Last

ADDRESS: _____ CITY: _____ STATE: _____ ZIPCODE: _____

RELATIONSHIP TO PATIENT: Parent Spouse / Partner Other (please specify): _____

OPTIONAL INFORMATION

PREFERRED LANGUAGE: ENGLISH OTHER: (please list): _____ RACE: _____ ETHNICITY: _____ NON HISPANIC

HOW DID YOU HEAR ABOUT US? WEBSITE FRIEND/FAMILY PROVIDER REFERRAL (Provider Name): _____ OTHER: _____

By signing below I agree to receive appointment reminders in the method I have selected above. I understand I can revoke my selection at any time by submitting a written or verbal request to the office.

Patient or Legal Guardian Signature X _____ **Date:** _____

Oregon Psychiatric Partners, L.L.P.

&

Franc Strgar, MD, P.C.

3203 Willamette Street, Eugene OR 97405

1831 NW Kings Blvd, Corvallis OR 97330

Phone 541-726-9912 ~ Fax 541-744-4443

FAMILY/FRIEND RELEASE OF INFORMATION FORM

I, _____ (print patient name) _____ (patient date of birth)

hereby authorize the providers and staff of Oregon Psychiatric Partners LLP and Franc Strgar MD PC to inform and/or involve the following family members and friends in my care and treatment planning. I understand that the providers and staff may verbally share information with the family and/or friend(s) listed below about my care plan, appointments, or account status. I understand that this release will also allow persons I have listed below to share information with the providers and staff regarding my condition.

Family and friends:

| | | | |
|----------|----------|----------------|------------|
| 1. _____ | Relation | Address/Street | Phone/Home |
| | | City/State/Zip | Phone/Work |
| 2. _____ | Relation | Address/Street | Phone/Home |
| | | City/State/Zip | Phone/Work |
| 3. _____ | Relation | Address/Street | Phone/Home |
| | | City/State/Zip | Phone/Work |
| 4. _____ | Relation | Address/Street | Phone/Home |
| | | City/State/Zip | Phone/Work |

This authorization will remain in effect for the duration of my treatment or until cancelled in writing by the patient.

I understand I can cancel this release at any time, but the cancellation will not affect any information that was already released before the cancellation.

By signing below I understand that information specific to drug and alcohol treatment, psychiatric treatment, AIDS/HIV, and genetic test information can be released with this consent.

I understand information discussed may be re-disclosed by the receiving person and may no longer be covered under federal privacy laws.

I understand what this agreement means and I am satisfied with any explanations I may have requested and received.

| | | | |
|-------|---------------------------|-------|--------------|
| _____ | Patient Signature | _____ | Date |
| _____ | Person authorized to sign | _____ | Relationship |
| | | _____ | Date |

**Providers of:
Oregon Psychiatric Partners, L.L.P. & Franc Strgar, MD, P.C**

3203 Willamette St. ~ Eugene, OR 97405
1831 NW Kings Blvd, Corvallis OR 97330
Phone 541-726-9912 ~ Fax 541-744-4443

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

Patient Name: _____ Date of Birth: _____

Other Names Used: _____

For the purpose(s) of continuity of care, diagnosis, evaluation and treatment planning, I authorize my provider(s) at **OREGON PSYCHIATRIC PARTNERS, LLP, & FRANC STRGAR MD, PC** to release the following confidential information about me to the physician or organization listed below.

(Name of Physician or Organization)

(Address)

(Telephone)

(Fax)

By placing my initials here _____ I authorize the physician or organization listed above to release my medical record and information to my provider(s) at OREGON PSYCHIATRIC PARTNERS, LLP & FRANC STRGAR MD, PC.

I understand my record may include medical, mental health, and drug/alcohol diagnostic evaluations, treatment history, progress notes, summaries, medication history, laboratory test and reports, and hospital and immunization records.

I understand the following information can only be disclosed if I *initial below*. I further understand that federal and/or state laws prohibit the re-disclosure of mental health, drug and alcohol, and HIV/AIDS diagnoses and treatment information, and specific authorization is required for the release of such information.

