H. DENISE WOOTEN, PSYD, P.A.

LICENSE #24437

3861 Long Prairie Rd, Suite 106 Flower Mound TX 75028

New Patient Information

NAME: _____ DOB: _____ AGE: _____ GENDER: _____

ADDRESS: _____ GRADE: _____

CITY, STATE, ZIP _____

(H) PHONE _____ (W) PHONE _____(C) PHONE _____

EMAIL_____

FATHER/GUARDIAN if applicable _____ EMAIL _____

OCCUPATION _____ EMPLOYER _____

WORK PHONE _____ CELL PHONE _____

MOTHER/GUARDIAN if applicable _____ EMAIL _____

OCCUPATION _____ EMPLOYER _____

WORK PHONE _____ CELL PHONE _____

SELF (*ADULT ONLY*) OCCUPATION_____EMPLOYER _____

ACKNOWLEDGEMENTS & CONSENTS

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CONSENT FOR TREATMENT OF MINOR/DEPENDENT CHILD

I certify that I am the father, mother, managing conservator or legal guardian of the above named child, and I hereby give my authorization and informed consent for the above named child to receive psychological or therapeutic outpatient diagnostic and treatment services from H. Denise Wooten, PsyD. I further certify that I have the legal authority to authorize and consent to this treatment.

_____Signature & Date

CONSENT FOR TREATMENT (Adults, 18 years+ only)

I have the legal authority to give my authorization and informed consent to receive psychological or therapeutic outpatient diagnostic and treatment services from H. Denise Wooten, PsyD.

_____Signature & Date

CONSENT TO COMMUNICATE WITH OTHER

If you consent to allow Dr. Wooten to communicate with your physician, other professional or person regarding your case, please sign below. Your signature will indicate your consent to this communication until you withdraw your consent in writing.

Physician/Professional/Other Name &Telephone Number: _____

_____Signature & Date

ASSIGNMENT OF BENEFITS <u>IN-NETWORK INSURED:</u> (Insurance Company) _____

I hereby assign payment of medical benefits to H. Denise Wooten, PsyD. I also authorize the release of any medical information requested by the above named insurance. The assignment will remain in effect until revoked by me in writing (a photocopy of this assignment is to be considered as valid as the original). **I understand that I am financially responsible for all charges whether or not paid by said insurance** except to the extent that a contract between the provider and insurance company might limit that financial responsibility.

_____Signature & Date

ELECTRONIC COMMUNICATIONS POLICY

I understand the vulnerabilities of electronic communication and that the office of H. Denise Wooten, PsyD PA does not encourage nor limit the use of electronic communication. This can be a convenient method to correspond with the office, becomes a permanent record of the patient, and cannot be guaranteed privacy and confidentiality of HIPPA if I choose this method of communication.

_____Signature & Date

OUT OF NETWORK, SELF PAY RATE: $135/UNIT. I ACKNOWLEDGE THIS RATE. _____ INITIALS

I HAVE READ THE OFFICE POLICIES AND AGREE WITH THE OFFICE POLICIES. _____ INITIALS

HIPPA, OFFICE SERVICES AND POLICIES AGREEMENT (Revised 10-1-2019)

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This document contains important information about my professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA). The law requires that I obtain your signature acknowledging that I have provided you with this information. Please read it carefully before signing. You may revoke this right in writing at any time.

LIMITS ON CONFIDENTIALITY

The law protects the privacy of all communications between a patient and a psychologist. In most situations, I can only release information about your treatment to others if you sign a written Authorization form that meets certain legal requirements imposed by HIPAA. There are other situations that require only that you provide written, advance consent. Your signature on this Agreement provides consent for those activities, as follows:

- Consultation with a referring health or mental health professionals about a case.
- Disclosures required by health insurers or to collect overdue fees
- If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, such information is protected by the psychologist-patient privilege law.
- If a government agency is requesting the information for health oversight.
- If a patient files a complaint or lawsuit against me, I may disclose relevant information regarding that patient in order to defend myself.
- If a patient files a worker's compensation claim, I must, upon appropriate request, provide records relating to treatment or hospitalization for which compensation is being sought.
- If I have cause to believe that a child under 18 has been or may be abused or neglected (including physical injury, substantial threat of harm, mental or emotional injury, or any kind of sexual contact or conduct), or that a child is a victim of a sexual offense, or that an elderly or disabled person is in a state of abuse, neglect or exploitation.
- If I determine that there is a probability that the patient will inflict imminent physical injury on another, or that the patient will inflict imminent physical, mental or emotional harm upon him/herself, or others.
- If you elect to communicate with me by email, please be aware that email is not completely confidential. My email is managed by my practice manager. All emails are retained in the logs of your and my internet service provider. Under normal circumstances, no one looks at these logs. They are, in theory, available to be read by the system administrator of the internet service provider. Any email sent/received will be kept in your treatment record.
- Regarding Social Media, if you should find my listing or any reference to my practice on any social media or marketing sites, please know that my listing is NOT a request for a testimonial, rating or endorsement from you as my client. Of course you have a right to express yourself on any site you wish, but due to confidentiality, I cannot respond to any review on any site whether it is positive or negative. Please know that I take my commitment to confidentiality to you seriously. I do not engage on social networking sites.

