

Schuyler Psychological Associates

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Welcome

We would like to welcome you to our practice and we are pleased to have you as a patient. We are providing you with the following information to help you understand how this office operates. Every effort will be made to treat you with courtesy and respect. Please read this information carefully and write down any questions that you might have so that you can discuss them with our staff.

General Information

For your convenience, you may download a map to our office from our website www.FresnoMentalHealth.com. Our office is located on the south side of Warner Avenue just past TGI Fridays Restaurant.

It is your responsibility to contact your insurance company to confirm that the doctor is on your insurance panel, acquire pre-authorization for treatment, and confirm benefits for “**Outpatient Mental Health**” services before your first appointment. Be sure to state that this is for “outpatient mental health” benefits; otherwise the insurance personnel may quote you the benefits for major medical services instead.

Please arrive **15 minutes** prior to the first appointment.

You must have your paperwork completely filled out prior to your arrival, along with your insurance card(s) and any other paperwork requested by our office. **YOU WILL NOT BE SEEN BY THE DOCTOR UNLESS ALL FORMS ARE COMPLETELY FILLED OUT PRIOR TO YOUR VISIT.**

Upon arrival at the office, always check in with the receptionist so that the doctor can be informed that you have arrived.

If you have any questions, please feel free to contact our office at 559 227-1977.

Emergencies

In the event of an emergency you should call "9-1-1" to access emergency medical services. Otherwise, free evaluations can be obtained at Community Behavioral Health Center, 7171 N. Cedar Ave, Fresno, California, (559) 449-4434. For children and adolescents, call the CCAIR unit at (559) 453-3860.

If you need to contact the doctor between sessions, please leave a message with the office and your call will be returned as soon as possible. **Calls made between 5:00 p.m. and 8:00 a.m. should be of an urgent or emergency nature only.** In the event that the doctor is unavailable due to illness, vacation, or other circumstances, emergency calls will be forwarded to the on-call doctor.

Financial Policy and Code of Conduct Policy

As your mental health provider, we are committed to providing you with the best possible care. In order to achieve this goal, we need your cooperation and your full understanding of our Financial Policy and our Code of Conduct Policy.

Payment is due at the time services are rendered: This office accepts cash, personal checks, Visa and MasterCard. Returned checks are subject to a service charge of \$25.00 and you may lose your privilege to write checks in our office. The patient/responsible party is responsible for payment of co-pays, coinsurance, deductibles and noncovered services at the time of service. For patients without insurance or with insurances that this office is not contracted with, payment is due in full at the time services rendered. **If you are not prepared to pay at the time of your appointment it may be necessary to reschedule your appointment.**

_____ Patient/Responsible Party Initials

For patients with insurance: As a courtesy, this office will bill your insurance, if proper insurance information is provided at the time of service. The patient/responsible party will be held responsible for providing their insurance information at every visit. If your insurance requires a referral or prior authorization, it is your responsibility to assure that one has been provided to our office prior to or at the time of your scheduled appointment. It is the patient/responsible party responsibility to verify you are receiving care from a contracted provider, as we are not a provider for every insurance carrier.

_____ Patient/Responsible Party Initials

Non-covered services: It is the patient/responsible party's responsibility to know their insurance plan benefits. All service charges not covered or denied by your insurance carrier are the responsibility of the patient/responsible party and payment will be due immediately or upon receipt of denial. It is the responsibility of the patient/responsible party to handle denials directly with their insurance carrier.

There are some services that are not covered by insurance that require the doctor's time and must be paid for at the time services are rendered. These include:

- Provide copies of patient records to other than treating physicians: \$25.00
- Fill out forms (other than insurance related forms): \$25.00 / 10 minutes
- Letters and additional reports: \$25.00 / 10 minutes
- Requested telephone contacts with other than with the patient/parents: \$25.00 / 10 minutes

_____ Patient/Responsible Party Initials

Medicare patients: This office will bill Medicare for you. If you have a secondary insurance, we will also bill the secondary insurance as a courtesy as well. All deductibles or payment for noncovered services are due at the time services are rendered.

_____ Patient/Responsible Party Initials

Missed appointments: In fairness to other patients and to the doctors, this office requires 24 hour notice for cancellation of appointments. **There will be a \$100.00 no show fee assessed to your account for missed appointments or in the event you do not provide 24 hour cancellation notice.**

_____ Patient/Responsible Party Initials

Past-due accounts: Accounts unpaid for more than 60 days will result in the prevention of scheduling any future non-emergency appointments until the account is paid in full or brought to a current status.

PATIENT AND BILLING DATA

Who referred you to this office? _____

PATIENT INFORMATION

Name: _____ Date of Birth: _____ Sex: M F
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Email: _____

What is the **patient's** relationship to the Responsible Party (Person who will pay the balance after insurance pays)?
 Self Daughter Son Granddaughter Grandson Other: _____

If the patient is a minor, where does the minor reside? Both Parents Mother Father
 Both Grandparents Grandfather Grandmother Guardian Other: _____

ACCOUNT RESPONSIBLE: (If other than the patient)

Both Parents Mother Father Both Grandparents Grandfather Grandmother
 Guardian Other: _____

Name: _____ Date of Birth: _____
Title (Please check one): Mr. Mrs. Ms. Other: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Email: _____

Primary Care Physician: _____
Phone: _____ Fax: _____
Address: _____
City: _____ State: _____ Zip Code: _____

In case of emergency, contact: _____
Relationship of emergency contact to the **patient:** _____
Phone numbers of emergency contact: _____

Is your condition work related? Yes No

If referred by an attorney or litigation is pending:

Attorney: _____
Phone: _____ Fax: _____
Address: _____
City: _____ State: _____ Zip Code: _____

PRIMARY INSURANCE COMPANY:

Company: _____ Attention: _____

Mailing Address (for mental health claims): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext: _____ Fax: _____

INSURED: (The person who is the policy holder) Same as Account Responsible

Name: _____ Date of Birth: _____

Title (Please check one): Mr. Mrs. Ms. Other: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Employer: _____ ID/SS#: _____

Group Claim #: _____ Group Name: _____

Patient's relationship to the insured: Self Daughter Son Granddaughter Grandson

Other: _____

SECONDAY INSURANCE COMPANY:

Company: _____ Attention: _____

Mailing Address (for mental health claims): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext: _____ Fax: _____

INSURED: (The person who is the policy holder) Same as Account Responsible

Name: _____ Date of Birth: _____

Title (Please check one): Mr. Mrs. Ms. Other: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Employer: _____ ID/SS#: _____

Group Claim #: _____ Group Name: _____

Patient's relationship to the insured: Self Daughter Son Granddaughter Grandson

Other: _____

RELEASE OF INFORMATION:

Patient Name: _____

I hereby provide authorization for Schuyler Psychological Associates, Inc. to exchange information regarding the medical and psychological condition, and drug and alcohol treatment of the patient named above with:

(Name of Patient's Personal Physician)

(Name of additional Individual or Agency)

(Name of additional Individual or Agency)

Signature: _____ Date: _____

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CONSENT FOR TREATMENT

I hereby provide consent for Schuyler Psychological Associates, Inc. to perform a psychological or neuropsychological evaluation, and/or provide treatment to myself or my dependent.

Signature: _____ Date: _____

CUSTODY ORDER VERIFICATION

Minor Patient Name: _____

In cases where the patient is a minor and the patient's parents are separated or divorced, or legal guardianship exists, we require that you specify the current Legal and Physical Custody status of your minor child.

Joint Legal Custody can be awarded separate from Joint Physical Custody. Joint Legal Custody means that either parent acting alone may consent to mental health treatment unless the order of Joint Legal Custody has language to the contrary. Orders specifically requiring shared medical decision making responsibilities (barring emergencies) will require the consent of both parents.

If you need help determining your rights to obtain and authorize mental health treatment for your child, please contact your legal representative.

Indicate below the legal and physical custody status of the minor child:

- Joint legal custody allowing either parent to consent to mental health treatment.
- Joint legal custody requiring both parents to consent to mental health treatment.
- Sole legal custody. (Name of person with legal custody: _____)
- Joint physical custody.
- Sole physical custody. (Name of person with physical custody: _____)
- There is **no record of any Custody Order** for this patient.

Your signature below certifies that you have provided correct and accurate information regarding your Custody Order and your ability to authorize mental health services for your minor child in the event of separation, divorce or legal guardianship.

Signature of Parent/Legal Guardian

Date

NOTICE OF PRIVACY PRACTICES

We are required by law to protect the privacy of health information that may reveal your identity, and to provide you with this Notice which provides a summary the health information privacy practices of Schuyler Psychological Associates, Inc. A full copy of our current Notice will always be posted in our reception area. You will also be able to obtain your own full copy at our website www.FresnoMentalHealth.com, by calling the office at (559) 227- 1977 or asking for one at any time.

WHAT HEALTH INFORMATION IS PROTECTED

We are committed to protecting the privacy of information we gather about you while providing health-related services. Some examples of protected health information are:

- information indicating that you are a patient or receiving treatment or other health-related services from us;
- information about your health condition (such as a disease you may have);
- information about health care products or services you have received or may receive in the future; or
- information about your health care benefits under an insurance plan;

when combined with:

- demographic information (such as your name, address, or insurance status);
- unique numbers that may identify you (such as your social security number, your phone number, or your driver's license number); or
- other types of information that may identify who you are.

REQUIREMENT FOR WRITTEN AUTHORIZATION

We will obtain your written authorization before using your health information or sharing it with others outside Schuyler Psychological Associates, Inc., except as we describe in this Notice. Uses and disclosures of health information that require your written authorization include: most uses and disclosures of psychotherapy notes, most uses and disclosures of protected health information for marketing purposes, and disclosures that constitute a sale of protected health information. Other uses and disclosures not described in this Notice or otherwise permitted by HIPAA will be made only with your written authorization. You may also initiate the transfer of your records to another person by completing a written authorization form. If you provide us with written authorization, you may revoke that written authorization at any time, except to the extent that we have already relied upon it. To revoke a written authorization, please write to Schuyler Psychological Associates, Inc. at 1130 E. Shaw Avenue, Suite 105, Fresno, CA 93710.

YOUR RIGHTS TO ACCESS AND CONTROL YOUR HEALTH INFORMATION

We want you to know that you have the following rights to access and control your health information.

1. Right To Inspect and Copy Records.
2. Right To Amend Records.
3. Right To an Accounting of Disclosures.
4. Right To Request Additional Privacy Protections.
5. Right To Request Confidential Communications.
6. Right To Have Someone Act On Your Behalf.
7. Right To Obtain a Copy of Notices.
8. Right To File A Complaint.
9. Right To Be Notified Following a Breach of Unsecured PHI.

By signing below, I acknowledge that I have been provided a summary of the Schuyler Psychological Associates, Inc. Notice of Privacy Practices, have been informed how I may obtain a full copy, and have therefore been advised of how health information about me may be used and disclosed by Schuyler Psychological Associates, Inc. and how I may obtain access to and control this information.

Signature of Patient or Personal Representative

Print Name of Patient or Personal Representative

Date

Description of Personal Representative's Authority