

# PATIENT REGISTRATION

**Gwinnett Psychiatry, P.C.**

170 Camden Hill Rd, Suite C

Lawrenceville, GA 30045

*(Please print and complete all blanks.)*

**Patient Name:** \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Employer's Name & Address: \_\_\_\_\_

Employer's Phone No.: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employment Status: \_\_\_\_\_ Full/Part-time/Retired/Unemployed

Spouse's Name: \_\_\_\_\_

Spouse's Employer and Address: \_\_\_\_\_

Employer's Phone No.: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employment Status: \_\_\_\_\_ Full/Part-time/Retired/Unemployed

In Case of Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

## PERSON RESPONSIBLE FOR PAYMENT IF DIFFERENT THAN ABOVE

**Name:** \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Employer's Name and Address: \_\_\_\_\_

Employer's Phone No.: \_\_\_\_\_ Occupation: \_\_\_\_\_

## INSURANCE INFORMATION

**1. Insurance Company:** \_\_\_\_\_

Address: \_\_\_\_\_ ID#: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Group No./Name: \_\_\_\_\_

Subscriber: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

**2. Insurance Company:** \_\_\_\_\_

Address: \_\_\_\_\_ ID#: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Group No./Name: \_\_\_\_\_

Subscriber: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

**3. Medicaid No.:** \_\_\_\_\_ State: \_\_\_\_\_

**4. Medicare No.:** \_\_\_\_\_

Referred by: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Primary/Personal Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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**PATIENT CONSENT FORM**

**MEDICAL CONSENT:** I request and authorize my provider(s), their associates and assistants and employees to provide and perform such medical care, tests, procedures, drugs and other services and supplies as are considered advisable by my provider for my health, and well-being. This may include pathology, radiology, emergency services, and other special services and tests ordered by my provider(s). I acknowledge that no representations, warranties, or guaranties as to result or cures have been made to or relied upon by me.

**CONFIDENTIALITY:**

The law protects the privacy of communication between a client and Dr Rubina. In most situations, we can only release information about your treatment to others if you sign a written Authorization form that meets certain legal requirements imposed by HIPPA. Your signature on this Agreement provides consent to the following activities:

I further authorize Dr. Rubina, her associates and assistants and employees to provide and perform such medical care:

- If a patient threatens to harm himself/herself, I may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection.

There are some situations in which the doctor is legally obligated to take actions, which I believe are necessary to attempt to protect others from harm and Dr. may have to reveal some information about a client’s treatment. If Dr. has a reason to believe that a child has been abused, the law requires that Dr. file a report with DFACS. Once such a report is filed, I may be required to provide additional information.

- If I have reasonable cause to believe that a disabled adult or elder person has been abused, I am required to report that to the appropriate agency. Once such a report is filed, I may be required to provide additional information.
- If I determine that a client presents a serious danger of violence to another, I may be required to take protective actions. These actions may include notifying the potential victim, and/or contacting the police, and/or seeking hospitalization for the client.

If such a situation arises, I will make every effort to fully discuss it with you before taking any action and I will limit my disclosure to what is necessary. Please feel free to discuss any concerns or questions you may have about confidentiality.

**RELEASE OF INFORMATION:**

I hereby authorize the above provider(s) to release any medical information concerning my care, including copies of medical records, and/or billing information pertaining to my medical care to individuals or representatives of agencies or organizations or the insurer in connection with obtaining payment for the medical services rendered to me and/or independent contractors engaged by them.

**ASSIGNMENT OF INSURANCE BENEFITS:**

In consideration of any and all medical services, care, drugs, supplies, equipment and facilities forwarded by the above providers, I hereby irrevocably transfer to said provider(s) all insurance benefits now due and payable to me or to become due and payable to me under any insurance policy or policies, or any replacement policies thereof that might be applicable.

I understand that my obligation to pay all charges is not affected by the fact that I have insurance benefits, and if my insurance company fails to pay all or any portion of these charges for any reason, I will be responsible for all sums due and owing above provider(s).

The above provider(s) and the patient or patient’s representative hereby enter into the above agreements. The patient or patient’s representative certifies that he/she has read and accepted the above, where applicable to the patient’s condition and status and further certified that he/she is the patient, or is duly authorized on behalf of the patient to execute such an agreement.

\_\_\_\_\_  
Patient’s Signature/Person Authorized to Consent (Relationship)

Date \_\_\_\_\_

I hereby certify that I have witnessed the signature(s) the patient and/or individual signing on behalf or for the benefit of the patient.

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

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**PRIVACY POLICY ACKNOWLEDGEMENT STATEMENT**

I hereby acknowledge that I have been made aware that Gwinnett Psychiatry, P.C. has a Privacy Policy in place in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As a patient of Gwinnett Psychiatry, P.C., I understand and acknowledge the following:

Gwinnett Psychiatry, P.C. has a privacy policy in effect in their office.

