

Confidential Client Intake Form

Patient Name: _____ Gender: M F Ethnicity: _____

Patient's DOB: _____ Patient's SS #: _____

Mother's SS #: _____ Father's SS #: _____

Address: _____

City, State: _____ Zipcode: _____

Home Phone Number: _____

Mother's Name: _____ Father's Name: _____

Mother's Cell #: _____ Father's Cell #: _____

Mother's Email: _____ Father's Email: _____

Mother's Work #: _____ Father's Work #: _____

How were you referred to our office? (Select all that apply)

Doctor/Pediatrician: _____ School/Teacher: _____

Daycare: _____ Website Google Search Yelp Facebook

Other: _____

Diagnosis/Concerns: _____

Current Physician's Name: _____

Address: _____

City, State: _____ Zipcode: _____

Phone Number: _____ Fax Number: _____

NPI: _____ TPI: _____



Medical History

Pregnancy/Delivery:

Pregnancy proceeded: ___ Normally ___ With complications

Delivery proceeded: ___ Normally ___ With complications

Prenatal care was: ___ Received ___ Not received

Delivery was: ___ Vaginal ___ C-Section

Length of Pregnancy: _____

Child's length of hospital stay: _____

Pregnancy Complications (Select all that apply):

- | | |
|-------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Eclampsia | <input type="checkbox"/> Positive for Strep B |
| <input type="checkbox"/> Gestational Diabetes | <input type="checkbox"/> Pre-eclampsia |
| <input type="checkbox"/> Multiple Births | <input type="checkbox"/> Pre-mature Labor |
| <input type="checkbox"/> Polyhydramnios | <input type="checkbox"/> Substance Exposure |
| <input type="checkbox"/> Positive for Cytomegalovirus (CMV) | <input type="checkbox"/> Toxemia |
| <input type="checkbox"/> Positive for Herpes | <input type="checkbox"/> Positive for HIV |
| <input type="checkbox"/> Other (Please specify): _____ | |

Delivery Complications (Select all that apply):

- | | |
|---------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Abruptio Placenta | <input type="checkbox"/> Premature Rupture of Membranes |
| <input type="checkbox"/> Breech presentation | <input type="checkbox"/> Transverse presentation |
| <input type="checkbox"/> Low birth weight | <input type="checkbox"/> Prolapsed Cord |
| <input type="checkbox"/> Negative Vacuum | <input type="checkbox"/> Use of forceps |
| <input type="checkbox"/> Non-progressive/Unproductive labor | <input type="checkbox"/> Uterine rupture |
| <input type="checkbox"/> Occiput posterior position (face up) | <input type="checkbox"/> Umbilical cord around neck |
| <input type="checkbox"/> Placenta Previa | |
| <input type="checkbox"/> Other (Please specify): _____ | |

Birth Information:

Mother's age at time of birth: _____

Birth Hospital: _____

Transferred to other hospital? ___ Yes ___ No Transfer hospital: _____

Additional Comments: _____

Birth Weight: _____ Birth Height: _____

Apgar Scores: 1 minute _____ 5 minutes _____ 10 minutes _____

Multiple Child Pregnancies:

Number of live births: _____ Number of still births: _____

Additional Details: _____



Complications following birth (Select all that apply):

- | | |
|-----------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Anemia of Prematurity | <input type="checkbox"/> Jaundice |
| <input type="checkbox"/> Bronchopulmonary Dysplasia (BPD) | <input type="checkbox"/> Meconium Aspiration |
| <input type="checkbox"/> Cleft lip | <input type="checkbox"/> Necrotizing Enterocolitis |
| <input type="checkbox"/> Cleft palate | <input type="checkbox"/> Neonatal Hypoxia |
| <input type="checkbox"/> Club foot | <input type="checkbox"/> Oxygen dependency |
| <input type="checkbox"/> Cytomegalovirus (CMV) | <input type="checkbox"/> PDA |
| <input type="checkbox"/> ECMO | <input type="checkbox"/> Positive dependency |
| <input type="checkbox"/> Failure to Thrive | <input type="checkbox"/> Respiratory Distress Syndrome |
| <input type="checkbox"/> Hyperbilirubinemia | <input type="checkbox"/> Respiratory Stridor |
| <input type="checkbox"/> Intrauterine Growth Retardation (IUGR) | <input type="checkbox"/> Respiratory Syncytial Virus (RSV) |
| <input type="checkbox"/> IVH Bleed Grade 1 | <input type="checkbox"/> Thrombocytopenia (low platelet count) |
| <input type="checkbox"/> IVH Bleed Grade 2 | <input type="checkbox"/> Ventilator Dependency |
| <input type="checkbox"/> IVH Bleed Grade 3 | <input type="checkbox"/> VP Shunt |
| <input type="checkbox"/> IVH Bleed Grade 4 | <input type="checkbox"/> Other (Please specify): _____ |

