

# PATIENT REGISTRATION

PATIENT NAME \_\_\_\_\_ MALE \_\_\_ FEMALE \_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\*\* IF PATIENT IS UNDER 18 YEARS OF AGE PLEASE FILL OUT THIS ADDITIONAL INFORMATION:

MOTHER'S

NAME: \_\_\_\_\_ DAYTIME PHONE # ( ) \_\_\_\_\_

FATHER'S

NAME: \_\_\_\_\_ DAYTIME PHONE # ( ) \_\_\_\_\_

TELEPHONE: HOME ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_

CELL ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ BIRTHDATE \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PRIMARY CARE PHYSICIAN \_\_\_\_\_ PHONE( ) \_\_\_\_\_

REFERRED TO OUR OFFICE BY \_\_\_\_\_ PHONE( ) \_\_\_\_\_

## RESPONSIBLE PARTY INFORMATION (INSURANCE POLICY HOLDER)

NAME \_\_\_\_\_ RELATIONSHIP TO PATIENT \_\_\_\_\_

IF PATIENT IS A MINOR CHILD PLEASE INDICATE HOW YOU ARE RELATED: BIOLOGICAL MOTHER \_\_\_ BIOLOGICAL FATHER \_\_\_ LEGAL GUARDIAN \_\_\_  
ADOPTED MOTHER \_\_\_ ADOPTED FATHER \_\_\_ GRANDPARENT \_\_\_  
OTHER: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: HOME ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_

CELL ( ) \_\_\_\_\_ OTHER ( ) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTHDATE \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

EMPLOYER \_\_\_\_\_ PHONE( ) \_\_\_\_\_

PRIMARY INSURANCE COMPANY \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

POLICY ID# \_\_\_\_\_ GROUP# \_\_\_\_\_

## SECONDARY INSURANCE INFORMATION

POLICY HOLDER \_\_\_\_\_ BIRTHDATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RELATIONSHIP TO PATIENT \_\_\_\_\_ HOME PHONE ( ) \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ EMPLOYER \_\_\_\_\_

SECONDARY INSURANCE COMPANY \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

POLICY ID# \_\_\_\_\_ GROUP# \_\_\_\_\_

**I AUTHORIZE THE RELEASE OF ANY MEDICAL INFORMATION NECESSARY TO PROCESS CLAIMS. I PERMIT A COPY OF THIS AUTHORIZATION TO BE USED IN PLACE OF THE ORIGINAL. THIS AUTHORIZATION MAY BE REVOKED BY EITHER ME OR MY INSURANCE COMPANY AT ANY TIME IN WRITING. I CERTIFY THAT THE INFORMATION I HAVE REPORTED WITH REGARD TO MY INSURANCE COVERAGE IS CORRECT.**

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

IF PATIENT IS A MINOR CHILD PLEASE INDICATE YOUR RELATIONSHIP TO THE PATIENT: \_\_\_\_\_

# FINANCIAL POLICY

The following is a statement of our Financial Policy which we require you to read, initial A - H and sign prior to receiving any treatment from our providers.

(A)\_\_\_\_\_ Thank you for choosing us as your behavioral health care provider. Please understand that payment of your bill is considered a part of your treatment. Insurance is a contract between you and your insurance company. It is your responsibility to know your insurance policy benefits. We are not always a party to this contract. We will not become involved in disputes between you and your insurance regarding deductibles, co-payments, covered charges, secondary insurance or other matters regarding reimbursement.

## **Insurance and Fee Policy**

(B)\_\_\_\_\_ As a courtesy, we will verify, pre-certify and submit your insurance claim to a primary and secondary insurance plan, **we will not submit to a third insurance**. Your benefits, costs and co-payments as they pertain to your treatment will be discussed with you. Please be aware that some, and perhaps all of the services provided may be non-covered services and not considered reasonable and necessary under the Medicare Program and/or other insurance. Any amount that your insurance company will not be paying is due from you at the time services are rendered. We do not balance bill on insurance plans in which we are participating or contracted providers. You are responsible for providing this office with copies of your insurance card(s) or any changes with your insurance or coverage prior to being seen by one of our providers. Failure to do so may result in a denial of your claim making you financially responsible for your session(s).

