



Consents

INFORMED CONSENT

I understand that the information obtained in this evaluation is confidential and will not be released to any person or organization without my written permission. (This release is available in our office or may be completed with any individual whom you wish to give such access, and then provided to us.) The only exceptions to this policy are rare situations in which you are required by law to release information with or without my permission. These are: 1) if there is evidence of physical and/or sexual abuse of children or abuse to the elderly; 2) if you judge that I am in danger of harming myself or another individual; and 3) if my records are subpoenaed by the court. In the rare event of any of these situations, you would attempt to discuss your intentions with me before an action is taken, and you would limit disclosure of confidential information to the minimum necessary to ensure safety.

PSYCHIATRIC EVALUATION CONSENT

By my signature below, I acknowledge that I consent to a psychological evaluation by Progeny Psychiatric Clinic, that I have been informed of the policies regarding evaluations at the clinic and have read the 5 pages consent form as well the policies regarding late/cancellation and missed appointments; and I agree to all of the payment arrangements outlined in this form. I fully understand my rights and obligations as a client at the PPC and I freely agree to this assessment.

Patient/Representative Signature

Date

Provider Disclaimer

Medication Management services may be rendered by a physician, nurse practitioner, or physician associate. All of the above are able to evaluate, diagnose, and prescribe medication. *In the event that your provider is unavailable, you may be treated by another of our other providers.*

Therapy services may be rendered by a psychologist, counselor, licensed marriage-family therapist, associate marriage-family therapist, licensed clinical social worker, or associate clinical social worker.

Our practice also has students completing their hours alongside one of our licensed clinicians. You have the right to decline being seen by one and to request your clinician if preferred. (May require rescheduling if they are not immediately available)

Patient Acknowledgment of Independent Contractor Providers

By signing below, I attest that I understand and agree to the above statement regarding my care at Progeny Psychiatric Clinic. Progeny Psychiatric Clinic (PPC) clinicians are independent contractors.

They include but are not limited to Psychiatrists, Nurse practitioners, Physician Associates, Licensed Clinical Social Workers, Associate Social Workers, Licensed Marriage Family Therapists, Associate Marriage Family Therapists, Licensed Professional Clinical Counselors, Associate Professional Clinical Counselors, and Psychologists.

PPC ensures that licensed physicians are available at every clinic. Additionally, each clinic is well-staffed with Nurse Practitioners and Physician Associates. When you visit PPC as a medication management patient, it's probable that you'll be attended to by a Nurse Practitioner or Physician Associate for the entirety of your care. If you prefer to have a Physician directly overseeing your care, please don't hesitate to ask our staff.



However, please be aware that seeing a physician may involve a longer wait time compared to seeing a Nurse Practitioner or Physician Associate. Although we prioritize inter-clinician collaboration, our utmost priority is to ensure patients are seen promptly.

I understand that the entirety of my psychiatric care will very likely be undertaken by a Nurse Practitioner or Physician Associate who practices medicine as an independent contractor. Nurse Practitioners and Physician Associates operate with their own unique state license number and own unique DEA number.

Patient/Representative Signature

Date

I was referred directly to _____.
(Who is your medication management appointment with).

I understand that all of my **psychiatric** care will be provided by this clinician unless they are unavailable, in which case I may be seen by another provider within the clinic.

My therapist is: _____.

Confidentiality Agreements

PRIVACY POLICY

Confidentiality is the legal right to privacy for all patients who receive psychiatric and psychological services. Such as, all personal information presented to this office will not be discussed with persons or agents outside of this office except as authorized by a written release or as required by law. However, there are exceptions to confidentiality. Please be advised, all information discussed in this office will remain confidential except under the following conditions set forth in this agreement:

- When you consent in writing for Progeny Psychiatric Clinic to release and disclose information to another entity or person (as detailed on the authorization to release PHI).
- A breach of confidentiality is required or permitted by law. Examples include instances in which Progeny Psychiatric Clinic has a reasonable suspicion of child abuse, elder/dependent adult abuse, dangerousness toward self or others, and other matters subject to law.
- Progeny Psychiatric Clinic in their discretion decide to obtain consultation on your case with a colleague or legal counsel, in which case no identifying information will be revealed.
- You fail to make regular payments on your outstanding bill, which can result in your billing being turned over to a collection agency or submitted to small claims court.
- Upon notification of a social service agency case, wherein all information shared with Pacific Psychiatric Group will be conveyed to the assigned social worker and/or other SSA representative and agents.



