



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

NEW PATIENT REGISTRATION FORM

| | |
|--|--------------------|
| PATIENT NAME: | |
| DATE OF BIRTH: | SEX: |
| ADDRESS: | |
| CITY, STATE, ZIP: | |
| EMAIL: | |
| CELL PHONE: | HOME PHONE: |
| 1ST APPOINTMENT DATE/TIME: | |
| EMAIL/TEXT REMINDERS & RECEIPTS? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| HOW DID YOU HEAR ABOUT US: | |
| PRIVATE PAY? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CONTINUE TO EMERGENCY CONTACT) | |
| | |
| INSURANCE COMPANY: | |
| PRIMARY ID: | |
| GROUP NUMBER: | |
| COPAY (WRITE 'UNSURE' IF DO NOT KNOW): | |
| DEDUCTIBLE: (WRITE 'UNSURE' IF DO NOT KNOW): | |
| | |
| EMERGENCY CONTACT NAME: | |
| EMERGENCY CONTACT CELL: | |

The above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the psychologist. I understand that I am financially responsible for any balance. I also authorize Queens Cognitive Behavioral Therapy Psychology PLLC or insurance company to release any information required to process my claims.

Patient Signature

Date



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

UPLOAD STATE ID *FRONT*:

UPLOAD STATE ID *BACK*:

UPLOAD INSURANCE CARD *FRONT*:

UPLOAD INSURANCE CARD *BACK*:

UPLOAD CREDIT/DEBIT CARD *FRONT*:

UPLOAD CREDIT/DEBIT CARD *BACK*:



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

APPOINTMENT CANCELLATION POLICY AGREEMENT

Queens CBT Psychology, PLLC is committed to providing all of our patients with exceptional care. When a patient cancels without giving enough notice, they prevent another patient from being seen.

Please call us at (347) 392-4CBT (4228) by 12:00 PM *two business days* prior to your scheduled appointment to notify us of any changes or cancellations. **To cancel a weekend or *Monday* appointment, please call our office by 12:00 p.m. on *Thursday*.** If prior notification is not given, you will be charged **\$85** for the missed appointment on the credit card we have on file.

Patient Signature (\$85 late cancellation fee)

Date



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us at QCBToffice@gmail.com. This authorization will remain in effect until cancelled.

| Credit Card Information | | | | |
|---|--------------------------------------|-------------------------------|-----------------------------------|-------------------------------|
| Card Type: | <input type="checkbox"/> MasterCard | <input type="checkbox"/> VISA | <input type="checkbox"/> Discover | <input type="checkbox"/> AMEX |
| | <input type="checkbox"/> Other _____ | | | |
| Cardholder Name (as shown on card): _____ | | | | |
| Card Number: _____ | | | | |
| Expiration Date (mm/yy): _____ | | | | |
| Cardholder ZIP Code (from credit card billing address): _____ | | | | |

I, _____, authorize Queens Cognitive Behavioral Therapy Psychology PLLC to charge my credit card above for fees from completed sessions, copays, deductibles, coinsurances and \$85 cancellation fees. I understand that my information will be saved to file for future transactions on my account.

Patient Signature

Date



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

OUTPATIENT SERVICES CONTRACT

Welcome to my practice! This document contains important information about my professional services and business policies. Please read it carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

PSYCHOLOGICAL SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the psychologist and patient, and the particular problems you bring forward. There are many different methods I may use to deal with the problems that you hope to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include and a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with me. Therapy involves a large commitment of time, money, and energy, so you should be very careful about the therapist you select. If you have questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional for a second opinion.

MEETINGS

I normally conduct an evaluation that will last from 1 to 2 sessions. During this time, we can both decide if I am the best person to provide the services you need in order to meet your treatment goals. If psychotherapy is begun, I will usually schedule one 45-minute session (one appointment hour of 38-52 minutes duration) per week at a time we agree on, although some sessions may be longer or more frequent. Once an



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

appointment hour is scheduled, you will be expected to pay for it unless you provide enough advance notice of cancellation; we consider enough notice you calling before 12 pm, two business days prior to the appointment. If it is possible, I will try to find another time to reschedule the appointment.

