

Greater Learning, LP
April Smith, M.A., CCC
3201 Cherry Ridge, Suite C-323 San Antonio, TX 78230
(210) 349-1415 Office (210) 349-1417 Fax

Today's Date _____

PATIENT INFORMATION:

Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Patient Cell Phone: _____

School: _____ Grade: _____

Principal: _____ Teacher: _____

PERSON RESPONSIBLE FOR BILLING

Name: _____ Relationship: _____

Birthdate: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Ph: _____ Work Ph: _____ Cell Ph: _____

Email: _____

Sex: Male: _____ Female: _____

Employer: _____

Occupation: _____

EMERGENCY CONTACT:

Name: _____ Relationship: _____ Ph: _____

Name: _____ Date: _____

I. STATEMENT OF THE PROBLEM:

Has your child had any recent therapies? Yes ___ No ___ Please list therapies and dates:

II. MEDICAL HISTORY:

List any current medical concerns or recent illnesses: _____

III. MEDICATIONS:

Is your child taking any medication? Yes ___ No ___ Please list medications:

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CHILD/ADOLESCENT CONSENT FORM

CONSENT FOR TREATMENT

I, _____, acting on behalf of _____
give permission to Greater Learning, LP, to provide evaluations, treatment, and
consultative services to the above mentioned patient. I understand treatment will
consist of services outlined in the plan of care. I further understand that these
services and treatment options will be explained at the initial evaluation and each
time the plan of care is updated.

MEDICAL RECORDS RELEASE

I, the undersigned parent/guardian, authorize Greater Learning, LP to
release/request professionally necessary information to the individuals,
institutions, and agencies listed below.

I understand Greater Learning, LP will not share information regarding the above
mentioned patient with any individuals not listed on this form and all medical
records, treatment notes, and other individually identifiable health information will
be kept properly confidential.

FINANCIAL RESPONSIBILITY

I understand I am financially responsible for all charges for medical services
rendered on my behalf, including those not paid or reimbursed by my insurance
company. I am aware my insurance carrier may deny payment for the services
rendered. Therefore, if payment is denied, I agree to be personally liable and fully
responsible for such payment.

Insurance benefits are checked at initial intake to determine if there are any
exclusions, deductibles, pre-existing clauses, or additional requirements on the
policy when coverage for therapy is available. The information shared with me by
the office is a courtesy and not a guarantee of coverage.

Patient Name: _____

Date: _____

CHARGES FOR SERVICES RENDERED

I understand all co-payments, deductibles, or charges for non-covered services will be collected at the time of check-in. Accepted forms of payment at the Cherry Ridge office are: cash, check, Visa, MasterCard, and Debit Card. If seen at another location it is recommended to have a credit card on file so payment can be made conveniently and collected the day of or after each visit.

CANCELLATION POLICY

I understand that cancellations made less than 24 hours in advance are billed at the rate of the service, except for emergency situations or illness. A 24 hour answering service is available and will forward a message if calling after normal business hours. I understand that a charge for a missed session will not be billed to my insurance and is my responsibility.

ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY PRACTICES

Greater Learning, LP, has provided me with a Notice of Privacy Practices. I have read and understand the rules and regulations, and my rights as a patient under the Health Insurance Portability and Accountability Act (HIPAA).

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Office Personnel: _____ **Date:** _____

GREATER LEARNING, LP
3201 CHERRY RIDGE, STE C-323
SAN ANTONIO, TX 78230
(210) 349-1415 Office (210) 349-1417

Privacy Officer: April Smith, M.A., CCC

Effective Date: April 1, 2003

NOTICE OF PRIVACY PRACTICES

This Notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

We care about our patients' privacy and strive to protect the confidentiality of your medical information at this practice. New federal legislation requires that we issue this official notice of our privacy practice. You have the right to the confidentiality of your medical information, and this practice is required by law to maintain the privacy of that protected health information. This practice is required to abide by the terms of the Notice of Privacy Practices currently in effect, and to provide notice of its legal duties and privacy practices with respect to protected health information. If you have any questions about this Notice, please contact the Privacy Officer at this practice.

