

CLIENT PERSONAL HISTORY FORM

Please complete both sides of this form and return it to the front desk.

Client Name: _____	Date of Birth: _____	Age: _____
What do you prefer to be called? _____		Gender: _____
Phone #: _____	Emergency Contact Name: _____	
	Emergency Contact Phone #: _____	
Preferred Pharmacy (if applicable): _____ <i>Please be specific, e.g. "Walgreens on York in Edina"</i>		

What is your reason for seeking services today? (examples: depressed, difficulty sleeping, anxious, fighting with spouse, grieving, etc.)

Have you previously been treated for mental health issues? No Yes - therapy Yes - psychiatry/medication
 If yes, who did you see? (please complete a Release of Information form) _____

Do you currently have a mental health case manager? No Yes - please complete a Release of Information form

Who completed this form? Self Parent/Guardian Case Worker Other: _____



Current living situation: Personal residence Foster home Group home Shelter/homeless
 Other: _____

Marital status: Single Married/Partnered Separated Divorced Widowed

Employment status: Employed full time Employed part time Unemployed (looking for work)
 Retired Disability/Applied for Disability Not in the work force (full-time student, homemaker, etc.)

Are you a veteran? Yes No If yes, currently **Active Duty?** Yes No

Education Level: Less than High School High School/GED Vocational/Trade
 Some College College (Bachelors) Masters or higher

Race (check all that apply): White African American/Black Asian American Indian/Alaska Native
 Native Hawaiian/Pacific Islander Decline to Answer

Ethnicity: Hispanic/Latino? Yes No Decline to Answer

Country of origin: U.S. Other _____

Primary language: English Other _____

How did you hear about ACP? (please choose one) Family member Friend School Employer Insurance co.
 Internet Search Yellow Pages County/Social Services Probation Officer/Court Primary care provider
 Other medical facility/provider Other mental health provider Psychiatric hospital Chem dependence facility

Referral name (and company/organization, if applicable): _____

Are there any **spiritual** considerations you would like your provider to be aware of? No Yes
 Are there any **cultural** considerations you would like your provider to be aware of? No Yes
 Are you currently or have you ever been involved in any **legal issues**? No Yes
 Do you have any concerns about your **housing** or **financial** situation? No Yes

Current Height: _____ **Current Weight:** _____ **Date of Last Physical Exam (or mo/yr):** _____

Do you have any current or past **medical conditions**? Please check all that apply:

General

- Cancer
- Weight Changes
- Currently/Possibly Pregnant
- Currently Breastfeeding

Cardiovascular

- Coronary Artery Disease
- Heart Surgery
- Hypertension
- Abnormal Blood Pressure
- High Cholesterol
- Fainting Spells

Respiratory

- Emphysema
- Asthma
- Sleep Apnea

Endocrine

- Diabetes
- Thyroid Problems

Musculoskeletal

- Broken Bones
- Fibromyalgia
- Chronic Fatigue Syndrome
- Arthritis
- Rheumatic disease

Genitourinary

- Kidney/Bladder Problems
- Sexually Transmitted Disease
- HIV/AIDS/ARC
- Urinary Incontinence

Blood/Lymph

- Cirrhosis
- Anemia
- Hepatitis

Skin

- Acne
- Skin Disorders
- Tuberculosis

Neurological

- Stroke
- Head Injury
- Headaches
- Epilepsy / Seizures
- Memory Loss

Gastrointestinal

- Ulcers
- Abdominal Pain
- Nausea
- Diarrhea
- Constipation

Allergies/Immune

- Hay Fever
- Immunosuppressed

Eyes/Ears

- Visual Problems
- Hearing Impaired

Previous hospitalizations (including psychiatric): _____

Previous surgeries: _____

Are you **allergic** to any foods or medications? No Yes - please list:

Allergic to: _____ Reaction: _____

Allergic to: _____ Reaction: _____

Allergic to: _____ Reaction: _____

Are you currently taking any **prescription medications**? No Yes

If yes, please **attach a list** or list each medication **name** and **dosage** if known (*i.e. 20mg as needed or 5mg daily*):

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Authorization for Consent for Treatment and Acknowledgements

Client Name _____ DOB _____

CONSENT FOR TREATMENT: I consent to treatment and agree to abide by the policies and agreements with the Associated Clinic of Psychology (ACP), as stated herein.

CONSENT FOR MINORS: A guardian(s) must give consent for treatment of a minor. ACP requires copies of court documents related to custody and guardianship in order to validate consent.

