

DR# _____

CHART# _____

HOPE SPEAKS, PLLC

PATIENT INFORMATION

Please print and provide complete information.

LAST NAME: _____ FIRSTNAME: _____ MI: _____

SSN: _____ DOB: _____ AGE: _____ SEX: _____

MARITAL STATUS: _____ EMPLOYER: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ PHONE: _____

INSURANCE

IS MEDICARE PRIMARY? YES: NO:

INSURANCE CO NAME: _____ PHONE NO: _____

SUBSCRIBER NAME: _____ DOB: _____ SSN: _____

POLICY NO: _____ GROUP NO: _____

RELATIONSHIP: _____ EMPLOYER: _____

AUTHORIZATION TO RELEASE INFORMATION: I hereby authorize HOPE SPEAKS, PLLC to release any medical information concerning my care for the purpose of claims to federal, state, city, or town governmental agencies, third party payers of all categories, doctors, hospitals, and pharmacies.

DISABILITY: I understand that all providers of HOPE SPEAKS, PLLC **DO NOT** do any type of disability paperwork or any paperwork associated with disability.

CONSENT FOR MEDICAL/PSYCHIATRIC TREATMENT: I am authorizing my physician(s) and/or therapists to perform and/or direct another person to perform all tests, exams, evaluations, and any other care deemed necessary or advisable for the diagnosis, evaluation, and treatment of my medical/psychiatric condition. I understand that my provider(s) at the HOPE SPEAKS, PLLC is not responsible for the care by any other health care professional.

ACKNOWLEDGMENT FOR TREATMENT BY OTHER PROVIDERS: Dr. Shoaf and his team of providers are dedicated to providing quality healthcare to our patients. Please be aware that there will be times hat you will be treated by one of the other qualified providers for your follow up appointments.

PATIENT/GUARDIAN SIGNATURE: _____ DATE: _____

HOPE SPEAKS, PLLC

NOTICE of PRIVACY PRACTICES

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

This office may use and disclose medical and financial information related to your care that may be necessary now or in the future to facilitate payment by third parties for services rendered by us, or to assist with, and in, or facilitate the collection of data for purposes. Such information may be released to insurance companies, HMO's and PPO's managed care organizations, IPA's, Medicare/Medicaid, or other governmental or third party payors, or any organizations contracting with any of the above entities to perform such functions. Medical records may be delivered to a primary care physician or any other physician that is directly or indirectly responsible for your medical care of the payment thereof.

We may use or disclose your protected health information to send your treatment or healthcare operations communications concerning treatment alternatives or other health related products or services. We may provide such communications to you in instances where we receive financial remuneration from a third party in connection with such communications. You have the right to opt out of receiving any such compensated communications, and should inform us if you do not wish to receive them. Additionally, if we send such communications, the communications themselves note that we have received compensation for the communication, and will have clear and conspicuous instructions on how you may opt out of receiving such communications in the future. We may use and disclose limited amounts of your protected health information to send you fund raising materials. Any such fundraising materials sent to you will have clear and conspicuous instructions on how you may opt out of receiving such communications in the future.

Other than expressly provided herein, any other disclosures of your protected health information will require your specific authorization. Most disclosures of protected health information for which we would receive compensation would require your authorization. Additionally, we would need your specific authorization for most disclosures of your protected health information to the extent it constitutes "psychotherapy notes" or is for marketing purposes.

You may request restrictions on certain uses and disclosures. This office is not required to agree to a requested restriction. You have the right to receive confidential communications of your protected health information. You have the right to inspect, copy, and amend your protected health information. You may also request an accounting of disclosures of your protected health information from this office. As stated above, in most instances we do not have to abide by your request for restrictions of disclosures, we will be obligated to abide them. Specifically, if you pay for an item or service in full, out of pocket, and request that we do not disclose the information relating to that service to a health plan, we will be obligated to abide by that restriction. You should be aware that such restrictions may have unintended consequences, particularly if other providers need to know that information {such as a pharmacy filling a prescription}. It will be your obligation to notify any such other providers of this restriction. Additionally, such a restriction may impact your health plan's decision to pay for related care that you may not want to pay for out of pocket {and which would not be subject to the restriction}.