- _____ Mental Health records which may including drug/alcohol diagnoses and treatment or referral information
- _____ HIV/AIDS related information and/or records
- _____ Genetic Testing information and/or records

Please indicate purpose for this release:

- Ongoing:** To Allow ongoing communication between my care providers.
- Single Event:** This is a one-time request to transfer all my records from Oregon Psychiatric Partners to the entity listed above.

If you are requesting a specific record to be released, please specify the document below:

By signing below:

I authorize the release of the medical records noted above and I understand the person or organization receiving these records could re-disclose the records and they may not be covered under federal privacy laws.

I understand this release will remain in effect until:

- My care is terminated by my provider or myself.
- The designated time period of _____ days has lapsed.
- The single event has been fulfilled, which I understand may take 30 days from the date of the request.

I understand that information about my care is confidential and protected by state and federal law and I may cancel this authorization at any time. To cancel the authorization, I must provide a written request to cancel. The request to cancel this consent will not affect information that was released prior to the date of my cancellation request.

I agree I have read the entire release and I understand this authorization is voluntary and I may refuse to sign the authorization. I understand if I do not sign this authorization it will not affect my ability to obtain treatment or payment or my eligibility for benefits.

Date Signature of Patient or Guardian Type of Guardianship

**OREGON PSYCHIATRIC PARTNERS, LLP
&
Franc Strgar, MD PC**

Acknowledgement of Receipt of Notice of Privacy Practices

Patient Name: _____ **Patient DOB:** _____

By signing below I acknowledge that I have received, or have been offered, a copy of the Notice of Privacy Practices. I understand that I have the right to refuse to sign this acknowledgement if I so choose.

| | |
|---|--|
| <p>_____ Signature of Patient or Legal Representative</p> <p>_____ Printed Name of Patient's Representative (if applicable)</p> | <p>_____ Date</p> <p>Relationship to Patient (if applicable)</p> <p><input type="checkbox"/> Parent or guardian of unemancipated minor</p> <p><input type="checkbox"/> Court appointed guardian</p> <p><input type="checkbox"/> Executor or administrator of decedent's estate</p> <p><input type="checkbox"/> Power of Attorney</p> |
|---|--|

FOR OFFICE USE ONLY

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices on the following date,
_____ but acknowledgment could not be obtained because:

- Patient/representative refused to sign
- Emergency situation prevented us from obtaining acknowledgement at this time
(will attempt again at a later date)
- Communication barriers prohibited obtaining acknowledgement (Explain)

- Other (Specify)

Oregon Psychiatric Partners, L.L.P.
&
Franc Strgar MD, P.C.

OFFICE POLICY STATEMENT

PHONE HOURS:

The office staff is available by telephone Monday thru Friday from 9:00am to 4:30pm. The staff is not available by phone during the lunch hour from 11:30am to 1:00pm.

DAYS OF OPERATION:

The Corvallis office is open Tuesday through Friday

The Eugene office is open Monday through Friday.

Providers do have varying schedules and may not be available each day.

All offices are closed on the first Friday of each month and most national holidays. Other closures may be necessary from time to time. Please check our website calendar for updates.

Our answering service operator is available to assist you at all times. In the event you have an urgent need during business hours, evenings or weekends, you may be referred to the on-call provider if your regular provider is not available. In the event of any after-hours emergency, the answering service will contact your provider or the on-call provider. If you are unable to wait for a return call, please go to your local emergency room.

APPOINTMENT and EMERGENCIES:

It is your responsibility to attend scheduled appointments. **If you cannot keep your appointment, please call at least 24 hours in advance to cancel or reschedule.** Any request to cancel or reschedule may be left on our voicemail after hours and on weekends. Giving advance notice may secure continued care.

Frequent missed appointment and last-minute cancellations may result in termination of your care in this office. If you miss two (2) appointments, or cancel up to two (2) appointments in less than 24 hours, your services may be terminated at this practice.

