



Dr. Michele Winchester-Vega & Associates
(845) 562-9816 Fax (845) 863-0351

3250 Route 9W
New Windsor, NY 12553

2 Industrial Drive
Florida, NY 10921

Client Name: _____

WELCOME TO OUR OFFICE

The mission of our caring and compassionate professional staff is to provide welcoming, collaborative, evidenced based effective and cost effective treatment approaches to improve outcomes for those we serve. We respect the complexity and diversity of each individual/family served towards promoting improved mental health, wellness, self-determination, self empowerment, and resiliency.

Please ask the Billing Coordinator if you have any questions about our fees, financial policy, or your requests in dealing with your insurance company. In order to have a satisfactory experience the following guidelines explain how we operate the business aspect of our practice. We are committed to providing you with the best possible care, and are available to discuss our professional services with you at any time. We want to know your experiences, so please feel free to provide feedback to our staff.

CONFIDENTIALITY

We recognize the privilege of confidential communication. By law, information about you will not be discussed with others, without your written consent and knowledge. If you request records to be released, your signature will be required.

I authorize Dr. Michele Winchester-Vega & Associates to contact me at:

_____ Cell Phone# _____ Can we leave a message? Yes No

_____ Home Phone# _____ Can we leave a message? Yes No

_____ Fax # _____

_____ Email address: _____
(Your email address should be set to privacy settings with encryption for HIPPA compliance)

_____ Text Messaging Yes No

Who referred you to our Practice? _____

How do you know them? _____

I would like you to speak with them about my treatment. Yes No Phone: _____

Why are you seeking treatment?

MEDICAL

1. Are you taking any over the counter or prescribed medications? _____

2. Are you currently under the care of a health care professional (Dr.)? Name _____

HEALTH INSURANCE COVERAGE

If you would like us to bill your insurance company, we will do so as a courtesy to you. **Please notify us of both your primary and secondary insurance.** Any changes to your insurance coverage, including termination, must be brought to our attention. A change in insurance carriers will affect your benefits and payment schedules. Your therapist may be required to obtain pre-authorization for treatment services. If you fail to report any changes and insurance claims are subsequently declined for payment, you will be billed the regular session fee.

Initials

In the event my insurance should send a payment directly to me instead of Dr. Michele Winchester-Vega & Associates, I will endorse the check and immediately forward to the therapist along with an explanation of benefits (which reflects the dates of services rendered) If I am unable to provide an endorsed check, (if check is for multiple providers), I will send payment for the same amount as issued by my insurance company.

I would like Billing Coordinator to bill my insurance company and will provide all billing information by 1st session.

I have primary insurance with _____

I have secondary insurance with _____

CANCELLATION AND MISSED APPOINTMENTS

Please keep all your scheduled appointments so your counselor can monitor your progress and treatment. Sessions are 45 minutes, unless otherwise agreed upon. Your time has been reserved for you. **Due to the overwhelming need for patient appointments, please cancel at least 24 hours prior to your scheduled appointment, so that we may offer that time slot to other patients. Missed appointments and late cancellations (less than 24-hours notice) will be billed at \$75.00 out-of-pocket fee, as we are unable to bill your insurance for no shows.**

Initials

PLAN BENEFIT AND ELIGIBILITY

It is your responsibility to contact your insurance company to verify coverage and benefit eligibility for outpatient mental health treatment. You need to verify your percentage of payment per visit, any copayments, or deductibles and limits of visits per calendar or benefit year. If you are accessing out-of-network benefits, it is important to confirm that this benefit is available to you. **The practice will make every effort to collect payment from your insurance company. However, you are ultimately responsible for the amount due.**

Fees are based on professional services provided and the amount for time involved. Please feel free to discuss finances openly with therapists and/or my Billing Coordinator. When multiple services are provided, fees for each service will be itemized (i.e., telephone sessions, preparation of special forms, reports, court time, etc.) The fee for these services should be discussed with us at the time of request, as some will not be covered by insurance.

All co-payments, and deductibles are due for services at the time of the visit. Insurance contracts restrict us from waiving copayments. We offer debit and credit card processing, and payment by personal checks as a courtesy to you. If a check is returned for insufficient funds, you will be charged the bank fee in addition to the amount of the check. If insurance benefits pay you directly, you must forward these checks to our office.

After the insurance company has paid their portion of your claim, should your financial responsibility be unpaid after 90 days (unless other financial arrangements have been made) the account will be turned over to a collection agency. Collection agencies charge 33% of the unpaid bill. Should these additional costs be incurred, you will be responsible for them in addition to any unpaid balance.

I authorize the release of any medical information necessary to my insurance carrier to process claims. I permit a copy of this authorization to be used in place of the original. I hereby authorize Michele R. Winchester-Vega, LCSW, PLLC to bill and correspond with my insurance for services rendered. I request that payment from my insurance company be made directly to Dr. Michele Winchester-Vega & Associates. I certify that the information I have reported with regard to my insurance coverage is correct. I understand **that if I fail to** report any changes to my insurance coverage, including termination, I will be responsible for any unpaid balances on my account.

Please sign below indicating that you have reviewed and understand these guidelines. A copy of these procedures will be provided to you upon request.

Patient or Parent/Guardian Signature Date

Therapist's Signature

Date

Dr. Michele Winchester-Vega & Associates Patient Information

NAME (LAST, FIRST, M.I.)			SS #		
ADDRESS (P.O. BOX) STREET, CITY, STATE, ZIP)			DOB		GENDER M F
HOME PHONE ()	WORK PHONE ()	CELL PHONE ()	EMAIL:		
EMPLOYER OR SCHOOL NAME			OCCUPATION OR GRADE LEVEL		
EMERGENCY CONTACT NAME/PHONE			RELATIONSHIP TO PATIENT		
PRIMARY PHYSICIAN NAME/PHONE					

Policy Holder Health Insurance Information

PRIMARY INSURANCE PLAN NAME		ID #	POLICY #	GROUP #
INSURANCE ADDRESS			INSURANCE PHONE	
POLICY HOLDER=S NAME			SS #	
POLICY HOLDER=S ADDRESS (P.O. BOX AND NO. STREET, CITY, STATE, ZIP			DOB	GENDER M F
POLICY HOLDER=S EMPLOYER NAME			RELATIONSHIP TO PATIENT	

SECONDARY INSURANCE PLAN NAME		ID #	POLICY #	GROUP #
INSURANCE ADDRESS			INSURANCE PHONE	
POLICY HOLDER=S NAME			SS #	
POLICY HOLDER=S ADDRESS (P.O. BOX AND NO. STREET, CITY, STATE, ZIP			DOB	GENDER M F
POLICY HOLDER=S EMPLOYER NAME			RELATIONSHIP TO PATIENT	

Authorization to Release Information and Assignment of Benefit

I authorize the release of any medical information necessary to my insurance Carrier to process claims and permit a copy of this authorization to be used in place of the original. I hereby authorize Michele R. Winchester-Vega, LCSW, PLLC, to apply for benefits on my behalf for covered services rendered. I request payment from my insurance company be made directly to Dr. Michele Winchester-Vega & Associates. I certify that the information I have reported with regard to my insurance coverage is correct. I understand that if I fail to report any changes to my insurance coverage, including termination, I will be responsible for any unpaid balances on my account.

Signature (Patient or Parent/Guardian) _____

_____ I have been seen in this practice before (_____ year).

Client Name _____

Today's Date _____

INTAKE PATIENT HEALTH QUESTIONNAIRE-9 (PHQ-9)

Over the last 2 weeks, how often have you been bothered by any of the following problems?
(Use "✓" to indicate your answer)

	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

FOR OFFICE CODING 0 + _____ + _____ + _____
=Total Score: _____

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

Not difficult at all	Somewhat difficult	Very difficult	Extremely difficult
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brief Trauma Questionnaire

The following questions ask about events that may be extraordinarily stressful or disturbing for almost everyone. Please circle "Yes" or "No" to report what has happened to you.

If you answer "Yes" for an event, please answer any additional questions that are listed on the right side of the page to report: (1) whether you thought your life was in danger or you might be seriously injured; and (2) whether you were seriously injured.

If you answer "No" for an event, go on to the next event.

Event	Has this ever happened to you?	If the event happened, did you think your life was in danger or you might be seriously injured?	If the event happened, were you seriously injured?
1. Have you ever served in a war zone, or have you ever served in a noncombat job that exposed you to war-related casualties (for example, as a medic or on graves registration duty)?	No Yes	No Yes	No Yes
2. Have you ever been in a serious car accident, or a serious accident at work or somewhere else?	No Yes	No Yes	No Yes
3. Have you ever been in a major natural or technological disaster, such as a fire, tornado, hurricane, flood, earthquake, or chemical spill?	No Yes	No Yes	No Yes
4. Have you ever had a life-threatening illness such as cancer, a heart attack, leukemia, AIDS, multiple sclerosis, etc.?	No Yes	No Yes	N/A
5. Before age 18, were you ever physically punished or beaten by a parent, caretaker, or teacher so that: you were very frightened; or you thought you would be injured; or you received bruises, cuts, welts, lumps or other injuries?	No Yes	No Yes	No Yes
6. Not including any punishments or beatings you already reported in Question 5, have you ever been attacked, beaten, or mugged by anyone, including friends, family members or strangers?	No Yes	No Yes	No Yes
7. Has anyone ever made or pressured you into having some type of unwanted sexual contact? <i>Note:</i> By sexual contact we mean any contact between someone else and your private parts or between you and some else's private parts	No Yes	No Yes	No Yes
8. Have you ever been in any other situation in which you were seriously injured, or have you ever been in any other situation in which you feared you might be seriously injured or killed?	No Yes	N/A	No Yes
9. Has a close family member or friend died violently, for example, in a serious car crash, mugging, or attack?	No Yes	N/A	No Yes
10. Have you ever witnessed a situation in which someone was seriously injured or killed, or have you ever witnessed a situation in which you feared someone would be seriously injured or killed? <i>Note:</i> Do not answer "yes" for any event you already reported in Questions 1-9	No Yes	N/A	N/A