



Comprehensive Psychiatric Care, PLLC
 7161 Lee Highway, Suite 400
 Chattanooga, Tennessee 37421
 Office: 423-708-8670
 Fax: 423-708-8671

CHILD & ADOLESCENT INFORMATION FORM

This Form is Confidential
Identifying Information

Today's date: _____

Your child's name:

Last First Middle Initial

Child's Address: _____

Telephone number: _____ Can we leave a message at this number? YES or NO

Child's date of birth: _____ Age: _____ Child's Social Security # _____

Gender and Sexual Identity:

Male Female Transgender
 Heterosexual Lesbian Gay Bisexual Asexual In Question
 Other _____

Racial/Ethnic Identity:

African/African-American/Black Latino/Latino-American
 American Indian/Alaska Native Middle Eastern/Middle Eastern-American
 Asian/Asian-American/Asian Pacific Islander White/European-American
 Bi-Racial/Multi-Racial Not listed

Referred by: _____ / Child's PCP: _____

- May I have your permission to thank this person(s) for the referral?

Yes No

Please provide your signature to indicate that we may communicate with the referral source:

(Parent/Guardian Signature): _____

Person(s) to notify in case of any emergency:

Name Phone

Name Phone

We will only contact this person if we believe it is a life or death emergency. Please provide your signature to indicate that we may do so:

(Parent/Guardian Signature): _____

Pharmacy Info:

Pharmacy Name: _____ Pharmacy Address: _____

Pharmacy Phone: _____ Pharmacy Fax: _____

Parent's Name:

Last First Middle Initial
Parent's Date of Birth: _____ Parent's Social Security #: _____
Parent's Address: Same as child's YES or NO, if NO please list

City: _____ State: _____ Zip: _____

Parent's Name of Employer: _____
Address of Employer: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Email: _____

Parent's Name:

Last First Middle Initial
Parent's Date of Birth: _____ Parent's Social Security #: _____
Parent's Address: same as child's YES or NO, if NO please list

City: _____ State: _____ Zip: _____

Parent's Name of Employer: _____
Address of Employer: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Email: _____

PRIMARY INSURANCE INFORMATION:

Name of Insured Person:

Last First Middle Initial
Insured's relationship to patient _____ Insured's DOB: _____
Insurance Company: _____ Insurance ID number _____
Insurance Group number _____ Insured's SSN: _____

Secondary Insurance

Name of Insured Person:

Last First Middle Initial
Insured's relationship to patient _____ Insured's DOB: _____
Insurance Company: _____ Insurance ID number _____
Insurance Group number _____ Insured's SSN: _____

Please briefly describe your child's presenting concern(s):

PAST MEDICAL HISTORY:

Height _____ Weight (if applicable) _____

Previous medical hospitalizations (Approximate dates and reasons):

Hospital	Date:	Reason:

Place an X by past surgical procedures (Approximate dates and reasons):

Procedure:	Date:	Procedure:	Date:
<input type="checkbox"/> Anesthetic Complications		<input type="checkbox"/> Heart Surgery	
<input type="checkbox"/> Appendectomy		<input type="checkbox"/> Hemorrhoidectomy	
<input type="checkbox"/> Breast Surgery		<input type="checkbox"/> Hernia Repair	
<input type="checkbox"/> Bowel Resection		<input type="checkbox"/> Kidney Removal	
<input type="checkbox"/> Bladder Repair		<input type="checkbox"/> Knee surgery	
<input type="checkbox"/> Cancer removal		<input type="checkbox"/> PE Tubes	
<input type="checkbox"/> Carpal Tunnel		<input type="checkbox"/> Splenectomy	
<input type="checkbox"/> Cesarean Delivery		<input type="checkbox"/> Thyroidectomy	
<input type="checkbox"/> Dialysis		<input type="checkbox"/> Tonsillectomy	
<input type="checkbox"/> Gall Bladder Removal		<input type="checkbox"/> Wisdom Teeth Ext.	
<input type="checkbox"/> Other		<input type="checkbox"/> Other	

Are you allergic to any medications? If yes, please list what reaction:

Medication/Food Allergy	Date (age)	Reaction

Place an X by any significant medical problems, symptoms, or illnesses:

<input type="checkbox"/> Anemia <input type="checkbox"/> Arthritis/Joint Dz	<input type="checkbox"/> Gastritis <input type="checkbox"/> GERD	<input type="checkbox"/> Seizures <input type="checkbox"/> Skin Disorders
<input type="checkbox"/> Asthma <input type="checkbox"/> Bleeding Disorder	<input type="checkbox"/> Heart Attack <input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Sleep Apnea <input type="checkbox"/> Stomach Ulcers
<input type="checkbox"/> Bladder Issues <input type="checkbox"/> Bowel Issues	<input type="checkbox"/> Hepatitis C <input type="checkbox"/> HIV	<input type="checkbox"/> Stroke <input type="checkbox"/> Thyroid Disease
<input type="checkbox"/> Bronchitis <input type="checkbox"/> Cancer	<input type="checkbox"/> Insomnia <input type="checkbox"/> Kidney Disease	<input type="checkbox"/> UC/Crohns DZ
<input type="checkbox"/> Diabetes Type I <input type="checkbox"/> Diabetes Type II	<input type="checkbox"/> Liver Disease <input type="checkbox"/> Narcolepsy	<input type="checkbox"/> Other
<input type="checkbox"/> DVT/Blood Clot <input type="checkbox"/> Female Issues	<input type="checkbox"/> Pain (Chronic) <input type="checkbox"/> Polycystic Ovaries	

Current Medications: (NON PSYCHIATRIC)

Medication:	Dose:	Purpose:	Prescriber:

DEVELOPMENT HISTORY:

Birth weight _____ Type of Delivery _____ Complications _____
 Age of walking _____ Age of talking _____ Age of potty training _____

PAST PSYCHIATRIC HISTORY:

Have you ever talked with a psychiatrist, psychologist, or other mental health professional? YES NO
 (Please list approximate dates and reasons): _____

Have you ever thought about committing suicide? Please describe:

Have you ever tried to commit suicide? Please describe:

Previous psychiatric hospitalizations (Approximate dates and reasons):

Hospital:	Date:	Reason:	Treatment:

Place an X by any significant psychiatric problems for which you have been treated:

<input type="checkbox"/> ADHD inattentive	<input type="checkbox"/> Autism	<input type="checkbox"/> Depression	<input type="checkbox"/> Panic Disorder without Agoraphobia
<input type="checkbox"/> ADHD hyperactive	<input type="checkbox"/> Bipolar Type I Depression	<input type="checkbox"/> Generalized Anxiety	<input type="checkbox"/> Psychosis
<input type="checkbox"/> ADHD mixed type	<input type="checkbox"/> Bipolar Type I Mania	<input type="checkbox"/> Impulse Control d/o	<input type="checkbox"/> PTSD
<input type="checkbox"/> Adjustment Disorder	<input type="checkbox"/> Bipolar Type I Mixed	<input type="checkbox"/> Kleptomania	<input type="checkbox"/> Schizoaffective
<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Bipolar Type II	<input type="checkbox"/> OCD	<input type="checkbox"/> Schizophrenia
<input type="checkbox"/> Asperger's	<input type="checkbox"/> Borderline Personality	<input type="checkbox"/> Panic Disorder with agoraphobia	<input type="checkbox"/> Substance abuse
<input type="checkbox"/> Other			<input type="checkbox"/> Trichotillomania

Current Psychiatric Medications:

Medication:	Dose:	Reaction or Reason Discontinued:	Prescriber:

Previous Psychiatric Medications:

Medication:	Dose:	How long:	Prescriber:

SOCIAL HISTORY:

Do you smoke or use tobacco? YES NO If YES, how much per day? _____

Do you consume caffeine? YES NO If YES, how much per day? _____

To your knowledge has your child ever drank alcohol? if yes please list

To your knowledge has your child every used drugs? If yes please list

LEGAL:

Has your child ever been arrested? If yes please list

Is your child on probation or ever been on probation? If yes please list

SOCIAL FAMILY HISTORY:

How would you describe your child's relationship with his or her mother:

How would you describe your child's relationship with his or her father?

Are the child's parents still married or did they divorce? _____ If they divorced, how old was the child when the parents separated or divorced and how do you think this impacted him or her?

Were there any other primary care givers who have had a significant relationship with your child? If so, please describe how these people may have impacted your child's life:

How many sisters does your child have? _____ Ages? _____

How many brothers does your child have? _____ Ages? _____

How would you describe your child's relationships with his or her siblings? _____

SOCIAL SUPPORT, SELF-CARE, & EDUCATION:

Child's current level of satisfaction with friends and social support: POOR EXCELLENT
1 2 3 4 5 6 7

How would you describe your child's relationships with his/her peers?

Please briefly describe any history of abuse, neglect and/or trauma:

Please briefly describe your child's self-care and coping skills:

What are your child's diet, weight, and exercise/activity patterns?

Child's current school attend school? _____ Current grade? _____

Does your child have an IEP or 504 plan? If yes, please list:

Please briefly describe your child's school performance and experience:

What are your child's hobbies, talents, and strengths?

Any additional information you would like to include:

Please place an “x” in the now or past box if the problem listed applies to the child:

Problems with	Now	Past	Problems with	Now	Past
Anxiety			Makes careless mistakes		
Depression			Fidgets frequently		
Anger/Temper			Impulsive		
Panic			Waiting their turn		
Fears			Completing tasks		
Irritability			Easily distracted		
Concentration			Hyperactivity		
Worries			Alcohol abuse		
Talking with others			Drug use		
Separation anxiety			Problems falling asleep		
Tantrums			Problems staying asleep		
Parents Divorced			Unexplained weight loss		
Cries easily			Unexplained weight gain		
Problems with friends			Frequent upset stomach		
Problems in school			Frequent headaches		
Fear of strangers			Diarrhea		
Afraid of the dark			Excess sweating		
Sexually acting out			Shortness of breath		
History of child abuse			Dizziness		
History of sexual abuse			Fainting		
Thoughts of hurting others			Nausea		
Thoughts of hurting self			Constipation		
Nightmares			Chest pain		

FAMILY HISTORY: Please mark an "X" in the box that applies to family members.

Disorder	mother	father	maternal grandma	maternal grandpa	paternal grandma	paternal grandpa	uncle	aunt	sister	brother
Adhd										
Anxiety										
Aspergers										
Autism										
Bipolar										
Depression										
Psychiatric Hospitalization										
OCD										
Panic Attacks										
PTSD										
Schizophrenia										
Substance Abuse										
Suicide attempt										
Suicide Completion										



COMPREHENSIVE PSYCHIATRIC CARE, PLLC

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

I have been given the opportunity to review the Comprehensive Psychiatric Care, PLLC "Notice of Privacy Practices." This document contains a description of the users and disclosures of my healthcare information and my rights regarding such information. Comprehensive Psychiatric Care, displays the "Notice of Privacy Practices" in the Administrative Office.

I understand that Comprehensive Psychiatric Care, PLLC has the right to change its "Notice of Privacy Practices" and that if changes are made, a revised copy of the notice will be posted in the Administrative Office. I also understand that if I have any questions or wish to receive copies or a current copy of the "Notice of Privacy Practices," I may contact:

Deena Olivas, Office Manager
7161 Lee Highway, Suite 400
Chattanooga, TN 37421
Telephone: (423) 708-8670 Fax: (423) 708-8671

By signing this for, I am acknowledging that I have read the "Notice of Privacy Practices" and agree to the uses and disclosure information as described. I understand that refusing to sign this form does not stop disclosure of health information that has occurred prior to revocation or that is otherwise permitted by law without my specific authorization or permission. I understand that information disclosed pursuant to this authorization may be subject to disclosure by the recipient and may no longer be protected by federal or state privacy laws.

SIGNATURES:

Client/Legal Representative: _____ Date: ____/____/____

If Legal Representative, relationship to Client: _____

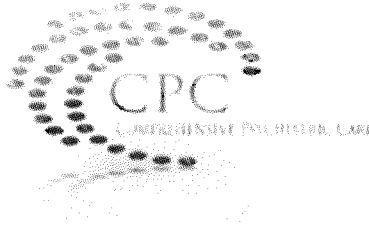
Witness (optional): _____

FOR INTERNAL USE ONLY:

If patient or patient's representative refuses to sign acknowledgement or receipt of notice, please document the date the notice was presented to the patient and sign below.

Presented on (date): ____/____/____

By: Name _____ Title: _____



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CONSENT FOR RELEASE OF MEDICAL INFORMATION:

I, _____ grant permission for the person(s) listed below to have access and all of my information that pertains to my care from the physicians or providers of this group. This includes but is not limited to, appointment time, lab results, my physician's plans for health care, etc. I agree to notify in writing, if there are any changes in the person(s) authorized.

Patient Name: _____ DOB _____ / _____ / _____

Signature (patient or legal guardian): _____

Date: _____ / _____ / _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____



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Authorization For Treatment, Payment and Healthcare Operations:

I authorize Comprehensive Psychiatric Care, PLLC, to release to my insurance company, managed care organization, state agency, Health Care Financing Administration, Third Party Administration any information needed to process my claims and or determine benefits payable for related services.

I understand that I am financially responsible for deductible amounts, co-payments, co-insurance amounts, non-covered charges at the time of service. I understand that unless otherwise restricted by a contractual agreement with selected insurance plans/third party payers, the entirety of the charges incurred will be transferred to the the guarantor's responsibility if the payment is not received from the insurance company within 60 days. I understand that I will be bound by any conditions of this agreement regarding guarantor/patient responsibility charges. I understand that failure to meet my financial responsibility in a timely manner may result in my account being turned over to a collections agency. I understand that payment is due at the scheduled appointment.

There is a \$30 fee for all returned checks. If two returned checks are received, Comprehensive Psychiatric Care, PLLC, reserves the right to request future payments be made in cash or credit card.

I give consent for evaluation and treatment by Dr. Cassandra Simms and Jennifer Morgan-Lambert, LCSW.

I have read, understand and agree to the above policies.

Print Patient/Guarantor Name

Patient/Guarantor Signature (must be at least 18 years old)

Date

Witness Signature

Date



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Missed Appointment and Late Cancellation Policy

Comprehensive Psychiatric Care, PLLC, whenever possible, will call you to remind you of your appointment but, you are responsible for attending your scheduled appointment. A \$50 fee will be added to the patient’s account if a patient does not attend their appointment or if they cancel their appointment within 24 hours of the scheduled appointment time. This fee is not covered by insurance and must be paid at the next appointment.

***Please initial if you would or would not like to receive notification about your appointment.**

_____ Yes, I want Comprehensive Psychiatric Care, PLLC, to text me at this number to remind me of a scheduled appointment. Telephone number _____. An email is required to set up text reminder services. Email: _____

_____ No, I DO NOT want Comprehensive Psychiatric Care, PLLC to attend to contact me to remind me of my scheduled appointment time.

After Hour Calls Policy

Calls made to the provider after hours are subject to a \$25 fee due at the next scheduled appointment.

Paperwork Policy

There is a \$35 fee for any paperwork (FMLA paperwork, Disability forms, Letters, School forms etc.) completed by a provider.

Medication Refill Policy

Comprehensive Psychiatric Care requires a **72 hour** notice for medication refill request to be processed. When requesting a refill patient/guardian must provide the following information: name of medication, dose, when medication is taken, pharmacy name and telephone number. Request for refills may be left on the refill line, please keep in mind calls received after 3pm daily will not be returned until the next business day.

I have read, understand and agree to the policies listed above.

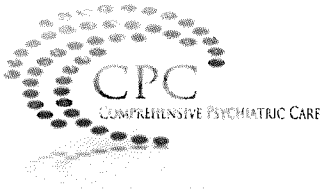
 Print Patient/Guarantor Name

 Patient/Guarantor Signature (must be at least 18 years old)

 Date

 Staff Signature

 Date



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Debit/Credit Card Payment Authorization Form

We are committed to meeting your healthcare needs and keeping your insurance and other financial arrangements as simple as possible. In order to accomplish this in a cost-effective manner for all our patients, we ask that you adhere to our practice's financial policy. By signing below, you are agreeing to its terms.

- 1. I am ultimately responsible for payment of charges for services I receive from this practice including those covered by my insurance. As a convenience, this practice will submit claims for reimbursement with my insurance provider; however, all payment responsibility is ultimately mine.
2. Some immediate payment may be expected at the time of service. This may include a co-pay and additional payment if this practice determines that the cost of my visit today will not be reimbursed by my insurance provider. This often happens if my deductible is not yet satisfied.
3. This practice may deny service or charge a service fee for failure to pay a co-pay at the time of service.
4. It is my responsibility to provide my current address, telephone number, email address, and insurance information at each visit.
5. I agree to provide the above practice and/or its designated payment agent with my debit/credit card information.
6. I understand that my signature and payment information will be maintained on file for future use by the practice. The applicable payment card or bank account number will be truncated and "tokenized" by the payment agent in order to help maintain the security of my payment information.
7. If warranted, this practice may offer the option of paying my share of costs via an automated payment plan. I understand that I may incur some interest expense beyond my balance in exchange for this convenience. I can avoid interest charges by paying my bill immediately if required or by its due date.
8. I authorize the above practice and/or its designated payment agent to apply charges to my payment card and/or bank account for all amounts owed to the practice for medical visits, procedures or supplies, including (i) amounts agreed as part of a payment plan, (ii) copayments, (iii) coinsurance (after application of insurance proceeds), (iv) amounts not covered by insurance and/or (v) fees (if applicable) charged by the practice for failure to keep a scheduled appointment or provide timely notice of appointment cancellation.
9. In the case of a patient balance that is not satisfied by a charge to my payment method or a payment plan, I may receive a monthly statement for any outstanding balance. I am responsible for paying this balance by its due date in order to avoid paying possible interest on the balance.
10. I will not be provided with advance notice of payments authorized hereunder for transactions up to an amount specified by me. I will be provided with a courtesy notification prior to processing any payment in excess of such amount. Transaction receipts will be maintained in the patient file or will be emailed to me if I provide and maintain a valid email address.
11. I authorize the above practice and/or its designated provider to send electronic account statements and invoices to my email address on file. I understand that it is my responsibility to maintain a current email address on file and that I will not receive a mailed copy of any electronic statement.

This authorization will remain in effect until I provide written notice of cancellation to the practice. Authorization for services already rendered cannot be cancelled or refunded. I agree to notify the practice in writing of any changes in my payment or other information.

Name as it appears on Card/ACH Account Email Address

Billing Address City State Zip

Phone Number

AUTHORIZED SIGNATURE DATE