



EPIC Behavioral Healthcare Registration Information

First Name _____ Middle Name _____ Last Name _____

Suffix _____ SSN _____ DOB _____

GENDER	RACE	ETHNICITY	MARITAL STATUS
<input type="checkbox"/> Male <input type="checkbox"/> Female <small>(Given on ID)</small>	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Multi-Racial <input type="checkbox"/> White <input type="checkbox"/> Other	<input type="checkbox"/> Cuban <input type="checkbox"/> Haitian <input type="checkbox"/> Mexican <input type="checkbox"/> Mexican American <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Spanish/Latino <input type="checkbox"/> Other Hispanic <input type="checkbox"/> None of the Above	<input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Legally Separated <input type="checkbox"/> Unreported <input type="checkbox"/> Registered Domestic Partner
Preferred Gender			

Do you need accommodations? ☐ Yes ☐ No
 Interpreter? ☐ Yes ☐ No If yes, what language dialect? _____
 Sign Language? ☐ Yes ☐ No Reading Assistance? ☐ Yes ☐ No
 Assistance Filling Out Forms? ☐ Yes ☐ No

IDENTIFY ANY KNOWN DISABILITIES OF THE CLIENT		
<input type="checkbox"/> Developmentally Disabled	<input type="checkbox"/> Physically Disabled	<input type="checkbox"/> Non-Ambulatory
<input type="checkbox"/> Visually Impaired	<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Severely Impaired English Language

Address Homeless ☐ Yes ☐ No
 Mailing Address _____
 City _____ State _____ Zip _____
 Is the above also the billing address? ☐ Yes ☐ No
 Home Phone _____ Work Phone _____ Cell Phone _____
 Message Phone _____
 Email Address _____ @ _____

Emergency Contact Person _____
 Business Phone _____ Home Phone _____
 Relation to client _____
 Is this person the Client's guardian? ☐ Yes ☐ No
 Is this person Financially Responsible for the client's care? ☐ Yes ☐ No

What is the highest grade level you completed? _____ (Or estimate # years of schooling) <input type="checkbox"/> No School <input type="checkbox"/> HS Diploma/GED <input type="checkbox"/> Some College <input type="checkbox"/> AA <input type="checkbox"/> BS/BA <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Vocational <input type="checkbox"/> Special School

Employment Status		
<input type="checkbox"/> Active Military, Overseas	<input type="checkbox"/> Full Time	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Active Military, USA	<input type="checkbox"/> Part Time	<input type="checkbox"/> Terminated/Unemployed
<input type="checkbox"/> Disabled	<input type="checkbox"/> Homemaker	<input type="checkbox"/> Not Authorized to Work
<input type="checkbox"/> Retired	<input type="checkbox"/> Student	<input type="checkbox"/> Criminal Inmate
	<input type="checkbox"/> Unpaid Family Workers	<input type="checkbox"/> Inmate Other



Has the client ever or are you currently serving in the military? ☐ Yes ☐ No

Current Tobacco Use? ☐ Never used ☐ Have Used/Not Current ☐ Regular User ☐ Use Smokeless Tobacco

Do you have Advanced Directives? ☐ Yes ☐ No

Are you receiving any Psychiatric Social Security Disability Income?

- ☐ Determined to be ineligible ☐ Eligibility determination pending ☐ Eligibility status unknown
☐ Eligible, not receiving payments ☐ Eligible, receiving payments ☐ Potentially eligible, has not applied

CLIENT RESIDENTIAL STATUS			
<input type="checkbox"/> Independent Alone	<input type="checkbox"/> Assisted Living Facility	<input type="checkbox"/> Nursing Home	<input type="checkbox"/> Children's Residential Treatment
<input type="checkbox"/> Independent Relatives	<input type="checkbox"/> Foster Care/Home	<input type="checkbox"/> Supported Housing	<input type="checkbox"/> MH Licensed ALF
<input type="checkbox"/> Independent Non-Relatives	<input type="checkbox"/> Group Home	<input type="checkbox"/> Correctional Facility	<input type="checkbox"/> Other
<input type="checkbox"/> Dependent Relatives	<input type="checkbox"/> Homeless	<input type="checkbox"/> DJJ Facility	<input type="checkbox"/> Unknown
<input type="checkbox"/> Dependent Non-Relatives	<input type="checkbox"/> Hospital	<input type="checkbox"/> Crisis Residence	

