



## **WELCOME!**

**Thank you for choosing EBS Children's Therapy for your therapeutic needs.**

Our clinic has been thoughtfully planned with your child in mind. The result is a comfortable and nurturing environment where children are inspired to reach their fullest potential. Our state-of-the-art clinic boasts spacious therapy rooms and high-tech observation areas perfect for professional and family collaboration and training. That means families can observe the fun without changing the nature of the therapy session. Family members and caregivers can learn how to incorporate therapy into routines at home, ensuring more consistent carryover,



**GENERAL INFORMATION**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Insurance Plan Name \_\_\_\_\_

Parent/Caregiver Name:	Phone Number	Email
1.		
2.		
3.		

Current Concerns:

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

Support Coordinator Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**FAMILY HISTORY**

Child lives with:

- Birth parents
- Adoptive parents
- Foster parents
- Parent and step parent
- One parent
- Other: \_\_\_\_\_

If divorced, is it joint custody?            Y                            N

If joint custody, can we communicate with both parents?            Y                            N

Are we able to communicate with the step-parent?            Y                            N

Other explanation: \_\_\_\_\_

Other children in the family:

Name	Age	Gender	Speech/Hearing Difficulties/Diagnosis



Has any immediate or extended family member experienced the following?

- Hearing Problems
- Learning Problems
- Cognitive Delay
- Seizure Disorder
- Congenital Disorder
- Autism
- Stuttering

What is the primary language spoken in the home? \_\_\_\_\_

Please list any additional languages spoken in the home: \_\_\_\_\_

**PREGNANCY** Please indicate "Y" for yes and "N" for no.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bleeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maternal drug/alcohol use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excessive weight gain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-term labor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited weight gain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gestational diabetes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toxemia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seizure disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multiple birth
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maternal medications (Please list):								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**DELIVERY** Please indicate "Y" for yes and "N" for no

- |                          |                          |                           |                          |                          |                               |
|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Difficult birth           | <input type="checkbox"/> | <input type="checkbox"/> | Baby had respiratory distress |
| <input type="checkbox"/> | <input type="checkbox"/> | Prolonged labor           | <input type="checkbox"/> | <input type="checkbox"/> | Oxygen needed for child       |
| <input type="checkbox"/> | <input type="checkbox"/> | Breech birth              | <input type="checkbox"/> | <input type="checkbox"/> | Cord around baby's neck       |
| <input type="checkbox"/> | <input type="checkbox"/> | Brief Labor               | <input type="checkbox"/> | <input type="checkbox"/> | Cesarean sections             |
| <input type="checkbox"/> | <input type="checkbox"/> | Baby treated for jaundice | <input type="checkbox"/> | <input type="checkbox"/> | Umbilical cord knot           |

Other complications: \_\_\_\_\_

Were any of the following used during delivery: Epidural      Forceps      Vacuum suction

Length of pregnancy: \_\_\_\_\_

Days in the hospital before discharge: \_\_\_\_\_      Baby's weight: \_\_\_\_\_

**NEWBORN/NURSERY** Please indicate "Y" for yes and "N" for no.

Y	N	NICU stay	Y	N	Hearing screening	Pass	Referral
Y	N	Sucking difficulties	Y	N	Brain bleed (if yes, indicate grade level)		
Y	N	Breathing machine				I	II
						III	IV
			Y	N	Was it resolved?		

If "yes" for NICU, how long was the stay: \_\_\_\_\_

What was the reason for the stay: \_\_\_\_\_

**MEDICAL HISTORY** Please indicate "Y" for yes and "N" for no.

Y	N	Adenoidectomy	Y	N	Lung Problems
Y	N	Asthma/RAD	Y	N	Measles
Y	N	Chronic ear infections	Y	N	Meningitis
Y	N	Cleft Lip/Palate	Y	N	Mumps
Y	N	Depression	Y	N	Pneumonia
Y	N	Ear tubes	Y	N	Scarlet fever
Y	N	Encephalitis	Y	N	Seizures
Y	N	Failure to Thrive	Y	N	Surgeries
Y	N	Head injury	Y	N	Thumb/finger sucking
Y	N	Heart Problems	Y	N	Tonsillitis/Tonsillectomy
Y	N	Anxiety	Y	N	High fevers
Y	N	Allergies(Please list): _____			
Y	N	Other: _____			

Other hospitalizations: \_\_\_\_\_

Current medications (name, dosage and \_\_\_\_\_)

frequency): \_\_\_\_\_

Primary Care Physician Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Office Address \_\_\_\_\_

Adaptive equipment/assisted technology: \_\_\_\_\_

Y N Do you have any concerns with your child's vision?

*Last vision screening date:* \_\_\_\_\_

Y N Does your child wear glasses?

Y N Do you have any concerns with your child's hearing:

*Last hearing screening date:* \_\_\_\_\_

Y N Do you have any concerns regarding your child's oral health?

