

The Center for ADHD, Inc.

R. Timothy Brown, MD
Stacey Boudoin, APRN, PMHNP-BC
Desiree' Norman, PMHNP-BC, MSN, CCRN
635 Lafitte Street, Suite B
Mandeville, LA 70448
Phone (985) 624-5305
Fax (985) 624-8643
centerforadhd@bellsouth.net

Consent to Evaluate and Treat

Date: _____

Patient: _____ Age: _____ Date of Birth _____

Female _____ Male _____ Black _____ Hispanic _____ White _____ Other _____

Address: _____

City, State, Zip Code: _____

Home Phone: _____ Work/Cell: _____

Person(s) Responsible for Payment: _____

Address (if different from patient) _____

City, State, Zip Code: _____

Home Phone: _____ Work/Cell: _____

I authorize the Center for ADHD, Inc. to evaluate and treat _____.

Relationship to Patient: _____

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

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Financial Policy Agreement

We believe that everyone benefits when there is a clear and definite understanding of our financial policy prior to treatment.

1. **PATIENTS WITHOUT INSURANCE**: All patients without insurance are required to pay in full for the service rendered at the time of the appointment.
2. **ALL PATIENTS WITH MANAGED CARE PLANS**: It is your responsibility to know and understand your managed care plan. Generally, these plans require payment of deductible and/or copayments. Patients are required to pay for services according to their insurance contract at the time of service.
3. **ALL PATIENTS WITH INSURANCE**: If our office is contracted with your primary insurance company, we will file your primary insurance claims if you provide us with the proper information along with a copy of your current insurance card. In the event your insurance overpays, we will refund the overpayments to you promptly upon written request. Otherwise, overpayments will be credited to your account for future services. If your insurance company does not pay within **60** days, you are responsible for the remaining balance and you will be billed accordingly.
4. **CANCELLATION POLICY**: There is a \$125 charge for failed appointments/late cancellations of appointments when less than a **24 hour** notice is given by the patients. There is an answering machine for after-hour needs. You will be charged the full fee for the service which would have been rendered. **Reminder calls/texts to our patients are offered as a courtesy.**
5. **QUESTIONS**: You are encouraged to call our office if there are any questions about this information. If at any time during treatment of the patient, financial problems arise, you are encouraged to speak with our office.
6. Payment for services rendered may be made by check, cash or credit card (Master Card or Visa)

I have read and agree with the terms of this agreement.

Responsible Party Signature: _____ Date: _____

ASSIGNMENT OF BENEFITS

I authorize payments of insurance benefits to Center for ADHD, Inc. for all services rendered.

Responsible Party Signature: _____ Date: _____

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CREDIT CARD CONSENT POLICY FORM

I, the undersigned authorize The Center for ADHD, Inc. to keep my signature on file and to charge my credit/debit card account as indicated below:

_____ Visa _____ Mastercard

A charge to the credit/debit card will ONLY be made under the following circumstances:

1. Missed appointments
2. Cancellations made less than 24 hours from the time of scheduled appointment
3. Any claims that are denied secondary to insurance not being in effect at the time of service.
4. Any claim that is applied toward a deductible
5. Any claim that is denied secondary to failure on the part of the patient/patient's responsible party to obtain proper authorization or referral and/or failure to complete forms required by insurance company needed to process claim
6. Any claim that becomes more than 120 days past due after proper filing and at least 1 refilling by this office

There will be a \$125 fee for any non-cancelled appointment.

I, the undersigned understand that this form will be valid for the duration of my treatment with this office UNLESS I cancel through written notice to The Center for ADHD, Inc., 635 Lafitte Street Ste. B Mandeville, Louisiana 70448.

Patient Name

Cardholder Name

Cardholder billing address

Credit Card Number

Mo. ____ Yr. ____
Expiration Date

Cardholder Signature

Date

The Center for ADHD, Inc.

We value you as a patient of my practice and are committed to providing safe and effective mental health services to you. We want to make sure that you are aware of your rights and responsibilities as a patient. We believe that by doing so, you will be able to best work with me and the office staff in your treatment.

AS A PATIENT, YOU HAVE THE RIGHT TO:

- **Considerate and courteous care** by the office staff and physician.
- **Privacy and confidentiality** about your care, treatment and records.
- **Respect for your time** – be greeted upon arrival & kept informed regarding the approximate waiting time.
- **A Safe and comfortable environment** for your care.
- **Complete and current information** regarding your diagnosis, treatment and prognosis; the nature and purpose of tests, prescribed therapy and/or medications, and potential adverse effects associated with the treatment plan.
- **Clear instructions** concerning the need for follow-up visits, referral to other mental health professionals, or additional measures necessary to achieve the desired outcome for your diagnosis.
- **Accept or refuse** any/all of the treatment plan after receiving a complete explanation.
- **Additional professional opinion(s)** on any diagnosis or recommended treatment plan.
- **A copy of medical records** pertaining to your treatment after payment of reasonable copying fees and account balances, if any.
- **Information about your account**, the amount and purposes of charges and our policies regarding payment of charges as well as procedures for resolving conflicts in the settlement of the account.

AS A PATIENT, YOU HAVE THE RESPONSIBILITY TO:

- **Provide correct, complete information** about your health.
- **Follow the treatment plan** ordered by your physician, unless you notify him of concerns.
- **Consider the rights of other** patients and office personnel.
- **Follow office rules and regulations** that apply to patient conduct.
- **Take responsibility for your actions** if you refuse treatment or do not follow your physician's instructions.
- **Meet the financial obligations** for your care as soon as possible.
- **Call the office if unable to keep scheduled appointments** and arrive on time for scheduled appointment.

We want to make sure that you are satisfied with the care you receive from your physician and office staff. If you have questions or concerns, you may speak with the office staff or physician.

I acknowledge that I have read and understand this Notice of Privacy Practices.

Patient's Name: _____ **DOB:** _____

Signature of Patient: _____ **Date:** _____

If patient is a minor, Parent/Guardian: _____

The Center for ADHD, Inc.

ACKNOWLEDGE OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

Patient's Name: _____ **DOB:** _____

Signature of Patient

Date

IF PATIENT IS A MINOR

Signature of parent/guardian

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In order to bill your insurance, please provide us with the following information. Even if we are not a contracted provider for your plan, we may still need the information if medication authorizations are required.

Please provide the following information

Patient Name _____

Patient Address _____

Date of Birth _____ Social Security Number _____

Primary Insurance Co _____

Policy Number _____

Group Number _____

Primary Insurance Phone No _____

Subscriber's Name _____

Date of Birth _____ Social Security Number _____

Subscriber's Relationship to Patient _____

Secondary Insurance Co _____

Policy Number _____

Group Number _____

Secondary Insurance Phone No _____

Subscriber's Name _____

Date of Birth _____ Social Security Number _____

Subscriber's Relationship to Patient _____