

NOTICE OF PRIVACY PRACTICES
EFFECTIVE DATE 09/18/2006

This summary of our Notice of Privacy practices informs you of how we may use or disclose your health information. It also explains your rights and our duties under the current privacy laws.

OUR RIGHTS: We may use and disclose your health information to:

- Provide patient care and treatment and for the operation of our healthcare practice;
- Process claims/billing to your health plan, insurance company, or third party;
- Comply with laws that require reporting of your health information;
- Review your records for quality of care;
- Remind you of appointments;
- Inform you of any health services or benefit that may interest you;
- Use for research purposes
- Use for organ and tissue donation if you are an organ donor;
- Use as may be required by law;
- Avert a serious threat to health or safety.

YOUR RIGHTS: While the records we maintain about you belong to us, you have a number of rights with respect to those records. You have the right to:

- Request a copy of our full privacy notice
- See your record and request a copy;
- Request we amend your record if you believe it is not complete or correct;
- Request we send information to you in a confidential manner;
- Request a restriction or limitation on the health information we use or disclose about you;
- Complain to us and/or the US Department of Health and Human Services if you believe we have violated your privacy rights;
- Request a list of any disclosures not required for treatment, payment and business operations for a period of up to six years.

OUR DUTIES: We must provide you with our Notice of Privacy Practices and abide by its terms. We may:

- Charge a fee for copies of your medical information;
- Require up to 60 to 90 days to process your request for records;
- Deny your request to amend your records for certain reasons and if asked, give you a written reason;
- Amend the Notice from time to time, post the revised notice, and make a copy for you upon request.

If you have any questions, Please contact our Business Manager at 630-969-3233

Acknowledgements of receipt of this notice. We will request that you sign this term acknowledging that you have received a copy of this notice if desired. If you choose, or are not able to sign, a staff member will sign his or her name and date. This acknowledgment will be filed with your records

Signature

Print Name

Date

NEUROHEALTH ASSOCIATES

Statement Of Patient Financial Responsibility for Neurohealth Associates

Neurohealth Associates appreciates the confidence you have shown in choosing us to provide for your health care needs. The service you have elected to participate in implies a financial responsibility on your part. The responsibility obligates you to ensure payment of any charges not covered by your insurer, payment of any deductibles, co-pays and co-insurances as determined by your contract with your insurance carrier.

Neurohealth Associates will require a DOWN PAYMENT: TO cover any portion of your deductible not met prior to services being rendered. Or a pay as go policy depending on your deductible amount until at which time your deductible is met.

Commercial Insurance Carriers: You are required to present a valid insurance card at every visit and as needed throughout your care. As a courtesy, we will verify your coverage and bill your insurance carrier on your behalf. Any outstanding balances, co-payments and deductibles are due prior to checking in for your appointments. Since your agreement with your insurance carrier is a private one we do not routinely research why an insurance carrier has not paid or why it paid less than anticipated for care. If an insurance carrier has not paid within 60 days of filing the claim, fees are due and payable in full from you. We understand that sometimes our patients may experience financial difficulties. If this should be the case, please communicate with our Financial Manager so that we may assist you in making payment arrangements. Any outstanding balances and deductibles are due prior to your appointments. Any co-insurance and non-covered services will be due at the time services are rendered. A \$25.00 late fee will be incurred for any past due balances.

Terms of Payment: Payment is expected within 15 days of statement date. Any balances beyond 60 days will be referred to an outside collection agency. In the event that your account is turned over for collections then the patient or responsible party agrees to pay all additional fees accessed in the collection of the debt. These fees include collection agency fees and attorney fees.

Medicare: Our office is a Medicare participating provider and we will bill Medicare for you. We will bill your secondary insurances that automatically crossover through the CSM (Medicare System) as well as secondary insurances that do not crossover. Any outstanding balances and deductibles are due prior to your appointments. Any co-insurance and non-covered services will be due at the time services are rendered.

Worker's Compensation: If your visit is work-related we will need the case number and the carrier name, contact phone number, address and date of injury prior to your visit in order to bill the worker's compensation insurance company.

Co-pay and Co-insurance Policy: Some health insurance carriers require the patient to pay a co-pay for services rendered. It is expected and appreciated at the time of service at each visit. If your co-insurance is 50% we will require your co-insurance at the time services are rendered.