Have you been diagnosed in past with Co-Occurring Mental Health/Substance Use Disorder? ☐ Yes ☐ No ☐ Unknown

Name of Primary Care Physician/Practice _____ Phone _____

☐ No Client does not have a Primary Care Physician

Previous Mental Health services: ☐ Yes ☐ No ☐ Unknown

If yes, where? _____

Previous Substance Treatment Services: ☐ Yes ☐ No ☐ Unknown

If yes, where? _____

Have you recently been Baker Acted to a Treatment Facility? ☐ Yes ☐ No ☐ Unknown

If yes, where? _____

*******Obtain Releases of Information on any facilities listed above*******

Number of Dependents _____ Total Number in Household _____

Client Monthly Income _____ Client Annual Income _____

Household/Family Annual Income _____

*******Income primarily needed for anyone with insurance*******

PRIMARY SOURCE OF INCOME (Must be completed)		
<input type="checkbox"/> Salary	<input type="checkbox"/> Retirement/Pension/SSI	
<input type="checkbox"/> Wages/TANF	<input type="checkbox"/> Other	
<input type="checkbox"/> Disability	<input type="checkbox"/> Unknown	<input type="checkbox"/> None

Do you have Florida Medicaid? ☐ Yes ☐ No If Yes, Medicaid # _____

Medicare Part B? ☐ Yes ☐ No If Yes, Medicare # _____

Do you have Commercial Insurance? ☐ Yes ☐ No

Name of Insurance _____

Insurance ID # _____ Group # _____

Is the client the subscriber of policy? ☐ Yes ☐ No

If No, Name of Subscriber _____

DOB of Subscriber _____ SSN of Subscriber _____

Address of Subscriber _____



REFERRAL SOURCE (Check as many as apply)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Individual (Self Referral) | <input type="checkbox"/> Other Community Referral | <input type="checkbox"/> MHSA: DCF/Family Svcs | <input type="checkbox"/> Physician/Doctor |
| <input type="checkbox"/> Substance Use Provider | <input type="checkbox"/> TASC/Assessment Ctr | <input type="checkbox"/> CINS (Children in Need Svc) | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Mental Health Provider | <input type="checkbox"/> Probation/Parole | <input type="checkbox"/> Addiction Receiving Fclty | <input type="checkbox"/> Family Safety Foster Care |
| <input type="checkbox"/> Juvenile Justice | <input type="checkbox"/> DUI/DWI | <input type="checkbox"/> Outreach Program | <input type="checkbox"/> Family Safety Protective Svcs |
| <input type="checkbox"/> County Public Health Unit | <input type="checkbox"/> Pretrial | <input type="checkbox"/> DCF/ADM | <input type="checkbox"/> None of the Above |
| <input type="checkbox"/> School (Educational) | <input type="checkbox"/> Prison/Jail | <input type="checkbox"/> Community Hospital | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Employee/EAP | <input type="checkbox"/> Oher Court Order | <input type="checkbox"/> State Hospital | <input type="checkbox"/> Other: |

Referring Agency or Physician/Hospital _____

Reason for Referral _____

Phone Number _____ Contact Person _____

Address of Referring Person/Agency _____

City _____ State _____ Zip _____

Would you like to register to vote while you are here today? ☐ Yes ☐ No

(For any Florida resident not already registered)

STAFF CHECKLIST

- ☐ Insurance subscriber added as a contact in order to be linked to the coverage plan
- ☐ Creat coverage plan
- ☐ Apply coverage plan w/start date
- ☐ Complete Financial Worksheet
- ☐ Complete Financial Attestation if applicable
- ☐ Client Account check box Financial Information Complete
- ☐ Client information Billing address checkbox selected to billing address
- ☐ Informed Consent completed
- ☐ Registration FL document completed
- ☐ Online Therapy Consent (if applicable) completed
- ☐ HIV/TB Risk Assessment completed
- ☐ Picture of patient added to account
- ☐ Insurance cards scanned and uploaded
- ☐ Program Enrollment requested
- ☐ Release of Information to Primary Care Physician
- ☐ Release of information to any past MH, Substance Treatment or Baker Act Facilities
- ☐ Release of Information to Referral Sources
- ☐ Release of Informantion to any family members

Next should be Medical History Questionnaire

Communicable Disease Questionnaire



SNAP Assessment-Minor Strengths, Needs, Abilities, Preferences

Client Name: _____

Date: _____

Client ID: _____

Program: _____

Check all that apply and list what is not shown.

STRENGTHS (What will help you in treatment)

COMMENTS

<input type="checkbox"/>	Support from parents	
<input type="checkbox"/>	Support from siblings	
<input type="checkbox"/>	Positive school connections	
<input type="checkbox"/>	Connection to a church group or minister	
<input type="checkbox"/>	Supportive friends	
<input type="checkbox"/>	Stable finances or benefits	
<input type="checkbox"/>	Stable housing or shelter	
<input type="checkbox"/>	Stable transportation or access to transportation	
<input type="checkbox"/>	Established pediatrician (doctor) services	
<input type="checkbox"/>	Extracurricular activities (sport, music, drama)	
<input type="checkbox"/>	Others:	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

NEEDS (What you want to learn in treatment)

COMMENTS

<input type="checkbox"/>	Education about my/my child's diagnosis	
<input type="checkbox"/>	Education about mental health	
<input type="checkbox"/>	Education about the impact of trauma	
<input type="checkbox"/>	Learn self-care	
<input type="checkbox"/>	Improvement in my interpersonal skills (listening, playing well with others)	
<input type="checkbox"/>	Contact with supportive others	
<input type="checkbox"/>	Emotion management skills	
<input type="checkbox"/>	Anger management skills	
<input type="checkbox"/>	Anxiety management skills	
<input type="checkbox"/>	Personal safety and recovery plan	
<input type="checkbox"/>	Parenting skills	
<input type="checkbox"/>	Education about improving my/my child's health	
<input type="checkbox"/>	Day to day self-management (structure, goals)	
<input type="checkbox"/>	Others:	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

ABILITIES (Your qualities/skills that will help in treatment) **COMMENTS**

<input type="checkbox"/>	I am motivated for treatment	
<input type="checkbox"/>	I have insight in to my mental health concerns	
<input type="checkbox"/>	I am willing to accept feedback and guidance	
<input type="checkbox"/>	I am willing to take try new skills	
<input type="checkbox"/>	I am able to ask for help from others	
<input type="checkbox"/>	I am willing to work to grow and change	
<input type="checkbox"/>	I am able to express my concerns and needs	
<input type="checkbox"/>	I have some positive plans and goals for my future	
<input type="checkbox"/>	I have a good relationship with a higher power	
<input type="checkbox"/>	I am capable of offering support to others	
<input type="checkbox"/>	I will treat myself and others with respect	
<input type="checkbox"/>	Others:	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

PREFERENCES (What you hope to get out of treatment) **COMMENTS**

<input type="checkbox"/>	I will have a better understanding of my diagnosis	
<input type="checkbox"/>	I will have a better understanding of trauma and its effects	
<input type="checkbox"/>	I will learn to take care of myself	
<input type="checkbox"/>	I will do better in school	
<input type="checkbox"/>	I will be able to communicate more effectively	
<input type="checkbox"/>	My interpersonal skills/relationships will improve	
<input type="checkbox"/>	I will be able to manage my emotions	
<input type="checkbox"/>	I will be able to manage my anxiety	
<input type="checkbox"/>	I will be able to manage my anger	
<input type="checkbox"/>	I will be able to resolve grief and loss concerns	
<input type="checkbox"/>	I will develop a positive support network	
<input type="checkbox"/>	My health will improve	
<input type="checkbox"/>	I will improve my day to day functioning	
<input type="checkbox"/>	Others:	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Client Signature: _____

Date: _____

Staff Signature: _____

Date: _____



HIV/AIDS/TB Risk Assessment

Please check your response to the following questions:

Shared needles/syringes? ☐ Yes ☐ No

Have you had unprotected sex within the last year? ☐ Yes ☐ No

Have you been a sex or needle sharing partner of a person with HIV/AIDS? ☐ Yes ☐ No