*Last dental examination:* \_\_\_\_\_

Y N Are immunizations up to date? If not, please explain: \_\_\_\_\_

Y N Does your child have a diagnosis? *If so, please list:* \_\_\_\_\_

Y N Allergist

Y N Occupational Therapist

Y N Cardiologist

Y N Pulmonologist

Y N Dietician

Y N Physical Therapist

Y N Gastroenterologist

Y N Speech-Language Pathologist

Y N Neurologist

Y N Other: \_\_\_\_\_

**DEVELOPMENTAL HISTORY**

At what age did your child do the following? Indicate "N" if they have not accomplished it.

<u>Communication</u>	<u>Gross Motor</u>	<u>Fine Motor</u>
<ul style="list-style-type: none"> <li>• Cooed/babbled _____</li> <li>• First word _____</li> <li>• Followed 1-step direction _____</li> <li>• Used two words together _____</li> </ul>	<ul style="list-style-type: none"> <li>• Head control _____</li> <li>• Rolled both ways _____</li> <li>• Sat alone _____</li> <li>• Crawled _____</li> <li>• Walked _____</li> <li>• Jumped _____</li> <li>• Hopped on 1 foot _____</li> <li>• Rode bike _____</li> </ul>	<ul style="list-style-type: none"> <li>• Pointed with index finger _____</li> <li>• Finger fed _____</li> <li>• Ate with spoon _____</li> <li>• Cut with scissors _____</li> <li>• Drew a circle _____</li> <li>• Removed clothing _____</li> <li>• Put on clothing _____</li> <li>• Put on shirt independently _____</li> <li>• Buttoned independently _____</li> <li>• Zipped independently _____</li> <li>• Toilet trained _____</li> <li>• Combed hair _____</li> <li>• Bathed independently _____</li> <li>• Tied shoes _____</li> </ul>

**EDUCATIONAL HISTORY**

Did or does your child attend pre-school? \_\_\_\_\_

What grade is your child in: \_\_\_\_\_

What is the name of your child's school? \_\_\_\_\_

What district is the school in: \_\_\_\_\_

Is your child in:	General education	Resource	Self-contained
What is your child's teacher's name:	_____		
Is it okay to contact the teacher?	Y	N	
Is your child receiving any services in the school?		Speech	OT      PT
		Adaptive P.E.	Social Work
Any concerns with academic skills?	Y	N	
Any concerns with social skills?	Y	N	
Hand preference?	Left	Right	Difficulty with handwriting?      Y      N

**BEHAVIORAL HISTORY**

Behavior Characteristics:

Y	N	Aggressive	Y	N	Plays with others
Y	N	Short Attention	Y	N	Poor eye contact
Y	N	Uncooperative	Y	N	Prefers to play alone
Y	N	Transitioning to (activities, places)	Y	N	Engages in repetitive behaviors
Y	N	Cries, screams often	Y	N	Self-Injurious behavior
Y	N	High activity level	Y	N	Walks on tip toes
Y	N	Impulsive regularly	Y	N	Seeks/avoids movement (circle)
Y	N	Willing to try new things	Y	N	Withdrawn
Y	N	Distracted/avoidant of loud noises	Y	N	Property Destruction
Y	N	Avoids certain textures/temperatures-(Please list):			_____

**CURRENT COMMUNICATION**

Does your child...

- |  |   |
|--|---|
| <input type="checkbox"/> Repeat sounds word or phrases over and over?    | <input type="checkbox"/> Follow simple directions?              |
| <input type="checkbox"/> Understand what you are saying?                 | <input type="checkbox"/> Respond correctly to yes/no questions? |
| <input type="checkbox"/> Retrieve/ point to common objects upon request? | <input type="checkbox"/> Respond correctly to "Wh-" questions?  |
- What does your child currently use to communicate?
- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Joint Attention           | <input type="checkbox"/> Words |
| <input type="checkbox"/> Sounds (vowels, grunting) |                                |

- 2-4 word phrases
- Sentences

- Augmentative Communication Device
- Other? \_\_\_\_\_

**FEEDING DEVELOPMENT**

y      N      Do you have concerns regarding your child's feeding skills? If yes, please explain

\_\_\_\_\_

Y      N      Food allergies? If yes, please list:

\_\_\_\_\_

\_\_\_\_\_

Please describe the types of food your child eats. (Include type, texture, baby food, table food, etc.)

