



Barnabas Behavioral Healthcare, LLC

Specializing in the Strategic Integration of Behavioral and Medical Care

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Main Office: 409 Evelyn Drive, Columbia SC 29210

p.803-216-0850 f.803-216-0420

www.barnabashealthcare.com

The following form will become part of your confidential record. Please answer each question as carefully as you can. You may use the back of any page for additional comments

Date _____ Name _____ Date of Birth _____ Age _____ Sex _____

Present address _____

Telephone Home _____ Work _____ Mobile _____

Social Security Number _____ EMAIL _____

Emergency Contact _____

Their address _____

Their phone _____

Marital status _____ If married, number of years _____ Number of Marriages _____

If separated/divorced, how long? _____

Living with Spouse _____ Roommate _____ Alone _____

Parents _____ Children _____

Occupation _____ Hours per week _____

Employer _____

Highest Level of education completed: _____ Major: _____

Religious Affiliation _____ Number of times you attend religious services per month _____

Explain your spiritual beliefs _____

Name of primary care provider (M.D., N.P., or P.A.) _____

Address _____ Phone _____

Are you currently receiving medical treatment? Yes _____ No _____ Please describe any problems you have that require medical or physical care _____

Have you previously had counseling/therapy? Yes _____ No _____ When? _____ With whom? _____ How long? _____

Why did you stop? _____

Cigarettes _____

Do you use or have you used any of the following (how much, how often, and for how long?) Alcohol _____ Family Members _____

Other Substances _____ Family Members _____

List any family history of mental illness

List any drug or food allergies you may have

FAMILY MEMBERS

	Name	Age	Occupation or grade in school
Spouse	_____	_____	_____
Children	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Stepchildren	_____	_____	_____
	_____	_____	_____
Father	_____	_____	_____
Mother	_____	_____	_____
Siblings	_____	_____	_____

Problem Areas: In the following list, please place a check next to each item which indicates an area of concern to you. Please place two checks by items which are most important (you may add comments.)

- | | |
|---|--|
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Unable to trust others |
| <input type="checkbox"/> Depressed mood | <input type="checkbox"/> Change in eating habits |
| <input type="checkbox"/> Guilt feelings | <input type="checkbox"/> Fighting/arguing with others |
| <input type="checkbox"/> Over activity | <input type="checkbox"/> Can't stand up for myself |
| <input type="checkbox"/> Weight loss | <input type="checkbox"/> Can't say "no" to others |
| <input type="checkbox"/> Weight gain | <input type="checkbox"/> Poor adjustment to job/school |
| <input type="checkbox"/> Headaches | <input type="checkbox"/> Bad temper/anger problems |
| <input type="checkbox"/> Feelings of inferiority | <input type="checkbox"/> Difficulties with opposite sex |
| <input type="checkbox"/> Loss of interest | <input type="checkbox"/> Stomach or bowel disturbance |
| <input type="checkbox"/> Poor sleeping | <input type="checkbox"/> Unfairly treated by others |
| <input type="checkbox"/> Repetitive ideas | <input type="checkbox"/> Repetitive behaviors |
| <input type="checkbox"/> Thought of suicide | <input type="checkbox"/> Drinking or drug problems |
| <input type="checkbox"/> Wish to hurt others | <input type="checkbox"/> Rely too much on others |
| <input type="checkbox"/> Marital relationship | <input type="checkbox"/> Suspicious of others |
| <input type="checkbox"/> Financial problems | <input type="checkbox"/> Recent loss of someone |
| <input type="checkbox"/> Lonely/too few friends | <input type="checkbox"/> Sexual problems/concerns |
| <input type="checkbox"/> Unhappy most of the time | <input type="checkbox"/> Family quarreling |
| <input type="checkbox"/> Problem with children | <input type="checkbox"/> Fearful of things or situations |
| <input type="checkbox"/> Troubling memories | <input type="checkbox"/> Religious/spiritual concerns |
| <input type="checkbox"/> Inability to relax | <input type="checkbox"/> Cardiovascular /heart problems |
| <input type="checkbox"/> Memory difficulties | <input type="checkbox"/> Alcohol/drug problem in family |
| <input type="checkbox"/> Lack of confidence | <input type="checkbox"/> Unusual/strange experiences |
| <input type="checkbox"/> Can't make decisions | <input type="checkbox"/> Stress from recent event |
| <input type="checkbox"/> Bitterness or resentment | <input type="checkbox"/> Divorce/separation difficulty |
| <input type="checkbox"/> Periods of over activity | <input type="checkbox"/> Troubling habits/thoughts |
| <input type="checkbox"/> Eating problems | <input type="checkbox"/> Feeling rejected by family |
| <input type="checkbox"/> Shy or awkward with others | <input type="checkbox"/> Other (specify) |

In your own words, briefly describe the main problem(s) which prompted you to seek help at this time.

