

**ADULT INFORMATION SHEET**

**Provider: William A. MacGillivray, Ph.D.**

**Today's Date:** \_\_\_\_\_

Full Name (first, middle initial, last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone:(\_\_\_\_) \_\_\_\_\_ Work Phone:(\_\_\_\_) \_\_\_\_\_

Cellular Phone:(\_\_\_\_) \_\_\_\_\_ Pager:(\_\_\_\_) \_\_\_\_\_

Age:\_\_\_\_ Birth date:\_\_\_\_\_ Sex:\_\_\_\_ Social Security #:\_\_\_\_\_

Occupation:\_\_\_\_\_ Employer:\_\_\_\_\_

Marital Status:\_\_\_\_\_ Date Married:\_\_\_\_\_ Previous Marriages?:\_\_\_\_\_

Education:\_\_\_\_\_ Religion:\_\_\_\_\_

Spouse's/Partner's Name:\_\_\_\_\_

Street Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Home Phone:(\_\_\_\_) \_\_\_\_\_ Work Phone:(\_\_\_\_) \_\_\_\_\_

Cellular Phone:(\_\_\_\_) \_\_\_\_\_ Pager:(\_\_\_\_) \_\_\_\_\_

Age:\_\_\_\_ Birthdate:\_\_\_\_\_ Sex:\_\_\_\_ Social Security #:\_\_\_\_\_

Occupation:\_\_\_\_\_ Employer:\_\_\_\_\_

Education:\_\_\_\_\_ Religion:\_\_\_\_\_

In case of emergency, call \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Relationship to you:\_\_\_\_\_

List children:

Name	Relationship	Age	Education	Occupation	Resides
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List parents/siblings:

Name	Relationship	Age	Education	Occupation	Resides
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Who referred you? \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

May I contact him/her to acknowledge the referral? YES NO

Briefly describe your reason for seeking help now: \_\_\_\_\_

How long has this been a problem for you? \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Do you want this office to file insurance claims for you? YES NO

If "YES," complete this section. If "NO," skip this section.

Have you called your insurance company to pre-authorize these services? YES NO

Primary Insurance: \_\_\_\_\_ Policyholder: \_\_\_\_\_

Relationship to Policyholder: \_\_\_\_\_ Policyholder's Date of Birth: \_\_\_\_\_

Policy/ID#: \_\_\_\_\_ Group #: \_\_\_\_\_

Claims Address: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Policyholder: \_\_\_\_\_

Relationship to Policyholder: \_\_\_\_\_ Policyholder's Date of Birth: \_\_\_\_\_

Policy/ID#: \_\_\_\_\_ Group #: \_\_\_\_\_

Claims Address: \_\_\_\_\_

Are you experiencing any legal problems? YES NO (If YES, please explain) \_\_\_\_\_

Who is responsible for the bill? \_\_\_\_\_

Will you be paying today by: Check \_\_\_\_\_ Cash \_\_\_\_\_

**THANK YOU** for completing this questionnaire. **PLEASE** let me know if any of the above information changes.

William A. MacGillivray, Ph.D.  
Clinical Psychologist

679B Emory Valley Road  
Oak Ridge, TN 37830  
Voice Mail (865) 212-2685

CONFIDENTIALITY

According to Tennessee law, all communications between the therapist and the client, including the knowledge that the professional relationship exists, are confidential. The client controls this information regarding service. There are three exceptions to this rule; all exceptions involve the therapist's duty to try to preserve safety when people are in danger. The therapist may breach the requirement of confidentiality when, in the case of emergency, there is imminent danger to the client or an imminent danger to another person, or there is suspected child abuse. Tennessee Law requires that any suspected child abuse be reported to the Tennessee Department of Human Services for investigation.

Please be advised: *Confidentiality cannot be guaranteed in situations involving insurance reimbursement or managed care when you give consent for clinical information to be given to a third party for precertification or payment purposes.* After clinical information is received by the third party, the use and confidentiality of the information are beyond the control of this office.