Gwinnett Psychiatry, P.C. has made this policy available to me for review, by placing a complete version in a binder that resides in the waiting room and/or by placing a poster version of this policy in the waiting room or similar common area with patient access.

Gwinnett Psychiatry, P.C. has made me aware, that as a patient I am entitled to a copy of this Privacy Policy if I desire a copy for my personal file.

Upon your review of the above statements, please sign at the bottom, acknowledging that you have been advised of the privacy policy implemented by Gwinnett Psychiatry, P.C.

I have read and understand the acknowledgment form. If you desire a copy of the Privacy Policy, please request one at this time.

\_\_\_\_\_ No, I do not want a copy but I acknowledge the Privacy Policy exists

\_\_\_\_\_ Yes, I do want a copy of the Privacy Policy

\_\_\_\_\_  
Patient's Name

\_\_\_\_\_  
Patient's Signature/Person Authorized to Consent (Relationship)

\_\_\_\_\_  
Date

***For more information contact the Gwinnett Psychiatry, P.C. at (678) 226-2295 or the Office of Civil Rights at (404) 347-312.***

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**STATEMENT OF RESPONSIBILITY**

The coverage your insurance program provides is calculated based on their allowed amount, minus any deductibles, co-payments and/or coinsurance amounts. These amounts are your share of the cost.

**Pre-certification:** or certification is obtained from your insurance company. If you do not obtain certification when required, your benefits will be reduced or denied. Your insurance certification of your care does not guarantee coverage.

**Pre-Existing:** Your insurance might have a pre-existing condition clause. Any condition that existed on or before your effective date may be considered pre-existing. These conditions may be excluded for a period of time.

**Responsibility:** The amount your insurance will pay is determined by them and is the amount they determine to be appropriate for the service rendered. They have the sole discretion to determine the allowed amount. Your insurance company has the sole discretion to determine whether care is medically necessary. They will not cover care they feel it is not medically necessary. Therefore, it is your responsibility to cover any and all charges not paid by your insurance company.

**Prescription Refills:** Please allow 48 hours for all prescription refills, providing the patient account is paid in full. Prescription refills requested on Friday will be called in on Monday before noon. All controlled substance prescriptions will be issued only if the patient is present.

**Unpaid Visits:** If your insurance company has not paid for two prior visits, we will reschedule your appointment after payment has been received. You can continue to see the doctor if you agree to pay half of the actual fee, not contracted fee up front which will be reimbursed upon receiving payment from your insurance company.

**Telephone Calls:** Non-emergency telephone messages may be left with front office or voicemail. We will return your call as soon as possible. There is no charge for brief calls (less than 5 minutes). Calls of longer duration will be billed at the usual professional rate \$300 per hour. Please understand that health insurance companies do not pay for telephone calls, but are provided to you as a convenience to you in your care.

**Litigation cases:** We do not accept new patient(s) involved in litigation such as child custody, divorce case & etc. As for established patient(s), all litigation cases must be paid in full before the services are rendered, since insurance companies do not reimburse for litigation cases(s). For more details please see the "fee schedule.

**Medicare: We are not a Medicare provider therefore if you have Medicare or a Medicare Supplement plan through a commercial insurance, please notify us prior to being seen by the doctor otherwise you would be liable for all of the charges, including collection and attorney fees.**

Gwinnett Psychiatry, P.C. will expect all payment of charges on the day services are rendered. Please come prepared to pay deductible amount not yet satisfied, charges not covered by your insurance, and co-payments. Patients are not allowed to discuss any financial matter(s) with the doctor.

I, \_\_\_\_\_, understand that I am responsible to pay my financial obligation in full. If for some reason, I am unable to pay this obligation in full when the balance is due, I will be held accountable for any and all late fees, collection fees, interest or finance charges, etc. that may accrue.

\_\_\_\_\_  
Signature of patient or Parent/ Guardian

\_\_\_\_\_  
Date

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**Fee Schedule**

All litigation cases must be scheduled at least a month in advance so the doctor can schedule patients accordingly. The Commercial or Medicaid insurances **do not** pay for any litigation or Consultation services provided by the doctor. A typical case incurs the following out of pocket charges:

- Consultation with patient & parent(s) in office or on the phone \$400/HR (1 hour min)\*
- Consultation with attorney on the phone or in the office. \$400/HR (1hour min)\*
- Any Disability Form/letter/Report written to any agency/institution \$300 each \*\*
- Deposition in the office, plus min one hour case preparation \$400 \$400 per hour (min two hours)\*
- Deposition in any other location outside the office \$500 per hour (min two hours)\*
- Court appearance, plus min one hour case preparation \$400 \$500 per hour (min two hour)\*
- Commute between office & court & back to office \$ 500 per hour (min 30 min)\*
- Out of state Case(s) \$700 hour, plus Travel expenses
- **\*All additional time is charged in 15 minutes increments.**
  
- Diagnosis letter free of charge
- Any non –legal letter ( School forms, Katie Beckett & etc) \$50 per letter\*\*
- Typed medical records for first three visits \$100, each additional visit \$30
- Returned check fee \$30 (thereafter, cash/credit)

**\*\*All fees for letters and/or forms must be prepaid in advance before they are completed. If you are paying by check for the form completion fee, the forms will not be completed or released until the check has cleared.**

For all depositions and court appearances must be scheduled at least two weeks in advance, please schedule the doctor for maximum estimated time or schedule the doctor for the entire day (eight hours). Please bear in mind that the doctor will have patients scheduled for the rest of the day. Therefore, the doctor will leave right after your estimated scheduled time.

The estimated fees should be paid in full seven days before the services are rendered, unless the patient’s attorney is guaranteed to pay on behalf of the patient. If the patient requires more time than estimated time, the balance should be paid right after the services are rendered.

In case of any court/deposition cancellation, please notify the office seven days in advance, otherwise you would be charged \$300 per hour times the estimated time the doctor has allocated for you. The over-paid balance will be refunded to the patient within ten business days.

The above services are only provided to the established patients, whose accounts are paid in full at the time the services are rendered.

**Subpoena:** If a patient / patients attorney issues a subpoena to the doctor without paying the consultation fee in advanced then the patient will be dismissed immediately from the practice.

I, \_\_\_\_\_ HAVE READ THE ABOVE POLICY AND UNDERSTAND IT FULLY.

\_\_\_\_\_  
Signature of patient or Parent/Guardian

\_\_\_\_\_  
Date

**Please be advised, all fees are subject to change without notice.**

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**No Show Policy**

In today's hectic world unplanned issues come up for all of us. We recognize this fact, but we respectfully request that you cancel your scheduled appointment by phone a **minimum of 24 hours** in advance. That way the open slot can be filled with someone needing an appointment.

**As of May 1, 2010 we must notify you that we are unable to reschedule an appointment if you have two no show appointments without proper 24 hour notice you will be discharged from the practice.**

I \_\_\_\_\_ **HAVE READ THE ABOVE POLICY AND UNDERSTAND IT FULLY.**

\_\_\_\_\_  
Signature of patient or Parent/Guardian

\_\_\_\_\_  
Date



- Have you ever received inpatient mental health treatment?  No  Yes

*If yes, please list in order:*

Hospital Name	Dates of Treatment	Reason for hospitalization

- If you have ever taken psychiatric medications, please list them below:  Not applicable

Rx Name	Reason Given	Highest Dose	% Improvement	Side-effects	Dates Taken

- Have you ever threatened or attempted suicide?  No  Yes *If yes, please describe:*

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- Have you ever had any brain imaging or functional studies?  No  Yes

*(MRI, CAT scan, EEG, etc.)*

**Substance Use History:**

- Please describe your past or current use of any of the following substances:  Never tried any

Substance	Age at 1 <sup>st</sup> use	Frequency of use	Amount used	Last use	Problems (physical, legal, occupation, relationships, etc.)
ALCOHOL					
TOBACCO					
MARIJUANA					
COCAINE					
AMPHETAMINE					
ECSTACY					
LSD/ ACID					
OPIATES					
INHALANTS					
HALLUCINOGENS (mushrooms, PCP, etc)					

- Have you ever received inpatient or outpatient substance abuse treatment?  No  Yes *If yes, please list:*

Hospital/ Doctor Name	Dates of Treatment	Detox, Rehab, or AA/NA?

**Family Psychiatric History:** (Please note ADHD, Learning Disorders, Depression, Bipolar Disorder, Anxiety Disorders, Obsessive-Compulsive Disorder, Tic/Tourette's, Schizophrenia, Drug or Alcohol Abuse, Suicide attempts, or other Psychiatric Problems).