Have there been times when the problem(s) got better or disappeared? Yes _____ No _____

If so, when _____

What do you think helped? _____

Were there times when the problem was especially bad? Yes _____ No _____ If so, when? _____

What made it bad? _____

Are there other people who play a role in causing your problem? _____

Helping your problem? _____ Explain briefly _____

Name the main goal that you would like to reach in counseling _____

How did you hear about our center? _____

I completed the above information accurately and have read and agree to the general information and policy statements of Barnabas Medical-Behavioral Healthcare, LLC. I give my consent for services with Barnabas Medical-Behavioral Healthcare and its professional staff to include assessment, diagnosis, psychotherapy, pharmacotherapy, involvement in the treatment planning process, evaluation and testing as appropriate.

Signature _____ Date _____

Provider _____ Date _____

Medical History

Family History

	Father	Mother	Father's Parents	Mother's Parents	Siblings	Children
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy/Convulsions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bleeding Disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thyroid Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Patient Medical History

- | | | |
|--|---|--|
| <input type="checkbox"/> Headache | <input type="checkbox"/> Gallbladder Disease | <input type="checkbox"/> Depression |
| <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> Prostate Problems | <input type="checkbox"/> Gout |
| <input type="checkbox"/> Heart Palpitations | <input type="checkbox"/> Bowel Irregularity | <input type="checkbox"/> Scarlet fever |
| <input type="checkbox"/> Heart Murmur | <input type="checkbox"/> Incontinence | <input type="checkbox"/> Chronic rashes |
| <input type="checkbox"/> Chest Pain | <input type="checkbox"/> Overactive Bladder | <input type="checkbox"/> Rheumatic fever |
| <input type="checkbox"/> Dizziness/Fainting | <input type="checkbox"/> Frequent Urination | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> Peripheral Vascular Disease | <input type="checkbox"/> Sexual/Menstrual Dysfunction | <input type="checkbox"/> Measles |
| <input type="checkbox"/> Allergies/Hay fever | <input type="checkbox"/> Venereal Disease | <input type="checkbox"/> Rubella |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Frequent Infections | <input type="checkbox"/> Polio |
| <input type="checkbox"/> Bronchitis | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Diphtheria |
| <input type="checkbox"/> Pneumonia | <input type="checkbox"/> Anemia | <input type="checkbox"/> Tetanus |
| <input type="checkbox"/> Ulcer | <input type="checkbox"/> Arthritis | |
| <input type="checkbox"/> GI Disorder | <input type="checkbox"/> Osteoporosis | |
| <input type="checkbox"/> Lactose Intolerance | <input type="checkbox"/> Nervousness | |

Date _____ Patient DOB _____
Patient Name _____ Patient Signature _____
Provider _____ Parent/Guardian Signature _____

Please CLEARLY list any current medications you are taking	Strength	Dose	Frequency
<i>Example- Zithromax Z-Pack</i>	<i>250 mg</i>	<i>2 Pills</i>	<i>Daily</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list clearly any allergies as it related to medications
Example -Penicillin

Preferred Pharmacy Name _____
Phone Number _____
Address _____

Primary Care Doctor _____ Fax Number _____
Referring Provider _____ Fax Number _____



Name: _____ Date: _____

Instructions: Please answer each question to the best of your ability

1. Has there ever been a period of time when you were not your usual self and... Yes No

...you felt so good or so hyper that other people thought you were not your normal self or you were so hyper that you got into trouble? Yes No

...you were so irritable that you shouted at people or started fights or arguments? Yes No

...you felt much more self-confident than usual? Yes No

...you got much less sleep than usual and found you didn't really miss it? Yes No

...you were much more talkative or spoke much faster than usual? Yes No

...thoughts raced through your head or you couldn't slow your mind down? Yes No

...you were so easily distracted by things around you that you had trouble concentrating or staying on track? Yes No

...you had much more energy than usual? Yes No

...you were much more active or did many more things than usual? Yes No

...you were much more social or outgoing than usual, for example, you telephoned friends in the middle of the night? Yes No

...you were much more interested in sex than usual? Yes No

...you did things that were unusual for you or that other people might have thought were excessive, foolish, or risky? Yes No

...spending money got you or your family into trouble? Yes No

2. If you checked YES to more than one of the above, have several of these ever happened during the same period of time? Yes No

3. How much of a problem did any of these cause you – like being unable to work; having family, money or legal troubles; getting into arguments or fights? Please select one response only.

