

Welcome to Healthy Mind World, LLC We are delighted and honored you have chosen us for psychiatric services.

Attached is our patient registration forms and contract. Kindly complete these forms before your visit. Please bring the completed forms, your insurance card, government issued identification, and your payment to your first visit. You will receive a copy of the contract and all receipts.

We do not offer emergency services. If you should have an emergency before your first appointment or between appointments, please go to the nearest emergency room or call 911 for all emergencies. If you have any questions or concerns please feel free to ask.

Again, Welcome!

Sincerely,

Rehan Puri, MD

Rehan Puri, MD

825 Market Street Blvd, Suite 250, Allen, TX, 75013

Patient Information

Patient Name: _____ Gender: M F
DOB: (mm/dd/yy): _____ SSN: _____ Email: _____
Mailing Address: _____ City: _____ ST: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____
Employer Name: _____ Position: _____
Emergency Contact: _____ Relationship: _____

IF CHILD, PARENT INFORMATION

Mother's Name: _____ Living with Child? YES NO
DOB (mm/dd/yy): _____ Daytime Phone #: _____
Employer Name: _____ Position: _____
Father's Name: _____ Living with Child? YES NO
DOB (mm/dd/yy): _____ Daytime Phone #: _____
Employer Name: _____ Position: _____

If Applicable, Circle One: Child is Adopted Under Guardian Care Under Foster Care

If so, Give Name (s) of Parent(s): _____

PRIMARY CARE PHYSICIAN

Doctor's Name: _____ Phone #: _____
Mailing Address: _____ City: _____ ST: _____ Zip Code: _____

REFERRAL SOURCE

Title and Name: _____ Phone #: _____
Mailing Address: _____ City: _____ ST: _____ Zip Code: _____

PRIMARY INSURANCE

Insurance Name: _____ Phone: _____
Mailing Address: _____
Policy Number: _____ Group #: _____ SSN: _____
Name of Insured: _____ DOB: _____
Employer Name: _____ Relationship to Patient: _____

SECONDARY INSURANCE

Insurance Name: _____ Phone: _____
Mailing Address: _____
Policy Number: _____ Group #: _____ SSN: _____
Name of Insured: _____ DOB: _____
Employer Name: _____ Relationship to Patient: _____

INSURANCE AUTHORIZATION AND ASSIGNMENT

I authorize Healthy Mind World, LLC to release my insurance carrier and/or their agents any information necessary to determine benefits payable for related services. I authorize the payment of medical benefits to Healthy Mind World, LLC. I understand that I am ultimately responsible for all services weather covered by insurance or not. I also authorize my physician, based on his/her discretion, to access my chart for utilization management review.

X _____
____ Signature of Patient or Responsible Party Today's Date

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Contact and Consent for Evaluation/Treatment

I, _____, (“Client/Guardian”) request treatment for myself at Texas Healthy Mind World, LLC may include diagnosis, evaluation, and treatment for any medical, emotional and behavioral problem, which may be found to exist.

Liability

In consideration of services rendered, Client agrees to hold Healthy Mind World, LLC blameless for any liability due to an accident, illness, injury, or incident, which may occur to Client while receiving outpatient services. Client also agrees to hold Healthy Mind World, LLC free from all liability for any losses through fire or theft. Client agrees, if hospitalization or extensive medical care Healthy Mind World, LLC. to assist the client in obtaining appropriate medical attention. Further, the family, guardian, or Client is needed, that permission is hereby given to any agent of will assume all liability for any medical expenses, hospital care, or other expenditures without liability to Healthy Mind World, LLC.

Minors

I give my permission for Healthy Mind World, LLC, to examine and treat my child.

Financial Responsibility

Client and/or financially responsible party have been informed that she/he is financially responsible for services received at Healthy Mind World, LLC, unless payment is otherwise assured. The Client and/or financially responsible party have been further informed of all applicable co-pay fees. If, for any reason, your insurance company fails to pay any portion of the amounts we billed, you will be responsible for the balance and will be billed accordingly. All co-pays and deductible are due at the time of service. We charged \$200-\$350 for the initial doctor's appointment. Continue therapy, including medication management follow-ups, will be a charge of \$80-\$175.00. It is agreed that Client will provide Healthy Mind World, LLC with a permanent contact address and telephone number.

Returned checks are assessed a \$30.00 fee. You agree to pay your bill within 10 days of receipt. If payment is not received within 90 days, your account will be turned over to collections. We have the option to pursue all lawful collection procedures available and the patient/parent will be responsible for all the reasonable costs of collection, including attorney's fees incurred, if any. The minimum collection fee will be 50% of the total account balance. Unwillingness to pay may result in termination of services.

Cancellations

We see all patients on an appointment basis. If you are unable to keep your scheduled appointment, please cancel as soon as possible so your allotted time may be given to another patient. We reserve the right to charge for missed appointments no called within 24 hours. The charge is \$50.00 billed to you, not the insurance. Continued missed appointments may cause patient termination.

Records

Requests for records are received from various sources. Attention to these requests will only occur when we have received a signed (by patient or parent) release of information form. Records are copied at \$25 plus postage and billed directly to you. Please allow two weeks for this request to be processed.

Letters

Letters and forms are often requested by patients (or their parents) to be sent to schools, employers, etc. You will be charged a letter writing fee for this service, minimum of \$25.00. We do not complete forms for Disability.

Telephone Calls

Your calls are welcome and we will return them promptly during business hours. We do not have after hour's answering service. You must call the office and leave a voicemail message. If you need to make an appointment

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please call during our business hours. If you have an emergency, please call 911 or go to the nearest emergency room.

Prescriptions

To prevent error and to maintain insurance and healthcare standards most prescriptions cannot be called in to the pharmacy. A charge of \$10.00 for prescriptions that are misplaced lost or not filled in the 21 day time frame for controlled substances. You must return the expired prescription and pay the fee by check or cash.

Notice Regarding RX Refills

We require **7 BUSINESS DAYS NOTICE** for prescription refills to be sent to ReCept Pharmacy **or** to be picked up in the office. Please have your pharmacy fax all other refill requests to our office at 972-724-2111. Please allow 48 hrs for refill requests to be faxed back to the pharmacy.

Beginning January 1, 2010, we will no longer authorize refills faxed to us from the Pharmacy when the patient has been given a prescription in the office.

Termination

Clinic policy states that the third appointment that is not kept and/or follow up with in four months will be regarded as termination of treatment on the part of the patient/client, unless we as a team have decided otherwise. If you fail to comply with treatment recommendations termination is non-negotiable.

Confidentiality

I have further been assured that any information, knowledge, or records associated with said Client are subject to release only by my informed and written consent or by a court order, except in instances of medical emergency or suspected child or elder abuse or neglect. Your confidentiality and privacy are protected by the following Federal guidelines: Code of Federal Regulations (CFR 42 Part2) and the Health Insurance Portability and Accountability Act (HIPAA).

Discrimination Policy

No person will be discriminated against on the basis of gender, race, religion, age, national origin, disability (mental or physical), sexual orientation, medical condition, including HIV diagnosis or because an individual is perceived as being HIV infected. A person's economic condition and financial resources may be considered in admission criteria, but economic condition will not affect the services once an individual is admitted.

By signing this document, Client acknowledges that she/he understands the policy contained herein, and that if at any time there are questions, Client may return to a Healthy Mind World, LLC staff member for an explanation.

_____ (*pl ease initial*). Consent for treatment is made with informed consent, and as such, consent may be revoked and services discontinued at any time. By signing below, Client acknowledges she/he has read the above information and fully understands its contents.

Patient Signature

Date

Financially Responsible Party Signature/Relationship to Patient

Date

Staff Signature
Person to Whom Information May be Disclosed

Date

Name of Person/Organization

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CLIENT BILL OF RIGHTS

As a client receiving services from Texas Psychiatry Associate, P.A., your Client Bill of Rights will include the following:

1. You have the right to a humane environment that provides reasonable protection from harm and appropriate privacy for your personal needs.
2. You have the right to be free from abuse, neglect, and exploitation.
3. You have the right to be treated with dignity and respect.
4. You have the right to appropriate services in the least restrictive setting available that meets your needs.
5. You have the right to be told about the program's rules and regulations before you are admitted.
6. You have the right to be told before admission:
 - the condition to be treated
 - the proposed treatment
 - the risks, benefits, and side effects of all proposed treatment and medication
 - the probable health and mental health consequences of refusing treatment
 - other available treatments and which ones, if any, might be appropriate for you
 - the expected length of treatment
7. You have the right to accept or refuse treatment after receiving this explanation.
8. If you agree to treatment or medication, you have the right to change your mind at any time (unless specifically restricted by law).
9. You have the right to a treatment plan designed to meet your needs, and you have the right to take part in developing that plan.
10. You have the right to meet with staff to review and update the plan on a regular basis.
11. You have the right to refuse to take part in research without affecting your regular care.
12. You have the right not to receive unnecessary or excessive medication.
13. You have the right to have information about you kept private and to be told about the times when the information can be released without your permission.
14. You have the right to be told in advance of all estimated charges and any limitations on the length of services that the facility is aware of.
15. You have the right to receive an explanation of your treatment or your rights if you have questions while you are receiving services.
16. You have the right to make a complaint and receive a fair response from the staff within a reasonable amount of time.
17. You have a right to complain directly to the Texas Commission on Alcohol and Drug Abuse at any reasonable time.

Department of Investigations
Texas Department of State Health Services
Substance Abuse Services
P.O. Box 149347
Austin, Texas 78714
1-800-832-9623

18. You have a right to get a copy of these rights before you receive services, including the Commission's address and phone number.
19. You have the right to have your rights explained to you in simple terms before receiving services.

I (we) have received from Healthy Mind World, LLC staff a clear explanation of my (our) rights in simplest terms. I (we) have received a written copy of these rights. I (we) acknowledge a clear understanding of my (our) rights.

Patient/Guardian Signature

Date

Staff Signature

Date

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Client History

Personal Medical/Surgical History

Do you have any medical conditions? YES NO

If yes, please list and explain?

Current Medications

Are you taking any medications? YES NO

If yes, please list them

Please check any psychoactive medication you or your child has taken in the past. Please indicate if they were helpful or not, and why you were stopped. Put an "H" if they were helpful and "NH" if they were not helpful.

Mood Stabilizers:

- Geodon
- Abilify
- Depakote
- Risperdal
- Seroquel
- Lithium
- Tegretol
- Haldol
- Other: _____

Stimulants:

- Ritalin
- Adderall
- Concerta
- Vyvanse
- Straterra
- Other: _____

Antidepressants:

- Trazadone
- Zoloft
- Prozac
- Cymbalta
- Celexa
- Lexapro
- Other: _____

Comments (or side effects:): Notes dates and dosage if known:

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Drug Allergies

Please list all know allergies

Family Psychiatric History

Father: _____

Mother: _____

Siblings: _____

Your Past Psychiatric History

Do you have any past psychiatric history? YES NO
If yes, please list them

Past Mental Health History - Please list any previous psychiatrist, psychologist or therapist you have seen:

Name of	Dates seen	Medications	Reason Hospitalized?
<u>Person Seen</u>	<u>(mo/yr-mo/yr)</u>	<u>Prescribed</u>	<u>(yes/no-where)</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Social History

- Marital History: _____
- Siblings: _____
- Living Situation: _____

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Abuse

- Physical: _____
- Emotional: _____
- Sexual: _____

- Alcohol: _____
- Tobacco: _____
- Drug Use: _____

Presenting Information

What are the main problem(s) that brought you to the doctor?

When did the problem(s) first begin?

Current Symptoms

Please explain your current symptoms.

Review of Symptoms

Headaches	Present	Non-Present
Dizziness/Vertigo	Present	Non-Present
Convulsions or Seizures	Present	Non-Present
Vision Problems	Present	Non-Present
Hearing Problems	Present	Non-Present
Smelling or Taste Problems	Present	Non-Present
Thyroid Problems	Present	Non-Present
Cough/Asthma	Present	Non-Present
Chest Pain	Present	Non-Present
Nausea/Vomiting	Present	Non-Present
Abdominal Pain	Present	Non-Present
Constipation	Present	Non-Present
Urinary Problems	Present	Non-Present
Arthritis	Present	Non-Present
Walking Problems	Present	Non-Present

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Adult Rating Scale

Patient Name: _____ Date: _____

Please answer questions 1-18 using:

A=most of the time

B=Often

C=Occasionally

D=Rarely

E=Never

Patient Question	Patient Response	Interview Comments
	INATTENTION	
1. How often do you have trouble wrapping up the final details of a project, once the challenging parts have been done?		
2. How often do you have difficulty getting things in order when you have to do a task that requires organization?		
3. How often do you have problems remembering appointments or obligations?		
4. When you have a task that requires a lot of thought how often do you avoid or delay getting started?		
5. How often do you fidget or squirm with your hands or feet when you have to sit down for a long time?		
6. How often do you feel overly active and compelled to do things like you were driven by a motor?		
7. How often do you make careless mistakes when you have to work on a boring or difficult project?		
8. How often do you have difficulty keeping your attention when you are doing boring or repetitive work?		
9. How often do you have difficulty concentrating on what people say to you, even when they are speaking to you directly?		
	HYPERACTIVITY	
10. How often do you misplace or have difficulty finding things at home or at work?		
11. How often are you distracted by activity or noise around you?		
12. How often do you have to leave your seat in meetings or other situations in which you are expected to remain seated?		
13. How often do you feel restless or fidgety?		
14. How often do you have difficulty unwinding and relaxing when you have time to yourself?		
15. How often do you find yourself talking too much when you are in social situations?		
	IMPULSIVITY	
16. When you're in a conversation, how often do you find yourself finishing the sentences of the people you are talking to, before they can finish them themselves?		
17. How often do you have difficulty waiting your turn in situations when turn taking is required?		
18. How often do you interrupt others when they are busy?		
RATING CALCULATION		
ASRS RESULT		

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Major Depression Inventory (MDI)

For each question choose the answer that best represents how you've been feeling over the past two weeks.

How much of the time.....	All the time	Most of the time	Slightly more than half the time	Slightly less than half the time	Some of the time	At no time
1. Have you felt low in spirits or sad?						
2. Have you lost interest in daily activities?						
3. Have you felt lacking in energy and strength?						
4. Have you felt less self-confident?						
5. Have you had a bad conscience or feeling of guilt?						
6. Have you felt that life isn't worth living?						
7. Have you had difficulty in concentrating, eg, when reading the newspaper or watching television?						
8a. Have you felt very restless?						
8b. Have you felt subdued or slowed down?						
9. Have you had trouble sleeping at night?						
10a. Have you suffered from reduced appetite?						
10b. Have you suffered from increased appetite?						

Please Note:

Thoughts about death or suicide are common in depression. You should take such thoughts seriously. Get help immediately.

- Call your doctor or go to the nearest emergency room
- Call 911
- Call the National Suicide Prevention Helpline at 1-800-SUICIDE (1-800-784-2433)