



**ABA Therapy Intake**

Please provide the following information about your child:

Child's Name: \_\_\_\_\_  
(Last) (First) (Middle Initial) (Nick Name)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female

Parent/Guardian Name(s): \_\_\_\_\_

Cell/other: \_\_\_\_\_ May we leave a text message?  Yes  No

Home Phone: \_\_\_\_\_ May we leave a message?  Yes  No

Email: \_\_\_\_\_ May we email you?  Yes  No

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Referred by: \_\_\_\_\_

**INSURANCE INFORMATION**

**Primary Insurance Carrier:** \_\_\_\_\_ Phone: \_\_\_\_\_

ID#: \_\_\_\_\_ Group#: \_\_\_\_\_

Name of Policyholder: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship of Patient to Policyholder: Self Spouse Child Other: \_\_\_\_\_

**Secondary Insurance Carrier:** \_\_\_\_\_ Phone: \_\_\_\_\_

ID#: \_\_\_\_\_ Group#: \_\_\_\_\_

Name of Policyholder: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship of Patient to Policyholder: Self Spouse Child Other: \_\_\_\_\_

**MEDICAL HISTORY:**

Primary Care- Clinic/Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please list any allergies and the reaction:

Allergy	Reaction/Symptoms

Please list any current symptoms or health concerns (e.g. chronic pain, headaches, hypertension, diabetes, thyroid dysfunction, etc.): \_\_\_\_\_

Is your child currently on any medications?     Yes     No  
If yes, list medication(s) and prescribing physician(s): \_\_\_\_\_

Has your child had a Well Child visit (annual checkup) within the last year?     Yes     No  
Has your child ever had psychological testing?     Yes     No    (If yes, please provide copies.)

List any previous operative procedures, and medical hospitalizations:

Date	Treatment/Procedure

Is your child receiving any of the following services? Please include the name of the provider or facility where services are rendered?

- Physical Therapy \_\_\_\_\_
- Speech Therapy \_\_\_\_\_
- Occupational Therapy \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

In the event of a medical emergency, Bridges Behavior Therapy and Consulting, LLC should contact one or more of the following individuals:

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Emergency Medical Facility: \_\_\_\_\_

*In the event of a medical emergency, Bridges Behavior Therapy and Consulting, LLC has my consent to provide transport to a nearby emergency medical facility and to authorize medical treatment.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**BEHAVIORAL HISTORY:**

**Behavioral Excesses:**

What does your child currently do too often, too much, or at the wrong times? Please list all applicable behaviors:

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**Behavioral Deficits:**

What does your child fail to do as often as you would like, as much as you would like, or when you would like? Please list all applicable behaviors:

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**Behavioral Assets:**

What does your child do that you like? What does he /she do that other people like?

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**Other Concerns:**

Do you have any other concerns about your child or your family that you have not mentioned yet?

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**Treatment Goals:**

From the preceding list of your child's behavior and your family concerns, what problem behaviors do you want to see change first?

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**EDUCATION HISTORY:**

What school does your child attend? \_\_\_\_\_

Child's current grade: \_\_\_\_\_

Is your child performing on grade level at school?     Yes     No

If no, what grade level is your child currently performing? \_\_\_\_\_

What does your child's teacher say about him/her? \_\_\_\_\_

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Other schools attended (including Pre-school): \_\_\_\_\_

Has your child ever repeated a grade?     Yes     No

If so which one(s): \_\_\_\_\_

Has your child ever received special education services?  Yes  No

Has your child experienced any of the following problems at School?

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Fighting                     | <input type="checkbox"/> Lack of friends   | <input type="checkbox"/> Change in friends     | <input type="checkbox"/> Drug/alcohol use |
| <input type="checkbox"/> Poor attendance              | <input type="checkbox"/> Poor grades       | <input type="checkbox"/> Incomplete homework   | <input type="checkbox"/> Detention        |
| <input type="checkbox"/> Gang influence               | <input type="checkbox"/> Behavior problems | <input type="checkbox"/> Learning disabilities | <input type="checkbox"/> Suspension       |
| <input type="checkbox"/> Change in school performance |  |  |   |

What school activities is your child involved in? \_\_\_\_\_  
\_\_\_\_\_

**SOCIAL HISTORY:**

What are your child's most preferred items and/or activities? \_\_\_\_\_  
\_\_\_\_\_

Does your child have functional play skills?  Yes  No

Does your child have any friendships with peers?  Yes  No

**TECHNOLOGY USE:**

Estimate how many hours a day your child spends online:

- Texting \_\_\_\_\_  Facebook \_\_\_\_\_  Gaming \_\_\_\_\_  Browsing \_\_\_\_\_  YouTube \_\_\_\_\_  
 Other \_\_\_\_\_

Estimate how many hours a day your child has screen (TV) time? \_\_\_\_\_

Do you feel his/her technology use is balanced and healthy, or could it be improved? Please explain:  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER:**

Is your child toilet-trained?  Yes  No

Please list any sensory sensitivities your child may have: \_\_\_\_\_  
\_\_\_\_\_

**\*I affirm by my signature that I have personally provided accurate information to all the questions contained in this client profile.**

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**CONSENT TO RELEASE/OBTAIN CONFIDENTIAL INFORMATION  
TO/FROM ANOTHER (THIRD) PARTY**

I authorize Bridges Behavior Therapy and Consulting, LLC to obtain / release confidential information regarding my medical condition to the following organization(s):