No Problem

Minor Problem

Moderate Problem

Serious Problem

4. Have any of your blood relatives (i.e. children, siblings, parents, grandparents, aunts, uncles) had manic-depressive illness or bipolar disorder? Yes No

5. Has a health professional ever told you that you have manic-depressive illness " " or bipolar disorder? Yes No



Generalized Anxiety Disorder Questionnaire (GAD-7)

Name: _____ Date: _____

Over the last 2 weeks, how often have you been bothered by any of the following problems?

1. Feeling nervous, anxious or on edge?	<input type="checkbox"/>	Not at all
	<input type="checkbox"/>	Several days
	<input type="checkbox"/>	More than half the days
	<input type="checkbox"/>	Nearly every day

2. Not being able to stop or control worrying?	<input type="checkbox"/>	Not at all
	<input type="checkbox"/>	Several days
	<input type="checkbox"/>	More than half the days
	<input type="checkbox"/>	Nearly every day

3. Worrying too much about different things?	<input type="checkbox"/>	Not at all
	<input type="checkbox"/>	Several days
	<input type="checkbox"/>	More than half the days
	<input type="checkbox"/>	Nearly every day

4. Trouble relaxing?	<input type="checkbox"/>	Not at all
	<input type="checkbox"/>	Several days
	<input type="checkbox"/>	More than half the days
	<input type="checkbox"/>	Nearly every day

5. Being so restless that it is hard to sit still?	<input type="checkbox"/>	Not at all
	<input type="checkbox"/>	Several days
	<input type="checkbox"/>	More than half the days
	<input type="checkbox"/>	Nearly every day

6. Becoming easily annoyed or irritable?	<input type="checkbox"/>	Not at all
	<input type="checkbox"/>	Several days
	<input type="checkbox"/>	More than half the days
	<input type="checkbox"/>	Nearly every day

7. Feeling afraid as if something awful might happen?	<input type="checkbox"/>	Not at all
	<input type="checkbox"/>	Several days
	<input type="checkbox"/>	More than half the days
	<input type="checkbox"/>	Nearly every day

The GAD-7 score is calculated by assigning scores of 0, 1, 2, and 3, to the response categories of 'not at all', 'several days', 'more than half the days', and 'nearly every day', respectively, and adding together the scores for the seven questions.

- | | |
|----------|-------------------------|
| 0 Points | Not at all |
| 1 Point | Several days |
| 2 Points | More than half the days |
| 3 Points | Nearly every day |

TOTAL SCORE

THE PROCESS OF COUNSELING

Counseling is a special, safe, healing, and respectful (if not sacrosanct) process wherein a trained helper works with a wounded person to reach a mutually agreed upon goal and level of functioning that reflects psychological wellbeing. We work with a broad variety of individuals with differing life stresses, coping resources and abilities.

The INTAKE is the initial session wherein the client and practitioner meet to understand the presenting concerns and develop a plan to address change. It also allows the assessment of therapeutic good fit and the ability to work together in a mutually responsible manner. This initial stage may be further refined according to circumstances and progress made. Psychological testing may be utilized to understand and define inner dynamics more fully.

Everyone is unique and life circumstances vary widely so the process and length of treatment will differ among clients (even if someone else seems to be undergoing or has experienced similar problems).

The next phase of counseling involves gaining a fuller understanding and taking ownership of the identified problem(s) and the way psychological, relational, and/or medical components work and are addressed and repaired. You will try a personalized treatment strategy with teaching, coaching, and encouragement from your professional helper.

The final stage simply involves fine tuning until you are feeling that you can take it from there (it's OK to need a few follow-ups from time to time).

THE PROCESS OF PSYCHIATRIC CARE

Similar to counseling, the process of psychiatric care also involves a collaborative relationship between the patient and provider. Psychiatric care is individualized for the unique needs of each patient; therefore, it is important to evaluate past medical and psychiatric history and overlay this with current medical and psychiatric presentation. At times, with the patient's consent, this may involve gathering information from other sources, such as family members and other medical providers. Screening tools and/or questionnaires may be utilized to aid diagnosing and gauge patient status. Lab tests are also an important component of some treatment plans, as these assist with tracking medication levels and overall response to treatment.