To the extent that this office maintains your Protected Health Information {PHI} in an electronic health record, we agree to account for all disclosures of such PHI upon your request for a period of at least three {3} years prior to such request, as required by HIPAA and HITECH regulations.

We are legally obligated to maintain the privacy of your protected health information and to provide you with this Notice of Privacy Practices and to abide by its terms. We reserve the right to change our privacy practices and apply revised privacy practices to protected health information. In certain instances, we may be obligated to notify you {and potentially other parties} if we become aware that your protected health information has been improperly disclosed or otherwise subject to a "breach" as defined by HIPAA.

You may register a complaint with this office if you suspect that your privacy rights have been violated. We will investigate the complaint and inform you of the findings. No retaliation will be made against you by this office because you registered a complaint. You may also file a complaint with the Secretary of the Department of Health and Human Services.

You may speak with the Office Manager to obtain additional information regarding any questions you may have concerning this notice or to receive a printed copy of the notice. This Notice of Privacy Practices is effective as of August 1, 2015

Patient/Guardian Signature: _____ Date: _____

Patient's Printed Name: _____

HOPE SPEAKS, PLLC

PATIENT FINANCIAL RESPONSIBILITY

Recognizing the need for patients to understand what is expected regarding payment of medical/mental services we have established our financial policy. Some of these items are required by law. It is our goal to remain sensitive to our patients' needs while providing quality medical care, and we encourage you to contact our office if a problem should arise regarding your account.

1. **All co-pays and co-insurance required by your insurance company must be paid at the time services are rendered.** We accept cash, checks, and Visa, MasterCard, Discover and American Express cards. There is a \$35.00 service charge on all returned checks. After receiving a returned check, HOPE SPEAKS, PLLC will only accept cash, money order, or credit card.
2. **It is the patient's responsibility to be aware of the contract benefits of his/her insurance carrier or any co-payment or deductible obligation.** If your insurance requires referrals for full benefits to be paid, it is your responsibility to verify that the referrals are in place prior to your visit.
3. **Our facility will file primary insurance claims for medical services rendered.** Claims for a secondary and third insurance will not be filed unless required by our contract. We cannot file claims correctly without accurate information from you. Proof of insurance must be presented at each visit.
4. **If you do not have insurance,** payment in full is expected at the time of service unless financial arrangements have been made in advance with our billing department.
5. **You will be responsible for any outstanding balance after your insurance company processes your claim.** If you are dissatisfied with the amount paid by your insurance company, please contact your insurance carrier.
6. **We are participating providers for Medicare.** This means that we must accept Medicare's allowed charge for the services rendered. Medicare will pay 80% of the approved amount. The patient is responsible for the remaining 20%, plus any out-of-pocket deductible. We will write off the difference between what we charge and what Medicare approves. If you have secondary insurance, we will submit the claim for the remaining balance after Medicare has paid. Please remember that although we accept assignment for Medicare, the patient, by federal law, is responsible for any portion of the approved amount not paid by Medicare or a secondary insurance.
7. **Responsibility for payment for services rendered to the child/children of divorced or separated parents** rests with the parent who seeks treatment at the time of service. Any court ordered judgment must be between the individuals involved, without including our facility.
8. **There will be a charge for all missed appointments without a 24 hour notice.** We reserve resources for your visit and would like to be available to others if you have a schedule change. If such scheduling problems arise, please contact us promptly.

It is our hope that you will find this information helpful. If you have any questions, please speak with our billing staff at 972-669-1733.

Patient's Signature OR Authorized Representative/Guardian

Date

Witness's Signature

Date

MEDICATION CHECKLIST

Name: _____

Date: _____

Place a check mark next to any medication you are currently taking or that you may have taken in the past - even if it was for a short time. Then next to the medicine, write a brief description based on your experience with the medication. Examples: good, helped, side effects, made dizzy, gained weight, headaches, etc.

