



Please complete all information on this form and email it to info@zenpsychiatric.com -OR- bring it to your first visit. It is long, but it's a one-time thing. The more complete and accurate the information is that we have about your prior care and current issues, the better we can serve you. Take your time and help us help you by being as complete and accurate as you can be. Thank you!

Please confirm this basic information:

Name: _____ Date of Birth _____

SECTION 1: What can we do to help?

What problem(s) trouble you the most now?

- 1. _____
2. _____
3. _____

What are your treatment goals?

- 1. _____
2. _____

SECTION 2: Where do you get psychiatric and other medical care now?

What person or practice currently prescribes your psychiatric medications? _____

Do you have another provider or practice prescribing non-psychiatric medications? Yes No

If yes, who is that? _____

What is your preferred pharmacy? _____

If you have a second pharmacy choice, what is it? _____

Are you currently in counseling or psychotherapy? ()Yes ()No

If yes, where, and how often? _____

SECTION 3: CRITICAL Medical History:

To your knowledge, do you have any aneurysms in any blood vessels? ()Yes ()No

If yes, please explain as best you can. _____

Have you ever had any kind of stroke? ()Yes ()No

If yes, please explain as best you can. _____

Initials: _____

Do you have any metal of any kind implanted in your body? ()Yes ()No

If yes, please explain as best you can, but ESPECIALLY what kind of metal and where it is located!!

Have you ever had an EKG? () Yes () No If yes, when _____ .

Was the EKG () normal () abnormal or () unknown?

For women only: Date of last menstrual period _____

Are you currently pregnant or do you think you might be pregnant? () Yes () No.

Are you planning to get pregnant in the near future? () Yes () No

Allergies & Medication Side-effects: – Please note: By allergies we mean things that you absolutely cannot take because they endanger your life. *Example: If Drug X gave you the shakes after taking for several weeks, that’s a side-effect. If Drug X gave you a rash all over, or caused you to become so lightheaded you fell, that’s an allergy!*

Do you have any known DRUG or ENVIRONMENTAL allergies? () Yes () No

If yes, please tell us here:

| Drug/Environmental Substance | What kind of Allergic Reaction |
|------------------------------|--------------------------------|
| | |
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| | |

Drug Side-effects:

| Drug | What kind of Side-effect |
|------|--------------------------|
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SECTION 4: Basic Medical History:

Personal and Family Medical History: You

Family:

Specific Diagnosis, if known:

| | | |
|---|-----|-------|
| Thyroid Disease -----() | () | _____ |
| Anemia----- () | () | _____ |
| Liver Disease ----- () | () | _____ |
| Chronic Fatigue -----() | () | _____ |
| Kidney Disease -----() | () | _____ |
| Diabetes -----() | () | _____ |
| Asthma/respiratory problems -----() | () | _____ |
| Stomach or intestinal problems----- () | () | _____ |
| Cancer (type) -----() | () | _____ |

Initials: _____

SECTION 4: Continued - Basic Medical History:

| | | | |
|---|------------|----------------|--------------------------------------|
| Personal and Family Medical History: | You | Family: | Specific Diagnosis, if known: |
| Fibromyalgia ----- | () | () | _____ |
| Heart Disease ----- | () | () | _____ |
| Epilepsy or seizures ----- | () | () | _____ |
| High Cholesterol ----- | () | () | _____ |
| High blood pressure ----- | () | () | _____ |
| Head trauma ----- | () | () | _____ |
| Liver problems ----- | () | () | _____ |
| Other ----- | () | () | _____ |
| Other ----- | () | () | _____ |
| Other ----- | () | () | _____ |

Is there any additional personal or family medical history? If yes, please explain:

Did your mother have any complications before or during your birth? If so, please tell us what you know.

