

Psychology Specialists

175 S. Main Street, Canton 61520

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Diagnosis: _____

Patient Information

Patient Name _____ Sex: M F

Street Address _____ Marital Status (circle one) M S D W

City _____ Birth Date _____

State _____ Zip _____ Patient SS# _____

Home Phone(____) _____
Work Phone(____) _____
Cell Phone(____) _____

Employed: Yes - FT PT
 No - Retired Disabled Not Emp

Referring Physician _____ Employer Name _____

Referring Physician Phone: _____ Student: Yes No

Does your insurance require a Preauthorization? Yes No

School Name _____
If so, What is your Authorization #? _____ Number of Sessions _____ Date: _____

Billing Information Is this a Work Related injury? Yes No Auto/Liability Claim? Yes No

If **yes to either**, please ask your provider for a worker's comp/accident form to fill out and we would be happy to bill them. Please note, if we do not have this information, you will be responsible for the session.

INSURANCE Information: A copy of all insurance cards (front and back) is needed:

Primary Insurance _____ ID# _____ Group # _____

Secondary Insurance _____ ID# _____ Group # _____

If Insurance Policyholder is NOT the patient, please provide the following on the policyholder:

Primary Policyholder's

Full name _____ SS# _____

Address _____ Birth Date _____

City _____ State _____ Zip _____ Relationship to patient _____

Phone(____) _____ Employer _____

Work Phone(____) _____ Full Time Part Time

Secondary Policyholder's

Full name _____ SS# _____

Address _____ Birth Date _____

City _____ State _____ Zip _____ Relationship to patient _____

Phone(____) _____ Employer _____

Work Phone(____) _____ Full Time Part Time

Patient Financial Policy for Psychology Specialists

Patient's Name: _____ Date of Birth: _____
(Please Print)

Commercial Insurance Carriers: We bill insurance carriers for you if the proper paperwork is provided to us. Please complete the Patient Information Sheet provided to you. You are required to present a valid insurance card at the time of service. If your insurance has changed it is your responsibility to inform your provider and present a new insurance card.

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

Medicaid: The State of Illinois only allows patients to see doctors in the state supported facility unless they are willing to pay out of pocket for their sessions. Please let your provider know if you have Medicaid and ask them to fill out the Medicaid form for your visits.

Assignment of Insurance Benefit: In Consideration of services rendered by Psychology Specialists, I hereby assign, transfer and set over to Psychology Specialists all of my rights, title and interest to healthcare reimbursement. In the event that payment is received from more than one source causing overpayment for this period of service, I authorize application for the overpayment to any unpaid pain management bill for which I am responsible. I further agree to pay the account in full within 30 days from the date of billing unless satisfactory arrangements are made with the Office Manager of Psychology Specialists. Should the account be referred to any attorney or collection agency for collection, I agree to pay the agency fee or the attorney fee of thirty-three percent of the balance referred.

I hereby authorize Psychology Specialists to release to any insurance carrier coded diagnostic and procedural information necessary for the completion of my claim for payment purposes, as each entity has a separate billing department. I authorize Psychology Specialists to discuss details of my treatment with my insurance carrier and/or designated review agent. This assignment shall be valid for all future treatments related to this healthcare condition.

Attendance and Cancellation Policy: In order for Psychology Specialists to provide timely service to all patients, we have implemented the following attendance and cancellation policy.

Effective May 1, 2008, a \$50.00 fee will be assessed to any patient who fails to give timely cancellation of their appointment. A \$50.00 fee will be assessed to any patient who cancels an appointment with less than 24-hour notification. These fees cannot be billed to your insurance and will be billed to you directly.

Thank you for your understanding and assistance.

Methods of Payment: Credit Card, Cash, Personal Checks and Money Orders. There will be a \$25 NSF charge for any returned checks.

The patient/guarantor is ultimately responsible for all fees for services. I have read, understood and agreed to the above financial policy for payments of professional fees.

Signature of Patient

Date

Signature of Insured or Guarantor (if patient is under 18)

Date

Signature of Witness

Date

Authorization for Release of Information

PLEASE PRINT OR TYPE:

Authorization is given to:

Psychology Specialists

To Release to and Exchange with:

Information on:

Patient Name

Patient Date of Birth

For the purpose of continuity of care/exchange of information, I authorize the release of any and all medical records regarding my treatment including:

- Face Sheet
- Discharge Summary
- History & Physical
- Consultation
- Laboratory
- X-ray
- Medical record
- Admission Record
- Social History
- Psychological Evaluation
- Summary of Care
- Treatment Plan
- Progress Notes
- All Information Regarding Treatment
- Other _____

I understand that I have the right to read and/or copy the information to be disclosed for the required fee. I also understand that I have the right to revoke this consent by written statement at any time; otherwise it will automatically expire one year from the date of authorization. Information released prior to any revocation is not affected. I understand that the consequences of refusing to sign this form are: Information will not be released.

Signature of Patient or Legal Representative

Date

If not signed by the patient, specify relationship to recipient

Date

Witness

Date

Signature Verified by: _____ Witnessed _____ Comparison

Recipient I.D. Verified by: _____ Driver's License # _____ Other

Date Released: _____

Released by: _____

NOTICE TO RECEIVING AGENCY/PERSON: Under the provision of the Illinois Mental Health and Development Disabilities Confidentiality Act, you may not re-disclose any of this information unless the person who consented to this disclosure specifically consents to such re-disclosure.