

**ARUN A. POL M.D., P.C.**

Note: We do not bill absent parents, the adult presenting the minor for care is the responsible party.

PLEASE PRESENT A PHOTO ID AND INSURANCE CARD BEFORE SERVICES CAN BE RENDERED. PRINT LEGIBLY

**1. PATIENT INFORMATION**

Full Name (First, MI, LAST): \_\_\_\_\_

Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Primary Mobile Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_ Pharmacy Phone: \_\_\_\_\_

Pharmacy Address: \_\_\_\_\_

**2 RESPONSIBLE PARTY: (Legal Guardian if minor, who is primary on insurance)**

Father's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

**3. INSURANCE INFORMATION: We do not file secondary Insurance**

Does patient have Insurance:  Yes  No  Self Pay (If not provider for your Insurance)

Primary Insurance: \_\_\_\_\_ Phone #: \_\_\_\_\_

ID #: \_\_\_\_\_ Group Number: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_ Relationship:  self  spouse  child  other

Date of Birth of Insured: \_\_\_\_\_ Social Security of Insured: \_\_\_\_\_

**RELEASE OF AUTHORIZATION/ASSIGNMENT OF BENEFITS**

I authorize the release of any medical/psychological information necessary to process my Insurance claims. I authorize and request payment of medical benefits to my Psychiatrist, Arun A. Pol, M.D.,P.C. I agree that this authorization will cover all services rendered until I revoke the authorization. I agree that a photocopy of this form may be used in place of the original. All professional services rendered are charged to the patient. It is customary to pay for services when rendered unless other arrangements have been made in advance. I understand that I am financially responsible for charges not covered by this assignment of this claim. Although covered by insurance, I am aware that I am personally responsible for all charges. I understand and agree to pay for missed appointments not canceled with 24 or more hours of notice.

Signature of Patient (Guardian) \_\_\_\_\_ Date: \_\_\_\_\_



ARUN A. POL, M.D., P.C.

PATIENT CONSENT FOR USE AND DISCLOSURE  
OF PROTECTED HEALTH INFORMATION

I hereby give my consent for ARUN A. POL, M.D., P.C. to use and disclose protected health information (PHI) about me to carry out treatment, payment and healthcare operations (TPO).

(ARUN A. POL, M.D., P.C. 's Notice of Privacy Practices provides a more complete description of such uses and disclosures.)

I have the right to review the Notice of Privacy Practices prior to signing this consent.

ARUN A. POL, M.D., P.C. reserves the right to revise its Notice of Privacy Practices at anytime. A revised Notice of Privacy Practices may be obtained by forwarding a written request to ARUN A. POL, M.D., P.C.

With this consent, ARUN A. POL, M.D., P.C. may call my home or other alternative location and leave a message on voice mail or in person in reference to any items that assist the practice in carrying out TPO, such as appointment reminders, insurance items and any calls pertaining to my clinical care, including laboratory results among others.

With this consent ARUN A. POL, M.D., P.C. may mail to my home or other alternative location any items that assist the practice in carrying out TPO, such as appointment reminder cards and patient statements as long as they are marked Personal and Confidential. I have the right to request that ARUN A. POL, M.D., P.C. restrict how it used or discloses my PHI to carry out TPO. However, the practice is not required to agree to my requested restrictions, but if it does, it is bound by this agreement.

By signing this form, I am consenting to ARUN A. POL, M.D., P.C. 's use and disclosure of my PHI to carry out TPO.

I may revoke my consent in writing except to the extent that the practice has already made disclosures in reliance upon my prior consent. If I do not sign this consent, or later revoke it, ARUN A. POL, M.D., P.C. may decline to provide treatment to me.

\_\_\_\_\_  
Signature of Patient or Legal Guardian

\_\_\_\_\_  
Patient's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Patient or Legal Guardian