MEDICAL/SURGICAL HOSPITALIZATIONS: If you've been hospitalized for MEDICAL or SURGICAL reasons, please explain.

| Date (M/YR) | Why? | At Which Hospital? |
|-------------|------|--------------------|
| | | |
| | | |
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| | | |
| | | |

Please list ALL current prescription medications – Psych and NON-Psych: (if none at all, write none)

| Medication | Dose (in mg) | How often each day? | Since When? |
|------------|--------------|---------------------|-------------|
| | | | |
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Initials: _____

SECTION 4: continued

Please list any *current* over-the-counter medications (OTC) or supplements:

| Supplement or OTC medication | Dose (in mg) | How often each day? | Since When? |
|------------------------------|--------------|---------------------|-------------|
| | | | |
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SECTION 5: SOCIAL HISTORY

How far did you go in school? _____

Are you currently: Married Partnered Divorced Single Widowed

If married or in a relationship, for how long? _____

Any children and/or grandchildren? Yes No If yes, how many? _____

Are you satisfied with your current relationship? Yes No

Are you suffering any type of abuse in this relationship? Yes No

Have you ever been abused emotionally, sexually, physically, or by neglect? Yes No

Do any issues regarding your sexual orientation distress you? Yes No

Who are your personal emotional supports? (With whom are you close?) _____

Do you belong to any particular religion or spiritual group? Yes No

Does your religion or spiritual group provide emotional support? Yes No

Do any issues regarding your religious or spiritual beliefs distress you? Yes No

Are you currently: Working Student Unemployed Disabled Retired

If disabled, what is your legal disability? _____

If working or retired, what is/was your occupation? _____

Have you ever served in the military? Yes No

If so, in what branch and for what time frame? _____

Is your current living situation stable? Yes No

If No, please tell us generally about the issues you face: _____

Initials: _____

SECTION 5: SOCIAL HISTORY - continued

Does anyone in your home own firearms? () Yes () No

Are those weapons licensed and secured in accordance with local laws? () Yes () No

Do you have any current or pending legal problems? () Yes () No

If Yes, please tell us very generally about the issues you face: _____

SECTION 6: SUBSTANCE USE HISTORY

In your *entire* life, have you ever had a problematic pattern of substance use – specifically, a pattern that caused you any social, academic, occupational, or legal problems? () Yes () No

If yes, please tell us what substance(s) you struggled with, and the problems it/they caused you: _____

Have you ever been *treated* for a substance use disorder? () Yes () No

If yes, where and when? _____

Are you in any ongoing recovery program? () Yes () No

If yes, what program? _____

Are you **currently** struggling with problematic substance use? () Yes () No

If yes, please tell us what substances(s) you currently struggle with, and the problems they are causing for you: _____

Are you currently recreationally using any illegal substances, or abusing/over-using any legally available and/or prescribed substances -- including alcohol, marijuana, delta-8, CBD, and kratom. () Yes () No

If yes, please tell us which substance(s) you are currently using, how often, and by what means: _____

Initials: _____

SECTION 6: SUBSTANCE USE HISTORY - continued

Psychedelic Medication History:

Have you **ever** tried, even just once in your life, any of the following:

| DRUG | ??? | COMMENTS |
|---|-------|----------|
| Ketamine | Y / N | |
| Dextromethorphan | Y / N | |
| MDMA (also called Ecstasy) | Y / N | |
| LSD ("acid") | Y / N | |
| Psilocybin "magic mushrooms" or "shrooms" | Y / N | |
| Mescaline | Y / N | |
| DMT (Ayahuasca) | Y / N | |
| | Y / N | |
| | Y / N | |

Alcohol History:

How many days per week do you drink any alcohol? _____

What is the least number of drinks you will drink in a day? _____

What is the most number of drinks you will drink in a day? _____

In the past three months:

What is the largest amount of alcohol you have consumed in one day? _____

Have you thought you should cut down on your drinking or drug use? () Yes () No

Have people annoyed you by criticizing your drinking or drug use? () Yes () No

Have you felt bad or guilty about your drinking or drug use? () Yes () No

Have you had a drink or a drug first thing in the morning to steady your nerves or fight a hangover? () Yes () No

Tobacco History:

Have you ever smoked cigarettes? () Yes () No

Do you still smoke? () Yes () No If yes, how many packs per day on average? _____

If you smoked in the past and quit: How many years did you smoke? _____ When did you quit? _____

Pipe, cigars, or chewing tobacco: Currently? () Yes () No In the past? () Yes () No

What kind? _____ How much per day on average? _____ For how long? _____

Initials: _____

SECTION 7: PSYCHIATRIC HISTORY (finally, right?!)