BENEFITS AND CONSEQUENCES OF PSYCHOTHERAPY

People entering psychotherapy should realize that they might make significant changes in their lives. Through counseling, clients may begin to feel differently about themselves. Clients often modify their emotions, behaviors, and/or attitudes. They may change employment, make changes in their relationships, or make changes in other significant aspects of their lives. If you have any questions about the benefits and consequences of psychotherapy, please feel free to ask me.

EXPECTATIONS

I will be glad to discuss any questions you may have about services, fees, or the therapy process. You are free and encouraged at any time to discuss my qualifications, experience and educational background as it pertains to this professional relationship. You are welcome to discuss concerns you might have with this document, and you are encouraged to read it over and to discuss it at this or later appointments.

FEES

The fee for the initial evaluation is **\$150.00**. Regular psychotherapy lasting 45-50 minutes will be **\$120.00** per session. The fee for psychological testing or biofeedback is \$120 per hour.

## APPOINTMENTS

Appointments are 45-50 minutes in length, unless otherwise discussed and agreed upon. Regular appointment times will be scheduled, and this time will be reserved for you. Please be prompt in keeping your appointments. Changes in time need to be discussed in advance. If you are unable to keep your appointment, please give at least 24 hours notice; otherwise, you (not your insurance company) will be charged a fee for the time reserved. Exceptional conditions will be considered.

## AVAILABILITY

If your call is urgent, or you want to be sure I receive it quickly after hours or on weekends, please call (865) 212-2685, leave message and then press 14 so that your call will be marked as urgent.

## EMERGENCIES

In case of emergency and I am unavailable, you can go to the nearest emergency room where you will have access to qualified health professionals.

## CANCELLATIONS

If you need to cancel an appointment please let me know within 24-hours of your appointment time. Otherwise a fee will be charged to you, not your insurance company, for the missed appointment.

## METHOD OF PAYMENT

Some insurance companies will pay, in part, for psychotherapy services. While you are ultimately responsible for all charges (including collection and/or legal costs if the account becomes delinquent), I can assist you in getting reimbursement from your insurance company. Where appropriate, your deductible and/or co-payment are due at the time of service.

Please sign and date below:

I have read, understand, and agree to these policies. I give my consent for evaluation and treatment by William A. MacGillivray, Ph.D. I have been given a copy of this form and a copy of the "Patient Bill of Rights."

Signature\_\_\_\_\_ Date:\_\_\_\_\_

## **Patient's Bill of Rights**

### **Patient's rights include:**

- The right to be treated with dignity and respect.
- The right to fair treatment. This is regardless of their race, religion, gender, ethnicity, age, disability, or source of payment.
- The right to have their treatment and other member information kept private. Only in an emergency, or if required by law, can records be released without member permission.
- The right to information from staff/providers in a language they can understand.
- The right to have an easy to understand explanation of their condition and treatment.
- The right to know all about their treatment choices. This would mean no matter of cost or if they are covered or not.
- The right to get information about the managed care company's services and role in the treatment process.
- The right to information about providers.
- The right to know the clinical guidelines used in providing and/or managing their care.
- The right to provide input on the managed care company's policy and services.
- The right to know about the complaint, grievance and appeal process.
- The right to know about State and Federal laws that relates to their rights and responsibilities.
- The right to know of their rights and responsibilities in the treatment process.
- The right to share in the formation of their plan of care.

### **Patients have a responsibility to:**

- Give providers information they need. This is so they can deliver the best possible care.
- Let their provider know when the treatment plan no longer works for them.
- Follow their medication plan. They must tell their provider about medication changes, including medications given to them by other providers.
- Treat those giving them care with dignity and respect.
- Not take actions that could harm the lives of the managed care company's employees, providers, provider's employees or other patients.
- Keep their appointments. Members should call their providers as soon as possible if they need to cancel visits.
- Ask their provider questions about their care. This is so they can understand their care and their role in that care.
- Let their provider know about problems with paying fees.
- Follow the plans and instructions for their care. The care is to be agreed upon by the member and the provider.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_