Anti-Depressants

- Anafranil clomiprimine
- Brintellix vortioxetine
- Celexa citalopram
- Cymbalta duloxetine
- Deplin Lmethyfolate
- Desyrel trazodone
- Effexor venlafaxine
- Elavil amitriptyline
- Fetzma levomilnacipra
- Lexapro escitalopram
- Ludiomil maprotiline
- Luvox maprotiline
- Nardil phenelzine
- Nuvigil armodafinil
- Pamelor nortriptyline
- Parnate tranlycromine
- Paxil paroxetine
- Pristiq desvenlafaxine
- Provigil modafinil
- Prozac fluoxetine
- Remeron mirtazapine
- Serzone nefazodone
- Sinequan doxepin
- Stavzor valproic acid
- Symbyax olanzapine+fluoxetine
- Tofranil imipramine
- Vilbryd vilazodone
- Vivactil protriptyline
- Wellbutrin bupropion
- Zoloft sertraline

Anti-Anxiety

- Atavan lorazepam
- Buspar buspirone
- Klonopin clonazepam
- Librium chloradiazepoxide
- Niravam alprazolam
- Restoril temazepam
- Serax oxazepam
- Tranxene clorazepate
- Valium diazepam
- Vistaril hydroxyzine Pamoate
- Xanax alprazolam

Insomnia/Sleep

- Ambien zolpidem
- Dalmane flurazepam
- Doxepin
- Edular zolpidem
- Lunesta eszopolidone
- Restoril temazepam
- Rozerem ramelteon
- Silenor doxepin hcl
- Sonata zaleplon
- Trazedone

Mood Stabilizers

- Carbatrol carbamazepine
- Celontin mesuximide
- Depakote divalproic acid
- Dilantin phenoin Na
- Equatro carbamazepine
- Gabitril tiagabine
- Keppra levetiracetam
- Lamictal lamotrigine
- Lithium
- Mysoline primidone
- Nerontin gabapentin
- Phenobarbital
- Saphris asenapine
- Stavzor valproic acid
- Tegretol carbamazepine
- Topomax topiramate
- Trileptal oxycrabamazepine
- Zarontin ethosuximide
- Zonegran zonisimide

Anti-Psychotics

- Abilify ariprazole
- Clozaril clozapine
- Cogentin benzatropine
- FanApt iloperidone
- Geodon ziprasidone
- Haldol haloperidol
- Latuda luvasidone
- Loxitane loxapine
- Mellaril thiondazine
- Moban molindone
- Navane thiothixene
- Prolixin fluphenazine
- Risperdal risperdone
- Seroquel quetiapine
- Stelazine trifluoperazine
- Symbyax olanzapine+fluoxetine
- Thorazine chlorpromazine
- Trilafon perphenazine
- Zyprexa olanzepine

Attention Deficit Stimulants

Dextroamphetamine +

- Adderall amphetamine salts
- Adderall XR
- Concerta methylphenidate
- Cylert
- Daytrana methylphenidate
- Dexadrine dextroamphetamine
- Focalin dexmethylphenidate
- Focalin XR dexmethylphenidate
- Metadate methylphenidate
- Methylin methylphenidate
- Methylphenidate
- Quillivant
- Ritalin methylphenidate
- Vyvanse lisdexamfetamine dimelylate

Attention Deficit Non-stimulants

- Clonidine (ER)
- Guanfacine
- Intuniv guanfacine
- Kapvay clonidine
- Strattera atomoxetine
- Vavarin

**Early Cognitive Delay -
AlzheimersDementia**

- Aricept donepezil
- Cerefolin NAC
- Cognex tacrine
- Exelon rivastigmine
- Lycoremime galantamine
- Metanx (B6-B9-B12)
- Namenda memantine
- Razadyne galantamine
- Reminyl galantamine
- Vayacog

Migraine Relief/Prevention

- Amerge natatriptan
- Axert
- Frova frovatripan
- Imitrex sumatriptan
- Keppra levetiracetamir
- Lamictal tamotrigine
- Prinivil lisinopril
- Midrin
- Neurontin gabapentin
- Relpax eletriptan
- Topamax topiramate
- Treximate sumatriptan/naprxen na
- Zomig zolmitriptan

Pain

- Amrix
- Anaprox
- Butalbital
- Butrans Patch
- Codeine
- Darvocet
- Esgic
- Fentanyl Patch
- Fiorcet
- Flexeril
- Hydrocodone
- Ketamine
- Lorcet
- Lortab
- Lorzone
- Lyrca
- Morphine
- Naprosyn
- Norco
- Opana
- Oxycodone
- Oxycontin
- Percocet
- Phrenilin
- Soma
- Stadol
- Suboxone
- Subutex
- Ultracet
- Ultram
- Vicodin
- Zanaflex
- Zydone