PROFESSIONAL RECORDS

You should be aware that, pursuant to HIPAA, I keep Protected Health Information about you in a professional record I keep very brief records, noting only that you have been here, what interventions happened in session and the topics we discussed. We have transitioned to electronically stored records and administration processes using the professional tool, www.Therapyappointment.com.

PATIENT RIGHTS

HIPAA provides you with several new or expanded rights with regard to your Clinical Record and disclosures of protected health information. These rights include requesting that I amend your record; requesting restrictions on what information from your Clinical Record is disclosed to others; requesting an accounting of most disclosures of protected health information that you have neither consented to nor authorized; determining the location to which protected information disclosures are sent; having any complaints you make about my policies and procedures recorded in your records; and the right to a paper copy of this Agreement and my privacy policies and procedures.

MINORS & PARENTS

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Patients under 18 years of age who are not emancipated, and their parents, should be aware that the law may allow parents to examine their child's treatment records. However, if the treatment is for suicide prevention, chemical addiction or dependency, or sexual, physical or emotional abuse, the law provides that parents may not access their child's records. For children between 16 and 18, because privacy in psychotherapy is often crucial to successful progress, particularly with teenagers, I may request an agreement from the patient and his/her parents that the parents' consent to give up their access to their child's records. If they agree, during treatment, I will provide them only with general information about the progress of the child's treatment, and his/her attendance at scheduled sessions. Any other communication will require the child's authorization, unless I feel that the child is in danger or is a danger to someone else, in which case, I will notify the parents of my concern. Before giving parents any information, I will discuss the matter with the child, if possible, and do my best to handle any objections he/she may have.

PSYCHOLOGICAL SERVICES

Services include psychological evaluations and/or cognitive-behavioral therapy for children, adolescents and adults. Therapy is a joint effort between the therapist and patient. Progress depends on many factors including motivation, effort, and other life circumstances such as interactions with family, friends, and other associates. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. On the other hand, there are potential negative effects, which include, but are not limited to, increased stress in relationships and increased emotional distress. Implications or potential negative effects of a particular therapeutic technique may be discussed at any time with your therapist.

LIMITATIONS OF SERVICES

I am unable to practice psychology across state lines, such as e-therapy, in accordance to my licensure in the state of Texas. It is my concern that if you or a loved one is in need of mental health care and are outside the borders of Texas, please contact a professional in the area to get the help needed.

There is no substitute for in person connection during psychotherapy. Therefore, I respectfully ask that you do not request phone conferences but do your best to schedule an in-office appointment. If you need me to participate in a meeting with school administration, please coordinate with my office for an appointment.

My website includes a Resources page. Please refrain from using this as self-help therapy, diagnosis and/or treatment. It is provided as supplemental support and references.

APPOINTMENTS

If there is need to cancel or reschedule this appointment, I respectfully request **a minimum of 24 hours advance notification** to reallocate my time as deemed necessary. This advance notification is helpful for my clients who have requested notification of cancelled appointments to be contacted. My voicemail system has a time and date stamp to record this notification. An infraction of this policy will result in a fee payable by the client prior to any future scheduled appointments.

FEE SCHEDULE

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$175	Therapy and assessment are based on a 60 minute session, depending on the Insurance plan. For in-network we bill the insurance company.
$175/unit	Scheduled Psychological testing, scoring time, interpretation of tests and report preparation. (Varies: 6-14 units) For each hour of scheduled face-to-face time, one hour is billed for scoring and interpretation plus one hour for report preparation. Exceptions may occur based on the complexity of the evaluation. A pre-quote of these costs is reviewed prior to testing.
$60-80	Fee for non-covered materials and testing protocols deemed necessary to the diagnostic evaluation process.
$50	Fee for letters, form preparations, patient record copies, and reports prepared outside of scheduled appointments. This time allocation is not reimbursable by insurance plans.
$30	Returned checks are subject to a $30 fee.
$135	**Fail to Show Fee** payable by the client. Each scheduled appointment time is appropriated to only one client; therefore, courtesy for my professional time and other clients is expected and appreciated. Fee will be automatically applied to the patient's account and no future appointments will be permitted until account has been satisfied.
$75	**Late Cancellation Fee** within 24 hours of appointment, payable by the client. This fee is automatically applied to the client's account at the time of the missed appointment.
	Any forgiveness of this policy is based on truly unavoidable issues, at the discretion of Dr. Wooten.