Outpatient Treatment History:

Please describe when, by whom, and nature of treatment.

| From M/Y to M/Y | Provider/Agency | Problems Treated? |
|-----------------|-----------------|-------------------|
| | | |
| | | |
| | | |
| | | |

Psychiatric Hospitalization History:

If you have ever been hospitalized for psychiatric reasons, please tell us what you can recall.

| Date (M/YR) | Why? | Which Hospital? |
|-------------|------|-----------------|
| | | |
| | | |
| | | |
| | | |

Suicide Risk Assessment:

Have you **ever** actually tried to kill yourself? () Yes () No

Do you **currently** feel that you don't want to live? () Yes () No

Psychiatric Medication History:

Please indicate which of these medications you have taken. In the COMMENTS box, please tell us what you can about:

1. how long you took it (Days-Weeks-Months-Years); 2. the max dose you took; 3. if it helped, didn't help, or hurt you.

Antidepressants

| MEDICATION | ??? | COMMENTS | MEDICATION | ??? | COMMENTS |
|------------|-------|----------|------------|-------|----------|
| Prozac | Y / N | | Remeron | Y / N | |
| Zoloft | Y / N | | Serzone | Y / N | |
| Luvox | Y / N | | Anafranil | Y / N | |
| Paxil | Y / N | | Pamelor | Y / N | |
| Lexapro | Y / N | | Tofranil | Y / N | |
| Effexor | Y / N | | Elavil | Y / N | |
| Cymbalta | Y / N | | Wellbutrin | Y / N | |
| Trintillex | Y / N | | Viibryd | Y / N | |
| Auvelity | Y / N | | | | |

Mood Stabilizers

Sedatives / Hypnotics

| MEDICATION | ??? | COMMENTS | MEDICATION | ??? | COMMENTS |
|------------|-------|----------|------------|-------|----------|
| Tegretol | Y / N | | Ambien | Y / N | |
| Lithium | Y / N | | Sonata | Y / N | |
| Depakote | Y / N | | Rozerem | Y / N | |
| Lamictal | Y / N | | Restoril | Y / N | |
| Topamax | Y / N | | Trazodone | Y / N | |
| Trileptal | Y / N | | | | |

Initials: _____

Spravato and Ketamine Treatments: Standard treatment schedule is as follows: Twice a week for four (4) weeks, then once a week for four (4) weeks, then once every other week. All clients **must** be observed for two (2) full hours after medication is administered. All patients **must** have someone to drive them to and from treatments. Treatment duration is subject to change based upon the treatment plan established between yourself and the provider.

Signature _____ Date _____

Emergency Contact _____ Their Telephone # _____

Initials: _____

Patient Health Questionnaire and General Anxiety Disorder (PHQ-9 and GAD-7)

Date _____ Patient Name: _____ Date of Birth: _____

**Over the last 2 weeks, how often have you been bothered by any of the following problems?
Please circle your answers.**

| PHQ-9 | Not at all | Several days | More than half the days | Nearly every day |
|--|-------------------|---------------------|--------------------------------|-------------------------|
| 1. Little interest or pleasure in doing things. | 0 | 1 | 2 | 3 |
| 2. Feeling down, depressed, or hopeless. | 0 | 1 | 2 | 3 |
| 3. Trouble falling or staying asleep, or sleeping too much. | 0 | 1 | 2 | 3 |
| 4. Feeling tired or having little energy. | 0 | 1 | 2 | 3 |
| 5. Poor appetite or overeating. | 0 | 1 | 2 | 3 |
| 6. Feeling bad about yourself – or that you are a failure or have let yourself or your family down. | 0 | 1 | 2 | 3 |
| 7. Trouble concentrating on things, such as reading the newspaper or watching television. | 0 | 1 | 2 | 3 |
| 8. Moving or speaking so slowly that other people could have noticed. Or the opposite – being so fidgety or restless that you have been moving around a lot more than usual. | 0 | 1 | 2 | 3 |
| 9. Thoughts that you would be better off dead, or of hurting yourself in some way. | 0 | 1 | 2 | 3 |
| Add the score for each column | | | | |

Total Score (add your column scores): _____

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people? (Circle one)