\_\_\_\_\_

Where does your child usually eat? (ex: highchair, table, lap):

Y      N      Any history of difficulty taking the breast/bottle? If yes, please explain:

\_\_\_\_\_

Y      N      Any history of reflux or issues associated with feeding? If yes, please explain:

\_\_\_\_\_

**FAMILY CONCERNS AND EXPECTATIONS**

What are some of your child's strengths and interests? \_\_\_\_\_

\_\_\_\_\_

What are your concerns about your child? \_\_\_\_\_

\_\_\_\_\_

What do you hope to gain for your child and yourself/family from this program? \_\_\_\_\_

\_\_\_\_\_

Are you interested in information regarding social services? (ex:



Y      N      psychology/family counseling, grief counseling):  
\_\_\_\_\_

Y      N      Has your child ever been enrolled in another private therapy program? If yes, please explain:  
\_\_\_\_\_

Agency/Program: \_\_\_\_\_

City/State: \_\_\_\_\_

Date Range of Therapy: \_\_\_\_\_

Services received: \_\_\_\_\_

THERAPY	# MIN. PER WEEK	CURRENT OR PAST DATE RANGE	APPROXIMATE DATE OF LAST EVALUATION
Speech/Language Therapy			
ABA/Behavior Therapy			
Physical Therapy			
Occupational Therapy			
Psychology/Counseling/SW			
Social Skills Group			

Y      N      Do you give consent for an evaluation and/or therapies to be provided by EBS Children's Therapy?

Y      N      Do you consent to obtain any evaluations/documentation in person per our standard method of delivery? If not, your evaluation will be mailed to you at the address provided.

Y      N      **Special training is required for the provider**

**Behavior Treatment Plan Available? Y N Reason for BTP? \_\_\_\_\_**

**Method used to gather information \_\_\_\_\_**

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Print/ Signature of Parent or Guardian

---

Date

---

Print/ Signature of Parent or Guardian

---

Date

---

Print/ Signature of Provider

---

Date

---

Print/ Signature of Provider

---

Date

**Thank you for choosing EBS Children's Therapy to serve  
your child and family!**



**Informed Consent**

**Child's Name:** \_\_\_\_\_

**CONSENT FOR THERAPEUTIC TREATMENT**

I hereby attest that I have voluntarily applied for and entered into treatment, or give my consent for the minor or person under my legal guardianship, at EBS Children's Therapy. I understand that I may terminate these services at any time.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**IF SHARED CUSTODY- Both parties must sign this consent form prior to treatment**

I hereby attest that I have voluntarily applied for and entered into treatment, or give my consent for the minor or person under my legal guardianship, at EBS Children's Therapy. I understand that I may terminate these services at any time.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT FOR PARTICIPATION WITH THERAPEUTIC EQUIPMENT**

Intervention programs at EBS Children's Therapy usually involve the use of specialized equipment such as various swings, bolsters, inflated therapy balls, climbing structures, tactile media (such as soap foam, Play-Doh and lotion), and a variety of other activities that involve fine, gross and oral motor coordination. Therapy activities often involve encouraging the child to try new in order to foster increased skills and abilities. While EBS Children's Therapy staff make great efforts to ensure each child's safety, the nature of the therapeutic intervention includes the risk of falling, bumping into other people/equipment. I am aware of the inherent risk of this type of activity, and I give permission for my child to participate in therapy as described.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEW OF RECORDS/RELEASE OF INFORMATION**

I consent to communication between EBS Children's Therapy and other therapists, teachers, and/or doctors that have previously worked and/or are currently working with my child. I understand that information may be shared with another member of my child's treatment team



outside of EBS Children's Therapy, as well as shared with professionals within EBS Children's Therapy as part of the treatment process. I understand that the information that is released between the treatment providers is confidential and is for the well-being of my child.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT FOR VIDEOTAPING & PHOTOGRAPHING FOR THERAPEUTIC PURPOSES**

Therapists often videotape or photograph children who receive therapy services at EBS Children's Therapy to help monitor and document a child's areas of concern, as well as progress. Videotapes and photos are used and reviewed only by EBS Children's Therapy staff. Parents are welcome to view their child's videotape at EBS Children's Therapy.

I do \_\_\_ do not \_\_\_ give consent for my child to be videotaped and/or photographed as part of his/her therapy program for use by EBS Children's Therapy staff only.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT FOR VIDEOTAPING & PHOTOGRAPHING FOR EDUCATIONAL & PUBLIC AWARENESS PURPOSES**

Staff at EBS Children's Therapy are frequently asked to teach at courses, seminars or workshops. We often like to include videotape, slides or photos during our presentations. Additionally, we may occasionally use photographs to share on Social Media and for promotional purposes.

I do \_\_\_ do not \_\_\_ give permission for my child to be videotaped/photographed for educational and public relations purposes. I understand that my child's name and any identifying information, will not be used in association with these images.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

## **EBS Children's Therapy Client Policies and Procedures Agreement**

### **Child Supervision and Staying on Premises**

Caregivers are required to monitor and accompany any children that they are responsible for before, during and after the appointment. This includes habilitation providers, nannies, grandparents and other caregivers involved in your child's life. Our agreement with licensing, insurance carriers and DDD includes a policy that "requires a parent/family member or other caregiver (paid/unpaid) to be present and participate in all therapy sessions in order to:

1. Maximize the benefit of therapy services, including implementing a home program;
2. Improve outcomes; and
3. Adhere to legal liability standards."