**ARUN A. POL, M.D., P.C.-OFFICE POLICIES/ FINANCIAL POLICY/CONSENT FOR TREATMENT**

- Your **co- payment/ deductible is due at the time of service**, before we can file a claim on your behalf with the Insurance company. There cannot be any exceptions to this. Failure to pay may result in your visit being rescheduled.
- **Mental Health benefits differ from your Medical benefits** and may have different co-payments and deductibles. You must **verify your benefits with your Insurance company, obtain authorization** before your initial visit and every time there is a change in your Insurance coverage.
- It is your responsibility to **bring in your Insurance card at each visit** and to **notify us of any change in Insurance coverage** ( including any additions or deletions in Insurance plans ), **prior to your next visit**. If you submit a new Insurance card at the time of a follow-up visit, your visit may be rescheduled so we can verify your coverage / obtain necessary authorizations from your Insurance company for the visit.
- **If your Insurance has lapsed** or your Insurance information is not correct, you will be responsible for all charges for the visit.
- Please **notify us of any change** in your **Address & / Telephone number** immediately.
- A **10 \$ service fee** may be added to any unpaid balances.
- If the **' amount due' / previous balances remain unpaid**, despite repeated billing then **treatment may be terminated** and you may be referred to another Psychiatrist.
- We will file the claim with your Insurance company for you, if we are a participating provider for your plan.
- You will be responsible for payment for any all services in excess of your Insurance limits, as well as non-covered services.
- Your **check out statement** includes **amount due for the current visit** and any **previous balance** ( which has been calculated after receiving an **EOB- Explanation of Benefits** from your Insurance Company, after we filed claims on your behalf for prior visits ) or previous co-payments / deductibles not paid by you. If you dispute the amount due, you need to contact your Insurance Company to clarify the matter.
- For a **child living in two separate households** , the parent / guardian that brings the child for the appointment is responsible for the payment at the visit.
- We may **charge for missed late canceled appointments** (less than 48 hrs. notice ) ( fee of 50 \$ ).
- **Fee for Bounced checks is 35 \$**, paid by cash or credit /debit card.
- There is a **fee for transfer / copying of Medical records**, for **transcription of records, / completion of any disability papers, payable prior to the execution of such a request**. The fee for the same depends on the amount of work involved.
- There may be **fee charged for the time spent in collaborative treatment planning** with your therapist / physician / attorney. You will be informed if such a charge will be applied prior to such a discussion.
- Your **initial visit is for a Diagnostic Evaluation**. Subsequent visits are for **medication management**. You will be referred to a therapist if that is needed in your case.
- **48 hour notice is required for prescription refills**. Lost prescriptions for controlled substances including stimulants will not be replaced.
- Routine messages can be left on the voice mail. Dr. Pol can be paged for emergencies.
  
- Unpaid amounts after repeated billing may be referred over to **Collections**.

\_\_\_\_\_  
Patient/ Guardian Signature

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

\_\_\_\_\_  
Date





**Any Disorganized thoughts, behaviors:**

Any hallucinations  Change in self care, poor hygiene  
 Fixed, false beliefs \_\_\_\_\_,  Abnormal body movements \_\_\_\_\_  
 Paranoid thoughts  
 Change in memory, concentration, academic or intellectual decline  
 Strange thoughts/ behaviors \_\_\_\_\_

**Any problems/ dependency with Alcohol / Drugs / Prescription Drugs :**

Any (  DUI's  Blackouts  Seizures  DTs  Head trauma  Legal problems )  
 Any use of Inhalants (eg gasoline, paint, aerosols)  Any use of Intravenous drugs  
Use/ Frequency/Last use of Alcohol, Drugs \_\_\_\_\_

Any treatment in Inpatient Detox/ Rehab  Any participation in Self Help groups ( AA/ NA )  
 Any use of Cigarettes  Any use of Caffeine

**Any Legal Problems:**

Current  Past  None :  Any history of Probation

**Any problems associated with severe impulsivity, such as :**

Any major rage episodes / explosive behaviors  Any problems with stealing  
 Any Fire setting episodes  Excessive Gambling or money spending  
 Any problems with hair pulling

**Any problems with poor self /body image and / or Eating disorder issues such as :**

Anorexia  Bulimia  Binge eating  
 Reduced food intake  Poor self ( body ) image  
 Purging  Laxatives etc.  
 Abnormal menstrual cycles  Wt. loss \_\_\_\_\_  
 Any target wt. \_\_\_\_\_  Previous tx. \_\_\_\_\_

**Medical History:**

Any Allergies (food / drug) \_\_\_\_\_

**Primary Care Physician :** Name and Phone Number \_\_\_\_\_

**Any Major Medical Illness(es)** ( eg Asthma, Diabetes, THYROID gland disorders , High Blood Pressure, Heart Problem , Seizures, Head Injuries \_\_\_\_\_

**Are you Pregnant ( for childbearing age female pts. only )** No / Yes

**Please list ALL Current Medications and Dosage** (including over the counter meds/herbal supplements/vitamins/Rx.)

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**ANY PREVIOUS PSYCHIATRIC HISTORY ( eg ADHD, Depression, Bipolar Disorder, Anxiety Disorders, Schizophrenia, Alcoholism or Drug Addiction ) : \_\_\_\_\_ Yes \_\_\_\_\_ No**

Outpatient treatment \_\_\_\_\_

Therapy \_\_\_\_\_

Inpatient treatment or Long term hospitalizations \_\_\_\_\_

Any previous history of violent behavior \_\_\_\_\_

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**LIST OF PSYCHIATRIC MEDICATIONS IN THE PAST and RESPONSE ( including those for treatment of ADHD ) : \_\_\_\_\_**

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**List of all FAMILY MEMBERS at home and their ages :**

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**Any FAMILY MEMBERS ( Biologically related ) with any PSYCHIATRIC / EMOTIONAL PROBLEMS ( eg ADHD, Depression, Bipolar Disorder, Anxiety Disorders, Schizophrenia, Alcoholism or Drug Addiction ) : \_\_\_\_\_ Yes \_\_\_\_\_ No**

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**Any Completed SUICIDES in family members ? \_\_\_\_\_ Yes \_\_\_\_\_ No**

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**Do you AUTHORIZE us to release clinical information to your :**