PROFESSIONAL FEES

Fee for our initial session is \$300. Beyond that my hourly fee is \$250. In addition to weekly appointments, I charge this amount for other professional services you may need, though I will break down the hourly cost if I work for periods of less than one hour. Other services include report writing, telephone conversations lasting longer than 15 minutes, attendance at meetings with other professionals you have authorized, preparation of records or treatment summaries, and the time spent performing any other service you may request of me. The late cancellation fee is \$85. If you become involved in legal proceedings that require my participation, you will be expected to pay for my professional time even if I am called to testify by another party. Because of the difficulty of legal involvement, I charge \$500 per hour for preparation and attendance at any legal proceeding.

BILLING AND PAYMENTS

You will be expected to pay for each session at the time it is held, unless we agree otherwise or unless you have insurance coverage which requires another arrangement. Payment schedules for other professional services will be agreed to when they are requested. In circumstances of unusual financial hardship, I may be willing to negotiate a fee adjustment or payment installment plan.

If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, I have the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court. If such legal action is necessary, its costs will be included in the claim. In most collection situations, the only information I release regarding a patient's treatment is his/her name, the nature of services provided, and the amount due.

INSURANCE REIMBURSEMENT

In order for us to set realistic treatment goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. If you have a health insurance policy, it will usually provide some coverage for mental health treatment. I will fill out forms and provide you with whatever assistance I can



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

in helping you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of my fees. It is very important that you find out exactly what mental health services your insurance policy covers.

You should carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about the coverage, call your plan administrator. Of course I will provide you with whatever information I can based on my experience and will be happy to help you in understanding the information you receive from your insurance company. If it is necessary to clear confusion, I will be willing to call the company on your behalf.

Due to the rising costs of health care, insurance benefits have increasingly become more complex. It is sometimes difficult to determine exactly how much mental health coverage is available. “Managed Health Care” plans such as HMOs and PPOs often require authorization before they provide reimbursement for mental health services. These plans are often limited to short-term treatment approaches designed to work out specific problems that interfere with a person’s usual level of functioning. It may be necessary to seek approval for more therapy after a certain number of sessions. While a lot can be accomplished in short-term therapy, some patients feel that they need more services after insurance benefits end. Some managed-care plans will not allow me to provide services to you once your benefits end. If this is the case, I will do my best to find another provider who will help you continue your psychotherapy.

You should also be aware that most insurance companies require you to authorize me to provide them with a clinical diagnosis. Sometimes I have to provide additional clinical information such as treatment plans or summaries, or copies of the entire record (in rare cases). This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, I have no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. I will provide you with a copy of any report I submit, if you request it.

Once we have all of the information about your insurance coverage, we will discuss what we can expect to accomplish with the benefits that are available and what will happen if they run out before you feel ready



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

to end our sessions. It is important to remember that you always have the right to pay for my services yourself to avoid the problems described above.

CONTACTING ME

I am often not immediately available by telephone as I probably will not answer the phone when I am with a patient. When I am unavailable, my telephone is answered by voice mail that I monitor frequently. I will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach, please inform me of some times when you will be available. If you are unable to reach me and feel that you can't wait for me to return your call, contact your family physician or the nearest emergency room and ask for the psychologist on call. If I will be unavailable for an extended time, I will provide you with the name of a colleague to contact, if necessary.

PROFESSIONAL RECORDS

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records, or I can prepare a summary for you instead. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents. Patients will be charged an appropriate fee for any professional time spent in responding to information requests.