Diagnosed/Suspected Syndromes: _____

Medications/Allergies

Current medications: _____

Allergies: _____

Current vitamins, herbs, minerals, homeopathic: _____

Hearing Testing:

Test results: Normal Abnormal Never tested

Last test date: _____

Results: _____

Vision Testing:

Test results: Normal Abnormal Never tested

Last test date: _____

Results: _____



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Physician	Specialty	Reason	Last Date of Visit

Surgery/Procedure/Diagnostic Tests	Details/Results	Date

Medical Conditions (Select all that apply):

- | | |
|----------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Laryngomalacia |
| <input type="checkbox"/> Arteriovenous Malformation (AVM) | <input type="checkbox"/> Muscular Dystrophy |
| <input type="checkbox"/> Anoxic brain injury | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Asthma/Respiratory breathing problems | <input type="checkbox"/> Periventricular Leukomalacia |
| <input type="checkbox"/> Autism | <input type="checkbox"/> Reflux |
| <input type="checkbox"/> Baclofen pump | <input type="checkbox"/> Seizure condition |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Scoliosis (Degrees: _____) |
| <input type="checkbox"/> Cerebral Vascular Accident (CVA) | <input type="checkbox"/> Sleep disorder |
| <input type="checkbox"/> Chronic ear infections | <input type="checkbox"/> Sleep problems |
| <input type="checkbox"/> Colic | <input type="checkbox"/> Shunts |
| <input type="checkbox"/> Constipation | <input type="checkbox"/> Torticollis |
| <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Traumatic Brain Injury (TBI) |
| <input type="checkbox"/> Down Syndrome | <input type="checkbox"/> Tube feeding |
| <input type="checkbox"/> Hip subluxation (Degrees: _____) | <input type="checkbox"/> Tubes in ears |
| <input type="checkbox"/> Hydrocele | <input type="checkbox"/> Vagal nerve stimulator |

Other medical/orthopedic conditions: _____

Additional comments: _____



Developmental History

Motor/Play

When did the child begin:

Bringing both hands to mouth? _____

Buttoning pants/shirts? _____

Come to sitting from lying with assistance? _____

Creeping or crawling alone? _____

Fully toilet trained? _____

Grabbing a toy? _____

Holding head up alone? _____

Pulling self to standing position? _____

Rolling over? _____

Self-bathing? _____

Self-dressing? _____

Sitting alone without support? _____

Standing unsupported? _____

Tying shoes? _____

Walking with support? _____

Walking unaided? _____

Zippering/unzipping jacket? _____

Comments/Concerns: _____

Is the child:

Right handed

Left handed

No hand preference

Are there handwriting concerns? Yes No

The child primarily gets around the home by: _____

The child's favorite toys and play activities are: _____



Description of the child (Select all that apply):

- | | |
|--------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Active | <input type="checkbox"/> Fearless |
| <input type="checkbox"/> Affectionate | <input type="checkbox"/> Fussy |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Insecure |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Motivated |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Passive |
| <input type="checkbox"/> Curious | <input type="checkbox"/> Persistent |
| <input type="checkbox"/> Demanding | <input type="checkbox"/> Playful |
| <input type="checkbox"/> Difficult to comfort | <input type="checkbox"/> Shy |
| <input type="checkbox"/> Distractible | <input type="checkbox"/> Stubborn |
| <input type="checkbox"/> Fearful | <input type="checkbox"/> Withdrawn |
| <input type="checkbox"/> Other (Please specify): _____ | |

