



BEHAVIORAL INSTITUTE OF ATLANTA
5665 NEW NORTHSIDE DR., SUITE 500
ATLANTA, GA 30328
(404) 256-9325

ADULT INTAKE QUESTIONNAIRE

Name: _____ Today's Date: _____

Age: _____ Date of Birth: _____ Gender: _____

Address: _____

Cell phone: _____ Ok to leave message? Yes No

Home phone: _____ Ok to leave message? Yes No

Work phone: _____ Ok to leave message? Yes No

Email: _____

Referred by: _____

May we acknowledge the referral? _____

Current difficulties and reason you are seeking services:

Current goals and what you would like to accomplish in seeking services:

Current psychological difficulties – please check any that apply to you at this time.

- ☐ Generalized Anxiety (across many situations)
- ☐ Specific fears/phobias (list): _____
- ☐ Panic attacks
- ☐ Social Anxiety
- ☐ Obsessive thinking or compulsive behaviors
- ☐ Body-focused repetitive behaviors (skin picking, hair pulling, nail biting, etc.)
- ☐ Sadness or Depression
- ☐ Emotionally overwhelmed
- ☐ Frequent crying
- ☐ Loss of energy
- ☐ Loss of pleasure in life
- ☐ Self-injurious / Self-harm behavior
- ☐ Thoughts of suicide
- ☐ Problems with eating
- ☐ Problems falling asleep
- ☐ Problems sleeping through the night (middle of the night waking or early morning waking)
- ☐ Trouble waking up
- ☐ Fatigue/tiredness during the day
- ☐ Nightmares
- ☐ Problems with attention or concentration
- ☐ Racing thoughts
- ☐ Problems making or keeping friends
- ☐ Problems controlling temper
- ☐ Relationship/Marriage problems
- ☐ Problems with intimacy
- ☐ Problems with job
- ☐ History of trauma and/or abuse (emotional, physical, sexual)
- ☐ Alcohol/drug use/abuse
- ☐ Financial problems
- ☐ Legal situation
- Other: _____

Describe any previous mental health services you have received.

Dates of treatment	Type of service*	Provider name	Any diagnoses	Length of service

*please note whether this was an evaluation, outpatient therapy, partial hospitalization/day treatment, hospitalization, residential placement, or other type of mental health service

Please provide copies of any previous psychological evaluation reports.

FAMILY INFORMATION

Marital Status: Single Cohabiting Married Separated Divorced Widowed

Rate quality of present relationship/marriage (if applicable):

___ very good ___ good ___ fair ___ poor ___ very poor

Name and Occupation of Spouse/Partner: _____

Children and ages: _____

If divorced, what are the custody arrangements? _____

Who currently resides in your home? _____

List any current or former family members living outside the home that have a significant impact on your life (e.g., parents, ex-spouse, other extended family): _____

What is the greatest source of stress for the family? _____

FAMILY HISTORY

Has anyone in the birth family had any of the following psychological disorders? Check all that apply and list who (self, mother, father, sibling, child):

<u>Yes</u>	<u>Condition</u>	<u>Family Member</u>
_____	Alcohol / Substance Abuse	_____
_____	Attention-Deficit / Hyperactivity / Impulsivity	_____
_____	Autism Spectrum / Asperger's Disorder	_____
_____	Depression	_____
_____	Generalized Anxiety (across many situations)	_____
_____	Genetic Disorder (e.g., Down Syndrome, Fragile X)	_____
_____	Intellectual Disability	_____
_____	Learning Problems / Disabilities	_____
_____	Manic-Depression / Bipolar Disorder	_____
_____	Obsessive-Compulsive Disorder	_____
_____	Phobias	_____
_____	Schizophrenia or other psychosis	_____
_____	Seizures or other neurological disorder	_____
_____	Sleep disorders	_____
_____	Social Anxiety	_____
_____	Speech or Communication Disorder	_____
_____	Suicide attempts / Suicide	_____

Other: _____

List any significant medical illnesses or injuries in the family: _____

GENERAL HEALTH

Your current health: _____ excellent _____ good _____ fair _____ poor

Primary Physician and address: _____

Physician phone and email: _____

When was your last physical exam? Any relevant findings? _____

Are there any other physicians you see on a regular basis? _____

Describe any medical conditions that you have been diagnosed as having and any medical procedures you have had (surgeries, etc.).

List your medications. Include prescriptions, over the counter medicines, vitamins, and supplements.

Medication and dosage	Physician prescribing	For what symptoms	How long taken

Describe any sleep difficulties: _____

Describe any eating difficulties: _____

Please rate the overall level of stress in your life:

___Very Low

___Low

___Average

___High

___Very High

What do you consider to be the greatest source of stress at this time?

List any current coping strategies for managing your stress: _____

Rate your overall level of happiness on a scale of 1-5 (1 = UNHAPPY, 5 = HAPPY). _____

Other comments about your health, if any: _____

EDUCATIONAL HISTORY

Your highest level of education completed: _____

Any problems with development, attention, learning, or behavior in childhood? _____

Grades repeated and reason: _____

Any special education services in school? _____

Any other relevant educational/school information: _____

WORK HISTORY

Current occupation: _____

Other jobs and careers you have had in the past: _____

Any problems in the workplace currently or in the past? _____

LEGAL HISTORY

Have you ever filed or been involved in any significant litigation? Please explain

STRENGTHS

What do you consider to be your personal strengths?

Is there anything else that you would like your clinician to know that was not covered by this form?



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NEW CLIENT INFORMATION AND RESPONSIBILITY FOR PAYMENT

Welcome to the Behavioral Institute of Atlanta (BIA). This information is intended to answer many of your questions about our basic policies and procedures. If you have any questions, please don't hesitate to ask your clinician about these or any other matters when you meet. We are here to assist you.

CONFIDENTIALITY

Communication between you and your clinician is considered privileged and confidential. We will not release any information without your written authorization. The billing information we give to you for your insurance carrier provides only information about the dates of service, diagnosis, and procedure codes. The only exception to these conditions may occur in situations such as child abuse, danger to life, or workers' compensation whereby law other action is permitted. Please discuss this with your clinician. If you would like us to work collaboratively with other professionals, such as physicians, teachers, other therapists, attorneys, etc., you may sign a release of information form authorizing this.

OFFICE HOURS

The office manager is typically available from 9:00 a.m. to 5:00 p.m. Monday through Friday. When not available, you may leave a voice message for your clinician or email the clinician directly. We will assist you as soon as possible, but we do not provide 24 hour, on-call, emergency services. In these situations, you may seek help through a hospital emergency room, urgent care center, or by calling 911. If your clinician is out of town or unavailable for some other scheduled reason, one of our other clinicians will be available to help you. The first priority and our primary concern is your well-being.

SCHEDULING APPOINTMENTS AND APPOINTMENT LENGTH

An appointment can be scheduled by either your clinician or our office manager. Adult intake appointments are typically 50-60 minutes and include an interview about your current difficulties and a review of the history of the problems.

Individual, couples, and family therapy are typically 45-50 minutes long. If an appointment runs longer, there is a charge for the additional time. The charge will be determined and prorated on the basis of each additional 15 minutes of time.

Appointments for psychological and psychoeducational testing may run 2-4 hours each, with 2-3 appointments needed in addition to the intake appointment. Results conferences following testing typically last 60-90 minutes depending on the extent of the testing.

MISSED APPOINTMENTS:

A missed appointment occupies a significant portion of our professional time and may reflect an issue that we ought to discuss. As importantly, a missed appointment keeps us from seeing someone else in need. **Therefore, except in the case of an acute emergency, we require a 24 hour notice of any cancellation; otherwise, your account will be charged.** In addition, because insurance will not reimburse for missed appointments, you will be held financially responsible for these charges. If our office is closed, leave a voice message for the office manager and contact your clinician directly by voice mail or email to inform us of your cancellation so the time may be used appropriately.

FEES AND INSURANCE REIMBURSEMENT:

Payment for professional services are due and payable at the time they are rendered. All clients are expected to take care of their fees at the time of the appointment. Any other arrangement is considered a special arrangement and must be discussed in advance with your therapist. We accept all major credit cards and checks. Many clients choose to have a credit card "on file" that is charged at the time of each appointment. Delinquent accounts may be referred to a collection agency.

All of our clinicians are "out of network" providers from the standpoint of insurance companies. If your insurance policy offers out-of-network mental health coverage, you may receive reimbursement from your insurance company if you choose to seek this yourself. Our office generally does not file insurance claims or accept payment from insurance companies. However, we can email you a statement for insurance reimbursement, called a "superbill," so that you may file claims. Many of our clients receive reimbursement for some or all of the costs of their services. Superbills and claims must be submitted to insurance companies in the same year as the services were provided, and some companies require claims to be submitted even sooner, such as within 30-90 days of the service. Check with your insurance company to see what will be required.

ASSESSMENT AND/OR TESTING:

Testing is billed on the basis of the types of tests and the amount of time necessary to administer, score, analyze, interpret, and to report the results in written form. You will be provided with information about the types of tests and the cost prior to testing. If during the evaluation process it is discovered that additional testing is required to make a final diagnosis, you will be informed before any additional procedures are initiated. The written report, if requested, is generated after payment in full for testing services is received.

WRITTEN REPORTS, SUMMARIES, AND LETTERS:

Clinicians sometimes provide written reports, treatment summaries, and letters for clients. These are billed as separate procedures if they are done outside of a comprehensive psychological evaluation. Clinicians typically bill at their same hourly rate for writing as they do for providing psychological testing or therapy.

I have read and understand these policies. I acknowledge responsibility for all fees incurred.

Client name (print): _____

Client signature: _____

Date: _____



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INFORMED CONSENT FOR PSYCHOLOGICAL SERVICES

I hereby voluntarily apply for and consent to psychological services from _____.
(Clinician's name)

This consent applies to myself, ward, or client named below. Since I have the right to refuse services at any time, I understand and agree that my continued participation implies voluntary informed consent.

I understand that the potential benefits of receiving psychological services may include obtaining a professional opinion, reduction of psychological symptoms, and an increased understanding of psychological issues. I understand that potential risks may include possible disagreement with the professional opinions offered, possible emotional distress when addressing my difficulties, and limitations in the ability to make predictions based on results of psychological assessments (when applicable). I understand that alternative procedures include services provided by another psychologist, a psychiatrist, or another mental health professional. I understand that I may ask for a referral to another mental health professional if I am not satisfied with my services.

I understand and agree that disclosures and communications are considered privileged and confidential except to the extent that I authorize a release of information, or under certain other conditions listed below:

1. where abuse or harmful neglect or children, the elderly, or a disabled or incompetent individual is known or reasonably suspected
2. where the validity of a will of a former patient is contested
3. where such information is necessary for the clinician to defend against a malpractice action brought by the client
4. where an immediate threat of physical violence or suicide against a readily identifiable victim is disclosed to the clinician
5. where the client, by alleging mental or emotional damages in litigation, puts his/her mental state at issue
6. where the client is examined pursuant to a court order.

I hold _____ harmless for releasing information under these conditions.
(Clinician's name)

Client name (print): _____

Client signature: _____

Date: _____



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CONSENT FOR TELEHEALTH SERVICES

1. I understand that my clinician is providing telehealth services which may include telephone or video conferencing.
2. I understand that a telehealth consultation has potential benefits including easier access to care and the convenience of meeting from a location of my choosing.
3. I understand that my clinician will take measures to protect the confidentiality of our telehealth appointments. At the same time, there are potential risks to this technology, including interruptions, unauthorized access, and technical difficulties.
4. I understand that my clinician or I can discontinue the telehealth appointment if it is felt that the telephone or video connections are not adequate for the situation.
5. I have had the opportunity to ask my clinician questions about telehealth. My questions have been answered and the risks, benefits and any practical alternatives have been discussed with me so that I understand them.
6. I understand that telehealth is NOT an Emergency Service and in the event of an emergency, I will call 911 or other appropriate agency providing emergency services.
7. To maintain confidentiality, I will not share my telehealth appointment link with anyone unauthorized to attend the appointment.

By signing this form, I certify that I have read or had this form read and/or had this form explained to me, that I fully understand its contents including the risks and benefits of the procedure(s), and that I have been given ample opportunity to ask questions and that any questions have been answered to my satisfaction. I understand I can revoke this consent at any time by written request.

Client name (printed)

Client signature

Date



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PERMISSION TO RELEASE AND OBTAIN INFORMATION

Complete this form if you want your clinician to consult with other individuals regarding your care.

I hereby authorize _____ to release and discuss the results of my
(Clinician's name)

_____ Psychological Evaluation/Testing

_____ Treatment/Therapy

with the following individuals. I give those listed below my permission to release and discuss information regarding my care to _____.
(Clinician's name)

This release of information is valid from _____ (date) to _____ (date).

Individual and Agency	Phone or email
1.	
2.	
3.	
4.	
5.	

Client name (printed)

Client signature

Date