BILLING, PAYMENTS, AND INSURANCE REIMBURSEMENT

Payments for each session are paid at the time of visit. We use Cayan merchant services to process payments made by credit/debit card, and for your convenience, we offer to keep the card number on record if you allow.

Assignment of insurance benefits accepted from: Blue Cross/Blue Shield PPO and Aetna PPO products. If I am an in-network provider, I will file insurance claims electronically via TherapyAppointment Claim System with your insurance carrier. A courtesy check of benefits is done before you come to first appointment. If the quote provided before services is contradictory to the claims processing, you will be responsible for the charges for services rendered. If considered an out-of-network provider, I will give you the necessary information to submit for any out-of-network benefits.

Collection policy: If your account has not been paid for more than 60 days, we will debit the card on file to resolve the outstanding balance on your account. As a last resort, we may need to involve a collection agency, which may require me to disclose otherwise confidential information. In most collection situations, the only information I release regarding a patient's treatment is his/her name, the nature of services provided, and the amount due.

Please print an additional copy for your records.

Date: _____ Signature: _____

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New Patient Information

CHILD AND FAMILY INFORMATION

INSTRUCTIONS: Please complete the following information about your child and family. If any questions do not apply to your child, simply write "DNA" (does not apply) in the space provided or leave the space blank. It is best if this form is completed by all parents or primary caretakers. This information will be helpful to your child's doctor or other professional to better understand your child and your family.

I. REFERRAL INFORMATION

Describe the concerns that prompted your call.

Have you discussed this situation with any professionals? Yes or No, If yes, please describe:

What would you like to accomplish by coming:

BEHAVIORAL CHECK LIST

Check the items that describe your child:

	Always on the go, has difficulty staying seated at school, church, meals, etc.		Slow to walk.
	Often doesn't seem to listen.		Delayed development.
	Hard to discipline.		Explosive temper, tantrums.
	Argues excessively.		Destructive (breaks toys, furniture, etc.)
	Socially withdrawn (prefers to be alone)		Fights (adults or children).
	Doesn't like self.		Overly sensitive/fearful.
	Has run away.		Seems unhappy/depressed.
	Has breath-holding spells.		Overly dependent on parents or others.
	Has difficulty keeping his/her attention (Concentration) on tasks at school or home.		Lies excessively.
	School reports child often disrupts class, speaks or acts without thinking.		Stealing.
	Speech unclear.		Fire-setting or playful with matches.
	Not talking.		History of physical/sexual abuse (if yes, circle which).
	Other:		

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II. FAMILY INFORMATION

Length of current marriage/union: _____

Any previous marriages/unions: for mother: YES NO

for father: YES NO

Is there another adult living in the home YES NO If yes, relationship to the child: _____

Do parents agree on discipline? YES NO

Is discipline consistent? YES NO

Does child sleep alone in own bed? YES NO If NO, with whom does he/she sleep? _____

Are there brothers/sisters at home? YES NO If YES, ages and relation to child: _____

Do any of them have problems similar to this child? YES NO

Pregnancy & Birth

Was child adopted? YES NO If YES, age of child when you took him/her home? _____

Did mother have doctor's care during pregnancy? YES NO

Did mother have any problems during pregnancy? YES NO If YES, please explain: _____

Did mother have any shots or x-rays during pregnancy? YES NO If YES, please explain: _____

Did mother use any of the following during pregnancy?

Tobacco ____ Alcohol _____ Drugs _____ Medications _____

Estimated length of pregnancy: _____ Birthweight: _____ Apgar score: _____

Type of delivery: Spontaneous _____ Caesarean _____ If caesarean, why? _____

Did baby require special treatment at birth? YES NO If yes, please describe:

Early Infancy

During the first two weeks, did the baby experience any health problems? YES or NO

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New Patient Information

Did infant have nursing or feeding problems? YES or NO
Did the infant require a special diet? YES or NO
Was there any problem with diarrhea or constipation? YES or NO
Was there any problem with colic? YES or NO
Was there normal weight gain? YES or NO
Any other problems: _____

Developmental – Social - Self Help (indicate approximate age for following)

Walked without support: _____

Toilet Trained: Bladder: Daytime _____ Nighttime _____
Bowel: Daytime _____ Nighttime_____

Speech**:** Single word (other than Mama and Dada, with meaning) _____

Phrases or short sentences _____

Which hand does the child prefer? RIGHT LEFT
At what age was hand preference noticed? _____

Has the child had any of the following?