Failure to remain on site during your child's therapy session will result in discontinuation of therapy.

### **Cancellations/No Shows**

Failure to Notify in Advance: Please notify the **Scheduling Department** within 24 hours' notice via email if you foresee that your child will not be able to attend a session. Your child's therapist has reserved valuable time for your child's treatment. In the event that a therapy session is cancelled with less than 24 hour notice, a fee of \$50 will be assessed to the family based on insurance carrier, as DDD is exempt. If there are more than three cancellations with less than 24 hour notice, during a period of three months, a meeting will be scheduled to discuss barriers and possible discontinuation of services.

Contact email: [info@ebsctga.com](mailto:info@ebsctga.com)

### **Notification of Change in Insurance and Verification of Benefits**

Any changes in insurance policy must be provided to the **Billing Department** within 24 hours via email to ensure proper continuation of coverage. It is your responsibility to cover the costs of any services that are not covered or denied by your insurance. *Division of Developmental Disabilities Division Provider Manual Chapter 37.*

Contact email: [info@ebsctga.com](mailto:info@ebsctga.com)

### **Modifications to Therapy due to Client Behavior**

Should the quality of your child's appointments be compromised due to your child's dangerous behaviors, aggression to others or self, and/or illness, we reserve the right to discontinue the session(s), temporarily suspend services, and/or refer the child to a more appropriate provider when applicable. Please understand that while our staff that are specifically trained as SLP/OT/PT have minimal behavioral training, they are not fully trained to handle aggressive or self-injurious behaviors.



**Therapist Absence**

EBS Children's Therapy is proud to provide therapists who are highly qualified and effective across all disciplines. In the event of a therapist absence, your child may be seen by a colleague in the same discipline (OT, PT, RBT or ST) for the session. We strive to maintain consistent providers, as the benefits of a solid therapist/child rapport are well known.

**Teaching Facility**

EBS Children's Therapy has partnered with our state wide colleges and universities, as well as some out of state colleges in order to prepare future OTs, PTs, RBTs and SLPs in their fields. Student clinicians may observe therapy sessions from the theater or participate in the session with the therapist and child. All students are required to sign EBS Children's Therapy confidentiality agreement and adhere to HIPAA and FERPA privacy laws.

**Patient Rights**

I acknowledge that EBS Children's Therapy has provided me with a written copy of my patient rights, which are also posted in the front reception area. All clients and/or client representatives are provided with a written copy and informed of the patient rights upon admission to EBS Children's Therapy.

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of EBS Children's Therapy Representative:** \_\_\_\_\_



### Patient Rights (R9-10-1008)

EBS Children's Therapy shall ensure that:

1. The requirements in subsection (B) and the patient rights in subsection (C) are conspicuously posted on the premises;
2. At the time of admission, a patient or the patient's representative receives a written copy of the requirements in subsection (B) and the patient rights in subsection (C); and
3. Policies and procedures are established, documented, and implemented to protect the health and safety of a patient that include:
  - a. How and when a patient or the patient's representative is informed of patient rights in subsection (C); and
  - b. Where patient rights are posted as required in subsection (A)(1).

EBS Children's Therapy shall ensure that:

1. A patient is treated with dignity, respect, and consideration;
2. A patient is not subjected to:
  - a. Abuse;
  - b. Neglect;
  - c. Exploitation;
  - d. Coercion;
  - e. Manipulation;
  - f. Sexual abuse;
  - g. Sexual assault;
  - h. Except as allowed in R9-10-1012(B), restraint or seclusion;
  - i. Retaliation for submitting a complaint to the Department or another entity; or
  - j. Misappropriation of personal and private property by an outpatient treatment center's personnel member, employee, volunteer, or student; and
3. A patient or the patient's representative:
  - a. Except in an emergency, either consents to or refuses treatment;
  - b. May refuse or withdraw consent for treatment before treatment is initiated;
  - c. Except in an emergency, is informed of alternatives to a proposed psychotropic medication or surgical procedure and associated risks and possible complications of a proposed psychotropic medication or surgical procedure;
  - d. Is informed of the following:
    - i. The outpatient treatment center's policy on health care directives, and
    - ii. The patient complaint process;
  - e. Consents to photographs of the patient before a patient is photographed, except that a patient may be photographed when admitted to an outpatient treatment center for identification and administrative purposes; and
  - f. Except as otherwise permitted by law, provides written consent to the release of information in the patient's:
    - i. Medical record, or
    - ii. Financial records.



