

FALLS NEUROPSYCHOLOGY AND PSYCHOTHERAPY ASSOCIATES, PLLC

PATIENT REGISTRATION FORM

(Please Print)

Today's date:			Clinician:		
PATIENT INFORMATION					
Patient's last name: First: Middle:			<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	Marital status (circle one) Single / Mar / Div / Sep / Wid
			<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	
Is this your legal name? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, what is your legal name?	(Former name):	Birth date:	Age:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Home Telephone: <input type="checkbox"/> Preferred # <input type="checkbox"/> Ok to LM		Work Telephone: <input type="checkbox"/> Preferred # <input type="checkbox"/> Ok to LM	Mobile Telephone: <input type="checkbox"/> Preferred # <input type="checkbox"/> OK to LM		
Street Address:			Social Security Number:		
P.O. Box:	City:	State:	ZIP Code:		
Email Address: <input type="checkbox"/> Email consent on file					
Occupation:		Employer:			
Name of Primary Care Doctor:		Telephone Number	Fax Number		
Who referred you to FNPA?					

INSURANCE INFORMATION					
(Please give your insurance card to your clinician.) Insurance Company:					
Is this visit related to: [] Work Related Injury [] An Automobile Accident [] Neither					
Person responsible for bill:	Birth date:	Address (if different):	Home phone no.:		
	/ /		()		
Occupation:	Employer:	Employer address:			
Subscriber's name:	Subscriber's S.S. no.:	Birth date:	Group no.:	Policy no.:	Co-payment:
		/ /			\$
Patient's relationship to subscriber:	<input type="checkbox"/> Self	<input type="checkbox"/> Spouse	<input type="checkbox"/> Child	<input type="checkbox"/> Other	
Name of secondary insurance (if applicable):	Subscriber's name:		Group no.:	Policy no.:	
Patient's relationship to subscriber:	<input type="checkbox"/> Self	<input type="checkbox"/> Spouse	<input type="checkbox"/> Child	<input type="checkbox"/> Other	

IN CASE OF EMERGENCY			
Name of local friend or relative:	Relationship to patient:	Home phone no.:	Work phone no.:
		()	()
<p>The above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to Falls Neuropsychology and Psychotherapy Associates, PLLC. I understand that I am financially responsible for any balance. I also authorize Falls Neuropsychology and Psychotherapy Associates, PLLC and my insurance company to release any information required to process my claims. In case of emergency, I authorize Falls Neuropsychology and Psychotherapy Associates to contact the above named person or designated other on my behalf.</p>			
Patient/Guardian signature			Date

Falls Neuropsychology and Psychotherapy Associates, PLLC

ACKNOWLEDGEMENTS AND CONSENTS

I have received from Falls Neuropsychology and Psychotherapy Associates, PLLC, access to "Notice of Privacy Practices" and had adequate opportunity to read and review this document.

Signature: _____ Date: _____

I agree to receive treatment from Falls Neuropsychology and Psychotherapy Associates, PLLC. I understand I can withdraw this consent for treatment at any time.

Signature: _____ Date: _____

I authorize Falls Neuropsychology and Psychotherapy Associates, PLLC to leave messages for me, either via voicemail/ answering machine or with a person in my home.

Signature: _____ Date: _____

In order that we may file your insurance for you, please read and initial each line and sign the following signature-on-file form.

- ___ I authorize use of this form on all my insurance submissions.
- ___ I authorize the release of information to all of my insurance carriers.
- ___ I understand that I am responsible for my bill. I agree to pay all copays at the time of service and to pay any outstanding balances within 30 days of receiving a bill. I am aware that if I balances are not paid promptly, Falls Neuropsychology and Psychotherapy Associates, PLLC reserves the right to charge a late payment fee and my account may be submitted to a collection agency.
- ___ I understand that a claim will only be filed with my primary insurance. When there is a secondary insurance policy, I understand that I will be responsible for submitting any secondary claims for reimbursement. If, as a courtesy, Falls Neuropsychology and Psychotherapy Associates, PLLC does file a claim on my behalf to a secondary insurance and the claim is denied, I agree to reimburse Falls Neuropsychology and Psychotherapy Associates, PLLC for all such charges.
- ___ I authorize my provider to act as my agent in helping me obtain payment from my insurance carriers.
- ___ I authorize payment directly to my provider and hereby assign my right to reimbursement for services rendered to Falls Neuropsychology and Psychotherapy Associates, PLLC.
- ___ I permit a copy of this authorization to be used in place of the original.