III. PAST HISTORY

- A. Have you had similar and significant symptom(s) in the past? YES NO. If yes, when: _____
Did they recently increase? YES NO What caused the increase? _____
- B. Name 3 past stressful events in you life that precipitated the original symptom(s): _____
- C. Prior Psychiatric Hospitalization? YES NO Where: _____
Reason Hospitalized: _____ Date(s): _____
Prior Outpatient Counseling: YES NO Therapist: _____ Date(s): _____
- D. Substance Abuse History? YES NO When began? _____ Substances: _____ Drug of choice: _____
Any treatment? YES NO Facility: _____ Date(s): _____
- E. Birth and Early Development was: Normal Abnormal if abnormal explain: _____
- F. My childhood was overall: Painful Uneventful Good
- G. History of: Abuse School Problems Abandonment Relationship Problems Disability Job Problems Legal Other: _____
- H. Family of Origin Issues:
 1. Father - What was he like? _____
 2. Mother - What was she like? _____
 3. Brothers / Sisters - how many of each? _____
 4. Where did you fit in birth order? _____
 5. What type of relationship did you have with your siblings? _____
 6. School History - what type of grades? _____ How many years? _____ College? (where/degrees:) _____
 7. Marriages - How many? _____ What types of stress in marriage? _____
 8. Children - How many? _____ Ages and sex of each? _____
- I. Psychiatric History - Name of past Psychiatrist and/or Therapist: _____
- J. Name of referral source to the clinic: _____
- K. Past Psychiatric Medication(s):

Medicine & Dose	Year Given	How long taken	Side Effects	Results
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- L. Any past medical problems/Surgeries: _____
- M. Job History & Current Job: _____
- N. Religious History: _____
- O. Past & Current History Summary:
I grew up in _____ (state). I grew up in the country a small town a large city. Both parents { were} { were not} in the home. I was one of _____ children and I was # _____ in the birth order. My childhood was good difficult very difficult in the sense of _____. My teen years were good difficult very difficult in the sense of _____. In high school my life revolved around sports, work, church, social, academics, other: _____. After high school I { did} { did not} attend college. After high school, life has been good difficult very difficult in the sense of _____.
I am currently single married for _____ years. I have been married _____ time(s). I { do not have} { do have} _____ children. I presently live alone with spouse with parents other (name) _____. My current support system is good fair poor. I { do not have} { do have} health problems. (List any past or present problems: _____). Life now centers around family work friends other: _____. Recently life has been good difficult very difficult in the sense of _____.

IV. DYNAMIC FORMULATION

Several factors may be involved in why I am in my current state of mind. First, a **[1] Current Stressful Life Event of** relationship issue(s) Job/School Issue(s) Health Issue(s) Financial Issue(s) Other: _____ (name) has been present. Secondly, under stress I tend to turn to the **[2] DEFENSE MECHANISM** of Interjection of my emotions Denial of my emotions Suppression / Repression of emotions Acting out Rationalization Projection of my emotions onto others Undue Health Worries Withdrawal into my own world Passive behavior Other defenses of _____. Thirdly, with my **[3] PERSONALITY** of being Perfectionistic Emotional Suspicious Idealizing then devaluating others: Having few or no friends Living in my own world Low self-confidence self-centered Eccentric Withdrawn and depressed Alternating moods from high to low other personality issue(s): _____. Fourthly, my **[4] EARLY LIFE** is an important factor in that it was Good difficult very difficult with Abuse issue(s) of some kind (verbal, physical, sexual) Abandonment issues Self Image issue(s) Other Issue(s): _____. Fifthly, **[5] GENETIC FACTORS** { do not} { do} seem to contribute in that a relative of mine (name): _____ had _____. Last, in spite of all of the above, my **[6] SPIRITUAL LIFE** { has} { has not} been a factor in seems in the sense of _____. By putting all of the above together, insight into my life may emerge.

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM. This information will be utilized to assist in your treatment.