Not difficult at all

Somewhat difficult

Very Difficult

Extremely Difficult

**Over the last 2 weeks, how often have you been bothered by any of the following problems?
Please circle your answers.**

| GAD-7 | Not at all sure | Several days | Over half the days | Nearly every day |
|---|------------------------|---------------------|---------------------------|-------------------------|
| 1. Feeling nervous, anxious, or on edge. | 0 | 1 | 2 | 3 |
| 2. Not being able to stop or control worrying. | 0 | 1 | 2 | 3 |
| 3. Worrying too much about different things. | 0 | 1 | 2 | 3 |
| 4. Trouble relaxing. | 0 | 1 | 2 | 3 |
| 5. Being so restless that it's hard to sit still. | 0 | 1 | 2 | 3 |
| 6. Becoming easily annoyed or irritable. | 0 | 1 | 2 | 3 |
| 7. Feeling afraid as if something awful might happen. | 0 | 1 | 2 | 3 |
| Add the score for each column | | | | |

Total Score (add your column scores): _____

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people? (Circle one)

Not difficult at all

Somewhat difficult

Very Difficult

Extremely Difficult

This section is to be completed by the Patient

Your healthcare provider will help you complete this form and provide you with a copy.

* Indicates required field

| Patient Information | | | | |
|---|---------|-------------|--------------------------|---|
| First Name*: | MI: | Last Name*: | Birthdate* (MM/DD/YYYY): | Sex*: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| Email* (Email is required for online enrollment only) | | | Phone Number*: | |
| Address 1*: | | Address 2: | | |
| City*: | State*: | ZIP*: | | |

Patient Agreement

By signing this form, I understand and acknowledge that:

Before my treatment begins, I will:

- Enroll in the SPRAVATO[®] REMS by completing this *Patient Enrollment Form* with my healthcare provider. Enrollment information will be submitted to the SPRAVATO[®] REMS.
- Receive counseling on safety risks and the need for monitoring to observe for resolution of sedation and dissociation, and for any changes in vital signs.

During treatment, and after administration I will:

- Use the SPRAVATO[®] nasal spray myself under the direct observation of a healthcare provider.
- Be observed at the healthcare setting where I get SPRAVATO[®] for at least 2 hours after each treatment until the healthcare provider determines I am ready to leave the healthcare setting.

I understand:

- Sedation and dissociation can result from treatment with SPRAVATO[®] and I must stay after each treatment. Until these effects resolve, I may feel:
 - sleepy and/or
 - disconnected from myself, my thoughts, feelings and things around me.
- I should make arrangements to safely get home.
- I should not drive or use heavy machinery for the rest of the day on which I receive SPRAVATO[®].
- I should contact my doctor or inform him/her at my next visit if I believe I have a side effect or reaction from SPRAVATO[®].
- In order to receive SPRAVATO[®] as an outpatient, I am required to be enrolled in the REMS, and my information will be stored in a database of all outpatients who receive SPRAVATO[®] in the United States.
- Janssen Pharmaceuticals, Inc. and its agents, including trusted vendors, may contact me or my prescriber via phone, mail, fax, or email to support administration of the REMS.
- Janssen Pharmaceuticals, Inc. and its agents, including trusted vendors, may use, disclose, and share my personal health information for the purpose of the operations of the REMS, including enrolling me into the REMS and administering the REMS, coordinating the dispensing of SPRAVATO[®], and releasing and disclosing my personal health information to the Food and Drug Administration (FDA), as necessary, and as otherwise required by law.

Patient Name (please print):

| | |
|----------------------------|---------------|
| Patient Signature*: | Date*: |
|----------------------------|---------------|



Zen Psychiatric Services, PLLC
2270 Hendersonville Rd
Arden NC 28704
Main: 828-608-0892 Fax: 828-608-0373