Who Will Follow This Notice. Any health care professional authorized to enter information into your medical record, all employees, staff and other personnel at this practice who may need access to your information must abide by this Notice. All subsidiaries, business associates (e.g. a billing service), sites and locations of this practice may share medical information with each other for treatment, payment purposes or health care operations described in this Notice. Except where treatment is involved, only the minimum necessary information needed to accomplish the task will be shared.

How We May Use and Disclose Medical Information About You. The following categories describe different ways that we may use and disclose medical information without your specific consent or authorization. Examples are provided for each category of use or disclosures. Not every possible use or disclosure in a category is related.

For Treatment. Treatment involves such activities as performing an assessment, developing a treatment plan for you or providing group or individual therapy. Example: The attending therapist or supervisor will record information in your record regarding your diagnosis and condition, what types of treatment you are to receive and progress on said goals. All staff involved in your treatment are able to read these entries, and to make entries of their own that other staff may read.

For Payment. We may use and disclose medical information about you so that the treatment and services you receive from us may be billed and payment may be collected from you, an insurance company or a third party. Example: We may need to send your protected health information, such as your name, address, office visit date, and codes identifying your diagnosis and treatment to your insurance company for payment.

For Health Care Operations. We may use and disclose medical information about you for health care operations to assure that you receive quality care. Example: We may use medical information to review our treatment and services and evaluate the performance of our staff in caring for you.

Other Uses or Disclosures That Can Be Made Without Consent or Authorization

- As required during an investigation by law enforcement agencies
- To avert a serious threat to public health or safety
- As required by military command authorities for their medical records
- To workers' compensation or similar programs for processing of claims
- In response to a legal proceeding
- To a coroner or medical examiner for identification of a body
- If an inmate, to the correctional institution or law enforcement official
- As required by the US Food and Drug Administration (FDA)
- Other healthcare providers' treatment activities
- Other covered entities' and providers' payment activities
- Other covered entities' healthcare operations activities (to the extent permitted under HIPAA)
- Uses and disclosures required by law
- Uses and disclosures in domestic violence or neglect situations
- Health oversight activities
- Other public health activities

Uses and Disclosures of Protected Health Information Requiring Your Written Authorization. Other uses and disclosures of medical information not covered by this Notice or the laws that apply to us will be made only with your written authorization. If you give us authorization to use or disclose medical information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will thereafter no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your authorization, and that we are required to retain our records of the care we provided you.

Your Individual Rights Regarding Your Medical Information

Complaints. If you believe your privacy rights have been violated, you may file a complaint with the Privacy Officer at this practice or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized or discriminated against for filing a complaint.

Right to Request Restrictions. You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations or to someone who is involved in your care or the payment for your care. We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. To request restrictions, you must submit your request in writing to the Privacy Officer at this practice. In your request, you must tell us what information you want to limit.

Right to Request Confidential Communications. You have the right to request how we should send communications to you about medical matters, and where you would like those communications sent. To request confidential communications, you must make your request to the privacy officer of this practice. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted. We reserve the right to deny a request if it imposes an unreasonable burden on the practice.

Right to Inspect and Copy. You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually this includes medical and billing records but does not include psychotherapy notes, information compiled for use in a civil, criminal, or administrative action or proceeding, and protected health information to which access is prohibited by law. To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to the Privacy Officer at this practice. If you request a copy of the information, we reserve the right to charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health care professional chosen by this practice will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

Right to Amend. If you feel that the medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept. To request an amendment, your request must be made in writing and submitted to the Privacy Officer at this practice. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if the information was not created by us, is not part of the medical information kept at this practice, is not part of the information which you would be permitted to inspect and copy, or which we deem to be accurate and complete. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Statements of disagreement and any corresponding rebuttals will be kept on file and sent out with any future authorized requests for information pertaining to the appropriate portion of your record.