New patients; If you need to cancel or reschedule your initial visit, please contact the office at least 24 hours in advance. **If you Late Cancel or No Show for the appointment your chart will be closed and you will Not be eligible to reschedule within the practice.**

MEDICATION REFILLS:

If you need a medication refill, **call your pharmacy even if the bottle says no refills:**

Request refills at least 4 days before you need to pick up your medication. This will allow time for the pharmacy to process the request, contact your provider, and allow time for your provider to respond.

REFILLS WILL NOT BE PROCESSED AFTER REGULAR BUSINESS HOURS OR ON WEEKENDS.

MEDICATION CHANGES:

All medication changes will require a visit with your provider.

PSYCHIATRIC FEES and BILLING:

Please contact the office any time you have changes in your insurance or billing information. **You are expected to pay your "Copay" "Deductible" "Coinsurance" or an estimate of the amount we expect you will owe, and any outstanding balance at the time of your appointment. Private pay accounts are required to make payment in full at the time of each appointment.** Please contact the billing office if you have questions about fees and payments.

REPORTS, DOCUMENTS and REQUESTS:

If you are applying for disability, involved in a legal dispute, or require written reports for a third-party insurance or any other entity, please be aware the **completion of forms and documents is not a requirement of your provider.** Providers may refuse the request. Any document that is completed at your request, the request of your attorney, or third-party entities, will be billed to you. **You will be responsible for the fee** and you may be required to pay the fee prior to completion. If your provider agrees to complete such a request, the provider will make every effort to do so within 14 days of receipt. In some cases, completion of documents or preparation of medical records may take up to 30 days.

TREATMENT PLAN:

You have the right to participate in forming your treatment plan and ask why any form of treatment is recommended. You may at any time refuse treatment or request a change in treatment approach. Please discuss this further with your provider.

PROVIDER RESPONSIBILITIES DISCLAIMER:

It is your responsibility to notify the office if your insurance changes or if your insurance requires pre-authorization. It is your responsibility to be aware of your insurance company's preauthorization requirements and if your policy has plan limitations. Authorization for sessions does not guarantee available benefits. If benefits exhaust, preexisting conditions apply, or current insurance is not provided in a timely manner you will be personally responsible for the bill. Payment is due within 30 days of mailing or billing statement notice.

Oregon Psychiatric Partners, L.L.P.
&
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PATIENT RESPONSIBILITIES:

We consider you a partner in your health care. When you are well informed, participate in treatment decisions and communicate openly with your doctor and other health professionals, you help make your care as effective as possible. We encourage respect for the personal preferences and values of each individual.

While you are a patient of Oregon Psychiatric Partners and/or Dr. Franc Strgar, MD, P.C. your rights include the following:

- You will have the right to considerate and respectful care.
- You will have the right to be well informed about your illness, possible treatments and likely outcome and to discuss this information with your provider. You have the right to know the names and roles of the people treating you.
- You have the right to consent to or refuse a treatment as permitted by law. If you refuse a recommended treatment, you will receive other needed and available care.
- You have the right to privacy. Our group, your provider, and others caring for you will protect your privacy as much as possible.
- You have the right to expect a timely response to questions regarding medication and side effects.
- You have the right to expect that treatment records are kept confidential unless you have given permission to release information or we are reporting as required or permitted by law. When we release records to others, such as insurers, it emphasized that the records are confidential.
- You have the right to expect that we will give you necessary health services to the best of our ability. Treatment, referral or transfer may be recommended. If transfer is recommended or requested, you will be informed of risks, benefits and alternatives.
- You are responsible for providing information about your health, including past illnesses, hospital stays, and use of medicine.
- You are responsible for asking questions when you do not understand information or instructions. If you believe you can't follow through with your treatment, you are responsible for being considerate of the needs of other patients and staff.
- You are responsible for providing information for insurance and for working with us to arrange payment, when needed.
- Your health depends not just on the care you receive from the provider, but in the long term on the decisions you make in your daily life. You are responsible for recognizing the effect of lifestyle on your personal health.