A patient has the following rights:

1. Not to be discriminated against based on race, national origin, religion, gender, sexual orientation, age, disability, marital status, or diagnosis;
2. To receive treatment that supports and respects the patient's individuality, choices, strengths, and abilities;
3. To receive privacy in treatment and care for personal needs;
4. To review, upon written request, the patient's own medical record according to A.R.S. §§ 12-2293, 12-2294, and 12-2294.01;
5. To receive a referral to another health care institution if the outpatient treatment center is not authorized or not able to provide physical health services or behavioral health services needed by the patient;
6. To participate or have the patient's representative participate in the development of, or decisions concerning, treatment;
7. To participate or refuse to participate in research or experimental treatment; and
8. To receive assistance from a family member, the patient's representative, or other individual in understanding, protecting, or exercising the patient's rights.

Unofficial version of the rules in 9 A.A.C. 10, Revised for Perpetual Licensing, effective October 1, 2019





## Patient Rights

1. Be treated with dignity, respect, and consideration
2. Not be subjected to abuse, neglect, exploitation, coercion, manipulation, sexual abuse or assault, restraint or seclusion (subject to R9-10-1012(B)), retaliation for submitting a complaint to the Department or another entity, or misappropriation of personal and private property by an outpatient treatment center's personnel member, employee, volunteer, or student.
3. Not be discriminated against based on race, national origin, religion, gender, sexual orientation, age, disability, marital status, or diagnosis.
4. Receive treatment that supports and respects the patient's individuality, choices, strengths, and abilities.
5. Receive privacy in treatment and care for personal needs.
6. Review, upon written request, the patient's own medical record.
7. Receive a referral if the outpatient treatment center is not authorized or able to provide certain health services needed by the patient.
8. Participate or have the patient's representative participate in the decisions concerning treatment. Refuse treatment to the extent allowed by law.
9. Receive assistance by the patient's representative or other individual in understanding, protecting, or exercising the patient's rights.

### Administrators Shall Ensure That:

10. A patient or the patient's representative either consents to or refuses treatment, except in an emergency.
11. A patient or the patient's representative may refuse or withdraw consent before treatment is initiated.
12. A patient is informed of alternatives to a proposed psychotropic medication or surgical procedure and associated risks and possible complications of a proposed psychotropic medication or surgical procedure, except in emergencies.
13. A patient or the patient's representative is informed of the outpatient treatment center's policy on health care directives and the patient complaint process.
14. A patient consents to a photograph before taken, except that a patient may be photographed when admitted to an outpatient treatment center for identification and administrative purposes.
15. A patient provides written consent to release information in the patient's medical record or financial records, except as otherwise permitted by law.

### Patient Responsibilities:

16. Providing us with honest, complete information about matters that relate to your care.
17. Showing respect and consideration for the rights of fellow patients, our staff and our property.
18. Complying with the rules of our facility, including our visitor and smoke-free environment policies.

### Patient Comment or Complaint Process:

1. Ask to speak with the center's Director of Therapy or Director of Behavioral Services.
2. Any patient or patient's representative has to right to report any concerns to:
  - a. Emily Chandler, Clinic Director: [emily.chandler@ebsctga.com](mailto:emily.chandler@ebsctga.com)
  - b. Wesley Bennick, Office Manager: [wesley.bennick@ebsctga.com](mailto:wesley.bennick@ebsctga.com)



**PLEASE READ CAREFULLY**

- HIPAA stands for the Health Insurance Portability and Accountability Act
- HIPAA was passed by the U.S. government in 1996 in order to establish privacy and security protections for health information.
- By signing this form, you understand and agree to send and receive you and/or your family's medical information via in an unencrypted format.
- Free email services (ex. Hotmail®, Gmail®, Yahoo®) do not utilize encrypted email.
- When we send you an email, or you send us an email, the information that is sent is **NOT Encrypted**.
- This means a third party may be able to access the information and read it since it is transmitted over the Internet.
- In addition, once the email is received by you, someone may be able to access your email account and steal sensitive information.
- Email is a very popular and convenient way to communicate, however it is not safe.
- The HIPAA act requires we provide options for receiving protecting health information.
- The information is available in a pdf (page 5634) on the U.S. Department of Health and Human Services website at <http://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf>
- The guidelines state that if a patient has been made aware of the risks of unencrypted email and that same patient provides consent to receive health information via email, then a health entity may send the patient personal medical information via unencrypted email.

**MEDICAL RELEASE OF INFORMATION - ALLOW UNENCRYPTED EMAIL CORRESPONDENCE**

I understand the risks of unencrypted email and do hereby give permission to EBS Children's Therapy to send and receive all personal health information, reported, documents, and evaluations via unencrypted email. I release EBS Children's Therapy from any further liability from the release of all Protected Health Information.

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

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

**Printed Name:** \_\_\_\_\_



Please print email address you would like to use for all future correspondences  
(parent or guardian if patient is a minor).