INFORMED CONSENT: SPRAVATO TREATMENT FOR DEPRESSION

- I understand the risks include but are not limited to: Dissociation, Dizziness, Nausea, Sedation, Vertigo, Headache, Dysgeusia, Hypoesthesia, Anxiety, Lethargy, Blood pressure increased, Vomiting, Insomnia, and Diarrhea. I also understand that the potential side effects from Spravato nasal treatment may include: Nasal discomfort, Throat irritation, feeling drunk, Dry mouth, Hyperhidrosis, Euphoric mood, Dysarthria, Tremor, Oropharyngeal pain, Mental impairment, Constipation, Pollakiuria, feeling abnormal, and Tachycardia.
- I agree to remain abstinent from any illegal drugs, alcohol, and controlled medications that I am not prescribed. If I cannot remain abstinent from these substances, I agree to inform the office prior to my treatment session, as this could jeopardize my safety and affect my ability to continue treatment.
- I understand that I may not drive or operate machinery for at least 24 hours after my nasal treatment is completed, and that I will only be discharged to the care of a responsible adult.
- I understand that good results are expected but not guaranteed. My depression may not improve with Spravato treatment even if I follow the complete treatment protocol.
- I understand that to achieve the desired results that a series of nasal treatments are needed, and it is my full intent to complete the course of treatment.
- I understand that Spravato nasal treatment is not a substitute for continued behavioral medicine treatment. My psychiatrist or family doctor will determine if any oral medications or other treatments may be stopped if my depression improves.
- I have been explained thoroughly about the use of Spravato for Treatment-Resistant depression and have had the opportunity to ask all the relevant questions I felt necessary. I am confirming that I have received and reviewed the pre-treatment instructions, post treatment instructions and that I can fully comply.
- I voluntarily request Zen Psychiatric Services, PLLC to administer SPRAVATO for the treatment of my condition.
- I understand that I can revoke this consent at any time including during the 12 week treatment period. I further understand that if this consent is revoked during a treatment session and after I have received Spravato medication, I will voluntarily agree to stay the required two (2) hour observation period.
- I understand that SPRAVATO nasal spray is indicated and FDA approved, in conjunction with an oral antidepressant, for the treatment of treatment-resistant depression in adults.
- I fully consent and agree to Zen Psychiatric Services, PLLC bill my insurance company for services rendered. I am aware that I bear full financial responsibility for monies not received by Zen Psychiatric Services, PLLC from my insurance company.

Patient Name: _____ Date: _____

Patient Signature: _____

Provider Signature: _____ Date: _____

Right to Revoke or Cancel an Authorization

You can sign an Authorization to give us permission to share your information with others, such as with your employer or a life insurance company. You can revoke (cancel) that permission at any time by going to the HIM website and submitting the Revocation of Authorization for Release of Information form. Once we have processed your revocation, we will no longer use or share your health information under the revoked Authorization. We cannot, however, take back information we have already shared.

Other State and Federal Laws Some state and federal laws require additional privacy protections for certain health information. For example, some states give unemancipated minors the legal right to consent to certain types of care and protects the privacy of those encounters, with specific exceptions. Other examples include:

How Your Information Is Used and Shared for Treatment We may use and share your health information to provide, coordinate, or manage your health care and related services, both with our own providers and with others involved in your care. Different personnel may also share your health information to coordinate the different things you need, such as prescriptions, lab work and X-rays. For example, a doctor treating you for a broken leg may need to know if you have diabetes so she can treat you properly and work with our dietitian so you can have low sugar meals. Our case manager will need to know about your diabetes so he can connect with other agencies to get you access to the proper resources after discharge. We may also share your information with a health registry so we can access information that may help us identify a different way to treat you. We may share and receive your health information from other providers, including within our system, to treat you.

Communicating With You We may use and share health information to contact you about treatment, care, or payment. For example, we may use your cell phone and email information to send you appointment reminders. We may also reach out to you for feedback about a recent visit or to see if you are feeling better. Unless you tell us otherwise, you agree we can send you reminders via phone calls, emails, text messages, or other means based on the information you have on file with us. If you send us unencrypted emails or texts, you understand there are security risks in doing so and you accept those risks.

For Payment We may use and share your health information with others to bill and collect payment for the services we provide to you, such as with billing departments, insurance companies, health plans and their agents, and consumer reporting agencies. We may also contact payors before you receive scheduled services, such as for pre-approval from your health plan or to confirm you qualify for coverage.

Treatment Alternatives We may use and share your health information to tell you about possible treatment options or alternatives that may be of interest. Note you are responsible for reviewing any additional terms of use may apply to apps or other tools that you use.

Business Associates Sometimes, we hire other people and companies known as business associates to help us perform services and manage operations. We may need to share your health information with these business associates so that they can perform their job for us. For example, we may hire healthcare monitoring companies, collection agencies, or medical directors. We require them to protect your health information and keep it confidential.