Self-pay Policy: In the event that I do not have health insurance, or that I know in advance that a specific service is not be covered by my insurance company, Or that NHA is not contracted and does not submit claims on my behalf, I will be responsible for payment prior to services rendered on the date of service at Neurohealth Associates. I agree to pay the full and entire amount at each visit. Neurohealth will assist to provide the information required to enable claims submission.

Cancellation/No-show Policy We understand there may be times when you miss an appointment due to emergencies or obligations to work or family. However, we urge you to call 24 hours prior to canceling your appointment. I understand that if I am a no show for any of my scheduled appointments, I will incur a fee of \$20.00 for each appointment missed, without notifying Neurohealth Associates 24 hours prior to my appointment time.

Addendum Effective July 27th 2008:We have recently instituted a \$80.00 technology surcharge/fee for the technology based portion of treatment (neurofeedback and biological feedback) which is due at the time of service, NO EXCEPTIONS. This is due to limitations imposed by insurance plans regarding such services. We appreciate your understanding. The patient is ultimately responsible for all fees for services. I have read, understood and agreed to the above financial policy for payments of professional fees.

Updated 09/30/09 Signature _____ Date _____

Printed Name: _____

NEUROHEALTH ASSOCIATES

Date: _____

INSURANCE INFORMATION

Patient's Full Name:

Last	First	Middle Initial
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Responsible Party: _____

Primary Insurance Company Name: _____

Insurance customer phone number: _____ Effective Date: _____

Subscriber Name: _____ Birthdate: _____

Subscriber Social Security #: _____ - _____ - _____

Claims Mailing Address: _____

ID NO.: _____ Group No.: _____

SECONDARY INSURANCE

Secondary Ins. _____

Effective Date: _____

Subscriber Name: _____ Birthdate: _____

Subscriber Social Security #: _____ - _____ - _____

Claims Mailing Address: _____

ID# _____ Group # _____

Other Insurance Information _____

I, hereby authorize Neurohealth Associates to release any and all medical information to the above named Insurance carriers or their representatives (and or attorney) for the purpose of claims consideration and evaluation review and financial audit. I further authorize any person or party responsible for the payments of my medical bill or any representative on their behalf to pay Neurohealth Associates directly for charges of services rendered to me. I agree to have my records faxed to any requesting legal agencies or insurance companies with the understanding that such faxed information may inadvertently be seen by a non designated party

Parent/Guardian Signature _____ *Date* _____

NEUROHEALTH ASSOCIATES

HEALTHCARE PROVIDERS

Appointment Type (please circle):

NEW (Self referred) NEW (referred by healthcare provider) FOLLOW-UP

****Please note that we must have a referral if sent by another provider****

REFERRING PHYSICIAN

Referring Physician Name: _____

Referring Physician Address: _____

Referring Physician Phone: _____ Fax: _____

UPIN Number: _____ NPI Number: _____

PRIMARY CARE PHYSICIAN

Primary Care Physician Name: _____

PCP Address: _____

PCP Phone: _____ Fax: _____

Please list any OTHER Providers

1. _____

2. _____

3. _____

Reading difficulties	None	Mild	Moderate	Severe	
Mathematical difficulties	None	Mild	Moderate	Severe	

Emotional instability	None	Mild	Moderate	Severe	
Mood problems - sadness	None	Mild	Moderate	Severe	
Mood problem – anger	None	Mild	Moderate	Severe	
Aggression	None	Mild	Moderate	Severe	
Dark-violent thoughts	None	Mild	Moderate	Severe	→
Mood problem – Irritability	None	Mild	Moderate	Severe	10

Negative – pessimistic thinking	None	Mild	Moderate	Severe	1
Difficulty “letting things go”	None	Mild	Moderate	Severe	△
Inability to “go with the flow”	None	Mild	Moderate	Severe	
Moral preoccupations (e.g., fixated on issues of right and wrong, fair and unfair, etc.)	None	Mild	Moderate	Severe	O-C
Sensitivity to slights	None	Mild	Moderate	Severe	
Inability to feel empathy for others	None	Mild	Moderate	Severe	Fr/Phob:
Chronic Worrying	None	Mild	Moderate	Severe	GAnx:
Anxiety – Nervousness	None	Mild	Moderate	Severe	Phys- Cog-
Feeling like something bad is about to happen	None	Mild	Moderate	Severe	→
Déjà vu	None	Mild	Moderate	Severe	→
Unusual sensory perceptions (e.g. seeing something out of the corner of his/her eye, hearing whispers when no one is around, etc.)	None	Mild	Moderate	Severe	→
Overly Self-Conscious	None	Mild	Moderate	Severe	
Self Esteem problems	None	Mild	Moderate	Severe	For office use only: →