HOPE SPEAKS, PLLC

1200 East Collins Blvd. Ste 300, Richardson, TX 75081
Office Phone # 972-669-1733 Secure Fax # 972-644-7056

HOPE SPEAKS, PLLC

Office# 972-669-1733

1200 East Collins Blvd., Suite 300, Richardson, TX 75081

Fax# 972-669-1403

Name _____ Age: _____ Date: _____

Completed by: patient parent: _____ other: _____

ADHD QUESTIONNAIRE (Check all with either yes or no.)

- Yes No I have significant inattention.
- Yes No My inattention is to the degree that I have trouble functioning at work, school, and home.
- Yes No Although I have compensated, my inattention symptoms have been present before age 7.
- Yes No I also have hyperactivity and/or impulsivity.

ABBREVIATED ADHD SYMPTOMS CHECKLIST

Directions: Indicate the degree to which each item below is a problem. Please respond to all items by circling a number.

	Never	At least once MONTHLY (Sometimes)	At least once WEEKLY (Often)	At least once DAILY (Very Often)
1. Doesn't pay attention to details; makes careless mistakes.....	1	2	3	4
2. Difficulty paying attention.....	1	2	3	4
3. Does not seem to listen.....	1	2	3	4
4. Difficulty following instructions; Does not finish things.....	1	2	3	4
5. Difficulty getting organized.....	1	2	3	4
6. Avoids doing things that require a lot of mental effort.....	1	2	3	4
7. Loses things.....	1	2	3	4
8. Easily distracted.....	1	2	3	4
9. Forgetful.....	1	2	3	4
10. Fidgets with hands or feet; squirms in seat.....	1	2	3	4
11. Difficulty remaining seated.....	1	2	3	4
12. Runs about or climbs on things.....	1	2	3	4
13. Difficulty playing quietly.....	1	2	3	4
14. "On the Go", Act as if "Driven by a motor".....	1	2	3	4
15. Talks excessively.....	1	2	3	4
16. Blurts out answers to questions.....	1	2	3	4
17. Difficulty awaiting turn.....	1	2	3	4
18. Interrupts others or butts into their activities.....	1	2	3	4

Name: _____

Date: _____

Self Rating Report of Symptoms

0-----1-----5-----10
 Not significant most of the time. Present a small amount of the time Present most of the time, to a significant degree As severe as possible.

- | | | |
|-----------------------------|-------|---|
| 1. Upset | _____ | Flustered, Distressed, Feel Bothered |
| 2. Depression | _____ | Blue, Sad, Down Feeling |
| 3. Anxiety | _____ | Nervous, Tense, Apprehensive |
| 4. Insomnia | _____ | Difficulty Falling and Staying Asleep |
| 5. Low Energy | _____ | Tired, Fatigued |
| 6. Anger | _____ | Irritability, Anger, Frustrated |
| 7. Low Motivation | _____ | Low Interests |
| 8. Manic | _____ | Overly High, Energetic, Poor Judgement, Rapid Thinking |
| 9. Inattention | _____ | Trouble Paying Attention, Distractible, Forgetful |
| 10. Behavior Problems | _____ | (Specify) _____ |
| 11. Hyperactivity | _____ | Hyperactive, Fidget, Squirm |
| 12. OCD | _____ | Repetitive, Irrational Worry or Actions |
| 13. Trouble Functioning | _____ | At Work, Socially |
| 14. Dysthymia | _____ | Sad Mood Most Days For Last 2 Years |
| 15. Stressor Severity | _____ | Briefly List: _____
(Current Stressors, Changes, & Events) |
| 16. Worry | _____ | |
| 17. Pain | _____ | (Specify) _____ |
| 18. Mood Swings | _____ | Drastic Changes in Mood |
| 19. Decreased Cognition | _____ | Difficulty thinking, Decreased Ability to retain or learn information |
| 20. Auditory Hallucinations | _____ | Hearing things that are not there |
| 21. Visual Hallucinations | _____ | Seeing things that are not there |
| 22. Paranoia | _____ | Intense suspicion or exaggerated distrust of others |

Overall, Since Your Last Visit, Do You Feel? (Check One) _____ Improved _____ Same _____ Worse

List ALL medications you are taking including over the counter and vitamins or supplements:

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |