

Client Information

Name _____ Today's Date _____

Address _____ email _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____ Cell phone _____

In case of emergency, notify _____ Phone _____

Referral source _____

Age _____ Birth Date _____ Time _____ City & state _____

Occupation: Job title _____

Name of company _____

Current religion _____ Raised as _____ Nationality _____

How many siblings? _____ Your rank in birth order _____

Number of brothers: Older _____ Younger _____ Number of sisters: Older _____ Younger _____

Marital status: (Circle one) Single Married Divorced Separated Widowed

Spouse or partner _____ Marriage or beginning date _____

Age _____ Birth Date _____ Time _____ City & state _____

Occupation: Job title _____

Name of company _____

Current religion _____ Raised as _____ Nationality _____

Previous marriages or long-term relationships:

Name _____ Date began _____ Ended _____

Name _____ Date began _____ Ended _____

Name _____ Date began _____ Ended _____

Children:

Name _____ Age _____ Grade _____ Birth Date _____

Name _____ Age _____ Grade _____ Birth Date _____

Name _____ Age _____ Grade _____ Birth Date _____

Name _____ Age _____ Grade _____ Birth Date _____

Others in household:

Name _____ Relationship _____ Age _____

Psychotherapy History: (use the back, if necessary)

With whom? _____ For how long? _____

What were you treated for? _____

Medical problems _____

Current medication _____

Name _____ Date _____

Identify Your Most Common Symptoms Of Distress

Most people know when they are experiencing excessive levels of Stress arousal. The manner in which we are alerted to such a condition of distress may be through the development of symptoms of excessive stress. Listed below are numerous potentially stress-related symptoms that people experience. Read through the list and check your most common symptoms of distress putting a check in the column indicating how often you experience each of these at this time.

Symptom	Never	Seldom	Sometimes	Often
headache				
vertigo (Objects, though stationary, appear to move in various directions. Difficult to maintain an erect posture)				
dizziness or feeling faint				
irregular heart beat, palpitations				
ringing in ears				
high blood pressure				
low blood pressure				
fatigue				
difficulty concentrating				
feeling overwhelmed				
anger, irritability				
difficulty falling asleep or staying asleep (circle appropriate)				
increased appetite				
decreased appetite				
skin problems (e.g. rashes, itching, hives)				
sadness, depression				
feelings of helplessness or hopelessness				
apathy				
cynicism, negativism				
numbness				
visual symptoms (e.g. blurred or double vision)				
nausea				
teeth grinding				
gastrointestinal problems				
constipation or loose stools (circle appropriate)				
discomfort with urination (e.g.. pressure, burning)				
abdominal or stomach discomfort (e.g. pressure, burning, cramping not related to menstruation)				
muscle spasms				
aching muscles, joints, or back (circle appropriate)				
discomfort in limbs (e.g. burning, aching)				
excessive sweating				
chest pains (e.g. burning, pressure, tightness)				
coughing, wheezing				
shortness of breath or trouble breathing				
frequent trouble with menstrual cramps				
burning sensations in sexual organs, mouth or rectum				
difficulty swallowing or lump in throat that stayed with you for more than one hour				
unable to remember what you had been doing for hours or days, when not under the influence of alcohol or drugs				
frequent vomiting				
frequent pain in fingers or toes				

REVIEW OF SYSTEMS

Please **circle** if you are currently experiencing any of the following or write a **P** if you experienced it in the past.

General symptoms

- Headache
- Head injury
- Fever
- Chills
- Sweats
- Dizziness
- Fainting
- Loss of sleep
- Fatigue
- Nervousness
- Loss of weight
- Numbness or pain in arms/legs/hands
- Allergy
- Convulsions

Skin

- Hives or allergy
- Acne or skin eruptions
- Itching
- Bruises easily
- Dryness
- Boils
- Varicose veins
- Sensitive skin
- Change in mole

Kidneys & Reproduction

- Inability to control urine
- Frequent urination
- Painful urination
- Blood in urine
- Pus in urine
- Kidney infection
- Kidney stones
- Prostate trouble
- Sores on genitals

Eyes, Ears, Nose, Throat

- Dental decay
- Gum trouble
- Frequent colds
- Enlarged thyroid
- Tonsillitis
- Sore throat
- Hoarseness
- Enlarged glands
- Glaucoma
- Failing vision
- Cataracts
- Eye pain
- Ear discharge
- Deafness
- Ear ache
- Nasal drainage
- Nose bleeds
- Nasal obstruction
- Sinus infection
- Hay fever
- Mercury tooth fillings

Muscle & Joint

- Stiff neck
- Back pain
- Muscle weakness
- Swollen joints
- Painful tailbone
- Foot trouble
- Pain in shoulders
- Hernia
- Spinal curvature
- Faulty posture
- Arthritis
- Fracture/dislocation

Cardiovascular

- Low blood pressure
- High blood pressure
- Previous heart stroke
- Hardening of the arteries
- Swelling of the ankles
- Poor circulation
- Paralytic stroke
- Irregular heart beat
- Shortness of breath
- Chest pain

Gastrointestinal

- Excessive thirst
- Excessive hunger
- Belching
- Gas (flatulence)
- Nausea
- Vomiting
- Vomiting of blood
- Abdominal cramps
- Constipation
- Diarrhea
- Colon trouble
- Hemorrhoids (piles)
- Intestinal worms
- Liver problems
- Gallbladder problems
- Jaundice
- Colitis

Respiratory

- Asthma
- Chronic cough
- Spitting up phlegm
- Spitting up blood
- Difficult breathing

What are your treatment goals and expectations? _____

Is there anything else that you feel has not been covered? _____

Thank you very much for taking the time to complete this form.