Individuals Involved in Your Care or Payment We may share your health information with a family member, personal representative, friend or other person you identify or who is involved in your care or payment. For example, if you bring a sibling to your appointment or have a friend pick you up from a procedure and you do not object to them hearing your medical information, then we can share relevant information with them. We could also tell your family how to care for you at home or share billing information if they are helping with your bills or covering your services. We may also share information to notify people involved in your care about your location, general condition or death. If you are unable to make decisions for yourself or it is an emergency, we will use our professional judgment to decide if it is in your best interest to share your health information with those involved in your care.

Authorization for Other Uses of Health Information Before we use or share your health information in a manner not covered by this Notice or required or permitted by applicable laws, we will ask for your written permission. For example, we will ask for your written permission to use or share psychotherapy notes, to use your health information for marketing purposes, or to share your information in a way that constitutes sale of health information. Note that we can remove or aggregate identifiers, so the information becomes anonymous and then use or share it without written permission.

Right to a Copy of Your Health Records You can ask for a copy of all or part of your medical record, though certain exceptions may apply. For example, if your doctor decides something in your record might endanger you or someone else, your request may be denied in whole or in part. To request a copy of your record, go to the HIM website and submit the Patient Request for Access form. In most cases, you will receive the information within 30 days of when we receive your request, unless we let you know we need another 30 days, such as if the are in storage.

Special Situations In certain situations, we may use or share your health information without your permission or without giving you a chance to object, including:

When Required by Law, such as to report gunshot wounds, communicable diseases, child abuse, or to make certain reports to state or federal agencies.

For Public Health Activities, such as to prevent or control disease, injury, or disability; report reactions or problems with medical products; report births or deaths; work with the CDC.

For Health Oversight Activities, such as to the state health regulators or the Center for Medicare/Medicaid Services.

For a Legal Proceeding, such as in response a court order, a warrant, or a legal proceeding.

To Law Enforcement and Correctional Institutions, such as in the event of certain crimes, missing persons, or other situations involving law enforcement or prisoners.

To Avoid a Serious Threat to Health or Safety, such as if there is an imminent danger to someone or the public.

For Medical Research, such as for studies that have been approved by special institutional review boards; we will follow the relevant research regulations to protect your information.

For Workers' Compensation, such as to an employer under state law.

Your Rights Regarding Your Health Information You have certain rights regarding the health information we maintain about you, which are outlined below. Our Health Information Management Department (HIM) oversees many of these rights. If you have any questions, please call HIM at 828-608-0892 and they will be happy to help you.

Zen Psychiatric Services, PLLC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.



Zen Psychiatric Services, PLLC

This notice describes how medical information about you may be used and shared and how you can get access to that information. Please review it carefully.

Protecting Your Privacy Zen Psychiatric Services, PLLC is committed to improving health, elevating hope, and advancing healing for all. To do so, we need to use and share your information among ourselves, with our vendors, and with providers and agencies involved with your care. We understand that health information is personal, and we are committed to protecting your privacy. This Notice outlines how we protect your information and your rights under the Health Insurance Portability and Accountability Act (“HIPAA”). We are required by law to:

- *Maintain the privacy of your health information as outlined in this Notice
- *Provide you with notice of our legal duties and privacy practices related to your health information
- *Follow the terms of the Notice currently in effect

Right to A Paper Copy of This Notice You have the right to a paper copy of this Notice upon request. You may also obtain a copy of this Notice at any time from our website, unhealthblueridge.org, or from the location where you obtained treatment

Right to Request Changes to Your Health Information You can ask to change or add information to your health record that you think is wrong or incomplete. For example, you may remember telling the doctor that you fell riding your bike, but the record says you tripped over your dog. To request an amendment, call 828-608-0892 to request and submit the Health Information Amendment form. Your provider has the right to decide whether to accept or deny your request in whole or in part. We will let you know the decision within 60 days, though we may let you know if we need another 30 days and why. Regardless of the decision, your amendment request will be noted in your record, as well as your disagreement letter if you choose to send one.

Who Follows This Notice Our Notice of Privacy Practices applies to entities that are owned or controlled by Zen Psychiatric Services, PLLC, personnel who are employed by, contracted by, train with, volunteer or authorized to use or access protected health information.

Request Restrictions on Sharing Your Information You have the right to ask that we limit how we use or share your information for treatment, payment or health care operations. You can also ask us to limit sharing information with others involved in your care, such as a family member or friend. To request a restriction communication, please call 828-608-0892 and ask for the Request for Restrictions on Use and Disclosure of Information form. Note that we are not required to agree to your request, except as stated below. If we do agree to the restriction, it goes into effect when we notify you and even then, it may not be followed in some situations, such as emergencies or when required by law. If you restrict us from sharing information with your health plan by paying for the visit in full as self-pay, we will not share your information (note this does not affect our ability to share your information for treatment).

