

*Florida Psychiatry Associates*

1555 NW St. Lucie West Blvd., Suite 201, Port St. Lucie, FL. 34986 | Phone 772-878-7216 | FAX 772-878-7218 | www.flpsychiatry.com

**Acknowledgment of Receipt of Notice of Privacy Practices**

I have received a copy of Florida Psychiatry Associates (FPA) Notice of Privacy of Practices which describes how my health information is used and shared. FPA reserves the right to change this Notice at any time. I may obtain a current copy by contacting the facility or by visiting the FPA website at www.flpsychiatry.com

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print)

Signature of patient or authorized representative\* \_\_\_\_\_

Name of authorized representative (if applicable) \_\_\_\_\_  
(print)

- \*Authorized representatives include: 1) Legal Guardian
- 2) Health Care Power of Attorney
- 3) Executor of Estate

For Facility Use Only: Complete the section below if unable to obtain a signature.

1. If the patient or authorized representative is unable or unwilling to sign this *Acknowledgment*, or the *Acknowledgment* is not signed for any other reason, state the reason:

\_\_\_\_\_  
\_\_\_\_\_

2. Describe the steps taken to obtain the signatures on the *Acknowledgment*:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed name of Patient

\_\_\_\_\_  
Signature of Patient, Guardian or POA Representative

\_\_\_\_\_  
Date



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## NEW PATIENT HEALTH INFORMATION

All information is subject to the Consent to Release PHI and the FPA Notice of Privacy Practices

### PATIENT INFORMATION

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street Address City State Zip

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight \_\_\_\_\_ Social Security #: \_\_\_\_\_  
M/F

Circle one: Single / Married / Separated / Divorced / Widowed

### CONTACT INFORMATION: (Please circle preferred method of contact for appointment confirmation.)

Do you authorize us to leave a message on your voice mail / answering machine? Check one; \_\_\_ Yes, \_\_\_ No

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

INSURANCE INFORMATION: If same as patient check this box  then skip to Emergency Contact

Name: \_\_\_\_\_  
Last First Middle I.

Address: \_\_\_\_\_ Social #: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_\_ Patient Relationship to Insured \_\_\_\_\_  
mm/dd/yyyy Self, Spouse, Child, Other

Primary Insurance: \_\_\_\_\_ Policy # \_\_\_\_\_

Group # \_\_\_\_\_ Effective Date: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Policy # \_\_\_\_\_

Group # \_\_\_\_\_ Effective Date: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

Contact Name: \_\_\_\_\_ Number: \_\_\_\_\_

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

### PREFERRED PHARMACY:

Pharmacy: \_\_\_\_\_ Phone: \_\_\_\_\_

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**PRIMARY CARE PHYSICIAN:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

**REASON FOR EVALUATION TODAY:** \_\_\_\_\_

**WHO REFERRED YOU HERE?** \_\_\_\_\_

**WE APPRECIATE THE OPPORTUNITY TO SERVE YOU.**

I AUTHORIZE THE RELEASE AND DISCLOSURE OF ANY OR ALL OF MY MEDICAL AND TREATMENT RECORDS OR REPORTS TO ANY OTHER HEALTH CARE PROVIDER WHO MAY BE OF ASSISTANCE IN THE OPINION OF FPA PROVIDERS I ALLOW FAX TRANSMITTAL OF MY MEDICAL RECORDS, IF NECESSARY. A PHOTOCOPY OF THIS ASSIGNMENT SHALL BE CONSIDERED AS EFFECTIVE AND VALID AS THE ORIGINAL.

I ACKNOWLEDGE FULL FINANCIAL RESPONSIBILITY FOR SERVICES RENDERED BY FPA. I UNDERSTAND PAYMENT IS DUE AT THE TIME OF SERVICE. I AGREE TO PAY ALL REASONABLE ATTORNEY FEES AND COLLECTION COSTS IN THE EVENT OF DEFAULT OF PAYMENT OF MY CHARGES.

I FURTHER UNDERSTAND IF I DO NOT SHOW UP, OR CALL LESS THAN 24 HOURS BEFORE AN APPOINTMENT TO CANCEL OR RESCHEDULE, I WILL BE CHARGED A \$100 FEE FOR INITIAL APPOINTMENTS OR A \$50 FEE FOR FOLLOW-UP VISITS. **NOTE: THIS FEE IS NOT COVERED BY ANY INSURANCE AND IS BILLED DIRECTLY TO PATIENTS.**

I HAVE READ AND FULLY UNDERSTAND THE ABOVE CONSENT FOR TREATMENT, FINANCIAL RESPONSIBILITY, NO CALL-NO SHOW FEE AND RELEASE OF MEDICAL INFORMATION. THIS AUTHORIZATION IS VALID UNTIL RESCINDED IN WRITING. I UNDERSTAND THAT PROVIDING FALSE INFORMATION IS CAUSE FOR TERMINATION.