ACKNOWLEDGEMENTS

- **CLIENT RIGHTS AND DATA PRIVACY:** I have received a copy of the document "Client Rights and Data Privacy" and a copy of the "HIPAA Notice of Privacy Practices" pamphlet.
- **FINANCIAL AGREEMENT:** I agree that in return for the services provided to me, I will pay my account at the time that service is rendered. If co-payments and/or other deductibles are a part of my insurance health plan, I agree to pay them at the time of service. I agree to pay all charges not covered by insurance. I understand and agree if my account is delinquent, I may be charged interest at the legal rate. If my account is sent to an attorney for collection, I agree to pay all collection expenses and reasonable attorney's fees as established by the court and not by jury in any court action.
- **ASSIGNMENT OF INSURANCE BENEFITS:** I authorize benefits of any type under my insurance plan or any party liable to me is hereby assigned to the Associated Clinic of Psychology. I authorize the Associated Clinic of Psychology to release health records to insurance carriers for purposes of processing claims for services rendered to me.
- **CANCELLATIONS:** I understand that I need to give at least a 24-hour notice when cancelling or rescheduling a scheduled appointment. If I fail to do so, I will be subject to a charge of \$120.00 (or higher for psychological testing). ACP reserves the right to restrict scheduling due to no shows or cancellations.
- **COURT COSTS:** I understand that if a clinician or other member of the Associated Clinic of Psychology is required, by subpoena or other means of summoning, to appear in court on my behalf that I will be responsible for a fee for all time and costs associated, including but not limited to deposition time, attorney meetings and calls, travel time, preparation time, research, costs for copying records, time in court, etc. Therapy: \$350/hour. Psychological Testing: \$350/hour. Psychiatry: \$500/hour.
- **CLINIC RIGHTS:** I understand that any verbal or physical aggression towards any person working for ACP or clients receiving services at ACP will be grounds for immediate termination of services.
- **TELEHEALTH POLICY:** I have received a copy and understand ACP's Telehealth Policy and Procedure.

CONTINUED ON NEXT PAGE

- **AUTHORIZATION FOR COMMUNICATIONS VIA TEXT OR EMAIL AND ACKNOWLEDGMENT:** Per HIPAA regulations you have the right to receive communications via text message and/or non-secured email from ACP, if you choose. These messages will be used for scheduling, logistics, and administrative purposes only. ACP clinicians will not provide any services or other communications via text or email. Any protected health information (PHI) sent by ACP will be sent securely by alternative means or encrypted email. Before considering using non-secured email or text communication be advised that text messaging and nonsecure email messaging is an unencrypted conversation that has the potential to be read by a third party. Your cell service carrier rates will apply to communications via your cell phone. ACP is not responsible for any charges you may incur.
- **SUPERVISION PROGRAM:** I understand that at times my provider may be under the clinical supervision of another clinical provider based on licensing requirements or credentialing requirements. Your visit may be billed to your insurance under this Clinical Supervisor.
- **ACP SHADOWING PROGRAM:** I understand that occasionally there may be another provider or clinical student intern shadowing my group or individual session as part of their learning process. My provider will discuss this with me if this situation arises and I am always able to decline to have another provider/student shadow these sessions.
- **EMERGENCY CONTACT:** In case of emergency, ACP is authorized to contact the following person for the purpose of assessing client safety or whereabouts or obtaining other emergency information. Clinical information will not be released unless necessary to confirm or assess safety.

Emergency Contact Name: _____

Phone Number: _____ Relationship: _____

- **INSURANCE INFORMATION (only needed for Community-Based Services):**

Insurance Company: _____ Member/Policy ID: _____

Group #: _____ Policy Holder Name & Relationship to Client: _____

By signing below, I consent to treatment and understand and agree to the policies and terms outlined above. This document is subject to regular updates.

Client Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Relationship to client: _____

If Client is unable to sign, reason: _____

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL MENTAL HEALTH INFORMATION TO PRIMARY CARE PROVIDER

1 Client Information

First and Last Name _____ Client Date of Birth _____

Previous Name(s) _____

Home Address _____

Phone _____ Secondary Phone: _____

2 This form when completed and signed by you, authorizes ACP to release protected personal health information to your primary care physician and/or clinic for continuity of care purposes, unless you choose to opt out below.

Check one of the boxes listed below.

I **do not have OR do not authorize** ACP to contact my primary care physician or clinic.

I **authorize** ACP to exchange information with my primary care physician and/or clinic.

Physician Name (if known): _____

Clinic Name: _____

Clinic Address: _____

Clinic Phone: _____ Clinic Fax: _____

3 Information to be released. IMPORTANT: Indicate only the information you are authorizing to be released. By checking any of the boxes below, you authorize mental health records to be released.