Have you traded sex for drugs or money? ☐ Yes ☐ No

Have you had a sexually transmitted disease? ☐ Yes ☐ No

Have you ever had an HIV test? ☐ Yes ☐ No

If yes, Date: _____ Results: _____

Are you a hemophiliac or blood transfusion recipient? ☐ Yes ☐ No

Are you a victim of sexual assault? ☐ Yes ☐ No

An injection drug user? ☐ Yes ☐ No

A person with other/HIV/AIDS risks? ☐ Yes ☐ No

Unexplained fevers? ☐ Yes ☐ No

Recent unexplained weight changes? ☐ Yes ☐ No

Client was referred to the Public Health Department for follow up? ☐ Yes ☐ No

Date of positive Tuberculosis (TB) test _____

Date of last X-ray for Tuberculosis _____

Have you ever taken medication for Tuberculosis? ☐ Yes ☐ No

Name of Medication _____

Check if you have had any of the following symptoms for 3-4 weeks

Productive Cough ☐ Yes ☐ No

Persistent weight loss without dieting ☐ Yes ☐ No

Loss of appetite ☐ Yes ☐ No

Persistent fever above 100.0 F ☐ Yes ☐ No

Night sweats ☐ Yes ☐ No

Swollen glands in the neck or elsewhere ☐ Yes ☐ No

Coughing up blood (hemoptysis) ☐ Yes ☐ No

Shortness of breath ☐ Yes ☐ No

Chest pains ☐ Yes ☐ No

Fatigue or weakness ☐ Yes ☐ No

Frequent or Recurring chills ☐ Yes ☐ No



Parent / Guardian Survey

Child's Name: _____

Date: _____

Parent / Guardian Name: _____

Relationship: _____

Please fill out this checklist to identify area of concern in your child's life. Your responses will help determine what kind of supports/services, if any, may benefit your child.

	No problem	Some problem	Serious problem
School Behavior			
Describe grades in school.			
Skippping classes/truancy?			
Negative attitudes toward school authorities?			
Suspension/Expulsion from school?			
Behavior at Home			
Verbally abusive toward family mambbers.			
Is secretive and uncommunicative.			
Lies about where he/she has been.			
Loss of motivation - no goals.			
Irritabilty, fits of anger, temper tantrums.			
Comes home drunk or high.			
Steals from family members.			
Runs away from home.			
Stays away all night.			
Emotional/Mental State of Child			
Acts "down" and depressed for days at a time.			
Has talked about "ending it" or killing self.			
Has made a suicide attempt.			
Neglects personal hygiene and grooming.			
Exhibits radical mood swings.			

Patient Name: _____

Medical History

Have you had any of the following (please check box and explain if needed):

Sexually transmitted Disease(s) Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Asthma Attacks Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Tuberculosis(TB) Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Heart Trouble Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Condition Needing Surgery Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Diabetes Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Difficulty Hearing Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Kidney/Urination Problems Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Physical Handicap Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Rheumatic Fever Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Poor Eyesight Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Speech Defect Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Ulcer(stomach/intestine) Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Serious Dental Problems Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
In Hospital in Last 4 Years Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now
Anemia Explain-Being Treated:	<input type="checkbox"/> Never	<input type="checkbox"/> Past	<input type="checkbox"/> Now



Medical Questionnaire Page 2

Medical History Continued

Have you had any of the following (please check box and explain if needed):

Suicidal in Last 3 Months
Explain-Being Treated:

☐

Never

☐

Past

☐

Now

Allergic to drugs/foods
Explain-Being Treated:

☐

Never

☐

Past

☐

Now

Pregnant (Females Only)
Explain-Being Treated:

☐

Never

☐

Past

☐

Now

Immunizations up to date
Explain-Being Treated:

☐

Never

☐

Past

☐

Now

Sickle cell
Explain-Being Treated:

☐

Never

☐

Past

☐

Now

Any other conditions:

FOR ANSWERS MARKED IN THE NOW COLUMN, IT IS RECOMMENDED YOU SEEK A DOCTOR'S CARE

List all medications you are taking:

Primary Care Physician Name:

Primary Care Physician Phone Number: (____) _____ - _____

I have no Primary
Care

☐

Patient Signature:

Signature Date:

EPIC BEHAVIORAL HEALTHCARE
Sliding Fee Scale/ Financial Attestation
Effective March 1, 2023-February 28, 2024

Client Name _____ Client ID # _____

Federal Poverty Level Family Annual Income			ELEGIBLE FAMILY ANNUAL INCOME		HOUSEHOLD NUMBER							
Minimum Income	Maximum Income		150% Minimum Income	150% Maximum Income	1	2	3	4	5	6	7	8
The percentage represents the clients responsibility for each chargeable service. 0% will be assessed a minimum fee of \$3.00 per chargeable service. Any consumer that falls into the yellow is eligible for LSFHS funding, all others will fall under the sliding fee scale of your organization.												
\$0.00	\$ 14,580.00		\$0.00	\$ 21,870.00		0%	0%	0%	0%	0%	0%	0%
\$ 14,581.00	\$ 19,720.00	\$	21,870.01	\$ 29,580.00		5%	0%	0%	0%	0%	0%	0%
\$ 19,721.00	\$ 24,860.00	\$	29,580.01	\$ 37,290.00		10%	5%	0%	0%	0%	0%	0%
\$ 24,861.00	\$ 30,000.00	\$	37,290.01	\$ 45,000.00		15%	10%	5%	0%	0%	0%	0%
\$ 30,001.00	\$ 35,140.00	\$	45,000.01	\$ 52,710.00		25%	15%	10%	5%	0%	0%	0%
\$ 35,141.00	\$ 40,280.00	\$	52,710.01	\$ 60,420.00		35%	25%	15%	10%	5%	0%	0%
\$ 40,281.00	\$ 45,420.00	\$	60,420.01	\$ 68,130.00		45%	35%	25%	15%	10%	5%	0%
\$ 45,421.00	\$ 55,700.00	\$	68,130.01	\$ 83,550.00		55%	45%	35%	25%	15%	10%	5%
\$ 55,701.00	\$ 60,840.00	\$	83,550.01	\$ 91,260.00		65%	55%	45%	35%	25%	15%	10%
\$ 60,841.00	\$ 65,980.00	\$	91,260.01	\$ 98,970.00		70%	65%	55%	45%	35%	25%	15%
\$ 65,981.00	\$ 71,120.00	\$	98,970.01	\$ 106,680.00		75%	70%	65%	55%	45%	35%	25%
\$ 71,121.00	\$ 76,260.00	\$	106,680.01	\$ 114,390.00		80%	75%	70%	65%	55%	45%	35%
\$ 76,261.00	\$ 81,400.00	\$	114,390.01	\$ 122,100.00		85%	80%	75%	70%	65%	55%	45%
\$ 81,401.00	\$ 86,540.00	\$	122,100.01	\$ 129,810.00		90%	85%	80%	75%	70%	65%	55%
\$ 86,541.00	\$ 91,680.00	\$	129,810.01	\$ 137,520.00		95%	90%	85%	80%	75%	70%	65%
\$ 91,681.00	\$ 96,820.00	\$	137,520.01	\$ 145,230.00		100%	95%	90%	85%	80%	75%	70%
\$ 96,821.00	\$ 101,960.00	\$	145,230.01	\$ 152,940.00		100%	100%	100%	100%	100%	100%	100%
\$ 101,961.00	\$ 107,100.00	\$	152,940.01	\$ 160,650.00		100%	100%	100%	100%	100%	100%	100%
\$ 107,101.00	\$ 112,240.00	\$	160,650.01	\$ 168,360.00		100%	100%	100%	100%	100%	100%	100%

Insurance Company _____ Policy Number _____

Number of Household _____

Household Annual Income _____

I hereby attest that my Annual household income reported is correct.

Date

Client Signature

I hereby attest that I have performed due diligence in assessing financial eligibility for State funding.

Employee Signature

EPIC Behavioral Healthcare

Informed Consent for Treatment and Participant Agreement

By my signature, I understand and agree to the following:

- ✓ I have read, understand, and have been offered a copy of this Informed Consent for Treatment and Participant Agreement, which includes but is not limited to an explanation of my rights and responsibilities, complaint/grievance procedure, and confidentiality of my patient record.
- ✓ I agree to participate in the intake and assessment process, and to receive services, which could include assessment, stabilization, detoxification, medication treatment, clinical and medical services, drug screens, discharge planning, and Care Coordination services.
- ✓ I agree to follow the Program Rules as discussed.
- ✓ I understand and agree to the exchange of confidential information through Release of Information process
- ✓ I agree to participate in programmatic data collection as needed for this program
- ✓ I was informed that this consent could be revoked by me verbally or in writing, before or during the period in which I receive services, except to the extent that action has been taken on reliance on it.
- ✓ I acknowledge that there have been no guarantees or assurances made to me as the results of services rendered by EPIC, or its employees.
- ✓ I give permission to contact me for the purposes of obtaining follow up information concerning my progress after completing services.

Signature of Person Served

Date

Guardian or Legal Custodian Signature, if applicable

Date

Staff Signature and Title/Credential

Date

- ☐ Participant Agreement provided to patient.
- ☐ Signature Page placed in patient record.



EPIC Behavioral Healthcare Online Therapy Consent Form

Online Therapy and Limitations

I understand that online therapy includes the practice of health care delivery, diagnosis, consultation, treatment, and education using interactive audio and video communication. I understand that discussing my presenting concerns may cause discomfort as difficult issues are addressed and worked through. This is often a common experience of psychotherapy in general and I acknowledge no guarantees have been made to me as to the effect of treatment on my condition. I understand that phone and online sessions have limitations compared to in-person sessions, among those being the lack of "personal" face-to-face interaction, the lack of visual and audio cues in the therapy process, and the fact that most insurance companies will not cover this type of therapy. I understand online therapy is not appropriate if I am experiencing crisis or having suicidal or homicidal thoughts. Should crisis occur, I agree to call 911, go to the nearest emergency room, or contact a crisis hotline (e.g. 800-273-8255).

Procedures for technical difficulties or Internet disruptions

As a client of EPIC Behavioral Healthcare, I understand that online therapy is technical in nature and that problems with the Internet may occur. If something beyond our control disrupts the connectivity of our session I will immediately try to video call the therapist again. If video call is repeatedly unsuccessful for 10 minutes, sessions will be:

- 1) completed via phone call to the therapist at **(904) 829-2273** or
- 2) refunded based on length of session prior to disruption (e.g. less than 10 minutes the session will be rescheduled at no cost, 15-30 minutes will result in half of the fee being refunded).

Appointment Payment

I agree to pay the agreed upon fee at the time of service through the EPIC Mental Health Outpatient Office in person or by phone. (e.g. through credit card or insurance on file, which will be charged the day of the appointment).

Appointment Cancellations

If cancellation is needed, I understand that notice of at least 24 hours via phone call to the office staff is necessary in order to avoid any associated fees. Cancellations with less than 24 hours notice will be billed at \$25 per occurrence.

Missing an appointment without prior notice will be billed at \$25 per occurrence. In addition, I understand that the accumulation of 3 late cancellations or missed appointments in any combination will result in discharge from the program.

Termination of Services

During the intake and first few sessions, the therapist will assess if online therapy is of benefit to me and my needs. The therapist will use his/her best judgment to determine if online therapy is the best medium for providing me counseling services. If online therapy is deemed inappropriate, the therapist will provide me with a number of referrals in my area so face-to-face counseling can be pursued.

Confidentiality:

Because online therapy utilizes the Internet for the transmission of personal information I understand the therapist cannot guarantee confidentiality of the personal information I provide via this form of communication. However, any information that I provide to the therapist will subsequently remain confidential and will not be given to a third party unless I give specific permission to release the information, or the therapist is required to do so by law. The issue of confidentiality is further governed by both law and ethics. I understand that the therapist follows the law and professional regulations of

the State of Florida and the counseling treatment provided will be considered to take place in the State of Florida.

By law I hold the privilege of confidentiality and the therapist will not release any information to anyone without my written permission, or a court order. There are some exceptions to my rights under the law. Examples include, but are not limited to, when the therapist has reasonable cause to believe that I am a danger to myself or another person. The therapist is also required by law to report any information about or reasonable suspicion of sexual, physical or emotional abuse of minors or elders to Child Protective Services or Adult Protective Services. I understand that if I have any concerns regarding confidentiality issues, I should speak with my therapist about these and other exceptions to the confidentiality privilege and her responsibility concerning them.

I understand EPIC Behavioral Healthcare has not given consent or release for the recording of this session outside the electronic platform used to deliver the service.

Harm to Self or Others

If there is an emergency during our work together where the therapist is concerned about my personal safety, the possibility of me injuring someone else or about my receiving proper psychiatric care, I understand the therapist will do whatever she can within the limits of the law to prevent me from injuring myself or others and to ensure that I receive the proper medical care. For this purpose, the therapist may also contact law enforcement, hospital or an emergency contact whose name I have provided.

By signing this form I agree with the above.

Signature of Client

Date

Signature of Client

Date

**EPIC Behavioral Healthcare
AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize EPIC Behavioral Healthcare to (please check one):

☐ Obtain ☐ Release ☐ Exchange

the following ☐ **written**, ☐ **verbal**, ☐ **electronic**, ☐ **video**, ☐ **audio information** (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Treatment goals and progress | <input type="checkbox"/> Psychological evaluation and test results | <input type="checkbox"/> Information concerning AIDS/ HIV Infection |
| <input type="checkbox"/> Physical exam | <input type="checkbox"/> Educational information | <input type="checkbox"/> Medical treatment |
| <input type="checkbox"/> Social history | <input type="checkbox"/> Behavioral observation | <input type="checkbox"/> Alcohol/drug treatment |
| <input type="checkbox"/> Psychiatric evaluation and treatment | | |
| <input type="checkbox"/> Other (specify) _____ | | |

(In compliance with FS 90.503, 394.459(9), 395.3025(2)(3), 397.501(a) and Federal Regulations 42 CFR, Part 2.)

Information from the records of:

_____ Client Name	_____ Record #	To/From _____ (Circle one) Agency Name
_____ Address		_____ Address
_____ City, State, Zip		_____ City, State, Zip
_____ Date of Birth		For information from _____ to _____ Date of Birth Date

For the purpose of (check one):

- ☐ to assist in the evaluation and treatment of the client.
☐ other (specify) _____

A signed revocation may be submitted at any time, but EPIC Behavioral Healthcare shall not be held liable for any information released prior to its receipt. This release form shall be valid for (check one)

- ☐ A single disclosure **OR** ☐ A continuing disclosure for **90 days** from signature date below.
☐ A continuing disclosure for **1 year** from signature date below

To Receiving Agency:

PROHIBITION OF REDISCLOSURE: This information has been disclosed to you from records whose confidentiality is protected. Any further disclosure is strictly prohibited unless the client provides specific written consent or the subsequent disclosure of this information. A general authorization for the release of medical or other information is not sufficient to waive confidentiality of these records.

I acknowledge that I have read this authorization and fully understand its contents.

_____ Signature of Client	_____/_____/_____ Date
_____ Signature of legal guardian (When applicable)	_____/_____/_____ Date
_____ Relationship	
_____ Witness	_____/_____/_____ Date

PLEASE RETURN INFORMATION TO:

EPIC Behavioral Healthcare, Attn: _____, 1400 Old Dixie Highway, St. Augustine, Florida, 32084.
(Name of staff)

EPIC Staff: When requesting information, send original to other Agency. When sending information, keep original in chart.

The Patient Health Questionnaire (PHQ-9)

NAME (PRINT) _____

DATE _____

Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle your answers. Please complete all 10 items.)	Not at all	Several Days	More than half the days	Nearly every day
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3
Trouble falling or staying asleep, or sleeping too much	0	1	2	3
Feeling tired, or having little energy	0	1	2	3
Poor appetite or overeating	0	1	2	3
Feeling bad about yourself or that you are a failure or have let yourself or your family down	0	1	2	3
Trouble concentrating on things, such as reading the newspaper or watching television	0	1	2	3
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.	0	1	2	3
Thoughts that you would be better off dead, or of hurting yourself	0	1	2	3

FOR HEALTHCARE PROFESSIONALS ONLY	COLUMN TOTALS	_____	+	_____	+	_____
	TOTAL SCORE	_____				

If you circled 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?

- | | |
|---|--|
| <input type="checkbox"/> Not difficult at all | <input type="checkbox"/> Very difficult |
| <input type="checkbox"/> Somewhat difficult | <input type="checkbox"/> Extremely difficult |