The goal of psychiatric care is to provide patient-centered, holistic care; therefore, the duration of psychiatric treatment and frequency of follow-up visits depends on multiple factors that are specific to each patient. On average, adult medication management follow-up appointments are initially scheduled at intervals of 3 to 4 weeks. Thereafter, the timeline between follow-up appointments increases to 3 to 4 months and expands from this point, based on the needs of the patient and type(s) of medications being prescribed. Follow-up appointments for pediatric and adolescent patients are typically scheduled at 2-week intervals, followed by 1-month med checks, and then quarterly (every 3 months). For pediatric and adolescent patients, "eyes on" care is an important factor in providing safe, high-quality care. Therefore, for these patients, if medication is prescribed for a mood or behavioral disorder, attending counseling is an important aspect of achieving long-term wellness, life-long coping skills, as well as gauging effectiveness of the current treatment plan.

CONFIDENTIALITY

All communication between you and your counselor will be held in confidence and will not be revealed to anyone, unless required by law. Information that you wish to disclose to or obtain from anyone will only be initiated with your written consent.

OFFICE HOURS AND COMMUNICATION

Our office hours vary among our counseling staff. Limited evening and Saturday morning appointments are available. Staff can typically be contacted at our Evelyn Drive office by calling (803) 216-0850 between 9:00 a.m. and 5:00 p.m., Monday through Friday. You may leave a voicemail if our line is busy or after hours. You may also ask your provider how to contact them on an individual basis.

In the event of an emergency, if we cannot be reached, please go directly to the emergency room of the hospital of your choice and continue to attempt to contact us. Prisma ER (formerly Palmetto Health) can be reached at (803)-434-4813 or dial 911.

APPOINTMENTS

Typically, your counselor will schedule to see you weekly during a standing appointment time (your time reserved just for you). However, because you may need to change your appointment from time to time, we ask that you verify your next appointment with your counselor at the end of each session. Changes in appointments can so be made by phone; priority will, however, be given to those with standing appointments.

CANCELLATION OF APPOINTMENTS

You may cancel an appointment without charge by calling 24 hours in advance. Except in cases of emergency, cancellations without sufficient notice will lead to a charge of one-half the normal fee on the first occasion all others will incur a full-fee charge. Patient insurance will not cover a cancellation/"no show" charge and you will be responsible for the balance. Late cancellations prevent your counselor from being able to schedule this time with other clients in need. Others may request to see your counselor, perhaps in a crisis, and be turned away only to find that the scheduled appointment was missed. Two consecutive cancellations of any kind may also lead to forfeiture of your standing appointment time and the need for you to find a new time.

FEES AND PAYMENTS

We have attempted to set our fees at a reasonable level in accordance with state and national fee schedules. They are moderate in comparison with the prevailing rates in this area. In most situations the client pays only the co-pay amount and/or coinsurance amount and insurance company is billed for the remainder. We expect full payment of your portion at the time of service as well as any account balance you may have incurred from previous appointments.

We will file insurance claims as a courtesy to our clients however it is solely the responsibility of the client to notify us of any insurance changes.

You may use check, cash, and credit card for payment. There is a charge for testing, and costs vary with the individual test or tests taken.

If you are not covered by insurance and you have a limited income, you may request to be a self-pay client and we can discuss sliding scale fees. If you have questions about whether your insurance policy covers counseling services, you need to call your insurance company or agent to determine this. Our office staff is familiar with the coverage on some policies but, frankly, insurance companies can sometimes be unreliable. Since the insurance arrangement is between you and your insurance company the burden is yours to insure proper dispensation. We welcome this opportunity to serve you and look forward to working with you.

Patient Care Communication Form

(release of information to Primary Care Provider)

Primary Doctor/Care Provider/Referring Doctor's Name _____

Telephone _____ Fax _____

Address _____ City _____ State _____ Zip _____

Dear _____,

Your patient, _____ has been seen by _____ .

Date of initial assessment _____ . Next appointment _____ .

Diagnosis and or presenting problem _____

Treatment recommendations _____

Medication Issues _____

Please call if further information or clarification would be helpful,

Sincerely,

Authorization to Disclose Information

I understand that my records are protected under the applicable state law governing health care information that relates to mental health services and under the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records 42CRF Part 2, and cannot be disclosed without my written consent unless otherwise provided for in state or federal regulations. I also understand that I may revoke this content at any time except to the extent that action has been taken in reliance on it. This release will expire 12 months after first signed.