BILLING RIGHTS AND RESPONSIBILITIES

**If you have questions regarding this notice,
please contact the OPP Billing Office at 541-726-9912, or Dr. Strgars Billing Office At 541-497-8009**

INSURANCE AND PREAUTHORIZATION:

Insurance companies may require authorization for certain services. Authorization does not guarantee payment. It is your responsibility to verify whether or not our providers are eligible for insurance reimbursement or if there are restrictions to your policy for specific providers and services. It is your responsibility to notify the office of your insurance requires preauthorization or if you have changes in your insurance plan or coverage. In many cases, you will be required to initiate the request for a referral to our office. It is also your responsibility to monitor the actual benefits you have used. If benefits terminate, authorized sessions have been used, or deductibles, co-pays or co-insurance are a requirement of your plan, you are personally responsible for the billed services.

NOTIFY US OF ERRORS OR BILLING QUESTIONS:

If you think your bill is incorrect or if you need more information about a transaction on your bill, write to us at the address on your bill as soon as possible, but no later than 30 days after you receive the first statement on which the problem appeared. You can telephone us, but doing so will not preserve your rights. **In your letter, identify the following information:**

- Your name and account number (located on your statement)
- The name of the provider (located on your statement)
- Explain why you believe there is an error.

YOUR RIGHTS AND RESPONSIBILITIES AFTER WRITTEN NOTIFICATION:

We must acknowledge your letter within 30 days unless we have corrected the error before then. Within 90 days, we must either correct the error or explain why we believe the bill is correct. You will continue to receive billing statements until the issue is resolved. If we find that we made a mistake on your bill, we will send you a statement of the corrected amount you owe and the day your payment is due.

PAYMENT OF ACCOUNT:

Providers of Oregon Psychiatric Partners and Dr. Strgar MD, P.C. reserve the right to require prepayment of all services. Your financial responsibility may be different from that stated on your insurance card because of psychiatry specialty fees which may not be known until after the insurance has been billed. All accounts not paid within 30 days may be considered past due unless payment arrangements are made. A \$25 fee will be charged to the patient for any check returned to us for insufficient funds (NSF).

New Patient Questionnaire
Nic White PMHNP-BC

Date: _____

Name: _____ **Date of birth:** _____

Gender: male female If other, please specify: _____

Preferred pronouns: he/him she/her they/them other, please specify: _____

Main concerns:

Past Medical history: Please list any medical conditions you have.

Allergies to medications:

Social History:

Where were you born? Where were you raised? _____

In general, how was your childhood? _____

Do you have siblings? yes no: How many? _____ brothers _____ sisters

Who did you grow up with? _____

Is there any past trauma? yes no: _____

Is there a history of abuse? yes no: Emotional Physical Sexual Mental

Who was the abuser? _____

Education:

How much schooling have you completed? did not complete high school high school GED
 some college completed college Masters Doctorate

Thank you for being thorough and honest with your answers!

New Patient Questionnaire
Nic White PMHNP-BC

Employment History:

Are you currently: employed unemployed attending school disabled retired
What is or was your occupation? _____

Relationship status: single dating married divorced separated widowed

Number of marriages and length: _____

Do you have children? yes no

If yes, list children and

ages: _____

What is your current living situation? _____

Legal History:

Have you ever been arrested? yes no

If yes, please explain: _____

Do you have any pending legal problems, such as court dates, sentences, or other issues? yes no

If yes, please explain: _____

History of Substance Use:

Tobacco: Do you smoke? yes no If yes, how much? _____

Do you use other tobacco products? yes no If yes, what and how much? _____

Alcohol: Do you drink alcohol? yes no

If yes, how often and how much do you drink? _____

Have you used any of the following substances?