Sensory/Socio-emotional

Sensory Processing/Regulation (Select all that apply):

- | | |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Avoids getting messy | <input type="checkbox"/> Lines up toys or objects |
| <input type="checkbox"/> Seeks out (craves) touch or movement | <input type="checkbox"/> Seeks out (craves) visually stimulating objects |
| <input type="checkbox"/> Stumbles or falls frequently | <input type="checkbox"/> Seeks out (craves) stimulating sounds |
| <input type="checkbox"/> Appears awkward or less coordinated | <input type="checkbox"/> Resists certain movements (e.g. bouncing, swinging) |
| <input type="checkbox"/> Flaps hands | <input type="checkbox"/> Has difficulty figuring out how to move body |
| <input type="checkbox"/> Allows brushing of teeth | <input type="checkbox"/> Can't tolerate certain textures (e.g. clothing, food) |
| <input type="checkbox"/> Bangs on surfaces; bangs or hits head | <input type="checkbox"/> Uses too much pressure to touch or hold things |
| <input type="checkbox"/> Fatigues quickly | <input type="checkbox"/> Has difficulty transitioning between activities |
| <input type="checkbox"/> Has self-abusive behaviors | <input type="checkbox"/> Has difficulty falling asleep |
| <input type="checkbox"/> Resists certain tasks or environments | <input type="checkbox"/> Has difficulty remaining asleep through the night |
| <input type="checkbox"/> Spins things or self | <input type="checkbox"/> Appears lethargic or sleep all the time |
| <input type="checkbox"/> Is sensitive to lights, sounds, or noise | <input type="checkbox"/> Has poor sense of body in space |
| <input type="checkbox"/> Sleeps a lot | <input type="checkbox"/> Seeks support on furniture, walls, people, etc. |
| <input type="checkbox"/> Resists touch | <input type="checkbox"/> Demonstrates stiff or rigid movement patterns |
| <input type="checkbox"/> Walks on toes | <input type="checkbox"/> Hyper-focused on specific tasks, people, objects |
| <input type="checkbox"/> Other (Please specify): _____ | |

Social/Emotional Skills (Select all that apply):

- | | |
|---------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Is easily distracted | <input type="checkbox"/> Has difficulty making friends |
| <input type="checkbox"/> Calms self easily | <input type="checkbox"/> Plays with peers |
| <input type="checkbox"/> Gets angry/frustrated easily | <input type="checkbox"/> Only plays with adults |
| <input type="checkbox"/> Is aggressive towards others | <input type="checkbox"/> Prefers to play alone |
| <input type="checkbox"/> Prone to emotional outbursts | <input type="checkbox"/> Has difficulty with separations |
| <input type="checkbox"/> Doesn't allow others to join in play | <input type="checkbox"/> Has poor eye contact |
| <input type="checkbox"/> Other (Please specify): _____ | |



Feeding

Describe any current feeding problems: _____

Food preferences: _____

Food dislikes: _____

When did the child begin:

Using a bottle _____

Using a straw _____

Using a pacifier _____

Stop using a bottle _____

Eating baby food _____

Stop using a pacifier _____

Eating junior food _____

Using utensils to eat _____

Eating table food _____

Holding own bottle/cup _____

Drinking from a cup _____

Self-feeding _____

Current feeding adaptations:

___ Thickened liquids: _____

___ Adapted utensils: _____

___ Adapted seating: _____

___ Calorie supplements: _____

___ Tube feeding: Amount _____; Times per day _____

Breastfeeding:

___ Currently: Times per day _____

___ Weaned: At age: _____

___ Never

Areas of difficulty:

___ Chewing

___ Drooling

___ Communication needs

___ Swallowing

___ Transitioning between foods

___ Understanding words

___ Jaw shifts/slides/juts

Speech/Language

Communication skills:

Does the child

Have speech that is understood by most people? ___ Yes ___ No

Respond correctly to yes/no questions? ___ Yes ___ No

Follow simple instructions? ___ Yes ___ No

Respond when name is called? ___ Yes ___ No

Stutter? ___ Yes ___ No

Recognize objects, people, and places? ___ Yes ___ No

The child's primary method of communication is ___ Verbal ___ Non-verbal

Is an augmentative communication device used? _____



When did the child begin:

Babbling _____ Putting two words together _____
Saying first words _____ Using short sentences _____
Naming familiar objects _____
What were the child's first words? _____

Primary method of verbal communication (Select all that apply):

___ None _____ 2 word phrases
___ Vocalizations _____ Complete sentences
___ Single word phrases

Primary method of nonverbal communication (Select all that apply):

___ Facial expression _____ Gestures
___ Body language _____ Pointing
___ Sign language _____ Eye gaze

Communication concerns: _____

Home Environment

Child lives with:

___ Birth mother ___ Birth father ___ Step mother ___ Step father ___ Grandmother ___ Grandfather
___ Siblings (Ages: _____) ___ Other relative: _____
___ Legal guardian: _____

Comments/Other details: _____

Adoption (If applicable):

Age of child at adoption: _____

Details of adoption: _____

Type of home:

___ Single level home _____ Assisted living facility
___ 2 level home _____ Skilled nursing facility
___ Ground floor apartment _____ Group home
___ Upper level apartment _____ Other: _____

Accessibility:

___ Stairs to enter home: How many? _____ Handrail? _____

___ Ramp to enter home

___ Stairs inside home: How many? _____ Handrail?

Bedroom on ___ Main level ___ Upper level

Bathroom on ___ Main level ___ Upper level



Equipment (Select all that apply):

Braces Walker Stander Manual wheelchair Power wheelchair Hoyer lift
 Weighted vest Hand splints Track system Other: _____

Do you currently perform a home program with your child (e.g. stretching, strengthening, brushing protocol)? Yes No

If so, please describe: _____

Is the child involved in any community groups or sporting activities? Yes No

If so, please describe: _____

Therapy/School History

Grade in school: _____ Where: _____

Does your child have an IFSP?: Yes No

Does your child have an IEP from school? Yes No

Has your child had a psychological or neuropsychological evaluation completed? Yes No

Service	Group/Individual	Status	Frequency	Location/Setting
Assistive Technology				
Audiology				
Behavior Therapy				
Developmental Therapy				
EI Services				
Intensive Suit Therapy				
Vision Therapy				
Nutrition				
Occupational Therapy				
Physical Therapy				
Social Work				
Speech/Language Therapy				
Developmental Follow-Up Clinic				
Other: _____				
Other: _____				

Comments/Additional Details: _____



Notice of Privacy Practices for Protected Health Information

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU/YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. **PLEASE REVIEW IT CAREFULLY.**

USES AND DISCLOSURES

We may use or disclose your child's protected health information without your written consent, written authorization, or oral agreement for the following purposes:

Treatment: For example, we may use your child's health information within our office to provide healthcare services to your child or we may disclose your child's health information to another provider if it is necessary to refer you to them for services.

Payment: For example, we may disclose your child's health information to a third party such as an insurance carrier, an HMO, PPO, or other third party in order to obtain payment for services provided to your child.

Healthcare Operations: For example, we may use your child's health information to conduct internal quality assessment and improvement activities and for business management and general administrative activities.

We may use or disclose your child's protected health information without your written consent, written authorization, or oral agreement under the following circumstances:

- 1) If we provide services to your child in an emergency treatment situation.
- 2) If we are required by law to provide services to your child and we are unable to obtain your consent after attempting to do so.
- 3) If we need to notify, or assist in the notification of, a family member, personal representative, or another person responsible for your child's care of his/her location and/or general condition.
- 4) If we are required by law to disclose your child's health information to a public health authority that is authorized to receive information for the purposes of preventing or controlling disease, injury, or disability.
- 5) If we are required by law to disclose your child's health information to a city, state, or government authority and/or any other agency organized to receive reports of abuse, neglect, or domestic violence, or response to a court order or subpoena, and/or to a coroner, medical examiner, or funeral director.
- 6) If we are required to disclose your child's health information to the Food and Drug Administration.
- 7) For research purposes.
- 8) If we, in good faith, believe that the use or disclosure of your child's health information is necessary to prevent a serious threat to the health or safety of others.

With the exception of the above stated circumstances, any use or disclosure of your child's health information will be made only with your written authorization. Your written authorization may be revoked, in writing, at any time except to the extent that we have already provided services or taken action in reliance on your authorization.



Your Rights

RIGHT TO REQUEST RESTRICTIONS

You have the right to request restrictions on certain uses and disclosures of your child's health information. However, we are not required to agree to the requested restrictions. Your request to limit the use and/or disclosure of your health information must be made in writing to our Privacy Official.

RIGHT TO RECEIVE CONFIDENTIAL COMMUNICATIONS

You have the right to receive confidential communications concerning your child's health information. Your request to receive confidential communications must be made in writing to our Privacy Official. We will accommodate all reasonable requests by you to receive your child's health information at a place other than your home address or by means other than regular mail.

RIGHT TO INSPECT AND/OR COPY

You have the right to inspect and/or copy certain health information for as long as that information remains in your child's record. Your request to inspect and/or copy your child's health information must be made in writing to our Privacy Official.

RIGHT TO AMEND

You have the right to request that we amend certain health information for as long as that information remains in your child's record. Your request to amend your child's health information must be made in writing to our Privacy Official and you must provide a reason to support the requested amendment.

RIGHT TO RECEIVE AN ACCOUNTING

You have the right to receive an accounting of our disclosures of your child's health information made up to six years prior to the date of your request. We will provide you with the first accounting in any 12 month period at no charge. There will be a fee charged for any subsequent request. Your request to receive an accounting must be made in writing to our Privacy Official.

The accounting will not include the following disclosures:

- Disclosures made to carry out treatment, payment, and healthcare operations.
- Disclosures made to you.
- Disclosures made in our facility directory.
- Disclosures made to individuals involved with your child's care.
- Disclosures made for national security or intelligence purposes.
- Disclosures made to correctional institutions or law enforcement officials.
- Disclosures made prior to the compliance date of the HIPAA Privacy Rule.

RIGHT TO RECEIVE NOTICE

You have the right to receive a paper copy of this notice, upon request.



4918 Milam St
Houston, Texas 77006
Phone: 713-807-1131
Fax: 713-807-1141

Our Duties

We are required by law to maintain the privacy of protected health information and to provide you with notice of our legal duties and privacy practices with respect to your child's protected health information.

We must abide by the terms of this notice while it is in effect. However, we reserve the right to change the terms of this notice and to make the new notice provisions effective for all the protected health information we maintain. If we make a change in the terms of this notice, we will notify you in writing and provide you with a paper copy of the notice, upon request.

Complaints

You may submit a complaint to us and to the Secretary of Health and Human Services if you believe your privacy rights have been violated. You may file a complaint against us by writing to our Privacy Official at the address that follows. We will not take any action against you for filing a complaint.

Attn: **Magda Jimenez, Privacy Official**
4918 Milam St
Houston, Texas 77006

How to Contact Us

If you would like further information about our privacy practices, please contact:

Magda Jimenez, Privacy Official
Telephone Number: (713)-807-1131

Effective Date of Notice: August 1, 2006



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Authorized Release of Protected Health Information (PHI)

Please list all professionals who have regular contact with your child (i.e. Pediatricians, Developmental Specialists, Therapists, Teachers, Nannies, Caregivers, etc.)

Name of Person/Entity	Phone #	Place of Employment	Date of Release	Authorization to Release PHI

 Signature of Parent/Legal Guardian

 Date



Authorizations & Releases

Patient Name: _____

Patient DOB: _____

All authorizations and releases of information on this form are valid for the duration of treatment unless the client cancels the authorization by written notice.

CONSENT FOR TREATMENT

I, the undersigned, voluntarily consent to the rendering of care, including treatment, evaluation, and home program. I understand that I am under the care and supervision of the performing provider.

Printed name of Parent/ Guardian

Date

Signature of Parent/Guardian

Date

AUTHORIZATION / ASSIGNMENT TO PAY BENEFITS

I, the undersigned, hereby authorize payment to my child's therapist(s) and/or Pediatric Helping Hands Therapy of the medical benefit, if any, otherwise payable to me for the services. I understand that I am financially responsible for my child's treatment charges and supplies including co-pay, deductibles, and co-insurance amounts not covered by this assignment of benefits.

Signature of Parent/Guardian

Date

AUTHORIZATION TO DISCUSS CLINICAL CARE

I, the undersigned, hereby authorize my child's therapist(s), their employee, and/or their contractor to discuss clinical care with other therapists and professionals associated with Pediatric Helping Hands Therapy. I also realize that students from various local universities may attend Pediatric Helping Hands Therapy to observe treatment strategies with my child or to perform a supervised internship that may involve my child.

Signature of Parent/Guardian

Date



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RELEASE OF INFORMATION

I, the undersigned, hereby grant consent to Pediatric Helping Hands Therapy to use and disclose my protected health information for the purposes of treatment, payment, and healthcare operations.

Our Notice of Privacy Practices for Protected Health Information provides more detailed information about how we may use and disclose this protected health information. You have the legal right to review our Notice of Privacy Practices for Protected Health Information before you sign this release, and we encourage you to read it in full.

Our Notice of Privacy Practices for Protected Health Information is subject to change. If we change our notice, you may obtain a copy of the revised notice by telephoning our office at (713)-807-1131. You have the right to request us to restrict how we use and disclose your protected health information for the purposes of treatment, payment, or healthcare operations. We are not required by law to grant your request; however, if we do decide to grant your request, we are bound by our agreement.

You have the right to revoke this release in writing, except to the extent that we may have already used or disclosed your protected health information in reliance on your consent.

Printed name of Parent/ Guardian

Date

Signature of Parent/Guardian

Date

AUTHORIZATION FOR VIDEO/PICTORIAL CLINICAL RECORDS

I, the undersigned, authorize my child's therapist, and/or their employee, and/or their contractor to videotape or take photographs of my child for clinical evaluation and record keeping purposes.

Printed name of Parent/ Guardian

Date

Signature of Parent/Guardian

Date



Acknowledgement of Receipt of Notice of Privacy Practices

I understand and have been provided with a Notice of Privacy Practices for Protected Health Information (PHI) which provides a more complete description of information uses and disclosures.

I understand that I have the following rights and privileges:

___ The right to review the notice prior to signing this consent.

___ The right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment, or healthcare operations.

Printed name of Patient

Date

Printed name of Parent/ Guardian

Date

Signature of Parent/Guardian

Date



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Date: _____

The undersigned acknowledges receipt of a copy of the currently effective Notice of Privacy for Pediatric Helping Hands Therapy, LLC, JMST for Kids, Inc., MVPT for Kids, Inc., and/or Speech Tree, Inc. A copy of the signed and dated document shall be as effective as the original. My signature will also serve as a PHI document release should I request treatment records to be sent to other attending physicians or therapists in the future.

Printed name of Patient

Patient Date of Birth

Signature of Patient or Parent/Guardian

Date

PLEASE LIST ANY OTHER PARTIES WHO CAN HAVE ACCESS YOUR CHILD'S MEDICAL TREATMENT INFORMATION AND/OR BILLING RECORDS. (This includes step parents, grandparents, educators, and any caretakers who may require access to this patient's records.)

Name: _____ Relationship: _____ Medical Billing

Name: _____ Relationship: _____ Medical Billing

Name: _____ Relationship: _____ Medical Billing

Name: _____ Relationship: _____ Medical Billing

I authorize contact from this office to CONFIRM MY CHILD'S APPOINTMENTS, TREATMENT, AND BILLING INFORMATION VIA:

Cell phone: _____

Home phone: _____

Work phone: _____

Email Address: _____

All/Any of the above

I authorize contact from this office to convey INFORMATION ABOUT MY CHILD'S MEDICAL HEALTH VIA:

Cell phone: _____

Home phone: _____

Work phone: _____

Email Address: _____

All/Any of the above



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Client Cancellation Policy

Our primary focus is to improve the quality of services we provide our clients and their families.

Consistent attendance is necessary to maximize progress. Furthermore, insurance companies are holding us accountable to provide consistent therapy or coverage may no longer be available. We have instituted a fair cancellation policy as follows.

POLICY

Pediatric Helping Hands Therapy must be informed of any cancellations at least 24 hours prior to the scheduled appointment. We have a phone system that allows you to leave detailed messages for your therapist or the office staff. Failure to contact Pediatric Helping Hands Therapy with at least 24 hours notice will result in a \$50.00 fee, payable within 30 days.

Chronic cancellations (3 or more cancellations or 2 “no-shows” within a 2-month period) may lead to discharge by your therapist.

CHRONIC CANCELLATION PROCEDURE

When a client is not in compliance with this policy, a staff member will contact the family to discuss the reason(s) for cancellation, attempt to alleviate the problem, and offer support in improving attendance.

Should services be terminated, the family will have the option to be placed on our waiting list and may resume therapy when an opening becomes available. All outstanding fees and bills must be settled prior to restarting therapy.

Printed name of Parent/ Guardian

Date

Signature of Parent/Guardian

Date



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Irrevocable Assignments and Financial Responsibility

___ I hereby authorize all responsible parties to pay directly to Pediatric Helping Hands Therapy, all benefits and amounts due for services rendered by Pediatric Helping Hands Therapy staff.

___ I hereby authorize all responsible parties to pay directly to JMST for Kids, Inc. all benefits and amounts due for services rendered by Jodie Holleman-McCarty.

___ I hereby authorize all responsible parties to pay directly to Speech Tree, Inc. all benefits and amounts due for services rendered by Heike A. Tiensch and her staff.

___ I hereby authorize all responsible parties to pay directly to MVPT for Kids, Inc. all benefits and amounts due for services rendered by Maria Varela.

I understand that if the above referenced service providers are not paid in full by proceeds of paid benefits, then this assignment does not release my obligation and liability for payment for all services and items provided to me or the below referenced patient. In the event that no benefits are paid by the responsible parties, then I agree to pay the above referenced service provider(s) for all charges in excess of the benefits paid.

All payments will be made payable to the designated service provider at:

4918 Milam St
Houston, Texas 77006

The terms and consequences of these irrevocable assignments and financial responsibilities have been fully explained to me to my understanding, and I have signed this document freely and without inducement other than the rendition of services by the designated service provider(s).

Printed name of Patient

Date

Signature of Patient's Authorized Guardian

Date



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Recurrent Payment Authorization Form

Your payment can be scheduled to automatically charge your Visa, Master Card, American Express, or Discover Card.

Benefits of recurring payments:

- Convenience: Saves you time, postage, and worry.
- Payment is always on time (even if you are out of town).

How recurring payments work:

You authorize Pediatric Helping Hands Therapy to make charges to your credit card for rehabilitation services. You will be charged the amount owed each month for services provide and/or claims adjudicated by insurance during the billing period. A receipt for each payment will be emailed to you and the charge will appear on your bank statement as "ACH Debit". You agree that no prior-notification will be provided unless the date changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

Please complete the following information:

I, _____, authorize _____ to
(Full name)

charge the credit card indicated below for rehabilitation therapy service charges at the time services are rendered.

Billing address: _____

City, State: _____ Zip Code: _____

PhoneNumber: _____ Email: _____

Credit Card Information	
<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Discover
Cardholder Name: _____	
Account Number: _____	
Expiration Date: _____	
CCV#: _____	

Signature: _____

Date: _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the above referenced business 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. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, the funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF), I understand that there may be another attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH 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/bank account and will not dispute these scheduled transactions with my bank or credit card company so long as the transactions correspond to the terms indicated in this authorization form.



4918 Milam St
Houston, Texas 77006
Phone: 713-807-1131
Fax: 713-807-1141

Photography Release Consent Form

Pediatric Helping Hands Therapy recognizes the need to ensure the welfare and safety of all individuals taking part in any activity associated with our company.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/guardians. As your child will be taking part in therapy at our facility, we would like to ask for your consent to take photographs/videos that may contain images of your child.

It is likely that these images may be used as

- a record of therapeutic progress
- a description of therapeutic procedures, exercises, or activities
- marketing via social media (Facebook, Instagram, and/or our company website)
- records of activities or events in published materials

Pediatric Helping Hands will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you please inform our staff immediately.

We would be grateful if you would return this form to Magda Jimenez as soon as possible.

I, _____ **Consent to** **Do not consent to** Pediatric Helping Hands using photographs or videos of my child, _____, for any lawful purposes including record keeping and printed/online marketing purposes.

Parent/Guardian Signature

Date