MINORS

If you are under eighteen years of age, please be aware that the law may provide your parents the right to examine your treatment records. It is my policy to request an agreement from parents that they agree to give up access to your records. If they agree, I will provide them only with general information about our work together, unless I feel there is a high risk that you will seriously harm yourself or someone else. In this case, I will notify them of my concern. I will also provide them with a summary of your treatment when it is complete. Before giving them any information, I will discuss the matter with you, if possible, and do my best to handle any objections you may have with what I am prepared to discuss. At the end of your treatment, I will prepare a summary of our work together for your parents, and we will discuss it before I send it to them.



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

CONFIDENTIALITY

In general, the privacy of all communications between a patient and a psychologist is protected by law, and I can only release information about our work to others with your written permission. But there are a few exceptions.

In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he/she determines that the issues demand it.

There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a patient's treatment. For example, if I believe that a child, elderly person, or disabled person is being abused, I may be required to file a report with the appropriate state agency.

If I believe that a patient is threatening serious bodily harm to another, I may be required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the patient. If the patient threatens to harm himself/herself, I may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection.

These situations have rarely occurred in my practice. If a similar situation occurs, I will make every effort to fully discuss it with you before taking any action.

I may occasionally find it helpful to consult other professionals about a case. During a consultation, I make every effort to avoid revealing the identity of my patient. The consultant is also legally bound to keep the information confidential. If you don't object, I will not tell you about these consultations unless I feel that it is important to our work together.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have at our next meeting. I will be happy to discuss these issues with you if you need specific advice, but formal legal advice may be needed because the laws governing confidentiality are quite complex, and I am not an attorney.



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

Your acceptance below indicates that you have read the information in this Outpatient Services Contract document and agree to abide by its terms during our professional relationship.

Patient Signature

Date



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

Health Questionnaire (PHQ-9)

| <i>Over the last 2 weeks, how often have you been bothered by any of the following problems? Please mark your answers.</i> PHQ-9 | Not at all (0) | Several days (1) | More than half the days (2) | Nearly every day (3) |
|--|-----------------------|-------------------------|------------------------------------|-----------------------------|
| 1. Little interest or pleasure in doing things. | | | | |
| 2. Feeling down, depressed, or hopeless. | | | | |
| 3. Trouble falling or staying asleep, or sleeping too much. | | | | |
| 4. Feeling tired or having little energy. | | | | |
| 5. Poor appetite or overeating. | | | | |
| 6. Feeling bad about yourself – or that you are a failure or have let yourself or your family down. | | | | |
| 7. Trouble concentrating on things, such as reading the newspaper or watching television. | | | | |
| 8. Moving or speaking so slowly that other people could have noticed. Or the opposite – being so fidgety or restless that you have been moving around a lot more than usual. | | | | |
| 9. Thoughts that you would be better off dead, or of hurting yourself in some way. | | | | |

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people? (Choose one)

Not difficult at all
 Somewhat difficult
 Very Difficult
 Extremely Difficult

Patient Signature

Date



Queens Cognitive Behavioral Therapy Psychology, PLLC

*** 141-08 Jewel Ave, Flushing, NY 11367 * Fax: 347-402-8186 ***

*** Phone: 347-392-4CBT (4228) * * QueensCBT.com ***

General Anxiety Disorder (GAD-7)

| <i>Over the <u>last 2 weeks</u>, how often have you been bothered by any of the following problems? Please circle your answers.</i> GAD-7 | Not at all sure (0) | Several days (1) | Over half the days (2) | Nearly every day (3) |
|---|--------------------------------|-----------------------------|---------------------------------------|-------------------------------------|
| 1. Feeling nervous, anxious, or on edge. | | | | |
| 2. Not being able to stop or control worrying. | | | | |
| 3. Worrying too much about different things. | | | | |
| 4. Trouble relaxing. | | | | |
| 5. Being so restless that it's hard to sit still. | | | | |
| 6. Becoming easily annoyed or irritable. | | | | |
| 7. Feeling afraid as if something awful might happen. | | | | |

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people? (Choose one)

___ **Not difficult at all** ___ **Somewhat difficult** ___ **Very Difficult** ___ **Extremely Difficult**

Patient Signature

Date