Marijuana (including THC and CBD products) heroin cocaine meth ecstasy PCP

LSD mushrooms opiates benzodiazepines prescription meds

other, please list: _____

If yes, how old were you when you first used

each? _____

Have you ever attended a rehab program for drugs or alcohol? yes no

If yes, when? _____

Family Psychiatric Problems:

Has anyone in your family been diagnosed with mental illness? yes no

If yes, please list the family member's relationship to you (father, mother, grandfather, etc) and diagnosis:

Thank you for being thorough and honest with your answers!

New Patient Questionnaire
Nic White PMHNP-BC

Psychiatric Review of Symptoms: If you are having problems with any of the items listed below, please place a check mark next to the item.

Sleep _____ Attention problems _____ Paranoia _____
Nightmares _____ Anxiety _____ Hallucinations _____
Appetite _____ Panic attacks _____ Suicidal thoughts _____
Cravings _____ Sadness _____ Homicidal thoughts _____
Manic episodes _____ Anger _____ Other _____

Past Psychiatric History:

List any mental health issues you've been diagnosed with in the past:

Have you ever been hospitalized for a mental health condition? [] yes [] no

If yes, please list the number of times you were hospitalized, why, and the year it happened:

Have you ever attempted suicide? [] yes [] no

If yes, please list how many times, how you attempted, and the year it happened:

Have you purposefully done things to harm yourself, like cut or burn yourself? [] yes [] no

Please list your past psychiatrist or medical doctor who prescribed psychiatric medications, if any:

Please list your past therapists or counselors, if any:

Current medications: Please list any medications you are currently taking or prescribed with the name, dose, and how often you take it.

Goals: What would you like to accomplish with your visits here?

Thank you for being thorough and honest with your answers!

Nic's Professional Relationship Guidelines

This guideline includes knowledge to make sure there is a mutual understanding between you and I. This will give you an idea of what I expect from you and what you can expect from me. Each item is important and necessary to ensure I am able to provide you the best and most accurate care possible.

1. My office is a safe space. *Please be 100% honest* with me about everything so I can give you the best treatment possible.
2. *Change takes time.* If there are several issues that need addressing, we will probably break down each issue one at a time. Please be patient both with yourself and with me.
3. *Change also takes a lot of work.* Like anything else, you will have to put in effort and you might even leave with homework that I expect you to do. You know yourself better than anyone else ever will, which means that there are certain things – like learning a new idea, taking control of your thoughts and emotions, or changing other things in your life – that only you can do.
4. *I expect you to be uncomfortable at times.* Growing into a healthier person means stepping outside the same life and habits you have been living up until this point. Often, the easiest path is the one that will give the most negative results. Growth, new healthy habits, and addressing deep-rooted issues can all be uncomfortable. Know that it's normal to feel uncomfortable when you're making changes to your life. It's a hard process that requires dedication. We will face this together.
5. *Substance abuse often covers up mental health issues.* It can also make them worse. If substance abuse interferes with our work together, I may decide to pause our collaboration until substance abuse treatment is completed. I may also decide to order drug screens, complete pill counts, and other methods to make sure that we're both being honest with each other.
6. *I will NOT order controlled substances without a face to face visit.* If it becomes obvious that you are abusing a medication, whether that is misuse, selling, or any other issue other than taking the medication as prescribed, you may be discharged.
7. *If you have an emergency, please call 911.* OPP has an after-hours number. However, because of the nature of a fully scheduled workday, it could take 1 or 2 days before I can get back to you. For this reason, please limit office calls and come to your appointments with every question you can think of. I recommend taking some time to write down every question you think of before your visit so we can address them together.
8. *Aggressive or abusive behavior may result in discharge from care.* We are a team when working to help you. If you choose to miss appointments, not do work for yourself, or if you become abusive towards me or any of the staff at OPP, I may decide that discharge from care is the best course of action.
9. Finally – *our end-goal for treatment is to improve your health and quality of life.* Improvement looks different for each person, but a constant truth is that avoiding difficult issues does not improve anything. Be prepared to work on you together and see benefits from it!

We can make a huge difference when we put our trust in each other. I look forward to helping you!