Open Heart Institute's Notice of Privacy Policy Practices

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

The HIPAA privacy rule governs access to and use of “protected health information” in patient records. The parties, known as “covered entities,” directly affected by the rule include health care providers, health plans, and health information clearinghouses. The privacy rule accommodates a number of interests in balancing the needs of individual patients against the interests of others such as health insurers, public health authorities, and law enforcement officials.

Clearly the privacy rule gives patients some important protections. Health consumers benefit from the HIPAA rule in several ways, including:

Greater Patient Access to and Information About Their Records

Under HIPAA, patients will now have greater access to their records and greater knowledge of how their records will be used than ever before. Specifically, patients are entitled to:

- Receive notice of use and disclosures of their PHI. Psychologists are obligated to inform patients about potential uses and disclosures of their protected health information and patients' right to limit those uses and disclosures.
- Consent to use and disclosures of their PHI. Practitioners must agree to “reasonable requests” by patients for restrictions on the use and disclosures of PHI for treatment, payment and health care operations purposes. However, psychologists are not required to accept disclosure restrictions that would compromise their professional judgment or treatment.
- Access their records for inspection and amendment. Patients are allowed to inspect and obtain a copy of PHI in medical and billing records that a provider uses to make decisions about the patient. However, there are exceptions to this access. For one thing, patients do not have the right to inspect or obtain a copy of psychotherapy notes. And though the privacy rule enables an individual to request a change to their PHI if they believe the information is incorrect, a psychologist can deny requests for record amendments if he or she is not the originator or if the psychologist believes the information is accurate and complete. When an amendment to the record is made, the amendment does not replace any information in the record but simply adds to the record.
- Get an accounting of how PHI was used and shared. The privacy rule stipulates terms under which a patient may receive a listing of all disclosures of his or her PHI. The rule also spells out exceptions to an individual's ability to obtain such an accounting of disclosures.

What Is "Protected Health Information"?

The HIPAA privacy rule applies to protected health information (PHI), which means individually identifiable patient information. This is information that relates to the past, present or future physical or mental health condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual or could reasonably be used to identify the individual.

The rule will apply to all individually identifiable patient information transmitted or maintained by a covered entity regardless of its form.

Health information that does not identify an individual and provides no reasonable basis to believe that the information can be used to identify a person is not considered PHI.

Additional information about what “triggers” the application of the privacy rule is found in the primer, “Getting Ready for HIPAA: What You Need to Know Now,” mailed to all APA members who pay the APA Practice Organization special assessment.

Heightened Protection for Psychotherapy Notes

Of particular interest to the psychology community, the HIPAA privacy rule recognizes as a matter of federal policy the unique and particularly sensitive nature of the provider-patient relationship in mental health services delivery. The rule creates special requirements for the use and disclosure of psychotherapy information, and patients benefit from enhanced protection of psychotherapy notes. These notes are considered a special category of protected health information that must be kept separate from the basic record and that requires special patient authorization beyond general consent for disclosure.

Psychologists will need to make sure that any entity requesting psychotherapy notes has provided a valid authorization before the practitioner releases these notes. Alternatively, psychologists will have to secure authorization from the patient before providing notes in response to requests. Perhaps more importantly, unlike other protected health information, insurance companies, ERISA-certified employee benefit plans, and managed care companies that administer benefits will not be able to require patients to release this information from psychotherapy notes as a condition of coverage or payment.

What Are "Psychotherapy Notes"?

The HIPAA privacy rule defines psychotherapy notes as:

Notes recorded (in any medium) by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint, or family counseling session and that are separated from the rest of the individual's medical record.

As a practical matter, the definition of "psychotherapy notes" coincides with what the field has historically considered to be "process notes." These are records that "capture the therapist's impressions about the patient, contain details of the psychotherapy conversation considered to be inappropriate for the medical record, and are used by the provider for future sessions."

Parts of the record that are NOT considered psychotherapy notes for purposes of the privacy rule — and thus do not require separate authorization — are:

Medication prescription and monitoring, counseling session start and stop times, the modalities and frequencies of treatment furnished, results of clinical tests, and any summary of the following items: diagnosis, functional status, the treatment plan, symptoms, prognosis, and progress to date.

Safeguarding of State Laws That Are More Protective of Privacy

The federal privacy rule establishes a minimum set of requirements, or "floor," for the protection of PHI. As a result, state laws are not pre-empted to the extent that they are stricter in protecting an individual's PHI. A state law is considered more stringent if it provides greater privacy protection for patients or permits greater access by patients to review and/or amend information in their health records. Further, there is nothing in HIPAA that prevents states from passing laws more protective than the federal privacy rule. For more details about state law preemption, see the article on page 6.

Adapted from: "Getting Ready for HIPAA: What You Need to Know Now," by the APA Practice Organization and the APA Insurance Trust. This primer was mailed in March 2002 to all APA members who pay the APA Practice Organization special assessment.

What Does Separate "Patient Authorization" Require

Under the HIPAA privacy rule, a "covered entity" such as a practicing psychologist or an insurance or managed care company must obtain from the patient for each intended use or disclosure of psychotherapy notes an authorization in plain language that includes

1. A specific description of the notes to be used or disclosed
2. The identity, name or class of persons to whom the notes will be disclosed
3. The defined purpose of the disclosure
4. An expiration date or event that relates to the purpose
5. A statement that the individual has the right to revoke the authorization in writing and a description of how it may be revoked
6. A statement that the notes may be subject to redisclosure and may no longer be protected
7. The signature of the individual or personal representative and date, with a copy provided to the individual
8. A statement that the individual may refuse to sign the authorization

I have read or been given or offered a copy of my patient rights.

Print Patient Name

Patient Signature

Date