Right to an Accounting of Non-Standard Disclosures. You have the right to request a list of the disclosures we made of medical information about you. To request this list, you must submit your request to the Privacy Officer at this practice. Your request must state the time period for which you want to receive a list of disclosures that is no longer than six years, and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (example: on paper or electronically). The first list you request within a 12 month period will be free. For additional lists, we reserve the right to charge you for the cost of providing the list.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this Notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy. To obtain a paper copy of the current Notice, please request one in writing from the Privacy Officer at this practice.

Changes to This Notice. We reserve the right to change this Notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice, with the effective date in the upper right corner of the first page.

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**Electronic Communications
and
Social Media Policy**

This document outlines the policies of Greater Learning, LP as they relate to electronic communication and the use of social media.

Email:

While we recognize that email has become an alternate method of communication we want you to understand the risk involved in communicating sensitive Protected Health Information (PHI) via email/internet. Emails received from Greater learning, LP may or may not be encrypted. Also note emails are retained in the logs of your and our internet service providers. While Greater Learning, LP maintains a Business Agreement in compliance with HIPPA with our internet service provider, we do not maintain one with your internet service provider. While it is unlikely someone will be looking at these logs, they are in theory, available to be read by system administrator(s) of the internet service provider. You should also know that any emails received from you and any responses sent to you become part of your/the patient's medical record.

Text Messages:

Text messaging, like email, has become a convenient method of communication. If you choose to utilize text messaging with your therapist we request these be limited specifically to appointment times or scheduling. Text messaging is not appropriate to discuss patient care/progress and should be avoided. Please note therapists will not communicate patient information of this nature via text messaging. Text messages, just like other forms of communication regarding patient care, become part of the patient's medical record.

Facebook:

Greater Learning, LP maintains a Facebook Page for patients, family members and the community to access information. We encourage you to "Like" Greater Learning as we often post information and resources you may find helpful.

Greater Learning therapists will not accept friend requests from current or former clients on social network sites (Facebook, LinkedIn). Adding patients as friends or contacts on these sites can compromise your confidentiality and our respective privacy.

Conclusion:

Greater Learning, LP appreciates the opportunity to continue to provide services to you, and recognizes the importance of maintaining quality service and not compromising our respective privacy. I am available if you have any questions or concerns about any of these policies and/or procedures and I may be reached at the office at 210-349-1415.

*April Smith, M.A. CCC-SLP
Managing Partner*

Email Acknowledgement and Consent Form

The purpose of this form is to obtain your consent to communicate with you by email for appointment reminders and other healthcare communications containing protected healthcare information (PHI).

Patients in our practice may be contacted via e-mail to remind you of an appointment, to obtain feedback on your experience with our healthcare team, and to provide health reminders or information.

Greater Learning offers patients the opportunity to communicate by email. Transmitting patient information by email has possible risks that should be considered before granting consent to use email for these purposes. Email communication may not always be encrypted or secure. There may be a possibility that the information you include in an email can be intercepted, altered, forwarded, or used without authorization or detection.

Greater Learning will use reasonable means to protect the security and confidentiality of email information sent and received. However, Greater Learning cannot guarantee the security and confidentiality of email communication and will not be liable for inadvertent disclosure of confidential information.

Patient's Acknowledgement and Agreement

I acknowledge the receipt of Greater Learning's Electronic Communication and Social Media Policy. I agree and consent that Greater Learning may communicate with me by email regarding appointment reminders and other healthcare communications containing PHI. I acknowledge that I have read and fully understand this consent form. I understand the risks associated with communication of email between Greater Learning and/or its employees and me, and consent to the conditions outlined herein. Any questions that I may have had were answered.

I DO NOT consent to the use of email in communicating with me regarding appointment reminders and other healthcare communications containing PHI.

Patient Name: _____ Date of Birth: _____

Patient/Parent/Guardian Signature: _____

Printed Name: _____ Date: _____

Preferred Email Address(es): _____

Submit Patient Paperwork