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



**EBS Children's Therapy Health Policy**

**For the safety of your child, parents/guardians of children with Allergies, Asthma, or Seizures must remain present either in the therapy room or the waiting area during the entire therapy session. If a seizure, asthma attack, or allergic reaction occurs during a therapy session, the therapist will need to end the session.**

**Allergy**

Allergy:            Yes/No

Allergic to: \_\_\_\_\_

Please describe reaction:

\_\_\_\_\_

Medications given:

\_\_\_\_\_

If you circled **yes**, please complete the following Emergency Protocol form. If you do **not** feel a plan is necessary at this time, please sign the statement below.

I do **not** feel my child needs an allergy plan at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Seizure**

Seizures: Yes/No

Frequency:

\_\_\_\_\_

Please describe:

\_\_\_\_\_

Medications given: \_\_\_\_\_

If you circled **yes**, please complete the following Emergency Protocol form. If you do **not** feel a plan is necessary at this time, please sign the statement below.

I do **not** feel my child needs a seizure plan at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Asthma**

Asthma: Yes/No

Known Triggers: \_\_\_\_\_

Frequency: \_\_\_\_\_

Medications given: \_\_\_\_\_

If you circled **yes**, please complete the following Emergency Protocol form. If you do **not** feel a plan is necessary at this time, please sign the statement below.

I do **not** feel my child needs an asthma plan at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EBS Children's Therapy will do its part to work with families of children with medical needs to ensure safety during our therapy sessions. By signing below, you agree that you have disclosed any known history of allergies, asthma, or seizures and will work with our staff to create a plan to address these concerns as needed.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Emergency Protocol

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Plan: \_\_\_\_\_

Medical Condition	Causes/Triggers
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Parent/Guardian Name: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Physician Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact:

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

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

Relationship to Child: \_\_\_\_\_



Briefly describe your child's medical condition and symptoms:

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**If Child Displays the Following Symptoms:**

**Take the Following Actions:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

EBS Children's Therapy staff will do its part to be continually aware of your child's specific allergies. Unfortunately, it is not possible to prevent all accidental exposures at our center. By signing below, you understand and acknowledge that EBS Children's Therapy will not be held liable for any future allergic reactions or exposures that a child may have in our clinic.

**Before serving your child, EBS Children's Therapy will need a copy of your child's Emergency Protocol.** All emergency plans, including medication (i.e., EpiPen, inhaler, etc.) administration, require parent/caregiver/guardian to stay on the premises throughout the duration of their therapy sessions to administer the Allergy Protocol.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Therapist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EBS Children's Therapy**  
4319 South Lee Street, Suite 300, Buford, GA 30518 Phone: 678-288-9770  
**AUTHORIZATION TO RELEASE MEDICAL INFORMATION**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Patient's Last Name                      First Name                      MI                      Date of Birth

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Phone #                      Street Address                      City and State                      ZIP

**Please specify the health information that you are authorizing for release:**

**Dates of Service Covered by this Release:**                      \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Types of Records covered by this Release:**

- All Medical Records
- Speech Therapy/Diagnostic Information
- Physical Therapy/Diagnostic Information
- Occupational Therapy/Diagnostic Information
- Psychological/Neuropsychological Diagnostic Information
- Mental Health Therapy/Diagnostic Information
- Progress Notes

**Purpose of Release (REQUIRED):**

- Coordination of Care
- Insurance
- Legal
- Personal Reasons
- Other: \_\_\_\_\_

**Release the information between the following entities:**

EBS Children's Therapy  
4319 South Lee Street, Suite 300  
Buford, GA 30518

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

**RECIPROCITY OF RELEASE:** It is my desire that the medical information be shared between both parties listed above. I authorize EBS Children's Therapy and \_\_\_\_\_ to mutually share medical treatment information on an ongoing collaborative basis via written or verbal exchanges.

I hereby authorize EBS Children's Therapy to release to the requestor and/or obtain the medical record(s) checked above, including those which may contain confidential HIV/AIDS-related information, confidential communicable disease related information, and/or information relating to mental health and/or drug/alcohol abuse.

While EBS Children's Therapy makes every effort to protect the privacy of your medical information, please note that release of your medical information to the authorized person or organization could be the subject of re-disclosure by the recipient and therefore may no longer be protected by the Health Insurance Portability and Accountability Act ("HIPAA") or other federal or state laws. I understand that I may revoke this authorization at any time, except to the extent that action based on this authorization has already been taken by notifying EBS Children's Therapy in writing. I will allow the information to be faxed if necessary. This authorization will expire within 90 days unless you specify otherwise.