I AUTHORIZE MEDICAL TREATMENT BY FPA.

\_\_\_\_\_  
Printed name of Patient

\_\_\_\_\_  
Signature of Patient, Guardian or POA Representative

\_\_\_\_\_  
Date

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## OFFICE POLICIES

### MEDICATION POLICY:

**If you experience a psychiatric emergency, call 911 or go to the nearest emergency room for urgent treatment.**

If you have medication issues, please make an appointment to allow your provider to give you the care and attention you deserve.

**Medication refills will not be issued by phone.** During visits, tell your Provider about any refills needed before your next visit. By law, controlled substance prescriptions require follow up appointments every 3 months and must be submitted electronically.

**Replacement medications will not be issued before the date they were due to run out.** You must safeguard your medications.

**We expect you to gradually wean yourself off addictive benzodiazepine medications such as Xanax, Ativan, Valium, etc.**

We care about your overall health and longevity. We encourage you to acquire other healthier coping skills for chronic anxiety.

**E-FORCSE®** The law requires us to use the Florida Prescription Drug Monitoring Program to reduce drug abuse and diversion.

### PHONE POLICY

To uphold the quality of care and in fairness to all, Providers cannot interrupt appointments to take phone calls. If you feel you must speak with your Provider, please make an appointment. Thank you for understanding. We take pride in answering your call in person whenever possible. However, when all three lines are busy, calls are routed to our staff member's voicemail, if this happens to you...

#### **FOLLOW THESE 3 SIMPLE STEPS:**

1. Do not call more than once per day for the same issue. Doing so only adds more delay in returning your call.
2. Keep your message as brief as possible (name, number and reason for call)
3. Allow up to 24 hours for a return call, especially if you call late in the day.

Please ensure that we can reach you by checking that your personal voicemail box is not full.

Help us reduce our call volume and improve your ability to reach us by requesting appointment reminders via text message.

NOTE: Abusive, threatening or incessant calling is cause for termination. Threats are reported to appropriate authorities.

### NO CALL / NO SHOW POLICY AND FEES:

**FPA providers are seen by appointment only.** To provide the best possible service, we require 24-hour notice to cancel or reschedule appointments. Broken appointments may require you to prepay to reschedule. Initial appointments with our office require a \$100 deposit. If you no-show or cancel less than 24 hours before your initial appointment the deposit will be applied to a \$100 no-show fee. For return visit appointments, a \$50 no-show fee will apply. **Note: Insurance companies do not reimburse for these fees.**

### SCHEDULING, PAYMENT, INSURANCE, TERMINATION, OTHER POLICIES AND FEES:

**Scheduling appointments:** Our office is open Monday through Friday from 8 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m.

Initial appointments are for evaluation purposes only. We make every effort to schedule your appointment as soon as possible.

**Payment policy:** Payment of all applicable charges is due when service is rendered. If not, your appointment will be rescheduled. For your convenience, we accept major credit cards, cash and personal checks. We do not accept post dated checks. There is a \$50 fee for checks returned for insufficient funds. We reserve the right to charge a service fee of \$50 on unpaid balances after 60 days.

**Insurance:** FPA is an "in network" provider for Aetna, Blue Cross Blue Shield, Cigna, Tricare Standard. We accept out-of-network benefits from most other plans and we furnish proof of treatment for your reimbursement upon request.

**Termination Policy:** It is the policy of this practice to establish and maintain a cooperative trust based provider/patient relationship. Should the relationship, trust or mutual goals of the provider and patient not be realized, either party may terminate the relationship within the bounds of applicable state and federal laws, rules and regulations.

**Inactive Patient:** Any patient not seen by an FPA Provider within the previous 18 months is inactive and will be terminated.

**FMLA, Legal paperwork charges and limitations:** Cost is \$50 per page in advance.

**We do not process long-term disability applications nor provide letters of endorsement for emotional support animals.**  
**Use of recording devices in the office is prohibited unless approved in advance in writing.**

**By my signature below, I acknowledge that I have read and agree to abide by the FPA Office Policies stated above.**

Printed name of Patient

Signature of Patient, Guardian or POA Representative

Date