_____ I want this information released to my Primary Doctor/Provider/Referring Doctor

_____ I DO NOT want this information released to my Primary Doctor/Provider/Referring Doctor

Patient _____ Date _____

Parent/Guardian _____ Date _____

Witness _____ Date _____



Payment & Insurance Information

As a courtesy to our patients, we can file your bill to your insurance company. It's much easier for the both of us if we have the right information up front. If you have questions about how the billing process works, feel free to call or browse through our frequently asked questions page on our website.

A word of protection for our patients:

- Your treatment with us may be covered by a different insurance than a visit with your family doctor.
You can usually find on the back of your insurance card the mental/behavioral health phone number if you are unsure.
- Some providers may NOT be in network with your insurance company.
You can contact your insurance company and give them the name of the provider you are wanting to see.

We do our best to schedule your appointment with an In Network provider, however we have found that certain insurances outsource their mental health coverage processing to a completely different company (Blue Cross Plan XYZ may cover a primary care physician office visit while sending mental health claims to United Behavioral Health Plan ABC). The issue with this is while your provider may in fact be In Network with the insurance company named on your card, they may out of network if the claims are sent elsewhere.

In our example above, the provider was not in network because the mental health coverage is with a different company. Most of the time, it is easy for us to determine if this is case and generally there are only a few insurance companies that do this. We strongly recommend that you speak with your insurance company to determine where the mental health (sometimes referred to as behavioral health) coverage is processed. *We will pass on to you what your insurance tells us you owe.* This means that if the insurance company tells us we have the wrong company, the wrong date of birth, the wrong ID etc., or to apply out of network coverage, you will be responsible for the payment according to your coverage.

Please note, some visits will require an authorization and/referral. We know that Humana will require your primary care physician to send us a referral to treat you. Some psychological testing may require approval prior to your visit.

Please fill out the areas below as accurately as possible:

EMAIL or Fax or Send or Bring a copy of your insurance card(s)

Email- appointments@barnabashealthcare.com

Fax- 803.216.0420

Patient Name:	_____	Patient Date of Birth:	_____
Primary Insurance:	_____	Patient SSN:	_____
Insurance ID:	_____		
Insured By:	_____	Relationship to Insured:	<input type="checkbox"/> Self
Insured by Date of Birth:	_____		<input type="checkbox"/> Spouse
Insurance Address:	_____		<input type="checkbox"/> Child
Mental Health Phone:	_____		<input type="checkbox"/> Other:
Secondary Insurance:	_____		
Insurance ID:	_____		
Insured By:	_____	Relationship to Insured:	<input type="checkbox"/> Self
Insured by Date of Birth:	_____		<input type="checkbox"/> Spouse
Insurance Address:	_____		<input type="checkbox"/> Child
Mental Health Phone:	_____		<input type="checkbox"/> Other:

AUTHORIZATION FOR PAYMENT

For convenience, we offer different payment options. You can call us after your visit to pay over the phone, pay through the patient portal or we can store a credit card on file for you. If you have any questions about your balance, feel free to call our billing team or send a message through the portal. We will not schedule follow up visits with an outstanding patient balance. Standing appointments require a zero balance weekly or to have a card on file for payment. If you would like to setup a card on file, please fill out the following information. If you chose to place a maximum debit amount and have any questions regarding what your portion of your bill will be (self pay or insurance), we are happy to help.

Please select from the following payment options.

- I will make my payments by mail
- I will make my payments through the patient portal
- I will make my payments over the phone with a credit card
- I will make my payments in person with cash/check/credit card
- I will make my payments with the following card on file.

Card on File for Payment Information

Card Number:	_____	Type of Card:	_____
Name on Card:	_____	Expiration Date:	_____
Billing Address:	_____	CITY/STATE/ZIP:	_____
	_____	CVV:	_____

Please indicate your preference.

INITIALS ___ I give permission to Barnabas Behavioral Healthcare, LLC to bill my credit card on file

___ I give permission for a monthly payment

___ I give permission for a biweekly payment

___ I give permission for a weekly payment

INITIALS ___ Debit my account for patient responsibility balance

___ Full Balance

___ Up to Maximum Debited \$ _____

Signature

Date



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FINANCIAL POLICY

Our continued participation in your health plan depends upon everyone fulfilling his or her obligation in accordance with the contracts. Patients are responsible for all deductibles, co-payments, coinsurance and non-covered charges. As a service to our patients, we call your insurance to get a description of benefits. This office is not responsible for incorrect benefit information given to us by your insurance carrier, or changes in coverage after verification date. A description of benefits is not a guarantee of coverage and cannot be relied on as such. In the event of non-payment by your insurance company the charges on your account will be your responsibility. Payment is due at the time service is rendered. We accept Visa, MasterCard, Discover, American Express, Personal Checks and Cash for your convenience and can now accept payment through the patient portal.

All co-payments are collected before time of service. If you want to verify the insurance benefits quoted yourself, please call your insurance company.

PATIENT CONSENT: I hereby give consent for such medical treatment for myself or I am duly authorized by the patient and his/her general agent to consent for such treatment.

ASSIGNMENT OF BENEFITS: I hereby authorize payment for medical benefits directly to the provider of the services rendered.

RELEASE OF INFORMATION: I hereby authorize the release of any medical information necessary to process any insurance claims.

MENTAL HEALTH COVERAGES: Please refer to the back of your insurance card to determine where the claims need to be filed for your mental health coverage. Please be aware, that some insurance policies may have a third party for their mental health benefits.

***For example, Blue Cross Blue Shield State policies allow medical visits and mental health visits to be filed to the same location, however some Blue Cross Blue Shield policies require mental health benefits to be filed to a completely different insurance company.

We strongly encourage you to check with your insurance company to determine where these claims should be filed and if your provider is in network. It is possible that your provider may be in network with the insurance company on your medical card but not in network with your mental health coverage.

Acknowledgement of Financial Policy

I have read, understood, agree, and received a copy of Barnabas Behavioral Healthcare LLC **Financial Policy** and a copy of this form will be retained in my medical chart.

Signed: _____ Date: _____

Patient Name: _____

Parent/Guardian
Name: _____

Patients under the age of 18 require parent or legal guardian signature



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No Show/ Late Cancellation Policy

If you know that you are unable to make your appointment, we encourage you to give your slot to another patient by letting us know with advanced notice. They would do the same for you.

We understand that sometimes there are unexpected events that may prevent you making your appointment. We also understand that there are patients in need of an appointment that would benefit from taking your appointment time (should you not be able to attend). For this reason, we have a strict no-show/ late-cancellation policy.

We require 24 hours' notice for a cancellation without charge. Please give us one FULL BUSINESS DAY of notice of your cancellation. For example, if your appointment is 8AM on Monday morning, leaving a message on Sunday or Saturday will not allow us time to schedule another patient in that slot. The same is true if you were to call on Friday afternoon, there would still not be enough time to schedule the open slot. To correctly cancel this appointment, you would need to call us prior to 8 AM on Friday.

We are a non-acute care facility and do not have staff answering and scheduling calls after normal business hours.

EXAMPLE: Your Appointment time is 1:00PM Friday afternoon and you need to cancel.

WRONG WAY- Not show up at all or call us after 1:00PM on Thursday to cancel

RIGHT WAY- Call prior to 1:00 the Thursday

First No-Show/ Late Cancellation- \$50.00

Second No-Show/ Late Cancellation- \$100.00 and possible forfeiture of standing appointment slots.

Additional No-Show/ Late Cancellation- \$100.00 and possible termination for our practice

Your insurance company will not pay for no shows.

We will do our best to send reminders of when your appointment time is however this is a courtesy only.

Acknowledgement of No Show/ Late Cancellation Policy

I have read, understood, agree, and received a copy of Barnabas Behavioral Healthcare LLC **No Show/ Late Cancellation Policy** and a copy of this form will be retained in my medical chart.

Signed: _____ Date: _____

Patient Name: _____

Parent/Guardian
Name: _____

Patients under the age of 18 require parent or legal guardian signature



Barnabas Behavioral Healthcare, LLC

Specializing in the Strategic Integration of Behavioral and Medical Care

Glenn P Zaepfel, Ph.D.