\_\_\_\_\_  
Signature of Requestor

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (minors aged 0-17)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



Telephone: 678.288.9770 • Fax: 678.288.9774 • Email: info@ebsctga.com

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### **Patient Intake and Financial Form**

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Father's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Pediatrician/Doctor:  
\_\_\_\_\_

Clinic Name:  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Child's Diagnosis (if known) and Year:  
\_\_\_\_\_

Reason for Referral:  
\_\_\_\_\_

**INSURANCE INFORMATION**

Primary Insurance: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address for claims: \_\_\_\_\_  
\_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Subscriber's DOB: \_\_\_\_\_

Policy ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

Employer/Group Name: \_\_\_\_\_

Katy Beckitt Waiver:  Yes  No

Medicaid:  Yes  No  Peachstate

Medicaid #: \_\_\_\_\_

My signature indicates that, to the best of my knowledge, all information provided above is accurate and current. I understand if additional service time is requested on my part above what is recommended, I agree to pay the current private pay rate for any additional service time. I understand that if my insurance or Medicaid information changes at any time, it is my responsibility to notify *EBS Children's Therapy* of the noted changes. Failure to do so will result in my responsibility for payment of services if insurance/Medicaid denies services due to lack of authorization and/or verification of benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Person Completing This Form

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



## **Cancellation, Illness, HIPAA and Insurance Change Policy**

Consistency is vital to the therapy process. Your therapist's plan can only be effective when attendance is regular and consistent with the scheduled therapy time. Please review the guidelines below regarding the cancellation and tardiness procedures:

**Late Arrival:** Please call the clinic to notify you will be running late to your appointment. Failure to notify will result in a No-Show and total session cancellation after 15 minutes. If you *have* notified the clinic and are 15 minutes late, your session end time will remain the same. If there are three late arrivals within a one month period, a meeting will be scheduled to discuss barriers and possible discontinuation of services. *Late fees and late cancellation fees must be paid prior the child's next session at the clinic.*

**Vacation:** Please inform the Scheduling Department via email of upcoming absences due to vacation with at least two-week notice. Your therapy session appointment times are not guaranteed to remain at the same after two weeks of suspended service for vacation. Contact email: [info@ebsctga.com](mailto:info@ebsctga.com)

**Illness:** Please call the clinic and email the Scheduling Department as soon as you know that your child may miss your scheduled session due to illness. Please see below for extended Illness Policy. Contact email: [info@ebsctga.com](mailto:info@ebsctga.com)

**Doctor Appointments/Other:** Routine Dr.'s visits, meetings and other flexible appointments should be scheduled so they do not conflict with the existing therapy appointment. Therapy is a medical necessity for your child's development, and should be treated as such.

**Inconsistent Attendance:** In the event that your family becomes unable to attend sessions regularly, we will make every effort to accommodate your family's needs. Excessive illness will be taken into consideration for continuation of therapy.

Initials: \_\_\_\_\_



### **Illness Policy**

While attendance is vital, it is also important to protect your child, as well as the health of the therapists and other children. Please understand that a child must be in good health to have a successful and productive therapy session. We require children to be symptom and fever-free for at least 24 hours prior to returning for a session. If a child is on an antibiotic for an illness, the medication must be administered for at least 24 hours before returning to the clinic. Please contact the clinic as soon as you know that your child may miss your scheduled session due to illness.

The following circumstances warrant cancellation (with possible rescheduling) of the therapy session:

- Child is unusually lethargic or irritable
- Presence of yellow or green mucous secretion
- Vomiting/diarrhea
- Fever (within 24 hours of session)
- Seizures
- Open skin sores
- Rash or hives
- Head lice or nits present
- Pink eye
- Explained rash
- Strep throat
- Chickenpox
- Ringworm (must be 24-48 hours on treatment and completely covered if rash is still present)

Initials: \_\_\_\_\_



## **HIPAA Notification Policy**

**Please review our Notice of Privacy Practices carefully.**

The privacy of your health information is important to us. This notice describes how health information about you may be used and disclosed, and how you can get access to this information.

### **Our Legal Duty**

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this HIPAA Notification Policy about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described. This policy takes effect (09/01/2003) and will remain so until further notice.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Policy at any time. For more information about our privacy practices or for additional copies, please contact us using the information listed at the end of this Notice.

### **Uses and Disclosures of Health Information**

We may use and disclose health information about your child for treatment, payment, and healthcare operations.

Possible examples of how your personal health information may be utilized is as follows:

**Treatment:** We may use or disclose your health information to a physician or other healthcare provider who is providing treatment to you.



**Payment:** We may use and disclose your health information to obtain payment for services we provide to you.

**Healthcare Operations:** We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

**Your Authorization:** In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

**To Your Family and Friends:** We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

**Persons Involved in Care:** We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up forms of health information.



**Marketing Health-Related Services:** We will not use your health information for marketing communications without your written authorization.

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Abuse or Neglect:** If we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes, we may disclose your health information to appropriate authorities.

**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorize federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as e-mail and voicemail messages, or letters).

### **Patient Rights**

**Access:** You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practically do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this policy. We will charge you a reasonable cost-based fee for expenses such as copies, and staff time. You may also request access by sending us a letter to the address at the end of this policy. If you request copies, we will charge you \$.35 for each page, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information.