	NO	YES	CURRENTLY?
Convulsions or Seizures			
Vision Problems			
Frequent ear infections			
Ear tubes			
Allergies (if yes, specify):			
Was child ever hospitalized overnight?			
Concussions or head injuries			
MEDICATIONS: Any regularly used/previously used medications and/or psychotropic, stimulants, ADHD, mood or anxiety medications (if yes, specify what/when):	Yes	No	Currently?

Any unusual reaction or behavior after taking medicine or certain foods (if yes, specify):			

Family Information

Use the checklists below to describe any family history of psychiatric and learning problems (in child's parents, grandparents, or siblings).

Check	Problem	Who
	Attention Problems /ADHD	
	Speech/Language problems	
	Learning Problems	
	Hearing Loss	
	Cerebral Palsy	
	Epilepsy/Seizures	
	Hyperactivity	
	Emotional Problems	
	Intellectual Difficulties	
	Autism	
	Aggression/Defiance	

Comments:

III. School Information

List the name of each school your child has attended.

Preschool(s):

Elementary School(s):

Middle School(s):

High School(s):

Higher Education:

In general, describe your child's performance during elementary school.
Go grade by grade, if necessary, and list any outstanding strengths or problems.

K

1st

2nd

3rd

4th

5th

Additional concerns in elementary school:

Describe your child's performance during middle school and high school.

Again, go grade by grade, if necessary, and list any outstanding strengths or problems.

6th

7th

8th

9th

10th

11th

12th

Additional concerns in secondary school:

If applicable, describe your child's academic performance beyond high school.

Has your child ever been evaluated by a clinical psychologist, school psychologist, child and adolescent psychiatrist, neurologist, speech and language pathologist, etc.? If so, bring copies of all previous evaluations with you to initial appointment. List below list of names and specialties:

Has your child ever had to repeat a grade? If so, which grade?

Has your child ever received special education services? If so, what grades?

Does your child currently have an IEP from his/her school? YES NO

Does your child currently have a 504 Plan at school? YES NO

If applicable, describe the main focus of your child's IEP or 504 Plan and note any accommodations your child is currently receiving.

Indicate if your child's teacher(s) describe any of the following as significant classroom problems.

Doesn't sit still in his or her seat	not a problem	a problem
Frequently gets up and walks around the classroom	not a problem	a problem
Shouts out. Does not wait his/her turn to be called on	not a problem	a problem
Does not cooperate well in group activities	not a problem	a problem
Typically does better in a one to one relationship	not a problem	a problem
Doesn't sit still in his or her seat	not a problem	a problem
Does not pay attention during lessons	not a problem	a problem
Fails to finish assigned classwork or homework	not a problem	a problem
Has social difficulties	not a problem	a problem

Describe any problems your child may have in school with learning:

Describe any problems your child may have with homework (e.g. forgets, does not return it to school, etc.)

IV. Child Management Techniques

When your child is disruptive or misbehaves, what steps are you likely to take to deal with the problem and how well do they work? Describe any differences or similarities between each parent's management styles in handling disruptive behavior.

V. Child Strengths and Accomplishments

We realize that we have focused largely on problems that your child may be having. However, we are also quite interested in understanding your child's strengths, talents, skills, and accomplishments. Please use the space below to describe these assets and use additional pages if necessary.

Write any additional information you believe is important for me to know about your child.

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ADULT PATIENT INFORMATION

(18+ years old only)

Name of Patient: _____ Date: _____

Please describe the problem and its onset for which you are seeking help.

How would you describe the severity of the effects of the problem on you?

A Little Bit Moderately Quite Extremely

Please describe any prior counseling, therapy, or evaluation services received, including approximate date of service.

Please list any medications, OTC or prescription, you are presently taking and the dosage.

Please identify which of the following you use and the frequency and quantity.

		Frequency	Quantity
Nicotine	No/Yes		
Caffeine	No/Yes		
Alcohol	No/Yes		
Other Drugs	No/Yes		

Please describe any medical conditions for which you are being treated.

Signature: _____ Date: _____