Request That We Change How We Contact You You can make reasonable requests to be contacted at different places or in different ways. For example, you may ask that we call you on your cell phone instead of your home number or that we send results to your office instead of your home. To request confidential communications, call 828-608-0892 to obtain the Request for Confidential or Alternative Means of Communication form. You are not required to tell us the reason for your request. We will accommodate all reasonable requests, but your request must specify how or where you wish to be contacted.

Request an Accounting of Disclosures You have the right to ask for a list of those we’ve shared your information over the last 2 years. Note the list will not include disclosures made to those involved in treatment, payment, or for health care operations, or certain other disclosures, such as those authorized by you. To request an accounting of disclosures, call 828-608-0892 and ask for the Request for Accounting form. You must include the time frame for the request. You can get one accounting of disclosures at no charge every 12 months; after that, there may be a fee. In most cases, we will send the accounting of disclosures within 60 days. If we need an extra 30 days, we will let you know.

Right to Be Notified of a Breach You have the right to be notified if your health information is acquired, used, or shared in a manner not permitted under law which results in more than a low risk of compromise to the security or privacy of your health information.

Changes to this Notice of Privacy Practices We reserve the right to change and update this Notice. The revised Notice will be effective for health information we already have about you, as well as for any health information we create or receive in the future. The effective date is listed on the first page of the Notice, and we will post the current copy at the front desk.

Complaints and Contacts If you believe we impermissibly shared or used your information or that your rights were denied under HIPAA, you can file a complaint with Zen Psychiatric Services, PLLC by calling our main number at (828) 608-0892 and ask to speak with the Privacy Department. You can file a complaint with the Secretary of the Department of Health and Human Services by going to hhs.gov/hipaa. You will not be punished for filing a complaint.

For Health Care Operations We may use and share your health information to carry out business activities that help us operate our health system, improve the quality and cost of patient care, and conduct other health care operations. For example, we may look at patient information to evaluate the performance of our staff, plan new services, identify new locations for services, or send you a survey about your experience. We may also use patient information to train personnel and students, respond to governmental agencies, support our licensing, analyze data, and for legal and other purposes. We can also share your information with other providers who have a relationship with you for their own health care operations.



Zen Psychiatric Services, PLLC

Acknowledgment of Receipt of Notice of Privacy Practices

Zen Psychiatric Services, PLLC is providing you a copy of our Notices of Privacy Practices. The notice provides information about your rights as a patient of our practice and whom you may contact at our office to ask questions about our privacy practices. By signing this form, you agree that you have had the opportunity to read our Notice of Privacy Practices.

I have received a copy of the Notice of Privacy Practices for Zen Psychiatric Services, PLLC

Name (Please Print): _____

Signature of Patient (or Representative) _____ Date: ___/___/_____

No Show/Late Cancellation Policy

This policy has been established to help us serve you better.

It is necessary for us to make appointments in order to see our patients as efficiently as possible. No-shows and late-cancellations cause problems that go beyond a financial impact on our practice. When an appointment is made, it takes an available time slot away from another patient. No-shows and late-cancellations delay the delivery of healthcare to other patients.

A “no-show” is missing a scheduled appointment. A “late-cancellation” is canceling an appointment without calling us to cancel within 24 hours of an office appointment or 72 hours in advance of a procedure.

We understand that situations such as medical emergencies occasionally arise. These situations will be considered on a case by case basis.

A charge of \$30.00 will be assessed for each no show or late cancellation office visit appointment if less than 24 hours notice is given.

Please understand that insurance companies consider this charge to be entirely the patient’s responsibility.

To cancel or reschedule an appointment please call Zen Psychiatric Services, PLLC 828-608-0892. This policy is in effect to ensure that all of our patients have the opportunity to be seen in a timely manner.

It is my understanding that my credit card on file will be charged \$30.00 for each no show or late cancellation appointment. If no credit card is on file, I agree to be billed for the no show or late cancellation appointment. I am also aware that three no show or late cancellation events may constitute dismissal from this clinic.

Patient Acknowledgment (Please sign)

(Date)

Recurring Credit Card Payment Authorization

You authorize regularly scheduled charges to your credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be provided to you and the charge will appear on your credit card statement. You agree that prior notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

I _____ authorize Zen Psychiatric Services, PLLC
(Cardholder's Name) (Merchant's Name)

to charge my Credit Card indicated below \$30.00 for office copay. -

Billing Information

Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

Card Details

Visa MasterCard Discover American Express

Cardholder Name _____

Account/CC Number _____

Expiration Date ____/____

CVV _____

Zip Code _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Zen Psychiatric Services, PLLC in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I acknowledge that the origination of Credit Card transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this Credit Card and will not dispute these scheduled transactions; so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE _____
(Cardholder's Signature)

DATE _____



Zen Psychiatric Services, PLLC
 2270 Hendersonville Rd Suite 1
 Arden, NC 28704
 Main: 828-608-0892
 Fax: 828-608-0373

AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Client: _____

DOB: _____

- Use this form to obtain client or legally responsible person/personal representative authorization for the release of information
- Form must indicate whether this is to release information, obtain information, or both.
- Form must be filled out before client or legally responsible person/persons representative signs
- File original form in client record. **MUST GIVE COPY TO CLIENT**

**AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION 45 C.F.R. Parts of 160;
42 C.F.R., Part 2; G.S. 122C**

This form implements the requirements for client authorization to use and disclose health information protected by the federal health privacy law (45 C.F.R. parts 160, 164), the federal drug and alcohol confidentiality law (42 C.F.R. part 2), and state confidentiality law governing mental health, developmental disabilities, and substance abuse services (G.S. 122C).

I, _____, authorize Zen Psychiatric Services, PLLC
(Client or client's legally responsible person or personal representative) (Agency or person authorized use or disclose the information)

to obtain from: to release/discard to: _____

(Agency or person to whom the requested use or disclosure will be made)

The following protected information:

- | | | |
|--|---|---|
| <input type="checkbox"/> Assessments/Evaluations | <input type="checkbox"/> Emergency Contact | <input type="checkbox"/> Other (Specify): _____ |
| <input type="checkbox"/> Service Notes | <input type="checkbox"/> History and Physical | |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Medication Records | |

The Purpose of the disclosure is: _____

(Describe each purpose of the requested use or disclosure)

REDISCLASURE

Once information is disclosed pursuant to this authorization, I understand that the federal health privacy law (45 C.F.R. Part 164) protecting health information may not apply to the recipient of the information and, therefore, may not prohibit the recipient from re-disclosing it. Other laws, however, may prohibit re-disclosure. When this agency discloses mental health and developmental disabilities information protected by state law (G.S. 122C), substance abuse treatment protected by federal law (42 C.F.R. Part 2), and HIV infection information which is protected by state law (G.S. 130A-143) we must inform the recipient of the information that re-disclosure is prohibited except as permitted or required by these two laws. Our Privacy Notice describes the circumstances where disclosure is permitted or required by these laws. I understand that the information to be released may include information regarding drug abuse Alcohol abuse, HIV infection, AIDS or AIDS related conditions, psychological, psychiatric, or physical impairments.

NOTICE OF VOLUNTARINESS

I certify that this authorization is made freely, voluntarily and without coercion. I understand that Zen Psychiatric Services, PLLC cannot deny or refuse to provide treatment, payment, and enrollment in a health plan or eligibility for benefits if I refuse to sign this authorization, except in limited circumstances, i.e. Research related treatment, services provided solely for reason of creating PHI for disclosure to 3rd party.

REVOCAION AND EXPIRATION

I understand that, with certain exceptions, I have the right to revoke this authorization at any time, except to the extent that action has been taken in reliance on it. The procedure for how I may revoke this authorization, as well as the exceptions to my right to revoke are explained in Zen Psychiatric Services, PLLC, a copy of which has been provided to me. If not revoked earlier, this authorization automatically expires 1 year after the date of signature below unless otherwise indicated:

(If Disclosure is for less than 12 months, enter date disclosure expires)

Signature: _____ **Date:** _____

Please explain authority of person signing above to act on behalf of client: _____

Signature: _____ **Date:** _____

////

Disclosure Revoked on: ____/____/____
(Date)

Signature: _____