**Disclosure Accounting:** You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years,





but not before April 14, 2003. If you request this accounting more than once in a 12 month period, we may charge you a reasonable cost-based fee for responding to these additional requests.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Amendment:** You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail (email), you are entitled to receive this Notice in written form.

### **Questions and Complaints**

If you want more information about our privacy practices or have questions, please contact us.

**Emily Chandler, Clinic Director**

4319 South Lee Street, Suite 300

Buford, GA 30518

Phone: 678-288-9770

Email: [emily.chandler@ebsctga.com](mailto:emily.chandler@ebsctga.com)

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services upon request. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services.



We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us, the GA Department of Health Services, or with the U.S. Department of Health and Human Services.

Initials: \_\_\_\_\_

### **Notification of Insurance Changes/ Renewal Policy**

EBS Children's Therapy must have CURRENT information on file regarding insurance at all times. It is the responsibility of the parent/ guardian to know of any and all changes in your insurance policy. It is also the responsibility of the parent/guardian to notify EBS Children's Therapy of any changes in the insurance policy within 24 hours.

**DDD Policy Holders:** Insurance verification is based upon information provided to your support coordinator during your initial meetings and at any time of a change. Once therapy begins, it is our responsibility to first attempt to collect from your insurance. If insurance does not cover the therapy provided we then bill DDD and accept the contracted rate as full payment. **It is not the responsibility of EBS Children's Therapy to learn of changes in your insurance status at any time following the initial authorization process with DDD.** Failing to report changes of insurance to DDD results in our inability to be compensated for the therapy services provided.

**Private Insurance Policy Holders:** As a courtesy, we will call to verify benefits and will make reasonable effort to collect from your insurance company. Primary responsibility for understanding coverage limits belongs to the parent. There are instances when insurance may deny benefits (deductibles not met, services not covered under the plan, etc.) and you will be responsible for the payment. Any payment that is due from the parent following an insurance denial is due at the time of service.

**AHCCCS Policy Holders:** We will request authorizations for therapy services and provide necessary documentation to your policy for ongoing treatment as needed. In the event you have changed your plan, the billing specialist must be notified. There are many



AHCCCS plans to choose from and they are all different. We must have the current plan on file.

**ANY CHANGES IN INSURANCE POLICY MUST BE REPORTED TO THE BILLING SPECIALISTS**

We thank you in advance for your cooperation.

I have *received a copy* and agree to abide by the terms of EBS Children's Therapy (effective August 2019):

- **Cancellation/Late Arrival Policy**
- **Illness Policy**
- **HIPAA Notification Policy**
- **Insurance Changes and Renewal Policy**

I acknowledge that I have received the Notice of Privacy Practices (Notice). The Notice describes, in accordance with the HIPAA Privacy Regulations, how EBS Children's Therapy may use and disclose my child's protected health information to carry out treatment, payment or health care operations and for the other specific purposes that are permitted or required by law. The Notice also describes my rights and EBS Children's Therapy's duties with respect to protected health information about my child.

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Child's Name

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Signature of Parent or Guardian

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Date



**Section A: To the Patient – *Please read the following statements carefully.***

**Purpose of Consent:** By signing this form, you will consent to our use and disclosure of your protected health information to carry out Treatment, Payment activities, and healthcare Operations (TPO).

**Notice of Privacy Practices:** You have the right to read our Notice of Privacy Practices before you decide whether to sign this Consent. Our Notice provides a description of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice accompanies this Consent. We encourage you to read it carefully and completely before signing this Consent. We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

With my permission the office of ***EBS Children's Therapy*** may call my home or other designated location and leave messages on voice mail that assist the practice in carrying out TPO, such as appointment reminders, insurance items and any call pertaining to my clinical care.

With my permission the office of ***EBS Children's Therapy*** may mail to my home or other designated location any items that assist the practice in carrying out TPO, such as appointment reminders and patient invoices and statements.

With my permission, the office of ***EBS Children's Therapy*** may email to my home or other designated location any items that assist the practice in carrying out TPO, such as appointment reminder and patient invoices and statements.

I have the right to request that ***EBS Children's Therapy*** restrict how it uses or discloses my protected health information to carry out TPO. However, the practice is not required to agree to my restrictions, but if it does, it is bound by this agreement.



You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting:

**Director of Therapy**

Email: emily.chandler@ebsctga.com

**Section B: Parent or Guardian Giving Consent (if Patient is not 18 years of age and their own guardian)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Right to Revoke:** You will have the right to revoke this Consent at any time by giving written notice of your revocation submitted to *EBS Children's Therapy attn.: Emily Chandler, Clinic Director*. Please understand that revocation of this Consent will *not* affect any action we took in reliance on this Consent before we received your revocation, and that we may *decline* to treat you or to continue treating you if you revoke this Consent.

I, \_\_\_\_\_, have had full opportunity to read and consider the contents of this Consent and your Notice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities and health care operations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_