



Appointment Date/Time:

**Today's Date:** \_\_\_\_\_ **Name of Therapist/Clinician:** \_\_\_\_\_

**CLIENT INFORMATION**

Client's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher/Counselor: \_\_\_\_\_ School District: \_\_\_\_\_

Referred by:  Physician  Relative  School  Friend  Other

Name: \_\_\_\_\_

**PARENT/GUARDIAN (1) INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PARENT/GUARDIAN (2) INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DIVORCE POLICY**

We recognize that many children live with two separate families. While you and your child's other parent may have an agreement about paying for health-related appointments, we are not able to be an intermediary in the process. **The parent who signs the paperwork at the initial visit will be considered the responsible party for all client balances.**

Unless you provide us with a court order indicating one parent has sole custody, any information in our possession concerning a minor child will be provided, upon request, to either or both parents.

**I have read and understand the above stated policies.**

\_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

## Responsive Centers for Psychology and Learning

Name of Client:

Name of Therapist/Clinician:

### FINANCIAL POLICY

**Copays for clients covered by insurance are due at the time services are rendered.** For clients who are not using insurance, or are using an insurance plan with which their clinician is not contracted, payment in full is due at the time of service. Upon request, we will provide you with a Visit Summary to file with your insurance company for reimbursement.

If your insurance company requires prior authorization and you have not obtained it, the cost of that visit will be your responsibility. It is your responsibility to contact your insurance company to determine your outpatient mental health benefits. If your insurance changes during your treatment, it is your responsibility to provide that information to our office along with any authorizations required by your new plan.

I have read and understand the above stated policies.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

### AUTHORIZATION OF PAYMENT

Please choose **ONE** of the following:

1. **I am a private pay client. I will be responsible for payment in full at the time each service is rendered.**

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

2. **I authorize payment of insurance benefits to Responsive Centers for Psychology and Learning, 7501 College Blvd, Ste 250, Overland Park, KS 66210 for services rendered. I further authorize the release to my insurance company of any medical or other information necessary to process my insurance claims. I understand that I am responsible for all balances not paid by my insurance company, including, but not limited to, deductibles, coinsurance, and copays.**

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

### EAP (EMPLOYEE ASSISTANCE PROGRAM) POLICY

I understand that if I am entitled to benefits through an Employee Assistance Program, I must present the billing information and the authorization number for that benefit **at my first appointment**. If, during the course of my treatment, I find out that I was entitled to an EAP benefit that I was unaware of, Responsive Centers will begin billing my EAP with the **next session**, provided I have obtained an authorization, and regardless of the beginning date of that authorization.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

### NO SHOW/LATE CANCELLATION POLICY

I understand that I will be charged for a missed appointment, or if I cancel an appointment less than 24 hours in advance. **Responsive Centers does not make reminder calls to clients prior to their scheduled appointments.** These fees must be paid at the time of the next appointment.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

**I have read and understand all of the above policies.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Responsive Centers for Psychology and Learning

<b>Name of Client:</b>		<b>Name of Therapist/Clinician:</b>	
<b>PRIMARY INSURANCE INFORMATION</b>			
Primary Policyholder is:	Father	Mother	Neither
<b>If NEITHER, please complete the following information about the primary policyholder:</b>			
Primary Policyholder's Last Name:	First Name:	MI:	Birth Date: Social Security #:
Street Address:	City:	State:	Zip:
Home Phone:	Cell Phone:	Work Phone:	Relationship to Client:
<b>Please complete the following <u>only</u> if you are unable to supply a copy of your card:</b>			
Primary Insurance Company Name:	ID#:	Group #:	Phone #:
Street Address:	City:	State:	Zip:
<b>SECONDARY INSURANCE INFORMATION</b> (if applicable)			
Secondary Policyholder is:	Father	Mother	Neither
<b>If NEITHER, please complete the following information about the secondary policyholder:</b>			
Secondary Policyholder's Last Name:	First Name:	MI:	Birth Date: Social Security #:
Street Address:	City:	State:	Zip:
Home Phone:	Cell Phone:	Work Phone:	Relationship to Client:
<b>Please complete the following <u>only</u> if you are unable to supply a copy of your card:</b>			
Secondary Insurance Company Name:	ID#:	Group #:	Phone #:
Street Address:	City:	State:	Zip:

## Responsive Centers for Psychology and Learning

### CONSENT FOR TREATMENT — CHILD

Welcome to our practice. Please read this document carefully and note any questions you might have so you and your clinician can discuss them. **Once you sign this, it will constitute a binding agreement between us.**

### NOTICE OF PRIVACY PRACTICES

By signing this agreement, you consent to the use of your child's personal health information for purposes of treatment, payment, or health care planning, according to the **Notice of Privacy Practices** posted on the Responsive Centers' website and provided at the Responsive Centers' office.

### PSYCHOTHERAPY

Psychotherapy is a very individual matter. It varies depending on the personality of both the clinician and the child and the particular issues that are being addressed. There are a number of different approaches that can be used. Outpatient psychotherapy is voluntary and requires an active effort on the part of your child and the cooperation of the parents. In order to be most successful, work will be required both during sessions and at home.

Psychotherapy has both benefits and risks. Psychotherapy often leads to significant reduction of feelings of distress, better relationships, and resolutions to specific problems. Risks sometimes include experiencing uncomfortable levels of feelings such as sadness, guilt, anxiety, anger, frustration, loneliness, and helplessness. There are no guarantees about results.

By the end of the first few sessions, your clinician will be able to offer you an initial treatment plan for your child. You should evaluate this information, along with your own assessment about whether you feel comfortable continuing. Therapy involves a large commitment of time, money, and energy, so you should be very careful about the clinician you select. As the parent of the client, you have the right to discontinue counseling at any time.

### SESSIONS

If psychotherapy is initiated, 45-50 minute meetings will be scheduled at mutually agreed upon times, depending on your child's ability to participate. **Once an appointment is scheduled, you will be expected to pay for it unless you provide 24-hours advance notice of cancellation (unless you and your clinician agree your child was unable to attend due to circumstances beyond your control).** Missed appointments are not insurance reimbursable and must be paid for by the responsible party.

Your clinician will be happy to discuss session fees with you. You are expected to pay all copays at the time of each session. In addition to your appointments, we charge on a prorated basis for other professional services that are not insurance reimbursable, such as report writing, telephone conversations that last longer than 10 minutes, attendance at meetings, or consultations with other professionals that you have authorized or requested, preparation of records or treatment summaries, and/or the time required to perform any other services which you may request of your clinician.

### CONFIDENTIALITY

Children represent a special circumstance with regard to confidentiality. Although parents have the right to full disclosure of the content of their child's therapy sessions, it is difficult to create and maintain a therapeutic relationship if the child believes what is said will be reported to the parents. For that reason, we ask that parents waive the right to parental disclosure. The specific information provided by the child will remain confidential, but the clinician will share clinical information that he/she deems appropriate at his/her discretion. As a mandated reporter, your child's clinician must report the following: 1) a serious threat to do harm to self or others, or 2) the report of physical, sexual, or emotional abuse. In some circumstances, such as child custody proceedings and proceedings in which your child's emotional condition is an important element, a judge may require testimony.

### INDEPENDENT PRACTICE

Responsive Centers for Psychology and Learning is an association of independently practicing professionals who share certain expenses and administrative functions. While clinicians share a name and office space, they are completely independent in providing your child with clinical services and are fully responsible for those services. Any matters concerning your child's clinical care should be addressed with your child's clinician first. If the matter is not resolved to your satisfaction, you may contact our executive director.

Please note that your child's clinician is not authorized to practice medicine or prescribe medication, but will work closely with your physician to ascertain any medical or biological origins that may impact your child's symptoms.

### REQUIRED SIGNATURES

***I have read the above information and understand its contents. I give my full consent for treatment of my minor child. By signing this document, I am also claiming I have the legal right to do so. I have had the opportunity to read and obtain a copy of the Notice of Privacy Practices either at the office or on the website.***

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Responsive Centers for Psychology and Learning

### BIOGRAPHICAL INFORMATION

This information is to help your clinician/therapist prepare for your visit and to facilitate treatment planning.

Child's Name:

Nickname:

Date of Birth:

Age:

### PRESENTING PROBLEMS

What concerns or problems, including symptoms, convinced you to seek help for your child now?

On the scale below, please check the severity of the problem(s):

Mildly upsetting

Moderately severe

Very severe

Extremely severe

Incapacitating

How long has this been a problem? Has your child been treated for this problem before?

If yes, who treated your child?

### FAMILY INFORMATION

Mother's Name:

Father's Name:

Marital Status of Parents:

Married to each other

Remarried

Divorced

Separated

Significant other

If parents are separated or divorced, which parent has legal authority for health care decisions?

Sibling names and ages:

Others living in the home:

If parents are divorced or separated, please provide the current custody arrangements:

## Responsive Centers for Psychology and Learning

BIOGRAPHICAL INFORMATION (cont'd)						
EDUCATIONAL HISTORY						
Special education or special needs:	Yes	No	If yes, please explain:			
Has your child ever had psychological and/or educational testing:	Yes	No	If yes, please summarize the results:			
Does your child have an Individual Education Plan or 504 Plan in place?	Yes	No				
Is your child frequently absent from school?	Yes	No	If yes, please explain:			
How would you describe school behavior, grades, and progress?						
MEDICAL HISTORY						
Primary Care Physician:						Date of last physical exam:
Medical problems your child is being treated for currently:						
Allergies:						
Current Medications:						
PSYCHIATRIC HISTORY						
Previous mental health treatment:	Yes	No	Level of care?	Inpatient	Partial hospital	Outpatient
Reason for treatment:						
Treating clinician(s)' name(s):						
Has your child ever attempted suicide?	Yes	No	If yes, when:			
Is your child currently having suicidal ideation?	Yes	No	Don't know			
Family history of psychiatric problems. Describe:						

## Responsive Centers for Psychology and Learning

BIOGRAPHICAL INFORMATION (cont'd)				
ALCOHOL/DRUG USE/ABUSE				
Family member(s) abuse?	Yes	No	If yes, who?	
LEGAL HISTORY				
Has your child ever been arrested?	Yes	No	If yes, for what reason and at what age?	
SOCIAL HISTORY				
Is your child able to make friends?	Yes	No		
Is your child able to maintain friendships for over a year?	Yes	No		
Is your child frequently bullied or severely teased?	Yes	No	Don't know	
RELIGION				
How strong are your family's religious beliefs or practices?	Very strong	Moderate	Not strong	Not Applicable
CLIENT'S RIGHTS AND RESPONSIBILITIES				
<p><b>Clients have the right to:</b></p> <ul style="list-style-type: none"> <li>— Be treated with professionalism and respect</li> <li>— Confidentiality (see Notice of Privacy Rights)</li> <li>— Receive explanations about office procedures, or answers to any questions you may have</li> <li>— Participate in decisions regarding your treatment plan</li> <li>— Consent to or refuse any treatment</li> </ul> <p><b>Clients have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>— Provide information needed by the professional staff to care for you</li> <li>— Keep all scheduled appointments and be on time</li> <li>— Cancel at least 24 hours in advance if you are unable to keep an appointment</li> <li>— Pay your fees, deductibles, coinsurance and copays</li> <li>— Provide insurance information if you wish to use your insurance benefits</li> <li>— Obtain any authorizations required by your insurance company prior to your initial visit</li> </ul>				
EMERGENCY INFORMATION				
Last Name:	First Name:	Relationship to Child:		
Home Phone:	Cell Phone:	Work Phone:		

**Responsive Centers for Psychology and Learning**

**REPORT TO PRIMARY CARE PHYSICIAN**

**Please choose ONE of the following:**

1. **I AUTHORIZE** Responsive Centers to exchange information with my child's primary care physician: \_\_\_\_\_  
Parent's Signature

**Please provide the following information so that we are able to contact your child's physician. A phone book is available in the waiting room for your convenience.**

Client's Name:	Client's Date of Birth:
Client's Social Security #:	Authorization # (if applicable):
Physician's Name:	Physician's Phone #:
Physician's Address:	Physician's Fax #:

2. **I DO NOT** authorize Responsive Centers to exchange information with my child's primary care physician: \_\_\_\_\_  
Parent's Signature

**FOR OFFICE USE ONLY**

This is a(n):      Initial Summary      Interim Summary      Termination Summary

**Suggested Diagnoses:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Psychotropic Medications:**

Current psychotropic medications: \_\_\_\_\_

Please evaluate this client for the appropriateness of medication for the treatment of: \_\_\_\_\_

**Treatment Goals:**

\_\_\_\_\_

\_\_\_\_\_

**Treatment Modalities:**      Individual Therapy      Family Therapy      Group Therapy

Psychotropic medication      Referral to community resources: \_\_\_\_\_

Psychologist/Clinician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

***Please complete and return if medication is prescribed or changed or if there are any medical conditions or medications that may be causing or contributing to the client's symptoms of mental disorder.***

Medication prescribed: \_\_\_\_\_ Dose: \_\_\_\_\_

Medication prescribed: \_\_\_\_\_ Dose: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Responsive Centers

7501 College Boulevard Suite 250 ♦ Overland Park, Kansas 66210  
Telephone: (913) 451-8550 ♦ Fax: (913) 469-5266

### Credit Card on File Agreement

Responsive Centers has implemented a new credit card policy. Much like many other businesses such as a hotel, or car rental agency, attorneys, and other medical offices, etc. We now have a similar policy. We kindly request our patients' guardian/guarantor for a credit card which may be used later to pay any balance that may be due on your bill. Co-Pays are still due at the time of service.

At registration and/or check-in, your credit card information will be obtained and kept securely until your insurance(s) have paid their portion and notifies us of the balance due, if any. At that time, you will be sent a statement which you will have 30 days to pay. After 30 days, if the bill remains unpaid, we will bill your credit card.

By signing below, I authorize Responsive Centers to keep my signature and my credit card information securely on file in my account. I authorize Responsive Center to change my credit card for any outstanding balances when due. This could be amounts resulting from balances related to copayment, deductible, co-insurance, non-covered services or (?) for no coverage/eligibility but is not limited to the scenarios. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company so long as the transportation corresponds to the terms indicated in this form.

If the credit card that I give today changes, expires, or is denied for any reason, I agree to immediately give Responsive Centers a new, valid credit card which I will allow them to change on the telephone.

<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Patient's Name (Print): _____		DOB: ____/____/____	
Name on Card (Print): _____		Last four digits of credit card: _____	
Email (Print): _____		Expiration Date ____/____	
Please fill out information below for any other person(s) you authorize this credit card for:			
Patient Full Name (print): _____		DOB: ____/____/____	
Patient Full Name (print): _____		DOB: ____/____/____	
Patient Full Name (print): _____		DOB: ____/____/____	

Credit Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Please check this box if you prefer not to receive a statement and would like us to bill your credit card immediately for any balances due after the processing of your insurance.
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## Frequently Asked Questions Regarding the Credit Card on File Agreement

**But wait, I'm nervous about leaving you my credit card.** We do not store your sensitive credit card information in our office. We store it on a secure website called a gateway. The gateway we use is a secure clearinghouse that meets the industry standards set forth from the Payment Card Industry Data Security Standard (PCI-DSS) and is certified at the highest level attainable. **Once we enter your information through this gateway, your information is securely encrypted and we do not have access to view or edit the information.** This gateway is only used to process your payment and email you a receipt once payment is processed.

**What is PCI-DSS?** Payment Card Industry (PCI) Security Standards Council offers robust and comprehensive standards to enhance payment card data security and reduce exposure to credit card fraud. PCI Data Security Standard (DSS) provides an actionable framework for developing a robust payment card data security process, including prevention, detection, and appropriate reaction to security incidents.

**When do I give you my credit card?** We prefer for you to fill out the Credit Card Authorization Form and give us your credit card in person. We will swipe your credit card with an encrypted reader that will securely upload your credit card number into the gateway and return the card to you. With the encrypted reader, we will never see all the numbers of your credit card. You can deliver your credit card information over the phone or by mail, but the most secure way is in person through the encrypted reader.

**My High-Deductible Health Plan has a Health Savings Account (HSA) Card. Can I keep my HSA card on file?** Yes, you can keep your HSA card on file, however, since HSA funds are limited, we may require an additional card to be kept on file should the funds in your HSA account become insufficient.

**What if I need to dispute my bill?** We will always work with you to understand if there has been a mistake. We will refund your credit card if we or if your insurance company has made a billing error. We will only charge the amount that we are instructed to by your insurance carrier, in the EOB they send to us, in the same way that we normally determine how much to send you a bill for in the mail.

**Do I have to leave my credit card information to be a patient at this practice?** No, however it is strongly recommended in the healthcare industry. Insurance reimbursements are declining and there has been a large increase in patient deductibles. These factors are driving offices to either squeeze more patients into shorter periods of time or to stop accepting insurance. We have decided to focus on becoming more efficient in our billing and collections processes instead.

**How much and when will money be taken from my account?** The insurance companies on average take approximately 2 weeks to process submitted claims. Whatever the allowed amount is, your copay, coinsurance, and deductible are taken into consideration. It simply depends on your individual policy what you may owe. Once the insurance explanation of benefits is received and posted

to your account, you will be sent a statement showing your portion. You will have 30 days to send an alternative form of payment if you prefer. If no alternative payment is received, your patient financial responsibility will be processed.

**What is a Deductible and How Does It Affect Me?** An annual deductible is the dollar amount you must pay out of pocket during the year for medical expenses before your insurance coverage begins to pay. For example, if your policy has a \$2,000 deductible, you must pay the first \$2,000 of medical expenses before the insurance company begins to pay for any services. This works just like the deductible for your car insurance or homeowner's insurance policy does. Deductibles begin at the start of your plan year. Some begin either Jan. 1 or July 1, but can start on any date. Some plans also have co-insurance which is patient responsibility.

**How will I know when my deductible has been met?** You can call your insurance company at any time to check on how much of your deductible has been met and some insurance companies have this information available online. Every time you receive medical services, you will receive notification from your insurance company (either by mail or online) by way of an Explanation of Benefits (EOB). This will show how much they paid or did not pay, if the amount went to your deductible or coinsurance, and your responsibility to pay.

**What are the benefits?** It saves you time and eliminates the need to write checks, buy stamps or worry about delays in the mail. It also allows your children to see their physician timely when they need to, even while they are away at college and need to make virtual follow up appointments. It also allows us the chance to refund patients easily, if necessary, which is helpful during the COVID pandemic while certain plans, policies, companies, etc. continue to offer cost share waivers. Finally, it cuts down on germs while handling cards to pay for bills; there is no need to take your card out if it is on file. It also drives our administrative costs down because our staff sends out fewer statements and spends less time taking credit card information over the phone or entering it from the billing slips sent in the mail, which are less secure methods than us storing the information. The extra time the staff has can now be spent on directly helping the patients, either over the phone, with insurance claims or in person.