Incidents of loss of consciousness (please list, including age):

→

Stressful/Significant Life Events (e.g., loss of loved ones, injuries, accidents, relationship pain, etc.) (please list, including age)

Past Medical History: _____

→

→

Alcohol Overuse/Abuse History: ___ No

 ___ Yes

→

Prescription Medication Overuse/Abuse History: ___ No

 ___ Yes

→

Recreational Drugs Overuse/Abuse History: ___ No

 ___ Yes

Cigarette Smoking: ___ No

 ___ Yes

For office use only:

Medications (including dosage)

BIOLOGICAL MOTHER

If Living, Please list current age: _____

If Deceased, Please list age at death: _____

Mother's Medical History: _____

Mother's Psychological History (depression, bipolar, alcoholism, anxiety, etc.)

BIOLOGICAL FATHER

If Living, Please list current age: _____

If Deceased, Please list age at death: _____

Father's Medical History: _____

Psychological History (depression, bipolar, alcoholism, anxiety, etc.)

Medical History of Biological brother(s)/sister(s), if applicable:

Have you had any previous Brain MRI, CT, fMRI, Brain Maps, or EEGs? Yes No

Date/Findings: _____

Previous Treatment(s) for the current symptom (please describe):

For office use only:

Typically, statistical analysis/interpretation of today's results and report generation require 7-14 days to complete. Testing is either completed in 1 or 2 appointments, depending on the evaluation conducted.

Would you prefer to receive:

a phone message regarding today's results; Phone #: _____
(is it permissible to leave a voicemail on this number? Yes or No
(this allows for a verbal description of the findings and associated
recommendations)

OR

a follow-up office visit to review results (this allows you to see the
maps, data, and findings for a comprehensive discussion)

**In addition to the referral source (if applicable), who would you like a
copy of the report sent to:**

Name: _____

Address: _____

Name: _____

Address: _____

Authorization for Release of Information

Name: _____ Date of Birth: _____

Address: _____ City, State, Zip _____

Insurance ID#: _____ Patient Phone Number: _____

I authorize the NHA
to release information to:

I authorize the NHA
to obtain information from:

Name of Provider or Facility

Name of Provider or Facility

Address

Address

City, State, Zip Code

City, State, Zip Code

Phone #/Fax # (Include area code)

Phone #/Fax # (Include area code)

PURPOSE OF THIS REQUEST: (check one) Healthcare Insurance Coverage Personal Other

TYPE OF RECORDS AUTHORIZED: Psychiatric/Psychological/Educational Evaluation and/or Treatment
 Medical

SPECIFIC INFORMATION AUTHORIZED: (select one or more as appropriate)

Assessments Progress Notes Laboratory Test Results: _____

Diagnostic Impression Discharge Summary Treatment Plans

Treatment Summary

Other: (please describe) _____

One-time Use/Disclosure: I authorize the one-time use or disclosure of the information described above to the person/provider/organization/facility/program(s) identified. **My authorization will expire:**

When the requested information has been sent/received.

90 days from this date. Other: _____

Periodic Use/Disclosure: I authorize the periodic use/disclosure of the information described above to the person/provider/organization/facility/program(s) identified as often as necessary to fulfill the purpose identified in this document.

My authorization will expire:

When I am no longer receiving services from the Neurohealth Associates.

One year from this date. Other: _____

I understand that:

- I do not have to sign this authorization and that my refusal to sign will not affect my abilities to obtain treatment.
- I may cancel this authorization at any time by submitting a *written* request to the NHA, except where a disclosure has already been made in reliance on my prior authorization.
- If the person of facility receiving this information is not a health care or medical insurance provider covered by privacy regulations, the information stated above could be redisclosed.
- If the authorized information is protected by Federal Confidentiality Rules 42CFR, Part 2, it may not be disclosed without my written consent unless otherwise provided for in the regulations.
- Release of HIV-related information requires additional information.
- If the medical record information is not sent to another care provider, there may be a charge of the requested records.

Signature of Patient or Representative: _____ Date: _____