- If you are a party in litigation, including divorce litigation, and you tender your mental condition as an issue, your privilege may be waived. In custody case you may be required to waive your privilege to facilitate an evaluation by a court ordered evaluator. PPC may be required to produce your records and/or testify at deposition or trial if we are served with subpoenas or court orders. We cannot give you legal advice as to what action may or may not waive your privilege.
- Please be aware that under California's Family Code, a parent without custody may still be entitled to information about his or her child's treatment.

NOTE TO PARENTS ABOUT CHILDREN'S CONFIDENTIALITY

If your child participated in treatment, it is important to allow him/her to develop a confidential relationship with his/her psychiatrist and/or therapist. As such, you understand that most personal information that your child discusses with his/her therapist will not ordinarily be shared with you. Rather your child's doctor will provide you with general summaries of your child's progress without private details. This office is committed to informing you about unusual or dangerous symptoms or behaviors (such as violence, child abuse, self-abuse, suicidality, or intentions to harm others, harm oneself, drive while intoxicated, etc.)

_____ INITIAL

Practice Policies

APPOINTMENT POLICIES

Initial evaluations, assessments and full sessions are generally about 30 to 60 minutes in duration. Subsequent follow-up session ranges from 15-30 minutes in duration. Medication management sessions are about 15 minutes in duration, based on a case-to-case basis. However, these sessions may require more time than expected. All paperwork and submission of co-pay must be rendered before the beginning of the session. Please arrive 15 minutes before your scheduled appointment for ease of operations. Please respect time guidelines so that the next patient waiting is not affected. If returning after 1 year, you will be considered a new patient and must be re-evaluated.

_____ INITIAL

URGENT/EMERGENCY SERVICES

We are an outpatient clinic and are not equipped to handle emergency medical services. We want to ensure that you are given proper care when you need it. For this reason, we recommend that if you experience any critical adverse reaction or present current suicidal ideation, please contact 911 or visit the nearest emergency room. After you have received urgent care, please follow up with your outpatient provider to discuss any changes made at the hospital (they will also recommend this before discharge).

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24-HOUR CANCELLATION POLICY & LATE ARRIVALS

All appointment cancellations or changes must be made within 24 hours, or the patient may accrue a no show fee.



Reason for this policy: Notifying of your intention to cancel or reschedule 24 hours in advance gives an opportunity to schedule someone else for that time slot. This is important because others may be on a waiting list or may also be looking for an opportunity to reschedule for a different time. As much advance notice as possible is really appreciated.

**If you simply do not show up for a scheduled appointment, you will be charged for the missed appointment.

**An email or voicemail notification given within the time frame is acceptable as proper notification.

Because it is illegal to bill your insurance company for a missed appointment, you will be responsible for the full fee for the missed session out-of-pocket (resulting in a much higher payment than you may have paid for a kept appointment). The hourly cash-rate will vary per/hour per provider:

This cancellation policy is standard in the medical and mental health fields and will be strictly enforced. On occasion, there will be understandable reasons for missing appointments, but exceptions to this policy will be rare. If you have three (3) no shows within a calendar year, we will discontinue treatment services.

Cancellation & late arrival phone number: 949-722-7118 Please store this number where it will be convenient for you if you need it.

LATE ARRIVALS:

If you arrive late, it is the providers discretion to see you on that day or request to reschedule for a future date. Calling in to notify of late arrival does not guarantee you will be seen as we do not have a grace period. Missed appointments are considered no-shows.

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FORMS OF COMMUNICATION

- You may contact our offices via: phone, email, online form submissions, yelp messaging, or voicemail.
- Please allow our front staff up to two business days to reply to your emails.
- Providers may have their own turnaround time for responding to emails, please discuss this with your provider.
- Voicemails are returned within 1 business day. Please make sure to leave a full message so that we able to properly assist you.
- Our text and email reminders will be sent to the number and/or email you provided. *These reminders are complimentary, please make sure to also keep note of your appointment.* If at any time you would like to remove them, please advise our front staff.

_____ INITIAL

MEDICATION PRIOR AUTHORIZATION

Our office may submit PAs, for medications. It is the patient's responsibility to make sure we have the most updated insurance, contact, and billing information so that we may submit it to the proper plan. Prior authorization approvals are not guaranteed and are dependent on your insurance. Prior authorizations may take 5 to 7 business days to complete, from the day we are notified of the request.



REFILL POLICIES

- You are responsible to notify the office at the time of your appointment if you are running out of medication so that we can avoid medication shortages.
- If you have mail-in series, you are responsible to mail the forms and prescriptions after we fill them out to avoid any confusion.
- Medication refills must be taken care of during your appointment, under unforeseen circumstances if you run out of medicines; please contact the office during regular business hours. We will be happy to refill your non-controlled medications if you have a scheduled follow-up appointment or will schedule you with the next available provider.
- Controlled lost/stolen prescriptions may require a police report and will only be refilled if clinically safe.
- Refills do not guarantee medication coverage, please speak to your pharmacy regarding coverage

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SWITCHING PROVIDERS

You can see another provider within our clinic if your provider is unavailable. This is not considered switching providers. Switching providers means you would like to stop care with your current provider and start your care with another. Our goal is for you to have an established relationship and continued care. We will limit switching providers after 2 times. When switching providers, it must be for a reason other than not agreeing to treatment plan (requesting particular medications that a provider declined, requesting increased dosages that a provider declined, requesting only controlled medications that a provider declines..etc.)

Medications and care provided will be based on your provider's evaluation and only given when medically appropriate. If you do not agree to your treatment plan, we may ask that you seek a second opinion, outside of our clinic.

INITIAL

PATIENT TERMINATION

Our mission is to provide quality care for all of our existing patients. The collaborative relationship between our office and our patients is essential to the care received and any damage to said collaboration may be detrimental. Please see below for possible reasons of discharge.

- **Noncompliant to treatment**
- **Failure to adhere to attendance policy**
- **Failure to adhere to clinic policies**
- **Aggressive or violent behavior**

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FORMS/PAPERWORK

Any requested forms must be discussed with your provider first. It is up to the provider's discretion to agree to forms, letters, and disability paperwork. Our general turnaround time on paperwork is 5 to 7 business days (up to 14 business



days on some forms) but can vary in unforeseen circumstances. Please make sure to bring in your requests within a timely manner. Effective January 1, 2023 all requested documents and forms requiring provider completion are subject to billing fees. Billing fees not covered by insurance are the patient/responsible parties' responsibility.

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Financial Terms

Please note, you are responsible for obtaining prior authorization for treatment from your insurance company. In addition, you are responsible for all co-pays and insurance services when rendered.

Furthermore, I understand I am responsible for charges not covered by my insurance. I further agree if at any time during my treatment, I become aware that I am ineligible for insurance coverage, I will notify PPC immediately, I understand I will be financially responsible for 100% of the billed charges. **I agree to notify PPC of changes to my personal and or insurance information, we keep a current credit card on file.**

Medicare Patients, by signing below I agree to pay 20% of the Initial Visit, all follow -up visits, and any deductible amount.

OUR BILLING DEPARTMENT IS MIS FINANCIAL; YOU MAY CONTACT THEM AT 949-955-2101

PAYMENT TERMS AND UNCOVERED SERVICES

I understand I will be charged the regular hourly rate of \$150-\$400 for services required outside of the treatment sessions. These services include consultations with other professionals. I will be charged a fee for conservatorship, petitions, disability forms, or any letter that is required for medical leave.

Please be advised, should it become necessary for PPC to employ an attorney to enforce any of these conditions hereof, I understand I will pay any/and all expenses so incurred included reasonable attorney fees.

Types of Payment. Services are payable in advance of each appointment. Please make checks payable to Progeny Psychiatric Clinic. Also, for your convenience, you may pay by cash or credit/debit card. Please note, receipts will only be given by request at the beginning of your appointment.

Prompt Payment. Balances not paid within 30 days are considered "PAST DUE". Balances not paid within 60 days may be sent to our collections agency or pursued through small claims court. IF you are not able to make a full payment, you agree to set up a payment arrangement plan with our billing department (amounts may vary).

Insurance Claims. Please note, you are required to pay for all services rendered not covered by your insurance carrier.

RETURN CHECK FEE. Returned check fee is \$25.00. If for any reason a check is returned without having been paid, patient will pay an additional fifty dollars (\$50.00) as a non-sufficient fund's payment.

RIGHT TO END THERAPY. **You have the right to end therapy at any time with no obligation expect to pay for completed services.**

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OUR PROFESSIONAL SERVICES/RATES ARE AS FOLLOWS:

Cash Rates:

| Professional Services | Times | Rates MD/DO | Rates NP/PhD | Therapy Rates (Associates,LCSW,LMFT,LPCC) |
|----------------------------|--------------------------------|-------------|--------------|--|
| Initial Visit | 30-60 min 45-60 min Therapy | \$400 | \$300-350 | \$195 |
| Follow Up Visits | 15-30 min 45-60 min Therapy | \$250 | \$175-\$200 | \$195 |
| Missed Appointments | No Show Fees | \$50 | \$50 | \$100 |

Court Related Services: (any court-related services, including evaluation, depositions, conferencing, testimony, preparation, standby and travel time, reports to be used for legal purposes etc.)

| Professional Services | Rates MD/DO | Rates NP/PhD | Therapy Rates (Associates,LCSW,LMFT,LPCC) |
|--|----------------------------|----------------------------|--|
| Prorated Half-Day minimum for court attendance or standby status. Retainer required in advance. | \$800 (Varies by Case) | \$400 (Varies by Case) | \$400 (Varies by Case) |
| RETAINER FEE To be paid prior to court Date. | \$2000 (Varies by Case) | \$1000 (Varies by Case) | \$1000 (Varies by Case) |

Document/Form Fees:

A. Provider Assessment

The provider makes the final decision regarding the level of complexity and time required to complete any requested form or documentation. This determination is based on several factors, including:

- Patient's clinical history
- Extent of chart review needed
- Level of detail and supporting documentation required by the form

B. Fee Determination

Fees are set according to the standardized schedule below, ensuring fairness and transparency for all patients. The provider will assess each request and notify the patient in advance if additional time or charges are anticipated.



C. Patient Notification

Patients will be informed of all applicable fees before work begins on any form. If a request is expected to require more time than the standard base rate, the provider will communicate this and obtain patient agreement prior to proceeding.

D. Fairness and Equity

All fees are in line with national and California averages for psychiatric and primary care practices. For Medi-Cal patients, a maximum out-of-pocket cap is applied to ensure affordability and equity.

E. Standardized Fee Schedule for Medical Records & Forms

| Type | Description | Fee |
|-----------------------------------|---|-------|
| Basic Template Letter | Template Letters, Return-to-school notes, attendance letters, simple confirmations of progress, diagnosis, or medications | Free |
| Standard Letters and Forms | Narrative letters and/or forms requiring chart review | \$40* |
| Disability Forms | Short- and long-term disability, SSA forms, attorney or court requested documentation | \$60* |
| *Additional Service Time | _____ per 15 minutes beyond 15 minutes | \$25 |
| Expedited Requests | For forms required within 72 hours | \$20 |

Medi-Cal Compassion Cap

Maximum Out-of-Pocket: \$100 total per request

I attest that I have read, understand, and agree to abide by all Progeny Psychiatric Clinic policies and procedures. I acknowledge that failure to comply with practice policies may affect the provision of services. I agree to notify Progeny Psychiatric Clinic of any changes that may impact my ability or authority to consent or comply with these policies.

Patient/Representative Signature

Date