7209 Creedmoor Rd. Suite 101
Raleigh, NC 27613
Office 919.844.1100 • Fax 919.844.1102
Office@PediatricPossibilites.com
www.PediatricPossibilities.com

211 West Matthews St. Suite 106
Matthews, NC 28105
Office 980.245.2340 • Fax 980.245.2333
Office@PediatricPossibilities.com
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Patient Information

Date:_____

Patient's Name:_____Patient's S.S.#_____
Date of Birth:_____ Age:_____Gender: ☐ M or ☐ F

Person completing this form:_____Relation to patient_____

Parent 1 Name: _____ Parent 2 Name:_____
Address: _____ Address:_____
City/State/Zip: _____ City/State/Zip: _____
Phone: (H) _____Phone: (H) _____
(W) _____(C)_____ (W) _____(C)_____
Occupation:_____Occupation:_____
Employer: _____Employer: _____
Fax Number_____ Fax Number_____
Email:_____ Email:_____

Best time, place and person to contact: _____
With whom does the patient live with? _____
Ages and genders of siblings:_____
_____

Person responsible for the bill: _____Relation to patient_____
S.S.# _____ Date of Birth: _____
Address: _____
City/State/Zip: _____
Health Insurance Company: _____Policy number:_____

Primary Physician: _____Phone: _____
Address: _____City/State/Zip: _____

Who referred the patient for services?_____

Reasons for the referral/visit/concerns you would like to share: _____
_____
_____

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"Making it Possible"

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Patient History

Today's Date:

Patient's Name: Date of Birth:

Person completing this form: Relationship:

School Attending: Grade:

Additional space is provided for comments at the end of the document

Patient's Developmental and Medical History:

1. Please describe your child's birth history (include birth weight, type of birth-vaginal/caesarian, induced, etc). List any complications during pregnancy, birth or infancy.

2. Describe early temperament (fussy, passive, colic, etc.)

3. Hospital Stay

   uncomplicated, released in 48 hours ☐ Yes ☐ No

   NICU Stay: days

   Due to:

4. If adopted at what age was your child adopted?

   Please include any information pertinent to the adoption

5. Please give approximate ages that your child accomplished the following developmental milestones and please comment with additional information.

Motor Skills:

Rolled	Sat alone	
Crawled	Belly/Commando craw	Hands and knees
Cruised	Walked	

How did your child tolerate tummy time as an infant?

Describe how your child crawled (on tummy, on hands and knees) and for how long

Describe if your child had any difficulty achieving motor milestones.

6. Early Feeding

☐ Breast Feeding ☐ Bottle with breast milk ☐ Bottle with formula

Type:

Did your baby latch to the breast or bottle immediately:

If no, what difficulties were encountered?

Did your baby gain weight at the recommended 4-8 oz per week?

Were doctors concerned about your baby's low weight?

Was your baby diagnosed with reflux: ☐ Yes ☐ No

If yes, how was is treated?

7. Please list pertinent medical history/surgeries:

8. Does your child have a diagnosis? ☐ Yes ☐ No

If yes, please list

who made the diagnosis?

when was the diagnosis made?

9. Please list any other private therapy services your child received in the past or currently receives.

Type of Therapy	Name of Facility	Name of Therapist	Past or Current?	May We Contact?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

12. Does your child have hearing aids or glasses prescribed?

13. Does your child have a history of ear infections? If yes, please describe the frequency of the occurrence and how the ear infections have been treated medically

14. Does your child have any allergies? If yes, please list what your child is allergic to and how these allergies are medically managed and any behaviors your child exhibits that you think are related either to the allergies or the allergy medications.

15. Does your child currently take any medications? If yes, please list the medication, and for what condition the medication is taken. Please list any behaviors your child exhibits that you believe might be attributed to the medications.

16. Communication:

-If your child is nonverbal:

- Please describe the frequency and types of vocalizations your child uses.

- Does your child visually reference or point to objects?

-Please describe how your child communicates and give examples

- If your child is verbal:

- When did your child say their first word?

