

**Florida Psychiatry Associates, LLC (FPA)**

260 NW Peacock Blvd Suite 102, Port St. Lucie, FL 34986  
Phone 772-878-7216 – Fax 772-878-7218 – [www.flpsychiatry.com](http://www.flpsychiatry.com)

**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

Do you authorize us to send SMS text messages to your phone? Check one; \_\_\_\_ Yes, \_\_\_\_ No

Do you authorize us to send you e-mail messages? Check one; \_\_\_\_ Yes, \_\_\_\_ No

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

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

<b>If patient is a minor, who is patient's parent or legal guardian authorized to consent on their behalf?</b>				
Name: _____			Date of Birth: _____	
Last	First	Middle Initial		
Address: _____				
Street Address		City	State	Zip
<b>Preferred Phone:</b> _____			<b>Email:</b> _____	
<b>Relation to patient:</b> _____				

**Florida Psychiatry Associates, LLC (FPA)**

260 NW Peacock Blvd Suite 102, Port St. Lucie, FL 34986

Phone 772-878-7216 – Fax 772-878-7218 – [www.flpsychiatry.com](http://www.flpsychiatry.com)

**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: \_\_\_\_\_

**PHARMACY:**

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

Address: \_\_\_\_\_

**PRIMARY CARE PHYSICIAN:**

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

Address: \_\_\_\_\_

Street

City

State

Zip

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

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

**Florida Psychiatry Associates, LLC (FPA)**

260 NW Peacock Blvd Suite 102, Port St. Lucie, FL 34986  
Phone 772-878-7216 – Fax 772-878-7218 – [www.flpsychiatry.com](http://www.flpsychiatry.com)

**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.

Name of Patient \_\_\_\_\_

Name of legal guardian/POA (If Patient is a minor) \_\_\_\_\_

\_\_\_\_\_  
Signature of Patient, Legal Guardian/POA

Date \_\_\_\_\_

**Florida Psychiatry Associates, LLC (FPA)**

260 NW Peacock Blvd Suite 102, Port St. Lucie, FL 34986

Phone 772-878-7216 – Fax 772-878-7218 – [www.flpsychiatry.com](http://www.flpsychiatry.com)

**Acknowledgement 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](http://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

**Below is 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 Staff Member    Date**

## Florida Psychiatry Associates, LLC (FPA)

260 NW Peacock Blvd Suite 102, Port St. Lucie, FL 34986  
 Phone 772-878-7216 – Fax 772-878-7218 – [www.flpsychiatry.com](http://www.flpsychiatry.com)

### AUTHORIZATION TO DISCLOSE OR OBTAIN HEALTH INFORMATION

I, the undersigned patient or legal representative, hereby authorize the use and disclosure of my health information including, if applicable, information relating to the diagnosis or treatment of mental illness, drug and/or alcohol abuse and HIV related information.

**Patient Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

<p>FILL OUT FOR FPA TO <b><u>DISCLOSE</u></b> INFO:</p> <p>I authorize Florida Psychiatry Associates to disclose my health information to:</p> <p>Name: _____</p> <p>Facility: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Fax: _____</p>	<p>FILL OUT FOR FPA TO <b><u>OBTAIN</u></b> INFO:</p> <p style="text-align: center;">I authorize:</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p style="text-align: center;">to disclose my health information to:</p> <p style="text-align: center;">Florida Psychiatry Associates, LLC                  260 NW Peacock Blvd, Ste. 102                  Port St. Lucie, FL 34986                  Phone: 772-878-7216 Fax: 772-878-7218</p>
---	---

**Method of Disclosure:**  Mail  Fax  Verbal  Pick up  Email

**Dates of service** (if applicable): \_\_\_\_\_

**Type(s) of information to be used or disclosed include:**

- Psychiatric evaluation and follow up notes  Psychiatric Intake and Evaluation  Lab Reports/EKG  
 Neuropsych Testing  Urgent Care / ER Dept. Records  Discharge Summary  Complete Record

\* **The parent or legal guardian must sign the authorization if the patient is a minor (under age 18) or has a legal guardian.**  
 \* This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying Florida Psychiatry Associates LLC in writing.  
 \* I understand the revocation will not apply to information that has already been released in response to this authorization.  
 \* I understand that under applicable law the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.  
 \* I understand that my treatment or continued therapy by Florida Psychiatry Associates is in no way conditioned on whether or not I sign this authorization and that I may refuse to sign it.  
 \* Minors receiving drug abuse treatment may sign their own authorization.

**PROHIBITION ON RE-DISCLOSURE:** This information has been disclosed from records whose confidentiality is protected. Federal and state rules prohibit anyone from making any further disclosure of this information unless the patient provides specific written authorization for the subsequent disclosure of this information or as to otherwise permitted by 42.C.F.R. Part 2 or F.S.A. §394.4615. Florida law requires that any person, agency or entity receiving this information shall maintain such information as confidential and exempt from the provisions of the public law (F.S.A. §394.4615(6)). Any facility or private mental health practitioner who acts in good faith in releasing information pursuant to F.S.A. §394.4615 or other Florida statute is not subject to civil or criminal liability for such release.

**Patient Name** \_\_\_\_\_ **Legal guardian (If Patient is a minor)** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Patient, Legal Guardian**

# Florida Psychiatry Associates, LLC (FPA)

260 NW Peacock Blvd Suite 102, Port St. Lucie, FL 34986

Phone 772-878-7216 – Fax 772-878-7218 – [www.flpsychiatry.com](http://www.flpsychiatry.com)

## 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 benzodiazapine 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<sup>®</sup>** 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...

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 CHARGE POLICY:**

**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. If you no-show or cancel less than 24 hours before your initial appointment, you may not be able to reschedule. For return visit appointments, a \$50 no-show fee will apply. *Note: Insurance companies do not reimburse for these fees.*

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

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

Initial appointments are for evaluation purposes. We will make every attempt 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 a network provider for Aetna, Blue Cross Blue Shield, Cigna and 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 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, Guardian or POA Representative      Signature      Date**