Signature: _____ Date: _____

If you would like to be able to communicate via email, with your clinician or other member of Falls Neuropsychology and Psychotherapy Associates, PLLC, please initial each line and sign below.

- ___ I authorize Falls Neuropsychology and Psychotherapy to communicate with me and my other health care providers via electronic mail (email) and/or texting. I agree that email/ text messages may include protected health information.
- ___ I understand that the confidentiality of email/ texts cannot be guaranteed, and I hereby release Falls Neuropsychology and Psychotherapy Associates, PLLC and all from any and all liability that may arise

from the release of information as I have directed.

___ I understand that I have the right to revoke this Authorization at any time. I understand that if I revoke this Authorization, it will not apply to any information previously released as a result of this Authorization. I understand that I may refuse to sign this Authorization.

___ I understand that once the information is disclosed pursuant to this Authorization, it is possible that it will no longer be protected by the federal medical privacy law and could be disclosed by the person or agency that receives it.

Signature: _____ Date: _____

Falls Neuropsychology and Psychotherapy Associates, PLLC accepts multiple forms of payment. For your convenience, we offer the option of automatic draft on a credit card or debit card. Copays can be charged automatically keeping your account up to date. This option can also be used to make automatic payments to help clients who have a large deductible or other large balance. Please complete and the following information and initial each line as appropriate to utilize this option:

___ I authorize Falls Neuropsychology and Psychotherapy Associates, PLLC to charge my credit or debit card as follows:

___ Weekly or monthly copay/ coinsurance of _____.

___ Weekly or monthly payment of _____ until balance is paid in full.

I understand that I can withdraw this consent at any time by requesting to do so in writing. Such cancellation will only effect transactions after the date of cancellation.

Type of Card: _____

Card Number: _____ CVV Code: _____

Name on Card: _____ Exp. Date: _____

Signature: _____ Date: _____

I have been provided access to a copy of the Policies and Procedures (available online and in the FNPA office) and my provider has reviewed relevant Policies and Procedures including the need for 24-hour cancellation notice to avoid a cancellation charge; and of the differences between therapeutic, evaluation, and forensic services. I agree to these policies and my preference for payment is as follows (Please initial option to be utilized):

___ Pay each visit in full (with no insurance claim filed by Falls Neuropsychology and Psychotherapy Associates, PLLC)

___ Pay my insurance co-payment and other fees each session (or utilize my EAP/ MOS benefit) and have my insurance filed for me.

___ Make an alternate payment plan that must be specific and receive prior approval from the directors of Falls Neuropsychology and Psychotherapy Associates, PLLC.

Signature: _____ Date: _____

Clinician's Signature & date: _____

Falls Neuropsychology and Psychotherapy Associates, PLLC

8388 Six Forks Road
Suite 104
Raleigh, NC 27615

Tel. (919) 870-0264
Fax. (919) 870-0293

Consent for FNPA to Release Your Information and Records

I, _____ (Date of Birth : _____), hereby authorize _____ of Falls Neuropsychology and Psychotherapy Associates, PLLC, to release my records and reports pertaining to my treatment, beginning with my first appointment on _____, to the following parties:

Name:

Address:

for the following purpose, use, or need:

- Coordination of treatment
- Provision of information to other professionals
- other _____

The following information from my records may be disclosed:

- General Protected Health Information (PHI) (Demographic data, dates of service, diagnosis, evaluation reports, treatment plans, global assessment of treatment progress)
- Psychotherapy notes
- Verbal Exchange of PHI

I understand that this authorization may be withdrawn by me at anytime. Revocation of this authorization will not affect any information already released. I hereby certify that I am 18 years of age or older. Unless this form is previously revoked in writing, this release of information will remain in force until twelve months from the date of signature.

Signature of Patient

Date

Witness

Date

Consent by Person Other than Patient

If patient is under 18 years of age or otherwise unable to consent, the following must be completed:

I, _____, certify that I am the _____ of the patient; that the patient is unable to consent because he or she is a minor, _____ years of age, or because _____.

Signature of Parent or Guardian

Date

Witness

Date