(C)\_\_\_\_\_ If you do not have insurance, full payment is due at the time-of-service.

## **FULL PAYMENT IS DUE AT TIME OF SERVICE. IT IS NOT OUR POLICY TO BILL WE ACCEPT CASH, CHECK (VIA MAIL), AND ALL MAJOR CREDIT CARDS**

### **24-Hour Cancellation Policy**

(D)\_\_\_\_\_ You will be charged for every scheduled appointment unless you cancel at least **24 hours** in advance. Late cancellation or no shows will be billed at the rate of \$70.00. Insurance carriers will not pay for no shows or cancellation charges, those will be your responsibility.

### **No-Show policy**

(E)\_\_\_\_\_ Following the second No Show with any Comprehensive Psychiatric Associates provider a letter will be sent to the patient/family stating which appointments have been missed. Following the third No Show appointment the patient/family will receive a letter of Termination asking them to find another mental health provider. Comprehensive Psychiatric Associates, LLC will provide care on an urgent basis only through our walk in clinic for thirty days from the date on the letter terminating the patient relationship.

### **Returned Check Fee**

(F)\_\_\_\_\_ There is a fee of \$35.00 for any check returned unpaid by your bank. If your bank returns a check as unpaid, you will be placed on a cash or credit card only basis, as we will no longer accept checks from you.

### **Paperwork**

(G)\_\_\_\_\_ There are times when you may need paperwork completed by one of our providers. There is a fee for filling out forms and reports. The fees vary according to the document(s) needed. Paperwork and forms can take up to 10 business days to be completed.

### **Divorce**

(H)\_\_\_\_\_ If you have been or are now involved in divorce, please understand that, legally, we are not a part of the divorce and are not bound to any divorce decree issued by a court of law. The person that presents themselves or a minor child for treatment is responsible for payment of the medical bill. If your divorce decree states that your ex-spouse is to pay any portion of the medical bills, then you must pay us at the time of service and then seek payment from your ex-spouse per the terms of your divorce decree. We encourage all legal guardians to be present at all appointments for minor children.

\_\_\_\_\_  
**Signature of Patient or Responsible Party**

\_\_\_\_\_  
**Date**

# CONSENT FOR TREATMENT

I hereby voluntarily consent to receive services, which may include assessment, and referral recommendations deemed necessary and advisable in the judgment of Comprehensive Psychiatric Associates. If the patient is a minor or otherwise incapable of providing consent, I hereby authorize and consent to the same services for him/her.

I understand that the information given to Comprehensive Psychiatric Associates will be kept confidential and will only be released when: a written consent is obtained, a medical emergency occurs, a court order or subpoena is received; information is required by the insurance company and/or managed care firm to process claims and manage treatment; or a patient represents a serious danger to himself/herself or others. I hereby hold harmless Comprehensive Psychiatric Associates for any loss, costs, and damages allegedly sustained by me or my ward because of the release of information under the circumstances listed above.

Due to the changing world of healthcare and technology, Comprehensive Psychiatric Associates now has the ability to provide our patients with certain types of information via e-mail and/ or text messaging. With this in mind, we believe strongly in protecting the privacy of our patients. When you provide this information to us, it is used only as a way to communicate with you. In order to protect your privacy, no confidential or personal information will be sent from Comprehensive Psychiatric Associates via email or text messaging. Comprehensive Psychiatric Associates, does not share names, e-mail addresses, and/or telephone numbers of patients with any other company, or any other patient. I understand, text message charges from my cell phone provider may apply.

Please print:

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Cell Phone \_\_\_\_\_

I consent to receive information/appointment reminders via email or text.

I do not consent to receive any information via email or text.

\_\_\_\_\_  
**Signature of Patient or Responsible Party**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Responsible Party WHO IS  
NOT LIVING WITH THE MINOR CHILD (patient)**

\_\_\_\_\_  
**Date**