Linda C Zaepfel, APRN-BC, LISW-CP

Jonathan Wright, LPC

David C Jones, FNP-BC

Laura J Miller, LICSW-CP, MAC, CACII

Nola C Burnette, LISW-CP

Megan N Zaepfel, FNP-BC

Thomas E Cromer, LISW-CP

Rachel Lewis, LISW-CP

Allison Shipman, LISW-CP

Main Office: 409 Evelyn Drive, Columbia SC 29210 p.803-216-0850 f.803-216-0420 www.barnabashealthcare.com

New Patient Therapeutic Relationship in a Non-Acute Care Facility Disclaimer

Non-Acute Care Practice

Barnabas Behavioral Healthcare is a non-acute care outpatient clinic. We do not have 24-hour coverage like an inpatient center or hospital has. Our patients do not stay overnight, and your provider might not be always available. We do not routinely check messages after hours which means that messages or communications with our practice may not be seen in "real time". Our office hours are 8-5 Monday through Friday, and we may be closed for some holidays. If you send us a note or leave a voicemail after hours, these will not be seen until they are retrieved during normal business hours.

This is very important that you understand the difference between our practice setting and other levels of care. As an outpatient group, our patients may from time to time require additional levels of care which we are not equipped to provide. For example, if a patient has a severe reaction to a medication, they will need to go to the ER not to our office. If a patient requires direct care or observation from an inpatient group, your provider will work with you to make an appropriate referral however if you are experiencing a life-threatening emergency you would need to take immediate action to ensure your safety. In other words, our office may not be able to respond to you directly and we ask for 72 hours to return your calls.

New Patient Therapeutic Relationship

The paperwork you are filling out will include many questions about your history and why you are requesting treatment. We will review your information and schedule you appropriately, but we are not responsible for your care until you meet with one of our providers for an intake session. This means that we will not fill any medications or complete any paperwork for you until we have had the chance to do our assessment in a diagnostic interview.

In other words, you are not considered a patient with us until you have met with one of our licensed providers.

What does this mean for an Emergency?

If you are in crisis and in danger of harming yourself or someone else, go directly to the Emergency Room, call 911 or the appropriate crisis center.

I understand and consent to treatment with Barnabas Behavioral Healthcare and have been informed of limitations of an outpatient setting. I also understand that my therapeutic relationship and care does not start until an initial assessment has been performed by a licensed provider at Barnabas Healthcare.

Acknowledgement Therapeutic Relationship in a Non-Acute Care Facility Disclaimer

I have read, understood, agree and received a copy of Barnabas Behavioral Healthcare LLC **Therapeutic Relationship in a Non-Acute Care Facility Disclaimer** and a copy of this form will be retained in my medical chart.

Signed: _____ Date: _____

Patient Name: _____

Parent/Guardian
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Tele-Health Informed Consent

Our continued participation in your health plan depends upon everyone fulfilling his or her obligation in accordance with the contracts. Patients are responsible for all deductibles, co-payments, coinsurance, and non-covered charges. As a service to our patients, we call your insurance to get a description of benefits. This office is not responsible for incorrect benefit information given to us by your insurance carrier, or changes in coverage after verification date. A description of benefits is not a guarantee of coverage and cannot be relied on as such. In the event of non-payment by your insurance company the charges on your account will be your responsibility. Payment is due at the time service is rendered. We accept Visa, MasterCard, Discover, American Express, Personal Checks and Cash for your convenience and can now accept payment through the patient portal.

All co-payments are collected before time of service. If you want to verify the insurance benefits quoted yourself, please call your insurance company.

PATIENT CONSENT: I hereby give consent for such medical treatment for myself, or I am duly authorized by the patient and his/her general agent to consent for such treatment.

ASSIGNMENT OF BENEFITS: I hereby authorize payment for medical benefits directly to the provider of the services rendered.

RELEASE OF INFORMATION: I hereby authorize the release of any medical information necessary to process any insurance claims.

MENTAL HEALTH COVERAGES: Please refer to the back of your insurance card to determine where the claims need to be filed for your mental health coverage. Please be aware, that some insurance policies may have a third party for their mental health benefits.

***For example, Blue Cross Blue Shield State policies allow medical visits and mental health visits to be filed to the same location, however some Blue Cross Blue Shield policies require mental health benefits to be filed to a completely different insurance company.

We strongly encourage you to check with your insurance company to determine where these claims should be filed and if your provider is in network. It is possible that your provider may be in network with the insurance company on your medical card but not in network with your mental health coverage.

Acknowledgement of Tele-Health Informed Consent

I have read, understood, agree, and received a copy of Barnabas Behavioral Healthcare LLC **Tele-Health Informed Consent** and a copy of this form will be retained in my medical chart.