- When did your child start talking in phrases?

- Please describe your child's verbal abilities (words clear, able to stay on topic, etc.)

Self-Care/Daily Routines:

Describe your child's behavior and level of independence for each of the following:

1. Meal Time: (what does your child typically eat, your child's typical appetite, your child's behavior during mealtime, etc.)

☐ Eats with fingers ☐ Uses a spoon ☐ Fork ☐ Spreads with a knife

☐ Uses a sippy cup ☐ Uses a cup ☐ Uses a straw

Did/does your child have difficulties with eating? (avoiding certain types of food, textures of food, utensils, using cup, etc...)

2. Dressing: (describe how your child typically gets dressed. Include the type of clothing your child wears, how long it takes for your child dress, and your child's typical behavior during dressing).

☐ Undresses self ☐ Dresses self

Manages ☐ Snaps ☐ Zippers ☐ Buttons ☐ Ties shoes

3. Toileting skills: (describe your child's level of independence, frequency of bed wetting, frequency of daytime bowel or bladder accidents)

4. Describe a typical bath time for your child. Include the level or independence in bathing and what your child likes and dislikes about bath time.

5. Hygiene skills: (please describe the level of independence and behavior for each of the following:

Teeth brushing

Hair brushing

Washing hands and face

Wash body and wash hair

6. Bed Time: Please describe your child's bed time routine. (time routine begins and ends, order of events: brush teeth, toilet, shower/bath....)

7. Sleep: Please describe how your child sleeps: easy to go to bed, hard to go bed, wakes during the night, hard to wake in the morning, wake up time)

8. Please describe how your child makes transitions between people or environments. Include level of independence during transitions, need for transitional objects, need for advanced preparations, etc.

Play/Social Skills

1. Please describe your child's typical play skills. Include information about the ages of the people your child chooses to play with, if your child chooses to be a leader, a follower, or prefers to play alone.

2. Does your child play next to other kids (parallel play) or with other kids?

3. Describe what your child's favorite play activities and the variety of toys your child plays with.

4. Does your child play with multiple types of toys (cars, dolls, dress-up, blocks) or prefer one or two specific toys?

5. Can your child play pretend with play objects (use block of wood as a phone, play birthday party, play shopping, etc...)?

6.. Is your child able to use playground equipment including: slide, swings (pumping), and monkey bars? Does your child catch and kick a ball, run, skip and ride a bike (2 wheels, 3 wheels, 4 wheels).

Describe your child's behavior while engaged in these activities.

7. Does your child participate in group/community activities such as scouts or sports? Describe your child's ability and behavior while participating in these activities.

8.. Describe your child's behavior on outings such as shopping, birthday parties, restaurants, family vacations. Indicate if any of these activities are difficult for your child and explain why you think they are.

School/Work/Productive Activities:

1. Explain how your child participates in family routines and chores. Include your child's willingness and independence. Include how your child assists with picking up their toys, clothing, making their bed, puts their dishes away, etc.

2. If applicable, please describe how your child completes homework. Include level of independence, need for breaks, need for external supports (food, music) the amount of time typically needed.

3. Describe your child's ability to independently organize personal belongings (homework, bedroom, desk, etc.)

4. Describe your child's ability to independently keep track of personal belongings.

5. Is your child able to follow classroom rules, (i.e. no talking out of turn, hands to self, follow directions, completes work on time, work independently, etc.)

6. Fine Motor:

Does your child have a preferred hand for small motor activities?

☐ Right ☐ Left ☐ Unknown

Describe how your child performs activities such as holding a pencil for drawing or writing letters and numbers. Is your child able to use scissors for cutting?

7. Is your child able to move around the school independently, tolerate the noise in the cafeteria, attend assemblies, specials and field trips.

8. Does your child receive any special services at school? Please include the frequency of each (i.e. resource, speech therapy, occupational therapy)

9. Does your child have an IEP? ☐ Yes ☐ No

Parents Perspective:

1. What do you see as your child's strengths?

2. What are your concerns about your child?

3. What have you been told by doctors, teachers, and/or others about your child's abilities and needs?

4. What do you hope will be gained by having your child seen at this clinic?

5. List some interests of your child's: (Dora, Elmo, cars….etc.)

Please remember that consistent attendance and follow through with home activities is the key to helping your child be successful!

Thank you and we look forward to working with your family!

~ Pediatric Possibilities Staff

Please use this page to share any additional information. If you need to leave additional comments on a previous question, please list the question number and the necessary comments. Thanks!

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Our Financial Policy

Please review this document. You will be asked to sign at the first visit.

PAYMENT IN FULL IS DUE AT THE TIME OF SERVICE
The adult accompanying a minor at the time of service is responsible for full payment.

No show fee- Appointments that are missed without a 24-hour advance notice will be billed a $50.00 no show fee which will need to be paid at the following appointment. This fee is not billable to insurance.

What if I have Insurance?

- Payment is still due at the time of your appointment.
- Pediatric Possibilities is an out-of-network provider. As the policy holder, you are responsible to know the benefits of your plan, such as reimbursement rate and how many visits are allowed per policy year.
- Once you know the specific benefits of your plan, we can assist with filing claims to your insurance company if applicable. This is a courtesy service that Pediatric Possibilities provides, and is not a guarantee of insurance payment. You should expect to receive an Explanation of Benefits summary from your insurance company itemizing each claim.
- Pediatric Possibilities is a Medicaid provider. We need a copy of your Medicaid card along with any other health insurance information *prior to* receiving services. We also need a copy of your Medicaid card monthly thereafter. If services are denied by Medicaid, you will be responsible for payment of therapy services.

I understand that it is my responsibility to know the details of my insurance coverage, and keep the office appraised of any insurance changes.

Services and Fees:

Evaluation Fee: $300.00 *Evaluation includes record review, one hour with therapist for evaluation, and a written report. If additional time with therapist is needed it will be billed at the treatment rate.*

Treatment: Fee: $140.00 **per hour**, $105.00 for 45 minutes, and $70.00 for 30 minutes

Parent Conference Fee: $140.00 **per hour**, $105.00 for 45 minutes, and $70.00 for 30 minutes
Please note that the parent conference is not billable to insurance.

I understand that I am responsible to pay for services rendered.

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Attendance Policy

Please review this document. You will be asked to sign at the first visit.

Pediatric Possibilities requires 24-hour notice to cancel or reschedule an appointment. Pediatric Possibilities has an attendance policy to monitor and ensure that clients regularly attend their scheduled appointments for an overall successful therapy program.

Missed Appointment and Late Cancellation Policy

A Missed Appointment or Late Cancellation (an appointment not canceled 24 hours prior to the appointment time) will result in a fee of $50, regardless of your insurance. Exceptions are made for emergencies and sudden illness.

Pediatric Possibilities understands there may be a Missed Appointment or Late Cancellation due to unforeseen circumstances or a scheduling conflict beyond your control. For this reason, we will waive your *first* Missed Appointment or Late Cancellation fee and will send you a reminder letter of the Attendance Policy.

A *second* Missed Appointment or Late Cancellation will result in the $50 fee, regardless of insurance. This fee is the sole responsibility of the client and must be paid prior to your next scheduled appointment

Late Arrival Policy

We are unable to bill <u>any</u> insurance company for the time that is missed due to late arrival to a scheduled appointment. Clients arriving 15 minutes late for their scheduled appointment will be charged the treatment rate for this time – a fee of $35.00. This fee is the responsibility of the client and must be paid at the time of this appointment.

Repeated Missed Appointments or Late Cancellations Policy

Repeated cancellations may result in either forfeiture of permanent appointment or termination of service. Pediatric Possibilities reserves the right to remove a client from their scheduled appointment time following repeated Missed Appointments or Late Cancellations for any reason.

Missed appointments interfere with the client's plan of care and does not allow for others to receive care. When three or more missed appointments over a three-month period occurs, your child may be moved to another treatment time or removed from the schedule. This will be discussed with you prior to change in schedule.

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PATIENT NOTIFICATION OF PRIVACY POLICIES AND RIGHTS

Please review this document. You will be asked to sign at the first visit.

This notice describes how medical information about you may be used and disclosed. As well as how you can access this information. Please review it carefully.

Purpose: to document the disclosure of policies regarding the storage, use and sharing of confidential information that we are required by law to abide by. In addition to the general information provided, patients may request to review the Pediatric Possibilities Privacy Policy Procedure Manual.

1. Confidential information will be stored in a secure location away from public access.
2. All employees and any other parties who have access to or who will be sharing the confidential information must sign a confidentiality agreement.
3. All employees have access to and reviewed a copy of the Privacy Policy Procedure Manual.
4. Employees have access only to information required to complete their job responsibilities.
5. Therapists will only have access to other therapist's patient information when it is necessary to provide the best collaborative services to the patient.
6. Evaluations, therapy plans, progress reports and treatment notes are sent to Insurance companies, other pay sources, and referring physicians for the purposes of requesting doctor's orders, authorization for services, or to obtain reimbursement for services. Information may be sent via first class mail, email or fax with procedures in place to limit the likelihood of unauthorized access. This information will be sent one time and the date sent will be documented. If an additional request for the same information is made, the patient/guardian will be given the documents for submission.
7. Confidential Information is not shared with 3rd parties (with the exception of those within Pediatric Possibilities) without written approval from the patient or guardian.
8. Any employees requiring access to confidential information have signed a "Employee HIPAA Agreement" promising to follow procedures to guard confidentiality.
9. Giving photographs to the clinic is considered authorization for displaying the pictures in the waiting room or on the website.
10. Parent's can observe therapy in the therapy room or through the viewing window if available.
11. The Office Assistant serves as the Privacy Officer. If any client/guardian has concerns that confidentiality has been or is in danger of being breached, they are asked to report it to the Privacy Officer (reports will not be used against a client to change treatment plan). You may contact the Office at 919-844-1100.
12. All attempts should be made to hold conversations, which may include confidential information in a location away from public access.
13. All computers containing confidential information are only accessed via a password. Employees only have access to information critical for their job responsibilities.
14. By requesting or initiating e-mail communications, patients/guardians understand that Pediatric Possibilities email addresses are not encrypted, and agree to release Pediatric Possibilities and its employees for any breach of confidentiality that may occur with information transmitted over the internet.
15. Authorization is required by the client for uses and disclosures of protected health information for marketing purposes.
16. Individuals who pay out of pocket in full for healthcare or service have the right to restrict disclosures of protected health information to their health plan
17. Individuals will be notified in the unlikely event of a breach of unsecured protected health information.
18. In order to amend protected health information, the patient must make the request in writing and include the specific reason for requesting an amendment.

19. All requests for inspection and/or copies of clients protected health information must be made in writing and directed to our privacy officer. Electronic health records will be readily accessible and distributed to the client in a format mutually agreed upon by Pediatric Possibility staff and client. The request will be made in writing and client will incur a fee (.07 a page)
20. Other uses not described in the patient notification of privacy policies will be made only with authorization from the individuals to whom the protected health information relates.
21. Pediatric Possibilities reserves the right to change the terms of its notice and to make the new notice provisions effective for all protected health information that we maintain.

Use and Disclosure of Your Protected Health Information and Consent for Treatment

I HAVE READ AND UNDERSTAND THE PRIVACY POLICIES PRESENTED IN THIS DOCUMENT.
I HAVE RECEIVED A COPY OF THE NOTICE OF PRIVACY PRACTICE FORM.
I CONSENT THE THE USE OR DISCLOSURE OF MY PROTECTED HEALTH INFORMATION (PHI) BY PEDIATRIC POSSIBILITIES FOR THE PURPOSE OF TREATMENT, PAYMENT AND GENRAL HELTHCARE OPERATIONS.

My consent is evidenced by my signature on this document.