- Are you adopted?.....  No  Yes  
 If Yes, Please describe the circumstances of the adoption: \_\_\_\_\_

- Is there a history of ADHD, mental illness, mental retardation, learning problems, alcohol or drug abuse in your grandparents, parents, siblings, or 1<sup>st</sup> cousins?.....  No  Yes  
 If Yes, please fill in the following chart:

Affected Family Member	Type of Mental Illness or SA	Treatment (if any)

**Childhood Development:**

• **Pregnancy---** Please check any that apply to your mother's pregnancy with you:

- Received prenatal care
- Smoked during pregnancy
- Took medications
- Diabetes of pregnancy
- Premature labor
- Nausea or Vomiting
- Severe Emotional Distress
- Drank alcohol during pregnancy
- Used drugs during pregnancy
- Elevated blood pressure
- Pre-eclampsia
- Threatened miscarriage
- Infection(s)

• **Birth History:**

- Mother's age at time of birth: \_\_\_\_\_ years old.      Father's age at time of birth: \_\_\_\_\_ years old.
- Was mother given medication or anesthesia?.....  Don't know  No  Yes
- Delivery was: .....  Spontaneous Vaginal  Induced  Caesarian section
- Any complications with labor or delivery?.....  No  Yes \_\_\_\_\_
- Were you premature? .....  No  Yes \_\_\_\_\_
- Your birthweight: \_\_\_\_\_ lbs \_\_\_\_\_ oz
- Did you have any of the following:
  - Breathing problems*.....  No  Yes
  - Cord around the neck*.....  No  Yes
  - Abnormal color* .....  No  Yes
  - Abnormal tone* .....  No  Yes
  - Meconium* .....  No  Yes
  - Failure to thrive* .....  No  Yes
  - Jaundice* .....  No  Yes
  - Infection* .....  No  Yes

• **Developmental Milestones** (answer as best you can recall)

- Motor Development (sitting, crawling, walking).....  Normal  Fast  Slow
- Speech & Language .....  Normal  Fast  Slow
- Self-help skills (dressing, brushing, toileting, hygiene) .....  Normal  Fast  Slow

• **Childhood Home:**

Primary Residence as a child:  Single parent home  Two parent home  Other \_\_\_\_\_

Check all that describe your home environment as a child:

- Nurturing       Loving       Supportive
- Abusive       Critical       Stressful
- Rigid       Harsh discipline       Little discipline

Other applicable information: \_\_\_\_\_  
\_\_\_\_\_

**Medical History:**

- Who is your Internist or Family Doctor? \_\_\_\_\_
- When was your last physical examination? \_\_\_\_\_
- Current Medications (*include Over-the-counter meds, Vitamins, Herbs, or Supplements*)

None OR Please List:

Rx Name	Dosage	Frequency	Prescribing M.D.

• Do you have any drug allergies? .....  No       Yes (*please list*):

\_\_\_\_\_

• Do you have any current medical problems? .....  No       Yes (*please list*):

\_\_\_\_\_

• Please check & briefly describe if you have experienced any of the following conditions:

- Surgeries \_\_\_\_\_
- Chest pain
- Abnormal heart rate or rhythm
- High Blood Pressure
- Seizures/Convulsions
- Diabetes
- Head injury
- Arthritis/ Joint problems
- Frequent Headaches
- Thyroid disease
- Vision problems
- Significant accidents or injuries
- Heart attack
- Stroke
- Cancer
- Acid Reflux
- Kidney/ Bladder problems
- Fainting/ Dizziness
- Allergy/ Sinus problems
- High cholesterol
- Sexual problems

**Social History:**

• City of Residence: \_\_\_\_\_

• Now Living with:  Spouse     Children     Roommate     Other: \_\_\_\_\_

• Children in family:  N/A    OR

Names & Ages: \_\_\_\_\_

• Marital status:  Single  Separated  Divorced  Married (How long?) \_\_\_\_\_

• Have you ever experienced or witnessed any physical abuse, sexual abuse, or neglect?  
 No  Yes

If Yes, please briefly describe: \_\_\_\_\_

**Job History:**

Please list all previous & current full-time employment:

Position/ Job	Name of Employer	Dates of employment	Reason for leaving job

If currently employed, do you find satisfaction in your work?  No  Yes

**School History:**

• Highest grade level completed: \_\_\_\_\_ Name of last school attended: \_\_\_\_\_

Current Academic Performance: .....  Good  Fair  Poor  N/A

Past Academic Performance: .....  Good  Fair  Poor

Past Behavioral Performance: .....  Good  Fair  Poor

• Were you ever in any special education programs? .....  No  Yes (explain):  
\_\_\_\_\_

• Any known Learning Disabilities? .....  No  Yes

**Legal Problems:**

• Have you ever been arrested or had legal charges? .....  No  Yes (explain):  
\_\_\_\_\_

**Religious Beliefs:**

None  Jewish  Muslim  Hindu  Other \_\_\_\_\_

Christian (list denomination) \_\_\_\_\_

Actively involved in local church? .....  No  Yes

Pray regularly? .....  No  Yes

In your home, the practice of your faith is:  Not important  Somewhat important  Very important

**Thank You!!!**