Care Coordination Package (*includes Diagnostic Assessment, Treatment plan, last two progress notes, and discharge if applicable*)

Intake/Diagnostic Assessment Progress Notes Treatment Plan Discharge Summary

Psychiatric Notes Telephone Consultation Test Results/Evaluation Medication List

Other (please specify): _____

AND please indicate date span below (if none indicated, intake and last two visit notes will be released):

Specific Dates _____

4 Health information includes written and oral information

By indicating that you authorize ACP to contact your primary care physician or clinic in section 2, you are giving permission for written information to be released and for ACP to talk to a person in section 2 about your health information.

If you do not want to give your permission for ACP to talk with your primary care physician or clinic about your health information, indicate that here (check mark or initials) _____. If checked, only written records will be shared.

5 I understand this information will be disclosed to the above person, organization, or agency from records whose confidentiality is protected by Federal Laws (42 CFR Part 2) and by Minnesota Statutes. I also understand that I may revoke this authorization at any time by giving written notice to the Associated Clinic of Psychology, except to the extent that action has already been taken in reliance upon it. Unless revoked earlier or otherwise indicated, this authorization will expire three years from the date of signing. I understand that treatment by any party may not be conditioned upon my signing this authorization unless the psychological/psychiatric services are provided to me for the purpose of creating health information for a third party. Furthermore, I understand that information used or disclosed pursuant to the authorization may be subject to disclosure by the recipient of your information and no longer protected by the HIPAA Privacy Rule. All records pertaining to chemical dependency/drug or alcohol abuse, or HIV related illnesses and treatment records will be released unless indicated here by your initials: _____

6 Client's Signature _____ Date _____

OR Parent/Guardian Signature _____ Date _____

Parent/Guardian (printed name): _____

Representative's relationship to client (parent, guardian, etc.) _____

PLEASE NOTE: ACP requires supporting documentation in cases where guardianship or legal custody are involved, prior to release of protected health information.

This authorization will expire in 3 years from the date of signature. Releases of Information signed by parent/guardian for a minor will expire in 3 years, or on client's 18th birthday, whichever date comes sooner.

ACP Clinic Locations

- | | | |
|---|------------------|-------------------|
| <input type="checkbox"/> ACP Minneapolis: 4027 County Road 25, Minneapolis, MN 55416 | PH: 612-925-6033 | FAX: 612-925-8496 |
| <input type="checkbox"/> ACP Apple Valley: 14800 Galaxie Avenue, Suite 305, Apple Valley, MN 55124 | PH: 952-432-1484 | FAX: 952-432-2328 |
| <input type="checkbox"/> ACP West St. Paul: 149 Thompson Avenue E, Suite 150, West St. Paul, MN 55118 | PH: 651-450-0860 | FAX: 651-450-0759 |
| <input type="checkbox"/> ACP Brooklyn Center: 6160 Summit Drive N, Suite 450, Brooklyn Center, MN 55430 | PH: 763-503-8560 | FAX: 763-503-8563 |
| <input type="checkbox"/> ACP West Metro: 1155 Ford Road, Suite B, St. Louis Park, MN 55426 | PH: 952-378-1800 | FAX: 952-378-1714 |
| <input type="checkbox"/> ACP St. Paul Midway: 450 Syndicate Street N, Suite 385, St. Paul, MN 55104 | PH: 612-925-6033 | FAX: 612-925-8496 |
| <input type="checkbox"/> ACP Hudson: 2501 Hanley Road, Suite 101, Hudson, WI 54016 | PH: 715-954-5300 | FAX: 612-925-8496 |

PATIENT HEALTH QUESTIONNAIRE (PHQ-9)

ACCT#

CLIENT NAME: _____ DATE: _____

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

1. Little interest or pleasure in doing things

2. Feeling down, depressed, or hopeless

3. Trouble falling or staying asleep, or sleeping too much

4. Feeling tired or having little energy

5. Poor appetite or overeating

6. Feeling bad about yourself-- or that you are a failure or have let yourself or your family down.

7. Trouble concentrating on things, such as reading the newspaper or watching television

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

9. Thoughts that you would be better off dead, or of hurting yourself

Not at all	Several days	More than half the days	Nearly every day
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3

Add Columns

+	+	+
---	---	---

TOTAL:

--

10. If you checked off any problems above, 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 _____

11. Do you or does anyone else have concern about your alcohol or drug use? Yes No

12. Do you use tobacco? Yes No
 If so, are you interested in quitting? Yes No

This space for clinician use

CLINICIAN INITIALS: _____
 J C.R.

Generalized Anxiety Disorder Screener (GAD-7)

Over the <i>last 2 weeks</i> , how often have you been bothered by the following problems?	Not at all	Several Days	More than 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 is hard to sit still	0	1	2	3
6. Becoming easily annoyed or irritated	0	1	2	3
7. Feeling afraid as if something awful might happen	0	1	2	3
	Add columns			
	Total Score			
8. 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

When did the symptoms begin? _____