Signed: _____ Date: _____

Patient Name: _____

Parent/Guardian
Name: _____

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Notice of Privacy Practices

This notice describes how medical, drug and alcohol and psychological related information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

General Information

Information regarding your health care, including payment for health care, is protected by two federal laws; the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 42 U.S.C. 1320det seq., 45 C.F.R. Part 160 & 164 and the Confidentiality Law, 42 U.S.C. 290dd-2, 42 C.F.R. Part 2. Under these laws, Barnabas Behavioral Healthcare LLC may not say to a person outside Barnabas Behavioral Healthcare LLC that you attend the practice, nor may Barnabas Behavioral Healthcare LLC disclose any information identifying you as a client, or disclose any other protected information except as permitted by federal law.

Barnabas Behavioral Healthcare LLC must obtain your written consent before it can disclose information about you for payment purposes. For example, Barnabas Behavioral Healthcare LLC must obtain your written consent before it can disclose information to your health insurer in order to be paid for services. Generally, you must also sign a written consent before Barnabas Behavioral Healthcare LLC can share information for treatment purposes or for health care operations. However, federal law permits Barnabas Behavioral Healthcare LLC to disclose information without your written permission in the following situations:

1. Pursuant to an agreement with a qualified service organization/ business associate
2. For research, audit or evaluations.
3. To report a crime committed on Barnabas Behavioral Healthcare LLC premises or against Barnabas Behavioral Healthcare LLC personnel.
4. To medical personnel in a medical emergency.
5. To appropriate authorities to report suspected child abuse or neglect or domestic violence.
6. As allowed by a court order.

For example, Barnabas Behavioral Healthcare LLC can disclose information without your consent to obtain legal or financial services, or to another medical facility to provide health care to you, as long as there is a qualified services organization/ business associate agreement in place.

Barnabas Behavioral Healthcare LLC may need to share your protected health information with third party "business associates" that perform various activities such as laboratory services and billing partners. Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, we will have a written contract that contains terms that will protect the privacy of your protected health information.

Before Barnabas Behavioral Healthcare LLC can use or disclose any information about your health in a manner which is not described above, it must first obtain your specific written consent allowing it to make the disclosure. Any such written consent may be revoked by you in writing at any time.

Your Rights:

Under HIPAA you have the right to request restrictions on certain uses and disclosures of your health information. At your request, Barnabas Behavioral Healthcare LLC will not disclose information to your health insurance plan about any services for which you have paid out-of-pocket. Barnabas Behavioral Healthcare LLC is not required to agree to any other restrictions you request, but if it does agree, then it is bound by that agreement and may not use or disclose any information which you have restricted except as necessary in a medical emergency.

You have the right to request that we communicate with you by alternative means or at an alternative location. Barnabas Behavioral Healthcare LLC will accommodate such requests that are reasonable and will not request an explanation from you. Under HIPAA you also have the right to inspect and copy your own health information maintained by Barnabas Behavioral Healthcare LLC, except to the extent that the information contains psychotherapy notes or information compiled for use in a civil, criminal or administrative proceeding or in other limited circumstances.

Under HIPAA you also have the right, with some exceptions, to amend health care information maintained in Barnabas Behavioral Healthcare LLC records, and to request and receive an accounting of disclosures of your health related information made by Barnabas Behavioral Healthcare LLC during the six years prior to your request. You also have the right to receive a paper copy of this notice.

Barnabas Behavioral Healthcare LLC Duties:

Barnabas Behavioral Healthcare LLC will not share your protected health information for marketing or fundraising purposes, nor will we ever sell your protected health information without your prior approval.

Barnabas Behavioral Healthcare LLC is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. Barnabas Behavioral Healthcare LLC is required by law to abide by the terms of this notice. Barnabas Behavioral Healthcare LLC reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. You may access a revised version by accessing our website, or you may request a copy by calling the office and requesting that a revised copy be sent to you in the mail or asking for one at the time of your next appointment.

Questions and Complaints:

If you want more information about our privacy practices or have questions or concerns, please contact our Compliance Officer Peter Zaepfel at 803-216-0850.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use of disclosure of your health information or to have us communicate with you by alternative means or at alternative locations. You may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or the U.S. Department of Health and Human Services.

If you have any questions or comments regarding your Protected Health Information, feel free to contact our Compliance Officer. The contact information is provided below.

Contact Officer: Peter Zaepfel, Corporate Compliance Officer Telephone: 803-216-0850 Fax: 803-216-0420 Address: 409 Evelyn Drive Columbia, South Carolina 29210

Acknowledgement of Privacy Practices

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