

Neurobehavioral Institute of Austin

Scott Hammel, Ph.D. Lisa Hammel, M.Ed. Laura Marques, Ph.D.
Lindsay Heath, Ph.D. Stephen Roeckeman, Psy.D.
Zina Eluri, Ph.D. Cristina Casstevens, Ph.D.
Amber Moreland, Ph.D., Postdoctoral Resident (*Supervised by Scott Hammel, Ph.D.*)
Evangeline Barnard, Psy.D., Postdoctoral Resident (*Supervised by Scott Hammel, Ph.D.*)

3660 Stoneridge Road | Building F-101 | Austin, Texas 78746
Ph: 512.329.8222 Fax: 512.329.0087

Child Client Information Form (Ages 3 - 17)

Today's date _____

Client Identification *(The following questions refer to the Child)*

Child's name: _____ Age: _____

Child's date of birth: _____ Child's Social Sec. # _____ Sex M F

Home address: _____

Primary phone: _____ Secondary phone: _____ Email: _____

How do prefer your appointment reminders? Call Text Email

May we send you our email newsletter? (*you may unsubscribe at any time) Yes No

Referred by: _____ Primary Physician: _____

Medications and Prescribing Physicians: _____

Reason for seeking help: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Responsible Party Identification *(The following section refers to the Responsible Party only)*

Relationship to patient: mother stepmother father stepfather
legal guardian other (write in) _____

Name: _____ Social Sec#: _____

Date of Birth: _____ Sex M F Phone: _____

Home address: _____

Email: _____ Employer: _____

Relationship to patient: mother stepmother father stepfather
legal guardian other (write in) _____

Name: _____ Social Sec# _____

Date of Birth: _____ Sex M F Phone: _____

Home Address: _____

Email: _____ Employer: _____

Office Policies, Financial Agreement, and Consent for Treatment

(A copy of this form is available upon request.)

Payment Policy

- If an **in-network insurance company** is being billed, we will file the claim for you. It is not our policy to file claims for out of network insurance policies, although we can provide you with the paperwork to do this on your own. All co-payments, deductibles, percentages, and balances not covered by your insurance carrier are due and payable when services are rendered. **You will be billed for any balances the insurance company does not pay. You are fully responsible for this balance** and payment is due within 15 days of the statement date even if you plan to appeal a denial.
- If you are **paying privately**, we do not bill an insurance company. The full amount for the initial interview is due at the time of service. For testing, full payment of the estimated total is due and payable at the time of testing. If such payment is not possible because of special circumstances, a specific payment plan must be agreed upon with the office manager prior to the beginning of services. The balance is to be paid prior to the report being released. For court appearances, a retainer will be required before the trial. Court appearances are not covered in the price of the evaluation. If time constraints do not allow, balances will be due within 15 days of the statement date.
- If your account is **not paid as agreed**, any balance over 30 days will accrue a late fee of 1 1/2 % per month (18% APR) or a late fee of \$25, whichever is greater. Balances over 60 days old will start in collection procedures and a 20% collection fee, or a collection fee of \$75, whichever is greater, will be added to the balance. You agree to allow us to perform all activities that go along with normal collections, including but not limited to obtaining a credit report. You agree to pay all added charges associated with the collection activity including all legal and judgment fees. You also acknowledge that the collection activity will be reported to and adversely affect your credit rating.

Cancellation Fees

A full forty-eight hour (48) notice is required for canceling appointments. Cancellations without full 48 hour notice will be billed at the applicable full session rate. Sessions without any cancellation notice (or “no-shows”) will be billed at the applicable full session rate. You agree to pay these cancellation fees.

Assignment of Benefits

I hereby authorize all insurance companies to make payment directly to Scott Hammel, Ph.D. I understand that this order does not relieve me of my obligation to pay the account, and that **any denied amounts, deductibles, co-payments, and percentages not covered by insurance are my responsibility.**

Release of Medical Information

Federal regulations allow us to use or disclose protected health information from your record in order to provide treatment to you, to obtain payment for the services we provide, and for other professional activities known as “health care operations” (for example, quality improvement activities). With this consent form, we are asking you to make this permission explicit. By signing this consent, you are giving us permission to use or disclose your protected health information for these activities. These uses and disclosures are described more fully in our **Notice of Privacy Practices.**

Receipt of Office Policies and Financial Agreement:

I have read and agree with the payment and office policies above I understand I am responsible for the entire balance and accept the terms as described.

Signature of Responsible Party

Date

Patient Name

Consent for Treatment:

I hereby consent for the completion of Psychological Services and/or Neuropsychological Assessment with Neurobehavioral Institute of Austin providers and associated staff.

Signature of Responsible Party

Date

Patient Name

COVID-19 Informed Consents

The threat of COVID-19 is ongoing throughout the United States. As a way to mitigate the risk of exposure to COVID-19, our practice has transitioned to providing many services via telehealth. However, in some situations, telehealth services may not be adequate, and in-person services may be more appropriate. Please read each section carefully before signing.

Telehealth

There are potential benefits and risks of telehealth (e.g. limits to patient confidentiality) that differ from in-person sessions. Confidentiality still applies for telehealth services, and nobody will record the session without the permission from the others person(s).

A 48-hour cancellation notice applies if you will be unable to make your session as schedule. Late cancellations and no-show fees will apply.

As your psychologist, I may determine that due to certain circumstances, telepsychology is no longer appropriate and that we should resume our sessions in-person.

Patient checklist per session:

- You need to use a webcam or smartphone during the session.
- It is important to be in a quiet, private space that is free of distractions (including cell phone or other devices) during the session.
- It is important to use a secure internet connection rather than public/free Wi-Fi.
- Payment is due at the time of service. (You will be asked to keep a credit card on file for telehealth.)
-

By signing below, I agree to use video-conferencing for our virtual sessions.

Patient / Guardian Signature _____ Date signed: _____

In-Person Services:

In some situations, telehealth services may not be adequate, and in-person services may be more appropriate.

We have considered CDC, State, and Local decision- making tools and taken recommended steps to mitigate the risk of exposure to COVID-19. As we slowly re-open and expanded in-person services, the following protocols must be followed by patients/clients and providers:

- Social distancing requirements must be met, meaning that you must maintain a six-foot distance from others while in offices, waiting rooms, and other areas.
- Patients/clients and providers will be required to wear face coverings or masks while in the office. If you do not have a face covering, one will be provided to you.
- Hand sanitizer will be provided at the office entrance and must be used upon entering the office.
- There will be no physical contact with others in the office.
- You will be asked to wait in your vehicle or outside the office until you receive a text, email, or phone call from office staff indicating that you can enter the office.
- You agree to reschedule your appointment and not to present for in-person services if you have a fever, shortness of breath, coughing, or any other symptoms associated with COVID-19 or if you have been exposed to another person who is showing signs of infection or has confirmed COVID-19 within the past two weeks.
- If you are bringing a child or other dependent in for services, you agree to ensure that both you and your child/dependent follow all of these protocols.

NBAustin remains committed to following state and federal guidelines and to adhering to prevailing professional healthcare standards to limit the transmission of COVID-19 in our offices. Despite our careful attention to sanitization, social distancing, and other protocols, there is still a chance that you will be exposed to COVID-19 in our office. If, at any point, you prefer to stop in-person services or to consider transitioning to remote services, please let me know.

As COVID-19 regulations continue to evolve, NBAustin may become legally required at some point to disclose that you and I have been in contact. If I am legally compelled to disclose information, I will only provide the minimum necessary information (e.g., your name and the dates of our contact) required by law.

By signing below, you acknowledge that you understand that there is still a potential risk of exposure and that you agree to follow the safety protocols outlined above in order to engage in in-person services.

Patient / Guardian signature

Date

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Fee Schedule as of March 2021

The following fees are in effect as of March 2021:

Sessions

- Initial Diagnostic Interview (45-50 minutes): \$200
- Brief Therapy Session (45 minutes): \$150
- Standard Individual or Family Therapy (60 minutes): \$180
- Feedback Session (45-50 minutes after completion of evaluation): \$180
- Family Therapy Session: \$180

Assessments and Evaluations

- Neuropsychological Evaluation (full battery)*: \$2,400 - \$3,400
- Gifted and Talented Assessment*: \$1,300- \$1,675
- Independent Educational Evaluations*: \$5,000- \$7,000

* *The total cost of your individual assessment or evaluation will be discussed at the initial diagnostic interview. Academic units are optional and may be offered for an additional fee. A written estimate will be presented to you prior to testing.*

Other Services

- Cogmed Program: \$2000
- School Observation: \$200/hr
- Telephone Calls (other than therapy or initial interviews), billed in 15 minute increments): \$180/hr

Court Appearances, Depositions, Expert Witness

- \$350 per hour with a minimum of four hours for depositions and a minimum of eight hours for court appearances. The minimum amount is collected in advance as a retainer and must be paid before the day of testimony. (*Forensic assessments require a \$5000 retainer upon approval of case acceptance.*)

I have read and agree with the above fee schedule. I understand that fees listed do not include insurance coverage and that it is my responsibility to check my benefits with my insurance provider.

(A copy of this form is available upon request.)

Signature of Responsible Party

Date

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

We are required by law to maintain the privacy of protected health information, and must inform you of our privacy practices and legal duties. You have the right to obtain a paper copy of this Notice upon request.

This Office is required to abide by the terms of the Notice of Privacy Practices that is most current. We reserve the right to change the terms of the Notice at any time. Any changes will be effective for all protected health information that we maintain. The revised Notice will be available upon request to the Privacy Officer. You may request a copy of the revised Notice at any time.

We have designated a Privacy Officer to answer your questions about our privacy practices and to ensure that we comply with applicable laws and regulations. The Privacy Officer also will take your complaints and can give you information about how to file a complaint. Our Privacy Officer is Dr. Hammel. You can contact the Privacy Officer at (512) 329-8222.

Use and disclosure of your protected health information that we may make to carry out treatment, payment, and health care operations.

We may use information in your record to provide treatment to you. We may disclose information in your record to help you get health care services from another provider, a hospital, etc. For example, if we want an opinion about your condition from a specialist, we may disclose information to the specialist to obtain that consultation.

We may use or disclose information from your record to obtain payment for the services you receive. For example, we may submit your diagnosis with a health insurance claim in order to demonstrate to the insurer that the service should be covered.

We may use or disclose information from your record to allow "health care operations." These operations include activities like reviewing records to see how care can be improved, contacting you with information about treatment alternatives, and coordinating care with other providers. For example, we may use information in your record to train our staff about your condition and its treatment.

YOUR RIGHTS

You may ask us to restrict the use and disclosure of certain information in your record that otherwise would be allowed for treatment, payment, or health care operations. However, we do not have to agree to these restrictions.

You have a right to receive confidential communications from us. For example, if you want to receive bills and other information at an alternative address, please notify us.

You have a right to inspect the information in your record, and may obtain a copy of it. This may be subject to certain limitations and fees. Your request must be in writing.

If you believe information in your record is inaccurate or incomplete, you may request amendment of the information. You must submit sufficient information to support your request for amendment. Your request must be in writing.

You have the right to request an account of certain disclosures made by us.

You have the right to complain to us about our privacy practices (including the actions of our staff with respect to the privacy of your health information). You have the right to complain to the Secretary of the Department of Health and Human Services about our privacy practices. You will not face retaliation from us for making complaints.

Except as described in this Notice, we may not make any use or disclosure of information from your record unless you give your written authorization. You may revoke an authorization in writing at any time, but this will not affect any use or disclosure made by us before the revocation. In addition, if the authorization was obtained as a condition of obtaining insurance coverage, the insurer may have the right to contest the policy or a claim under the policy even if you revoke the authorization.

USE OR DISCLOSURE OF YOUR PROTECTED HEALTH INFORMATION THAT WE ARE REQUIRED TO MAKE WITHOUT YOUR PERMISSION

In certain circumstances, we are required by law to make a disclosure of your health information. For example, state law requires us to report suspected child abuse or neglect. Also, we must disclose information to the Department of Health and Human Services, if requested, to prove that we are complying with regulations that safeguard your health information.

We may use or disclose information from your record if we believe it is necessary to prevent or lessen a serious and imminent threat to the safety of a person or the public. We may report suspected cases of abuse, neglect, or domestic violence involving adult or disabled victims.

We may disclose information from your record if ordered to do so by a court, grand jury, or administrative tribunal. Under certain conditions, we may disclose information in response to a subpoena or other legal process, even if this is not ordered by a court.

USE OR DISCLOSURE OF YOUR PROTECTED HEALTH INFORMATION THAT WE ARE ALLOWED TO MAKE WITHOUT YOUR PERMISSION

There are certain situations where we are allowed to disclose information from your record without your permission. In these situations, we must use our professional judgment before disclosing information about you. Usually, we must determine that the disclosure is in your best interest, and may have to meet certain guidelines and limitations.

If you receive mental health care, including treatment for substance abuse, information related to that care may be more protected than other forms of health information. Communications between a psychotherapist and patient in treatment are privileged and may not be disclosed without your permission, except as required by law. For example, psychotherapists still must report suspected child abuse, and may have to breach confidentiality if you appear to pose an imminent danger to yourself or others, in order to reduce the likelihood of harm to you or others.

We may report births and deaths to public health authorities, as well as certain types of diseases, injuries, adverse drug reactions, and product defects. We may disclose information from your record to a medical examiner or coroner. We may disclose information to funeral directors to allow them to carry out their duties upon your death. We may disclose information from your record to facilitate organ, eye, or tissue donation and transplantation.

We may assist in health oversight activities, such as investigations of possible health care fraud. We may disclose information from your record as authorized by workers' compensation laws.

We may disclose information from your record to a law enforcement official if certain criteria are met. For example, if such information would help locate or identify a missing person, we are allowed to disclose it.

If you tell us that you have committed a violent crime that caused serious physical harm to the victim, we may disclose that information to law enforcement officials. However, if you reveal that information in a counseling or psychotherapy session, or in the course of treatment for this sort of behavior, we may not disclose the information to law enforcement officials.

We may use or disclose information from your record for research under certain conditions.

Under certain conditions, we may disclose information for specialized government purposes, such as the military, national security and intelligence, or protection of the President.

Your provider (or office staff) may contact you to provide appointment reminders as a courtesy. However, you are responsible for remembering your appointment.

We may contact you with information about treatment alternatives or other health-related benefits or services that may be of interest to you.

Patient _____

Signature of Patient or Personal Representative

Date

Relationship of Personal Representative to the Patient: _____

Child History Form

Child's Name: _____ Referral Source: _____ Today's Date: _____
 Person Completing Information: _____ Relationship to Child: _____
 Date of Birth: _____ Age: _____ Sex: F M Child's Identified Gender: _____
 Identified Race/Ethnicity: _____ Identified Religion: _____
 Name of School: _____ Grade: _____
 Special Education? Yes No Section 504? Yes No
 If yes, what Classification/Diagnosis: _____
 Mother's Name: _____ Father's Name: _____
 Stepmother's Name: _____ Stepfather's Name: _____
If Applicable If Applicable

1. Please identify problem(s):

2. When did the problem(s) begin?

3. List anything you did to improve the problem(s):

4. Is your child taking medication? Yes No

If Yes, what type? _____

Family Information

Please list the names of all family members with whom the child currently lives:

Name	Age	Relationship to Patient
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are the biological parents? Divorced Separated Widowed If so, what age was your child when this occurred? _____
 If the biological parents divorced, who has legal custody? _____

Does your child visit the noncustodial parent? Yes No If so, how often? _____

Does your child have a close relationship with an adult not living in the home? (i.e. grandparent, relative, family friend)
 If so, with whom? _____

If your child has siblings, do they get along with each other? Yes No

Is mother employed outside the home? Yes No If so, where? _____

How many hours per week? _____ Mother's occupation: _____

Mother's education level: _____ Is father employed outside the home? Yes No

If so, where? _____ How many hours per week? _____

Father's occupation: _____ Father's education level: _____

Does your child play outside in the neighborhood? Yes No

What activities does your child enjoy? _____

What kind of jobs or household responsibilities does your child have? _____

Does he/she do them willingly? Yes No Without prompting? Yes No

What kind of activities do you do together as a family? _____

Family History

Any history of moving? Yes No If Yes, at what age(s)? _____

Any problems with adjusting to moves? Yes No

If Yes, please describe:

Is there a family history of mental health issues (i.e. depression/anxiety/bipolar)? Yes No

If Yes, please describe:

Is there a family history of substance abuse or addiction? Yes No

If Yes, please describe:

Is there any family history of learning disorders or ADHD? Yes No

If Yes, please describe:

Is there any family history of suicide? Yes No

Is there any family history of Psychiatric Hospitalization? Yes No

If Yes, please describe:

Is there any family history of giftedness? Yes No

If Yes, please describe:

Child's Medical & Psychiatric History

Has your child ever had a private psychological or psychiatric evaluation? Yes No

If Yes, when and by whom?

Has your child you ever been tested by any of your previous schools? Yes No

If Yes, please describe:

Has your child attended any occupational therapy, physical therapy, or speech therapy? Yes No

If Yes, please describe:

Has your child ever attended psychotherapy? Yes No

If Yes, when and with whom?

Does your child have any history of psychiatric hospitalization?

Yes

No

If Yes, when and where?

Does your child have a history of suicide attempts?

Yes

No

Self Harm?

Yes

No

If Yes, please describe:

Does your child have a history of any psychiatric diagnoses?

Yes

No

If Yes, please describe:

Does your child have any history of trauma?

Yes

No

Emotional Abuse?

Yes

No

Physical Abuse?

Yes

No

Sexual Abuse?

Yes

No

Neglect?

Yes

No

If Yes, please describe:

Does your child have any history of neurological problems?

Yes

No

Seizures?

Yes

No

Concussion?

Yes

No

Head Injury?

Yes

No

Black Out/Loss of Consciousness?

Yes

No

If Yes, please describe:

Does your child have any history of surgeries or hospitalizations?

Yes

No

If Yes, please describe (include dates of events):

Does your child have any history of allergies?

Yes

No

If Yes, please describe:

Does your child have any history of sensitivities?

Yes

No

Foods?

Yes

No

Fabrics?

Yes

No

Noises?

Yes

No

Light?

Yes

No

Scents?

Yes

No

If Yes, please describe:

Child's Academic History

Daycare?

Yes

No

If so, at what ages? _____

Preschool?

Yes

No

If so, at what ages? _____

<u>Academic Year</u>	<u>School Name and City/State</u>	<u>Grades Earned</u>
Kindergarten		
1st grade		
2nd grade		
3rd grade		
4th grade		
5th grade		
6th grade		
7th grade		
8th grade		
9th grade		
10th grade		
11th grade		
12th grade		

If receiving Special Education, what type? _____

Has your child skipped or repeated any grades? Yes No If Yes, which grades? _____

Best school subjects: _____ Worst school subjects: _____

Has your child's school performance ever change dramatically? Yes No If Yes, please describe: _____

Does your child have a history of reading problems? Yes No If Yes, please describe: _____

Does your child have a history of math problems? Yes No If Yes, please describe: _____

Does your child have a history of writing problems? Yes No If Yes, please describe: _____

Child's Developmental History

Prenatal History

Were there any significant problems in the pregnancy? Yes No If yes, please specify: _____

Any use of alcohol? Yes No Amount? _____ How Often? _____

Any use of medications or drugs (including tobacco)? Yes No

Amount? _____ How often? _____ Length of pregnancy? _____ Labor & delivery? _____

Were there any complications in labor/delivery? Yes No

If Yes, please specify: _____

Neonatal History

Birth weight: _____

Were there any significant problems for your child at birth or in the newborn phase? Yes No Unknown

If yes, please specify:

Infancy (0 to 12 months)

Check if applicable, any significant problems, delays, and/or difficulties your child had in the 1st year:

- | | | | |
|------------------------------------|---|--|---|
| <input type="checkbox"/> feeding | <input type="checkbox"/> sleeping | <input type="checkbox"/> inability to be consoled | <input type="checkbox"/> intolerance of affection |
| <input type="checkbox"/> colic | <input type="checkbox"/> crawling | <input type="checkbox"/> allergies/ear infections | <input type="checkbox"/> emotional responsiveness |
| <input type="checkbox"/> breathing | <input type="checkbox"/> sitting unassisted | <input type="checkbox"/> bowel and or urinary habits | |

Please describe items checked:

Age 1-3 Years

Check if applicable, any significant problems, delays, and/or difficulties your child had between the ages of 1 to 3 years:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> walking unassisted | <input type="checkbox"/> stranger anxiety | <input type="checkbox"/> toilet training | <input type="checkbox"/> ear infections |
| <input type="checkbox"/> first words | <input type="checkbox"/> feeding self | <input type="checkbox"/> overactivity | <input type="checkbox"/> severe temper tantrums |
| <input type="checkbox"/> entertaining self | <input type="checkbox"/> using sentences | <input type="checkbox"/> allergies | <input type="checkbox"/> self-destructive behavior |

Please describe items checked:

Was English your child's first language? Yes No

If not, what was the first language and when did you learn to speak English?

Age 3-11 Years

Check if applicable, any significant problems, delays, and/or difficulties your child has displayed since early childhood in these areas:

- | | | |
|--|--|--|
| <input type="checkbox"/> impulsive | <input type="checkbox"/> academic failure | <input type="checkbox"/> bowel/urinary habits |
| <input type="checkbox"/> very shy | <input type="checkbox"/> sleeping difficulties | <input type="checkbox"/> severe temper tantrums |
| <input type="checkbox"/> overactivity | <input type="checkbox"/> short attention span | <input type="checkbox"/> completing tasks, chores |
| <input type="checkbox"/> uncoordinated | <input type="checkbox"/> separation difficulties | <input type="checkbox"/> cooperating in group activities |
| <input type="checkbox"/> aggressive | <input type="checkbox"/> obeying adults | <input type="checkbox"/> prolonged sadness/irritability |
| <input type="checkbox"/> nervous/fearful | <input type="checkbox"/> self-destructive habits | |

Please describe checked items:

Age 12-18 Years

Check if applicable, any significant problems, delays, and/or difficulties your teenager has displayed since early childhood on in these areas:

- prolonged sadness or irritability
- "gang" membership
- aggressive
- pregnancy
- temper outbursts
- questioning sexual orientation

- skipping school
- academic failure
- impulsive
- drug or alcohol use
- sleep difficulty
- gender dysphoria

- legal trouble
- social isolation
- sexually active
- running away
- eating/appetite
- domestic violence

Please describe items checked:

Child's Social & Creative History

Does your child have friends? Yes No

If No, please describe: _____

Does your child make friends easily? Yes No

If No, please describe: _____

In general, do you approve of your child's friends? Yes No

If No, please describe: _____

Does your child have age/developmentally appropriate hobbies or interests? Yes No

Please describe: _____

Does your child participate in social or extracurricular activities? Yes No

Please describe: _____

Does your child have any creative abilities (i.e.- music, dance, drawing, etc.)? Yes No

Please describe: _____

Please describe other strengths your child has:
