

Jordan Harpley, LPC-MHSP
7161 Lee Highway, Suite 400
Chattanooga, Tennessee 37421
Office: 423-708-8670
Fax: 423-708-8671

ADULT INFORMATION FORM

Identifying Information

This Form is Confidential

Today's date: _____

Your name: _____
Last First Middle Initial

Date of birth: _____ Age: _____ Social Security #: _____

Gender & Sexual Identity

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

Racial/Ethnic Identity:

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

Home street address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Name of Employer: _____

Address of Employer:

City: _____ State: _____ Zip: _____

Referred by: _____

May I have your permission to thank this person for the referral? **Yes No**

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

(Your signature) _____

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

Name Phone

Name Phone

I will only contact this person if I believe it is a life or death emergency. Please provide your signature to indicate that I may do so: (Your Signature): _____

Insurance Information

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: _____

Tertiary 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: _____

Additional Medical Information

Please briefly describe your presenting concern(s): _____

PAST MEDICAL HISTORY:

Previous medical hospitalizations (Approximate dates and reasons):

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

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:

Previous Mental Health Diagnoses: Please list:

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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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Missed Appointment and Late Cancellation Policy

Jordan Harpley, LPC, 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 Below

_____ Yes, I want Jordan Harpley, LPC, 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 Jordan Harpley, LPC to attempt 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.

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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Authorization For Treatment, Payment and Healthcare Operations:

I authorize Jordan Harpley, LPC 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, Jordan Harpley, LPC, reserves the right to request future payments be made in cash or credit card.
I give consent for evaluation and treatment by Jordan Harpley, LPC.

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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Acknowledgement of Receipt of Patient Notification of Privacy Practices

I, _____ have been presented with a copy of Jordan Harpley, LPC, Patient Notification of Privacy Practices, detailing how my information may be used and disclosed as permitted under federal and state law and I understand the contents of the Notification. By law, Jordan Harpley, LPC is required to obtain your signature indicating that you have received this document. Your signature below does not surrender any rights or confidentiality. Any updates to this policy will be posted on our website or in our waiting room for your review.

Patient Name

DOB

Print Patient/Guarantor Name

Date

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

Date

For Internal Use

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

Presented on (date) _____

By: (name and title) _____

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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 _____/_____/_____

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Electronics Privacy Agreement

This form is to notify clients that contacting Jordan Harpley, LPC-MHSP through any form of electronics could result in a breach of confidentiality.

I, _____ agree that if I utilize any form of electronics including, but not limited to: phone calls, texting, e-mail, or video communications to contact Jordan Harpley, LPC-MHSP I understand that confidentiality cannot be guaranteed. By signing this form, I assume all responsibility for information sent via electronics.

- I understand that utilizing phone calls, texting, e-mail, or video communications any and all information disclosed may be subject to a privacy violation.
- I understand that if I contact Jordan Harpley, LPC-MHSP by any form of electronics, responses may be delayed if received after hours Monday-Friday or on weekends. I understand messages are not checked daily.
- I understand that Jordan Harpley, LPC-MHSP will also utilize electronic devices to contact me. I agree that I will assume all responsibility for both parties utilizing electronic devices.

By signing this form, I acknowledge that I have read and understand all of the above information. I give my permission for any form of electronic devices to be used.

Patient Name: _____ DOB _____ / _____ / _____

Signature (patient or legal guardian): _____

Date: _____ / _____ / _____