



1938 SOULE ROAD, CLEARWATER, FL 33759 Ph. (727) 726-7442 F. (727) 288-1111 www.gulfcoastbh.com

Thank you for your interest in Gulf Coast Behavioral Health.

We respectfully request that you complete our intake forms and submit all required documentation prior to us scheduling an appointment. Please complete, sign, and return to our office as soon as possible. Once received and your child's insurance information is verified, a member of our staff will give you a call to schedule your child's first appointment.

Our office does require both parents to sign all pages of the intake packet. If you are unable to obtain the other parent's signature, please provide copies of official documents indicating that you have sole medical decision-making responsibilities for your child. Without the required documentation, we may not be able to provide services. You can return the documentation by email to intake@gulfcoastbh.com or by postal mail. Our office address is:

Attn: Intake Dept.
Gulf Coast Behavioral Health
1938 Soule Rd
Clearwater, FL 33759

Most insurance companies require us to communicate with your child's pediatrician. Included in the intake packet is a Release of Information form for your child's pediatrician's information. You do have the right to deny this communication, but it must be in writing. If you'd like us to have the ability to communicate (including making/changing appointments, billing, and/or payments) with anyone else on your behalf, please complete a separate form for them as well. Per federal law, we must have a separate form for each person (stepparent, grandparent, aunt/uncle, etc.).

When returning these documents, please also include clear, color pictures of the front and back of both parent's government issued photo IDs as well as clear, color pictures of the front and back of your child's insurance card.

If you have any questions, please give us a call at (727) 726-7442.

We look forward to seeing you soon!





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Patient Information

Thank you for choosing our office. To serve you properly, we need the following information. All information will be confidential.

Requested Services:

Medication Management

Talk Therapy

Patient Information

Patient's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Home Mobile Work Other: _____ DOB: _____

Sex: Male Female Other: _____ Email: _____

ER Contact Name: _____ Phone #: _____

Primary Care Physician: _____ Phone #: _____

Referred by: _____

Parental Information

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

DOB: _____ Soc Sec #: _____ DOB: _____ Soc Sec #: _____

Phone #: _____ Phone #: _____

Email: _____ Email: _____

Insurance Information

Insurance Company: _____

Insurance Address: _____ City: _____ State: _____ Zip: _____

Member ID #: _____ Group #: _____ Plan #: _____

Policyholder's Name: _____ Relationship to patient: _____

Policyholder's DOB: _____ Policyholder's Phone #: _____

I authorize release of my child's information concerning his/her healthcare, advice, treatment provided for the purpose of evaluating and administering claims for insurance benefits. I also hereby authorize payment of insurance benefits otherwise payable to me directly to the doctor.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date





Office Policies

Hours of Operation:

Our office is open Monday through Thursday from 9:00am until 4:30pm and Friday from 9:00am until 3:00pm. We close for lunch from 11:30am until 1:00pm. Our office is closed on Saturday and Sunday.

_____ (Initial here) _____ (Initial here)

Appointment Check-In:

Please arrive (or check-in if telehealth) 10-minutes prior to your scheduled appointment time. While we strive to be on-time, sometimes unexpected urgent matters arise, so please allow up to 60 minutes for your appointment. If you are unable to keep your scheduled appointment, our office requires a 24-hour notice. In the event you do not provide advanced notice, or you do not check-in for your appointment, you will be billed a fee. Late cancellation and no-show fees must be paid before future appointments can be scheduled.

_____ (Initial here) _____ (Initial here)

Appointment Reminders:

Our office provides appointment reminder cards as well as automated appointment reminders. Automated reminders are sent by email and phone call or text message two (2) days prior to your scheduled appointment. You can also view upcoming appointments in your patient portal. Our appointment reminders are provided as a courtesy, ultimately it is the patient's responsibility to remember and attend appointments as scheduled.

_____ (Initial here) _____ (Initial here)

Prescription Refills:

It is your responsibility to contact our office for prescription refills. Do not rely on your pharmacy to contact our office. Prescription refill requests are approved during your provider's office hours. Please allow 24-72 hours for our office to respond to your request before calling back. If you are out of medication due to a missed appointment, you will need to pay any outstanding fees and schedule a follow-up appointment. Depending on the Drug Classification, or Drug Schedule, of the requested medication needing refill, you may need to see another provider within our office for a one-time appointment before refills can be issued.

_____ (Initial here) _____ (Initial here)

After-Hours/On-Call Provider:

If you are having a life-threatening medical emergency, please call 9-1-1 or go to the nearest hospital emergency room. For urgent, non-life-threatening emergencies, our After-Hours/On-Call Provider's phone number is: (727) 309-9082. Calls placed to the after-hours provider that are non-emergent in nature will not be returned.

_____ (Initial here) _____ (Initial here)

Release of Records:

All patients (or legal guardians) must provide written consent authorizing the release of any information from our office. Verbal authorizations are not accepted. Record requests may take up to thirty (30) days for processing and pre-payment is required.

_____ (Initial here) _____ (Initial here)

Confidentiality:

In accordance with moral, ethical, and legal guidelines regarding your rights to confidentiality, your personal information is carefully guarded. However, there are some exceptions which must be noted:

- If a patient poses a threat to his/her own safety, or the safety of others, we are required to notify concerned parties and local law enforcement,
- If a patient reports actual, or suspected, abuse of any individual, we are required to notify local law enforcement,
- In patient groups of two or more, including the lobby and check-in/out areas, confidentiality is urged but not guaranteed.

_____ (Initial here) _____ (Initial here)

By signing, I hereby acknowledge that I have read, understand, and acknowledge all the above. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian Date

Parent/Guardian Name

Signature of Parent/Guardian Date

Parent/Guardian Name

Patient's Name

Date of Birth



Billing Guidelines and Financial Responsibilities

Administrative Fees:

The fees for items listed below, which are not covered by insurance, are the patient’s responsibility. Fees for these items must be paid at the time services are rendered and prior to the next scheduled appointment:

- Medical records - \$1.00 per page fee (first 25 pages/ \$0.25 for each additional page)
- Returned checks (for insufficient funds)
 - \$25 for checks of \$49.99 or less
 - \$35 for checks greater than \$50 but less than \$299.99
 - \$45 minimum or 3% of the face value for checks over \$300.

_____ (Initial here) _____ (Initial here)

Appointment Cancellations/No-shows:

All no-show appointments are automatically assessed a fee outlined below per calendar year.

- | | |
|--|---|
| • Missed Evaluation Appointment: | \$75.00 |
| • 1 st Missed/Late Cancelled Follow-up Appointment: | \$40.00 |
| • 2 nd Missed/Late Cancelled Follow-up Appointment: | \$50.00 |
| • 3 rd Missed/Late Cancelled Follow-up Appointment: | \$75.00 |
| • 4 th Missed/Late Cancelled Follow-up Appointment: | Automatic Discharge due to non-compliance |

In the event of a true emergency, documentation will be required to request an exception to the fees.

_____ (Initial here) _____ (Initial here)

Discharge from Practice:

The reasons outlined below are common reasons for termination from our practice. This list is not comprehensive, and the treating clinician has final authority on terminating treatment.

- Continuously cancelling or no call/no showing for scheduled appointments more than 3 times.
- Not following the mutually agreed upon treatment plan.
- Continuously requesting controlled medications too early or obtaining prescriptions for controlled medications from other providers.
- If the patient is not seen within one year, unless otherwise instructed by your provider (voluntarily terminated)

_____ (Initial here) _____ (Initial here)

Divorce/Child Custody:

Gulfcoast Behavioral Health will not honor the specific financial arrangements set forth in a Child Custody Agreement, Divorce Settlement Agreement, Divorce Decree from Judgment, or the like (the “Arrangements”). Since GCBH is not a party to these Arrangements, we are not obligated to the financial terms of these Arrangements.

In cases of child custody, the parent who presents their child (the “Presenting Parent”) for care and treatment at GCBH is responsible for the payment of co-pays, co-insurance, and deductibles at the time of service. This policy applies whether there is a joint-custody arrangement of the child and/or joint responsibility for their medical expenses. If the child is on the non-custodial or non-presenting parent’s health insurance, then GCBH will still collect the applicable co-pays, coinsurance, and deductibles at the time of service from the Presenting Parent. Upon request, GCBH will provide a duplicate copy of your receipt so that the Presenting Parent or guardian can seek reimbursement where appropriate.

_____ (Initial here) _____ (Initial here)

Electronic Signatures:

If you are unable to come to the office to sign documents or do not have the capability to print/sign/return, you can request that the form be sent to you electronically. The first e-signature envelope is free. Subsequent envelopes will incur a fee of \$1.50 per envelope. To use this feature, you must have an active patient portal (the patient portal is free).

_____ (Initial here) _____ (Initial here)





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Billing Guidelines and Financial Responsibilities

Insurance Billing:

Our office accepts most insurance plans. It is the patient's responsibility to notify us with any insurance changes. As a courtesy, our office will bill your insurance carrier on your behalf. Per our contractual agreements with insurance companies, we must collect any insurance deductibles, co-insurances, and/or co-pay at check-in. This ensures the financial obligation is met at the time of service. Every effort is made to fairly estimate the co-insurance or deductible owed based on the nature of the visit. However, each patient has the right to contact their insurance to inquire about their plan coverage and cost. **We do NOT accept Medicaid or Medicaid Managed Care plans. Should your insurance company not cover the service, the balance may become the patient's responsibility. Any balance due from the patient that is not paid within ninety (90) days will be referred to an outside collection agency. The patient is responsible for reasonable attorney fees or collection agency fees equal to 35%-50% of the total outstanding balance.**

_____ (Initial here) _____ (Initial here)

Letters/Forms Preparations:

In the event you need for your clinician to write a letter or complete forms for disability, your employer, the Dept of Motor Vehicles, FMLA, etc. The fees outlined below are based on time and/or complexity of the paperwork. These letters/forms are done outside of appointments. A signed release of information and pre-payment will be required prior to the completion of the request. The turnaround timeframe for these requests are 7-10 business days.

- Letters \$25.00
- Forms (1 page) \$50.00
- Forms (2 pages) \$75.00
- Forms (3-4 pages) \$100.00
- Forms (5+ pages) \$150.00

_____ (Initial here) _____ (Initial here)

Telehealth Appointments:

If you are unable to come into the office for an appointment, telehealth is available to established patients only. The interaction shall be done through real-time audio-visual communication only, telephone calls are not appointments. It is the responsibility of the patient (or legal guardian) to check-in for the scheduled telehealth appointment. Federal laws that protect privacy and confidentiality also apply to telehealth appointments, therefore, you will need to be in a confidential area where there are no outside distractions. If you are not in a confidential area, your provider may cancel the appointment and the appropriate late cancellation fee will be applied. Examples of non-confidential areas include driving a car/riding public transportation, at the hair/nail salon, at a grocery/convenient/department store, at the beach, at a restaurant, etc.

_____ (Initial here) _____ (Initial here)

By signing this form, I authorize A&M Psychiatric Services d/b/a Gulfcoast Behavioral Health to release all necessary information to insurance companies to process claims or obtain authorizations for treatment. I authorize payments be made to A&M Psychiatric Services from insurance companies, government agencies, or any other agency providing benefits for services rendered. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian Date

Parent/Guardian Name

Signature of Parent/Guardian Date

Parent/Guardian Name

Patient's Name

Date of Birth





Controlled Substance Consent

The administration of **ANY** controlled substance is strictly decided by the provider. If in the instance a controlled medication is prescribed, the following guidelines must be understood and followed by all patients and their legal guardians.

The risks of taking a controlled substance include, but are not limited to, drug dependency, addiction, respiratory problems, depression, liver and/or kidney damage, death, etc.

Patients agree to take medications only as prescribed **and** legal guardians agree to notify the provider if the patient does not comply. By agreeing to take the medications as directed, patient is agreeing to random urine drug screens and/or blood tests to assess compliance.

Patient understands that random urine drug screens may be performed at any given office visit to monitor prescribed medication. Legal guardians must understand that the insurance company may not cover a drug screen and that they will be responsible for the full amount that is not covered at the time of the office visit.

Patients and legal guardians understand that the test results and interpretation will become part of the medical record. Patient's insurance company may discover the results of this test by obtaining a copy of patient's medical records.

Lost, stolen, or misplaced prescriptions will **NOT BE REPLACED**. If a patient needs a refill on a controlled substance, they **MUST** schedule an office visit. The provider will **NOT** refill controlled substance prescriptions over the phone or without seeing the patient in the office or by telehealth. Controlled substance prescriptions **CANNOT** be sent out of the state of Florida.

Patients and legal guardians agree that if they deviate from the above guidelines that the provider owns the right to taper off or discontinue the prescription. Failure to comply with the guidelines also could result in immediate termination from this practice.

By signing this, I express understanding and agree to comply with these guidelines. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian

Date

Parent/Guardian Name

Signature of Parent/Guardian

Date

Parent/Guardian Name

Patient's Name

Date of Birth





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Permission to Treat

I/We authorize Gulfcoast Behavioral Health and its personnel to provide care and treatment to my/our child:

Patient Name: _____ Date of Birth: _____

I/We authorize the following people to bring my/our child in for care and treatment. The person(s) listed below are authorized to make decisions in my/our temporary absence, and to be contacted in case of an emergency:

Name: _____ Phone: _____ Relationship: _____

This Permission to Treat is intended to cover the care and treatment of my/our child today and in the future until revoked in writing.

I understand that the adult presenting my child for his/her appointment is responsible for relaying any/all clinical information on my behalf, as well as ask any questions/concerns I may have to the provider. I acknowledge and understand my child's provider will not call me to discuss details of my child's appointment in my absence as outlined in the Parental Informed Consent.

By signing, I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Signature of Parent/Guardian Date

Parent/Guardian Name

Signature of Parent/Guardian Date

Parent/Guardian Name

Patient's Name

Date of Birth





Credit Card Authorization

Please fill out the details as indicated below to place your credit card on file.

Patient's Name: _____ DOB: _____

Card Holders Name: _____
(Exactly as it appears on card)

Billing Address: _____

Card No: _____

Expiration Date: _____

CVV: _____

Card Type: Visa MasterCard Discover Am Ex

Email address: _____

I hereby authorize Gulfcoast Behavioral Health to charge the credit card listed above for payment of any outstanding charges for services rendered that were not paid by or covered by insurance, as well as any balance resulting from missing appointments and/or late cancellations. In addition, I hereby authorize Gulfcoast Behavioral Health to charge the credit card listed above for any additional outstanding balances once they have received the Explanation of Benefits from my insurance carrier. I understand my Insurance Carrier will notify me with an Explanation of Benefits detailing the payment made and amount owed prior to GCBH receiving notification and processing my Credit Card on File. I hereby authorized GCBH to charge the credit card listed above up to the amount of \$250. I understand that I will be notified by email on the day my Credit Card on File has been processed.

_____ (initial here)

This form will be kept on file and will remain in effect until the expiration of the credit card account or until revoked by applicant. I understand my card information will be kept in a secure encrypted format.

_____ (initial here)

Any questions regarding my account, my credit card, or any past due amount will be directed to info@gulfcoastbh.com. Additionally, I agree that the card listed above may be charged by Gulfcoast Behavioral Health to settle any outstanding balances. I understand that if a chargeback fee is incurred or a retrieval fee is incurred, I am responsible for these fees.

_____ (Initial here)

I agree that if I have any concerns or questions regarding charges to my account, or if the charge fails to post to my account, I will contact Gulfcoast Behavioral Health for assistance and/or disclosure. I agree that I will not dispute any charges with my credit card company unless I have already attempted to rectify the situation directly with Gulfcoast Behavioral Health and those attempts have failed.

_____ (Initial here)

Cardholder Signature

Date





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Authorization for Release/Exchange of Information

Patient Name: _____ Date of Birth: _____

I voluntarily authorize the following named organization:

Gulf Coast Behavioral Health
1938 Soule Rd
Clearwater, FL 33759

Telephone Number: 727-726-7442
Facsimile Number: 727-288-1111
Email Address: INFO@GULFCOASTBH.COM

To release/discuss/obtain a copy of my Protected Health Information (PHI) to/from:

Name: _____ Phone #: _____

Address: _____ Fax #: _____

City: _____ State: _____ Zip: _____ Email: _____

For the purpose of: Personal Treatment (continued care) Other: _____

Form of Disclosure: Written Verbal Fax Email

Check all appropriate boxes below.

Office Notes Laboratory/Diagnostic Results Admission/Discharge Summary
 Complete Record Forms/Letter Other (please describe): _____

EFFECTIVE TIME PERIOD: This authorization does not have an expiration date and will remain on file until revoked in writing; or on the following specific date: _____.

I understand that I am agreeing to share confidential information that is protected by state and federal laws governing confidentiality of alcohol and drug abuse, mental health, and HIV/AIDS client records (42 CFR Part2; FS 394; FS 381).

Anyone who receives my records from this organization is not permitted to release them to anyone else without additional written consent. I understand that Gulf Coast Behavioral Health cannot guarantee that subsequent re-disclosure will not occur. I hereby release Gulf Coast Behavioral Health from any liability which may arise because of the use of the information contained in copies of records released, because of this authorization, if such information is later used to my detriment. I understand that I need not sign this authorization to ensure treatment.

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to the office. I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy.

By signing, I hereby acknowledge that I have read, understand, and acknowledge all the above. I agree that a copy and/or electronic signature below may substitute as the original and is the legal equivalent of my manual/handwritten/original signature.

Patient or Legal Guardian Signature

Date





Child Clinical History

Patient Name: _____

Date of Birth: _____

Introductory Information

Person(s) completing the form and relationship to child:

What is the reason(s) for seeking services?

When did you first notice this(ese) issue(s)?

Was the onset:

Sudden

Gradual

Current Behavior

Which of the following are concerns you have about the child? (Check all that apply)

RELATIONSHIPS

EXTERNALIZING/DISRUPTIVE

MOOD

ANXIETY

LANGUAGE AND LEARNING

PHYSICAL

OTHER: _____

Please note the degree of impairment in the child's:	None	Mild	Moderate	Severe	Extreme
Family relationships					
School performance					
Friendships/Peer relationships					
Hobbies/Play activities					
Daily self-care					
Physical health					
Eating habits					
Sleeping habits					

Overall, how concerned are you with the child's behavior over the last few months?

Not at all Mildly Moderately Extremely

List interest and/or hobbies: _____





Child Clinical History

Review of Systems:

Please look at the list of physical symptoms below and check off any that your child has experienced in the last several days. If he/she has NOT experienced any symptoms in the area, be sure to check "None of the above" for that area. Please answer from the child's perspective.

- | | |
|---|--|
| <input type="checkbox"/> Feeling depressed | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Phobias/Unexplained fears | <input type="checkbox"/> No pleasure from life anymore |
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Insomnia |
| <input type="checkbox"/> Excessive moodiness | <input type="checkbox"/> Stress |
| <input type="checkbox"/> Disturbing thoughts | <input type="checkbox"/> Manic episodes |
| <input type="checkbox"/> Confusion | <input type="checkbox"/> Memory loss |
| <input type="checkbox"/> Nightmares | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> None of the above psychiatric issues | |

Mental Health Treatment/Evaluation History

Therapy/Treatments/Interventions

Has the child ever received any of the following therapies privately or in school? Please check all that apply:

- Psychiatric treatment
- Psychological treatment
- Individual Counseling
- Group/Family therapy
- Behavioral interventions
- None of the above

If child has received any of the above, what is the name(s) of provider(s)? _____

Evaluations/Assessments:

Has the child ever received any of the following assessments/evaluations performed privately or in school?

(Please check all that apply) IF APPLICABLE, PLEASE SEND REPORT(S) PRIOR TO APPOINTMENT

- | | |
|---|---|
| <input type="checkbox"/> Learning/academic/IQ | <input type="checkbox"/> Psychiatric |
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Developmental |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Neuropsychological |
| <input type="checkbox"/> Occupational | <input type="checkbox"/> Speech & language |
| <input type="checkbox"/> Audiology | <input type="checkbox"/> Neurological (e.g., MRI, CAT scan, EKG, etc) |

Psychiatric Medication History

Has the child ever taken any medication for psychiatric treatment? No Yes

If YES, please fill out the table below to the best of your knowledge:

Medication Name	Dose	How long? (months)	End Date	Therapeutic effect	Side Effects?	Reason for stopping?	Prescribing Provider

Current Physical Health & Healthcare





Child Clinical History

Pediatrician/s/Primary care provider's Name: _____

Pediatrician's/primary care provider's phone number: _____

Would you like us to contact the child's pediatrician/primary care provider? Yes No

What was the date of the child's last physical exam? _____

Was blood work done? No Yes If yes, what lab did you go to? _____

The child's current physical health is: Poor Fair Good Excellent

Does the child see any specialists for chronic or severe health conditions? No Yes

If yes, what is the name of specialist? _____

Briefly describe the chronic or severe health condition: _____

Family Mental Health History

Has any of the child's family members (e.g., mother/father, sibling, aunt/uncle, cousin) have experienced and/or been diagnosed with any of the following (Check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Depression | <input type="checkbox"/> Bipolar/Manic-Depressive Disorder | <input type="checkbox"/> Suicide or attempt(s) |
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Panic Attacks | <input type="checkbox"/> obsessive-compulsive disorder |
| <input type="checkbox"/> Tourette syndrome/Tic Disorder | <input type="checkbox"/> Autism/Asperger's Syndrome | <input type="checkbox"/> Pervasive Developmental Disorder (PDD) |
| <input type="checkbox"/> Developmental Delays | <input type="checkbox"/> "Absent Minded Professor" Stereotype | <input type="checkbox"/> Mental Retardation |
| <input type="checkbox"/> ADHD/Attention Difficulties | <input type="checkbox"/> Hyperactivity (especially as a child) | <input type="checkbox"/> Schizophrenia |
| <input type="checkbox"/> Psychosis or Thought Problems | <input type="checkbox"/> Learning Disabilities/Difficulties | <input type="checkbox"/> Reading Disorder/Dyslexia |
| <input type="checkbox"/> Kept Back in School | <input type="checkbox"/> Special Education | <input type="checkbox"/> Speech Problems (especially as a child) |
| <input type="checkbox"/> Bedwetting | <input type="checkbox"/> Bowel Movement Withholding | <input type="checkbox"/> Aggressive or Violent Behaviors |
| <input type="checkbox"/> Erratic Temper | <input type="checkbox"/> Physical or Sexual Abuse | <input type="checkbox"/> Alcohol Abuse/Dependence |
| <input type="checkbox"/> Social Difficulties | <input type="checkbox"/> Problems Keeping a Job | <input type="checkbox"/> Other Substance Abuse/Dependence |
| <input type="checkbox"/> Frequently in Trouble | <input type="checkbox"/> Outpatient Psychotherapy | <input type="checkbox"/> Inpatient Psychiatric Treatment |

School Data

Name of School: _____ Phone #: _____

Type of Program: _____ Grade: _____ Academics: Poor Average Above Average

Indicate behavioral problems in school, include consequences: _____

Allergies

Do you have any known allergies to medications, foods, animals, etc.? No Yes

If yes, please describe: _____

Pharmacy Information

Pharmacy Name: _____ Address: _____ Phone #: _____