Primary Care Physician ( Name / Tel. No. ) \_\_\_\_\_ Yes \_\_\_\_\_ No

Therapist ( Name / Tel. No. ) : \_\_\_\_\_ Yes \_\_\_\_\_ No



**ARUN A. POL, M.D., P.C.**  
**CHILD, ADOLESCENT AND ADULT PSYCHIATRY**

6290 ABBOTTS BRIDGE ROAD, SUITE 502  
JOHNS CREEK, GA 30097

TEL # (770) 623-8830

[www.foryourmindonly.com](http://www.foryourmindonly.com)

FAX# (770) 623-8846

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**MEDICATION CONSENT / RULES FOR  
CONTROLLED MEDICATIONS**

(Please initial each line and sign below )

\_\_\_\_\_ Controlled medications are monitored by the DEA database. This includes monitoring of patients and Physicians.

\_\_\_\_\_ Medications are to be taken as directed and dose adjustment should not be done by the patient without approval from the doctor

\_\_\_\_\_ Prescriptions that are lost or misplaced cannot be re-written / replaced by the doctor

\_\_\_\_\_ Prescriptions cannot be written ahead of the scheduled due date

\_\_\_\_\_ Concurrent use of Alcohol or illegal street drugs is dangerous and can have very severe consequences

\_\_\_\_\_ It is illegal to obtain similar prescriptions simultaneously from other doctors

\_\_\_\_\_ Combining medications such as Benzodiazepines (e.g Valium, Xanax, Klonopin, Ativan, Temazepam) with Narcotic /Pain medications can potentially lead to extreme sedation with serious consequences such as respiratory suppression and even death. I am aware of the risks.

\_\_\_\_\_ Non-compliance with the above recommendations may lead to termination of treatment from the clinic

I have read the above and understand the rules for taking controlled medications

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

Patient name \_\_\_\_\_

Patient/Parent/Guardian signature \_\_\_\_\_

# Appendix

## The Mood Disorder Questionnaire

Instructions: Please answer each question as best you can.

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Has there ever been a period of time when you were not your usual self and...                                       |                          |                          |
| ...you were so irritated that you shouted at people or started fights or arguments?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you felt much more self-confident than usual?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you got much less sleep than usual and found you didn't really miss it?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you were much more talkative or spoke much faster than usual?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ...thoughts raced through your head or you couldn't slow your mind down?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you were so easily distracted by things around you that you had trouble concentrating or staying on track?          | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you had much more energy than usual?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you were much more active and did many more things than usual?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you were much more social or outgoing than usual; for example, you telephoned friends in the middle of the night?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you were much more interested in sex than usual?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ...you did things that were unusual for you or that other people might have thought were excessive, foolish, or risky? | <input type="checkbox"/> | <input type="checkbox"/> |
| ...spending money got you or your family into trouble?   | <input type="checkbox"/> | <input type="checkbox"/> |

2. If you checked Yes to more than one of the above, have several of these ever happened during the same period of time?

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

Please circle one response only.

No problem    Minor problem    Moderate problem    Serious problem

4. Have any of your blood relatives (ie, children, siblings, parents, grandparents, aunts, uncles) had manic-depressive illness or bipolar disorder?

5. Has a health professional ever told you that you have manic-depressive illness or bipolar disorder?

PATIENT NAME:

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TODAY'S DATE:

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## Adult ADHD Self-Report Scale (ASRS-v1.1) Symptom Checklist

Patient Name		Today's Date					
<p>Please answer the questions below, rating yourself on each of the criteria shown using the scale on the right side of the page. As you answer each question, place an X in the box that best describes how you have felt and conducted yourself over the past 6 months. Please give this completed checklist to your healthcare professional to discuss during today's appointment.</p>			Never	Rarely	Sometimes	Often	Very Often
1. How often do you have trouble wrapping up the final details of a project, once the challenging parts have been done?							
2. How often do you have difficulty getting things in order when you have to do a task that requires organization?							
3. How often do you have problems remembering appointments or obligations?							
4. When you have a task that requires a lot of thought, how often do you avoid or delay getting started?							
5. How often do you fidget or squirm with your hands or feet when you have to sit down for a long time?							
6. How often do you feel overly active and compelled to do things, like you were driven by a motor?							
<b>Part A</b>							
7. How often do you make careless mistakes when you have to work on a boring or difficult project?							
8. How often do you have difficulty keeping your attention when you are doing boring or repetitive work?							
9. How often do you have difficulty concentrating on what people say to you, even when they are speaking to you directly?							
10. How often do you misplace or have difficulty finding things at home or at work?							
11. How often are you distracted by activity or noise around you?							
12. How often do you leave your seat in meetings or other situations in which you are expected to remain seated?							
13. How often do you feel restless or fidgety?							
14. How often do you have difficulty unwinding and relaxing when you have time to yourself?							
15. How often do you find yourself talking too much when you are in social situations?							
16. When you're in a conversation, how often do you find yourself finishing the sentences of the people you are talking to, before they can finish them themselves?							
17. How often do you have difficulty waiting your turn in situations when turn taking is required?							
18. How often do you interrupt others when they are busy?							
<b>Part B</b>							