

Abaris Behavioral Health

Adult Life History Questionnaire

The purpose of this questionnaire is to obtain a comprehensive understanding of your life experience and background. Responding to these questions as completely as you can will benefit you through the development of a treatment program suited to your specific needs. Please return this form when completed, or at your scheduled appointment.

Date: _____

How did you find Abaris Behavioral health? _____

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Date of Birth: _____

E-mail: _____

Social Security Number: _____

Emergency Contact

Name: _____

Relationship: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Primary Insurance

Name of Subscriber: _____

Relationship: _____

Subscriber's Date of Birth: _____

Employer: _____

Effective Date: _____

Contract Number: _____

Group Number: _____

Secondary Insurance

Name of Subscriber: _____

Relationship: _____

Subscriber's Date of Birth: _____

Employer: _____

Effective Date: _____

Contract Number: _____

Group Number: _____

Please describe the problem that brings you here:

When did your problem begin?

Please rate the severity of your problem on the scale below:

Low 0 1 2 3 4 5 6 7 8 9 10 High

What are your current goals for treatment?

General Information

How long have you lived at your current address? _____

Is this residence owned by you or your family? Yes ___ No ___

Of what race do you consider yourself? _____

Do you have a religious preference? Yes ___ No ___ Religion: _____

If no, did you have a religious preference in the past? Yes ___ No ___ Religion: _____

Medical History

What is your height? _____ feet _____ inches What is your weight? _____ pounds

How many times have you been hospitalized for a medical problem in your life? _____

Date	Length of Stay	Reason for Hospitalization
_____	_____	_____
_____	_____	_____
_____	_____	_____

Did you have any medical problems during childhood or adolescence? Yes ___ No ___

Explain: _____

Do you have any current medical problems? Yes ___ No ___

Explain: _____

Are you taking any prescribed medication for a physical problem? Yes ___ No ___

Current Medications: _____

Circle any of the following words or terms that apply to you:

- | | | |
|-------------------------------|-------------------------------|-----------------------------|
| headaches | dizziness | fainting spells |
| heart palpitations | stomach trouble | feel anxious |
| bowel disturbances | fatigue | poor appetite |
| feel angry | use sedatives | insomnia |
| nightmares | feel panicky | increased alcohol use |
| feel tense | argue frequently | tremors |
| feel depressed | suicidal thoughts | use drugs |
| unable to relax | sexual problems | allergies |
| don't like weekends/vacations | overly ambitious | uncomfortable with people |
| difficulty making friends | feelings of inferiority | difficulty making decisions |
| difficulty keeping a job | memory problems | problems at home |
| financial problems | feel lonely | unable to have a good time |
| excessive sweating | often use aspirin/painkillers | difficulty concentrating |

Other: _____

Educational History

What is the highest level of education you've completed? _____

Degree Earned: _____

Have you completed any formal work-related training programs? Yes ___ No ___

Training Program Completed: _____

Have you ever served in the military? Yes ___ No ___
Branch of Service: _____ Type of Discharge: _____

Employment History

Current Occupation: _____
How long was your longest full time job? _____

What has been your usual employment pattern in the past 5 years?
Full-time (35+ hours per week) ___ Retired ___
Part-time ___ Disability ___
Military Service ___ Unemployed ___
Student ___ Other: _____

How many people depend on you for the majority of their financial support? _____

Alcohol and Drug Use History

How often have you used any of the following substances?

	Current Use (Number of days in past month)	Past Use (Number of days in average month)
Alcohol	_____	_____
Amphetamines	_____	_____
Barbiturates	_____	_____
Cocaine	_____	_____
Hallucinogens	_____	_____
Heroin	_____	_____
Inhalants	_____	_____
Marijuana	_____	_____
Sedatives	_____	_____
Tobacco	_____	_____
Other: _____	_____	_____

How many times have you been treated for alcohol problems? _____
Date _____ Length of Treatment _____ Length of Abstinence from Alcohol _____

How many times have you been treated for drug problems? _____
Date _____ Length of Treatment _____ Length of Abstinence from Drugs _____

Legal History

Was this treatment prompted or suggested by the criminal justice system? Yes ___ No ___

How many times have you been arrested and charged with any of the following:
Major Driving Violation ___ Burglary or Robbery ___
Driving While Intoxicated ___ Weapons Offense ___
Public Intoxication ___ Assault ___
Disorderly Conduct ___ Parole/Probation Violation ___
Drug Charges ___ Contempt of Court ___
Shoplifting ___ Other: _____

Have you ever been incarcerated? Yes ___ No ___
Date _____ Length of Incarceration _____ Reason _____

Are you presently awaiting charges, trial or sentencing? Yes ___ No ___

If yes, explain: _____

Family History

Marital Status

Never Married ___ Married ___ (How long? _____) Separated ___ Widowed ___ Divorced ___
Living Together ___ (How long? _____) Committed Relationship/Living Apart ___ (How long? _____)

Please rate your level of commitment to staying with your partner on the scale below:

Low 0 1 2 3 4 5 6 7 8 9 10 High

Family Members

Name	Relationship	Age	Quality of Relationship	Living with you?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have any of your relatives ever had a serious problem with alcohol or drugs? Yes ___ No ___

Relative	Problem
_____	_____
_____	_____
_____	_____
_____	_____

Have any of your relatives ever had a serious mental health problem? Yes ___ No ___

Relative	Problem
_____	_____
_____	_____
_____	_____
_____	_____

With whom do you spend most of your free time?

Family ___ Friends ___ Alone ___ Other: _____

How many close friends do you have? _____

What do you like to do in your free time?

Has anyone ever abused you emotionally? Yes ___ No ___

If yes, explain: _____

Has anyone ever abused you physically? Yes ___ No ___

If yes, explain: _____

Has anyone ever sexually abused you? Yes ___ No ___

If yes, explain: _____

Have you had any serious conflicts with family members in the past 30 days? Yes ___ No ___

If yes, explain: _____

Have you had any serious conflicts with family members at other times in the past? Yes ___ No ___

If yes, explain: _____

Mental Health History

How many times have you been hospitalized for a mental health problem? _____

Date	Length of Stay	Reason for Hospitalization
_____	_____	_____
_____	_____	_____

How many times have you been treated for a mental health problem in an outpatient setting? _____

Date	Length of Treatment	Reason for Treatment
_____	_____	_____
_____	_____	_____

Have you ever had a significant period of time in which you have experienced:

Serious depression? Yes ___ No ___

If yes, explain: _____

Serious anxiety? Yes ___ No ___

If yes, explain: _____

Hallucinations? Yes ___ No ___

If yes, explain: _____

Trouble understanding, concentrating or remembering? Yes ___ No ___

If yes, explain: _____

Trouble controlling violent behavior? Yes ___ No ___

If yes, explain: _____

Serious thoughts of suicide? Yes ___ No ___

If yes, explain: _____

Are you currently taking any medications for a mental health problem? Yes ___ No ___

If yes, list medications: _____

In the past, have you taken any medications for a mental health problem? Yes ___ No ___

If yes, list medications: _____

Circle any of the following words or terms that apply to you:

- | | | | | |
|-------------|-------------|---------------|-----------------|---------------------------|
| worthless | useless | a “nobody” | “life is empty” | “can’t do anything right” |
| inadequate | stupid | incompetent | naïve | morally wrong |
| guilty | evil | hostile | full of hate | horrible thoughts |
| anxious | agitated | cowardly | unassertive | panicky |
| aggressive | ugly | unattractive | repulsive | depressed |
| lonely | unloved | misunderstood | bored | restless |
| confused | unconfident | in conflict | full of regrets | worthwhile |
| sympathetic | intelligent | attractive | confident | considerate |

Other: _____

Signature: _____

Date: _____

Adult Self-Report Questionnaire

Today's Date: _____

Client Name: _____

Clinician's Name: _____

Instructions: Looking back over the past week, including today, help us understand how you have been feeling. Read each item carefully and circle the number under the category that best describes your current situation. For this questionnaire, work is defined as employment, school, housework, volunteer work, or other similar activity.

	Never or Almost Never	Rarely	Sometimes	Frequently	Almost Always or Always
1. I have trouble falling asleep or staying asleep.....	0	1	2	3	4
2. I feel no interest in things.....	0	1	2	3	4
3. I feel stressed at work, school, or other daily activities.....	0	1	2	3	4
4. I blame myself for things.....	0	1	2	3	4
5. I am satisfied with my life.....	4	3	2	1	0
6. I feel irritated.....	0	1	2	3	4
7. I have thoughts of ending my life.....	0	1	2	3	4
8. I feel weak.....	0	1	2	3	4
9. I find my work/school or other activities satisfying.....	4	3	2	1	0
10. I feel fearful.....	0	1	2	3	4
11. I use alcohol or drug to get going in the morning.....	0	1	2	3	4
12. I feel worthless.....	0	1	2	3	4
13. I am concerned about family troubles.....	0	1	2	3	4
14. I feel lonely.....	0	1	2	3	4
15. I have frequent arguments.....	0	1	2	3	4
16. I have difficulty concentrating.....	0	1	2	3	4
17. I feel hopeless about the future.....	0	1	2	3	4
18. I am a happy person.....	4	3	2	1	0
19. Disturbing thoughts come to my mind that I cannot get rid of.....	0	1	2	3	4
20. People criticize my drinking (or drug use).....	0	1	2	3	4
21. I have an upset stomach.....	0	1	2	3	4
22. I am not working or studying as well as I used to.....	0	1	2	3	4
23. I have trouble getting along with friends or close acquaintances.....	0	1	2	3	4
24. I have trouble at work/school because of drinking or drug use.....	0	1	2	3	4
25. I feel that something bad is going to happen.....	0	1	2	3	4
26. I feel nervous.....	0	1	2	3	4
27. I feel that I am not doing well at work.....	0	1	2	3	4
28. I feel something is wrong with my mind.....	0	1	2	3	4
29. I feel blue.....	0	1	2	3	4
30. I am satisfied with my relationships with others.....	4	3	2	1	0

Staff Use:
 Check One
 Intake Assessment
 Quarterly Assessment
 Discharge Assessment

Abaris Behavioral Health

Practice Orientation and Service Agreement

Your Rights and Responsibilities as a Client:

- You have the right to receive services from clinicians who adhere to the professional code of ethics of their respective disciplines.
- You have the right to receive services in accordance with Federal and State regulations and accreditation standards governing behavioral health programs.
- You have the right to privacy and confidentiality regarding the services you receive. All information about you and your treatment, whether written or oral, is protected under Federal and State laws, including the HIPAA Privacy Act.
- You have the responsibility to provide informed consent to services offered to you.
- You have the right to refuse services at any time. You have the right to withdraw your consent to receive services and discontinue services at any time. If you should decide to withdraw your consent for services, you must do so in writing.
- You have a right to information concerning your treatment and/or care.
- You have the right to know treatment recommendations and the possible outcomes if you choose not to follow these recommendations.
- You have the responsibility to assist in planning your treatment at every stage.
- You have the right to express any concerns or complaints regarding the services you receive. We encourage you to first contact your clinician to resolve any issues. You may also contact the Rights Advisor for assistance.
- You have the responsibility to be timely for your appointments. Late arrivals *may* result in rescheduled appointments.
- You have the responsibility to arrive for all scheduled sessions, or to notify us 24 hours in advance if you wish to cancel an appointment. You *may* be charged a practice fee, up to \$125, for non-cancelled appointments where an emergency was not involved, as insurance companies and other third-party payers do not cover missed appointments.
- You are responsible for checking your insurance plan benefits, including any deductibles and/or co-pays. As a courtesy, we may check eligibility and benefits for you.
- You are responsible for any fees that may be charged to you at the time of service and knowing your insurance benefits coverage. You will be charged \$25 for any returned checks.
- Your case will be closed following 90 days of inactivity, unless other arrangements have been made.

Services Offered

Abaris Behavioral Health offers an array of mental health and substance abuse services. These services include: individual psychotherapy, group therapy, family therapy, marital therapy, psychological testing, case management, psychiatric evaluations and medication therapy. Your clinician will provide you with a detailed description of the nature of services, expected benefits and potential risks. More information is available on our website at www.AbarisHealth.com.

Client Input

Abaris Behavioral Health will be asking you for ongoing feedback regarding the quality and effectiveness of services you receive. We will periodically ask you to complete clinical outcome questionnaires and satisfaction surveys. We will also review and/or investigate any complaints or suggestions you may have. Your feedback is considered an important part of your treatment and/or care.

Operations

Office hours are usually between 7:00 am and 10:00 pm, 7 days a week. Not all clinicians are available during all open hours. Appointment dates and times, and after-hours contact, will be arranged between you and your treating clinician. In the case of an emergency, you can contact the nearest crisis center (Oakland County Crisis Center at 248-456-0909; Macomb County Crisis Center at 586-307-9100). You may also contact the nearest emergency room. We practice in a non-smoking environment. Illicit drugs and weapons are not allowed on the premises. Persons in possession of either will be asked to leave immediately.

Abaris Behavioral Health

Confidentiality

Federal and State laws protect the privacy of communications between a client and a clinician. In most situations, information about your treatment can only be released to others if you sign a written Authorization for Release of Information. That authorization must meet certain legal requirements. However, there are some limits to confidentiality. Information about privacy and limits to confidentiality will be provided by your primary clinician and are also provided in our Notice of Privacy Practices.

Financial Responsibility

You are expected to pay for service at the time it is rendered, unless we agree otherwise or unless you have insurance coverage that requires another arrangement. Payment schedules for other professional services will be agreed to when they are requested. A fee adjustment or a payment installment plan may be negotiated in circumstances of unusual financial hardship. All clients will be informed of payment fee schedules prior to rendering services. Although we are likely to inform you of your insurance deductible and co-pays, you are ultimately responsible for knowing this information and for paying both in full.

If your account has not been paid for more than 60 days, and arrangements for payment have not been agreed upon, legal action may be used to secure the payment. This may involve hiring a collection agency or going through small claims court, which will require disclosure of otherwise confidential information. In most collection situations, the only information released regarding a client's treatment is his or her name, the nature of services provided, and total amount due. If such legal action is necessary, its cost will be included in the claim.

Minors and Parents

Clients under 18 years of age who are not emancipated, and their parents, should be aware that the law may allow parents to examine their child's treatment records. They should also be aware that clients over age 14 can consent to (and control access to information about) their own mental health treatment, although that treatment cannot extend beyond 12 sessions or 4 months. While privacy is very important, particularly with teenagers, parental involvement is also essential to successful treatment. Therefore, it is Abaris Behavioral Health policy to request (but not require) an agreement from any client between ages 14 and 18 and his/her parents allowing clinicians to share general information with parents about attendance at scheduled sessions and progress in treatment.

Consent for Services

My initials below indicate that I:

- _____ have been made aware of my rights and responsibilities and how to file a grievance or complaint.
- _____ have been informed of the name, discipline, and credentials of my primary clinician.
- _____ have been informed of practice-specific information and given an orientation to services including fees.
- _____ have been informed of privacy practices, confidentiality, and limits to confidentiality.

My signature below indicates that I consent to receive services at Abaris Behavioral Health, and that I understand I may discuss any questions I have regarding services and that I maintain the option to terminate my consent at any time.

Client Signature

Date

Parent/Guardian Signature

Date

**Abaris Behavioral Health
Staff Signature**

Date

Abaris Behavioral Health

When you are in treatment, what your doctors need to know.....

When you, or your family member, need to see more than one type of healthcare professional, your care can become more complex. This is true whether you see more than one doctor or a therapist.

You may ask:

- Why is it anybody's business when I go to therapy or see a psychiatrist?
- Why do my doctors need to know about my personal problems?

The answer to these questions should be discussed with your doctor or therapist. However, it is very important for doctors and therapists to communicate at these times.

- **When you start therapy.** Sometimes problems can be caused by medical conditions. For instance, depression and anxiety is sometimes linked to certain medical problems.
- **When you start or change medications.** Your doctors can help make sure that the medicines you take can be safely used together.
- **Changes in health status.** If your health changes, your doctors need to know to see if you need to have any tests or changes to your medicines

Also, to ensure quality care, many insurance companies request that therapists, at Abaris Behavioral Health, notify patients' primary care/family doctor when services begin. We must have your written permission to comply with this insurance company request. Please complete the Primary Care Physician Notification Form on the next page so we know if you wish to authorize us, or not authorize us, to notify your primary care/family doctor that you are receiving services at Abaris Behavioral Health.

Primary Care Physician Notification Form

THIS IS **NOT** A REQUEST FOR MEDICAL RECORDS!

Attention Primary Care Physician: Your patient is being seen at Abaris Behavioral Health. With patient authorization, we herein provide diagnoses and medications, including medication changes. Please retain for your records.

Patient Name: _____

DSM-IV Diagnoses (Including Codes): _____

Treatment Information, including medications: _____

Therapist/Psychiatrist Signature

Print Therapist/Psychiatrist Name and Credentials

TO THE PATIENT:

If you **do** wish us to notify your primary care/family doctor that you are receiving services, please provide the complete name and address of your Primary Care Physician:

Primary Care Physician: _____ Phone () _____

Clinic Name (if any): _____ Fax () _____

Address: _____

City, State, Zip: _____

Please read and complete the following:

I, (print name here) _____ DOB: _____ hereby **authorize** Abaris Behavioral Health to exchange information regarding my mental health and/or substance abuse treatment and medical health care for the purpose of continuity of care as may be necessary for the administration and provision of my health care coverage. Information exchanged may include information on mental health care or substance abuse treatment as protected under 42 CFR Part 2 (respecting substance abuse records) and/or state laws respecting confidentiality of records and patient communications with health care providers and in compliance with HIPAA regulations. I understand that this authorization shall remain in effect for one year or throughout the course of this treatment, whichever is longer. I understand that I may revoke this authorization at any time by written notice to the behavioral health care provider indicated herein. I also understand that it is my responsibility to notify by behavioral health care provider if I choose to change my primary care physician.

If you **do not** wish to authorize us to notify your primary care/family doctor, please complete the section below:

____ I don't have a primary care/family doctor.

____ I don't want my primary care/family doctor to know I'm receiving services.

____ I just don't want to.

____ Other _____

Patient Signature (or Parent/Guardian if patient is a minor)

Date

Witness Signature

Date

Abaris Behavioral Health Notice of Privacy Practices

Effective 4/14/03

This notice describes how health information about you may be used and disclosed, and how you can obtain access to this information. Please review it carefully.

Our staff uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of our organization.

We May Use or Disclose Your Health Information for:

Treatment. We may use your health information to provide you with mental health treatment or services. For example, information obtained by a mental health provider, such as a psychiatrist, psychologist, social worker, or other person providing mental health services to you, will record information in your record that is related to your treatment. This information is necessary for mental health providers to determine what treatment you should receive. Mental health providers will also record actions taken by them in the course of your treatment and note how you respond to the actions.

Payment. We may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you of a third-party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment or service.

Health Care Operations. We may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the clinical staff, risk or quality improvement personnel, and other to:

- evaluate the performance of staff;
- assess the quality of care and outcomes in your cases and similar cases;
- learn how to improve our facilities and services; and
- determine how to continually improve the quality and effectiveness of the mental health care we provide.

Appointments. We may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Fund Raising. We use your information to contact you to raise funds for our organization.

Required by Law. We may use and disclose information about you as required by law. For example, we may disclose information for the purposes:

- for judicial and administrative proceedings pursuant to legal authority;
- to report information related to victim of abuse, neglect or domestic violence; and
- to assist law enforcement officials in their law enforcement duties.

Public Health. Your health information may be used or disclosed for public health authorities or other legal authorities to prevent or control disease, injury, or disability or for other health oversight activities.

Decedents. Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Organ/Tissue Donation. Your health information may be used or disclosed for cadaveric organ, eye or tissue donation.

Research. We may review your mental health information to determine if your protected health information is needed for research projects. To the extent that information is needed, an institutional review board or privacy board will review the research proposal and established protocols to ensure the privacy of your health information.

Health and Safety. Your health information may be disclosed to avert a serious threat to the health and safety of you or any other person pursuant to applicable law.

Government Functions. Your health information may be disclosed for specialized government functions such as protection of public officials or reporting to various branches of the armed forces.

Workers' Compensation. Your health information may be used or disclosed in order to comply with laws and regulations related to Workers' Compensation.

Other Uses. Other uses and disclosures will be made only with your written authorization and you may revoke the authorization except to the extent we have relied on it.

Your Health Information Rights

You have the right to:

- request restriction on certain uses and disclosures of your information as provided; however, we are not required to agree to a requested restriction;
- to obtain a paper copy of this notice of Privacy Practices upon request;
- inspect, and obtain a copy of your health record as provided by law;
- request communications of your health information by alternative means or at alternative locations;
- revoke your authorization to use or disclose health information except to the extent we have already taken action based upon your authorization; and
- receive an accounting of disclosures made of your health information.

If you have any questions or complaints, please contact the Privacy Official at 248-650-8383. You may also complain to the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

We reserve the right to change our privacy practices and to make the new provisions effective for all protected health information we maintain. Revised notices will be made available to you at our offices, and via mail.

ABARIS BEHAVIORAL HEALTH

Fee Schedule for Supplemental Clinical Services

Effective: 5/16/2010

It is my sincere goal to provide the best clinical care and professional outpatient psychotherapy services to my clients. This fee schedule is meant to allow the clinician to deliver professional clinical services in the most effective and clinically appropriate manner possible. These are charges for additional clinical services that insurance companies and other third party payers do not cover and if provided/requested these charges are billed directly to the client.

1. Phone calls:

- Phone calls lasting under 15 minutes are considered part of ongoing clinical care and gladly answered and returned by the clinician as soon as possible without charge.
- Phone calls lasting 15 minutes or longer: The clinician will encourage client to schedule an appointment to discuss matter in the context of a scheduled face-to-face session.
- Phone calls between 20 – 30 minutes are subject to a flat fee of \$60.
- Phone calls exceeding 30 minutes are subject to fee of \$60 for the first 30 minutes, and \$5 a minute for each additional minute.
- These rates apply for phone conversations with clients as well as with approved (authorization/release form signed) 3rd party contacts such as school teachers, lawyers, primary care physicians, psychiatrists, etc...).

*While the clinician makes every effort to address issues of clinical concern over the phone on in a concise and time-sensitive manner, phone calls between the client and the clinician lasting longer than 15 minutes suggest the need for a face-to-face session to address issues of such depth and/or intensity. Phone calls with 3rd party contacts are at times needed and/or requested to address important coordination of care concerns and the clinician will gladly participate in them. However, if these phone calls exceed 15 minutes, these calls impact the clinician's ability to provide face-to-face sessions for clients, and as such, compensation for time spent engaging in these calls is warranted. The above rates are comparable to current standard insurance rates for face-to-face session. Having a face-to-face session to discuss issues and work towards solutions is often much more therapeutic and overall effective for the client.

2. Emails:

- Emails to inform the clinician of updates and or other information are welcomed. Every effort will be made to return emails in a timely manner. However, clients who specifically request 2 or more email responses from the clinician in any 24 hour period will be asked to schedule a face-to-face session and will be charged \$15 for their 2nd and any additional email reply request. Having a face-to-face session to discuss issues and work towards solutions is often much more therapeutic and overall effective for the client.

3. Letters written to 3rd parties such as schools, court, lawyers, employers etc. (This does not include missing work/school letters.):

- 1st letter is written with no charge.
- 2nd and any additional letters are subject to a fee of \$35 per letter.

4. Individualized Education Plan (IEP) Meetings:

- Meetings where clinician is attending on site are subject to a fee of \$75 per hour including travel, waiting, and actual meeting time.

5. Court appearances and/or testimony:

- Any presence in court or taped disposition is subject to a fee of \$200 per hour including travel, waiting, and actual service time.

6. No Shows (Appointments not kept without any prior notification of needing to cancel or reschedule):

- Just a reminder: As stated in the "Practice Orientation and Agreement" form signed at the start of treatment, "you may be charged a practice fee, up to \$125 for non-cancelled appointments, where an emergency was not involved, as insurance companies and other third-part payers do not cover missed appointments."
- It is important to remember that appointment times are scheduled and reserved for those that they are scheduled for. Prompt notification of the need to reschedule or cancel appointments (Within 24 hours if at all

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possible) is appreciated so that your reserved time slot can be opened for another client who may be in need of scheduling.

My signature below is free from pressure or influence from any person or entity, and indicates that I have been informed of and understand the fees that are associated with any supplemental clinical services that insurance companies and other third party payers do not cover. I understand that these fees will be billed directly to me, the client, and I agree to pay them. (**Please note: In cases where a court-ordered subpoena legally requires the clinician to appear in court and/or give a deposition, fees for court appearances will be charged, regardless of whether or not the client/client representative signs this document agreeing or choosing to decline to privately pay for these supplemental clinical services.) I have received a copy of this fee schedule for my records.

Client Signature Date

Signature of Client's Representative Date

Clinician Signature Date