Organization:	Phone:	Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____

I authorize Bridges Behavior Therapy and Consulting, LLC to obtain / release confidential information regarding my medical condition from the following person(s):

Name:	Phone:	Relationship:
_____	_____	_____
_____	_____	_____
_____	_____	_____

I authorize Bridges Behavior Therapy and Consulting, LLC to take pictures &/or record videos of myself to be used for the following purposes:

- \_\_\_\_\_ Staff Training
- \_\_\_\_\_ Workshops &/or Conferences
- \_\_\_\_\_ Marketing &/or Advertisements

I understand and agree that this authorization will be valid until I give written notice to Bridges Behavior Therapy and Consulting, LLC. If I revoke or cancel this authorization, it will prevent any disclosures after the date it is received but can not change the fact that some information may have been sent or shared before that date.

\_\_\_\_\_  
Client Name (Print)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Name (Print)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date





**PERMISSION / ASSIGNMENT RELEASE**

I have voluntarily applied and give consent to services performed by Bridges Behavior Therapy and Consulting, LLC. I understand that I have the right to refuse services at any time and agree that my continued participation implies voluntary informed consent. I understand and agree that my disclosures and communications are considered privileged and confidential.

I authorize Bridges Behavior Therapy and Consulting staff to leave messages regarding my medical condition, such as reports, other assessment results, and appointment reminders. This authorization will be in effect until I give written notice to Bridges Behavior Therapy and Consulting.

- |  |                                |                                   |
|--|--------------------------------|-----------------------------------|
| Home Answering Machine                   | <input type="checkbox"/> Agree | <input type="checkbox"/> Disagree |
| Cell Phone Voicemail                     | <input type="checkbox"/> Agree | <input type="checkbox"/> Disagree |
| Cell Phone Text Messaging                | <input type="checkbox"/> Agree | <input type="checkbox"/> Disagree |
| Work Phone                               | <input type="checkbox"/> Agree | <input type="checkbox"/> Disagree |
| Email                                    | <input type="checkbox"/> Agree | <input type="checkbox"/> Disagree |
| With Individuals Listed on Authorization | <input type="checkbox"/> Agree | <input type="checkbox"/> Disagree |

**PLEASE USE THE OFFICE EMAILS FOR ELECTRONIC COMMUNICATION WITH THE OFFICE,  
AS WE ARE NOT ALLOWED TO COMMUNICATE THROUGH SOCIAL MEDIA.**

I certify that the signature below shall serve as "Signature on File" for all insurance companies claims on my behalf by Bridges Behavior Therapy and Consulting.

I understand that information disclosed pursuant to this release may be disclosed by the authorized recipient and no longer protected by the privacy rules of the Health Insurance Portability and Accountability Act (HIPAA).

I acknowledge receipt of Bridges Behavior Therapy and Consulting's Notice of Privacy Practices.

All professional services rendered are charged to the patient. Necessary forms will be completed to expedite insurance carrier payments; however, the patient is responsible for ALL fees, regardless of insurance coverage. Payment is due when services are rendered, unless other arrangements have been made in advance with the office manager. Co-Pays are due at the time of service.

I authorize payment of medical benefits to Bridges Behavior Therapy and Consulting. I also authorize the release of any medical or financial information necessary to obtain payment on my behalf. The patient is responsible for the deductible, co-insurance, and non-covered services.

Should my account be referred to an outside agency for collection, the undersigned shall pay all cost of court and/or all collection agency fees. I hereby waive all rights of exemption under the laws of the state of Alabama and any other state. I agree that in any event court action becomes necessary, that the plaintiff's case shall be tried in the location of the plaintiff's choice, regardless of the defendant's county or state of residence.

_____	_____	_____
Client Name (Print)	Client Signature	Date
_____	_____	_____
Parent/Legal Guardian Name (Print)	Parent/Legal Guardian Signature	Date



## **HIPAA 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.**

We will not disclose your information to others unless you tell us to do so, or unless the law authorizes or requires us to do so. The law protects the privacy of the health information we obtain from you and store in your file. Specific health information that is stored includes session data, progress notes, behavior plans, claim reports from billing submissions, and personal information.

Federal and state law allows us to use and disclose your protected health information for purposes of treatment and health care operations. State law requires us to get your authorization to disclose this information for payment purposes.

### **Examples of Use and Disclosures of Protected Health Information for Treatment, Payment, and Protection from Harm**

#### **For treatment:**

- Information obtained will be recorded and kept in your file and used to help determine the appropriate treatment options.
- We may also provide information to others (if given permission to release information)

#### **For Insurance Reimbursement:**

- When requesting information from your health insurance plan we are asked for information including diagnoses, procedures performed, address, phone number, identification number/social security number, date of birth, and dates of service.
- For billing and payment purposes we may disclose information to insurance or a managed care company, Medicaid, private insurance, or another third-party payer. These uses and disclosures are necessary to manage the agency and our quality of care.

#### **To Protect the Client or Others from Harm:**

- If we have reason to suspect that a minor, elderly, or disabled person is suffering from abuse, Bridges Behavior Therapy and Consulting, LLC is required to report this to the appropriate state agency. If there is any indication that a client is threatening serious harm to him/herself or others, we are required to take protective actions which may include notifying the police (others who may provide protection), intended victim, child's parents, or hospitalization.

### **Your Health Information Rights**

The health and billing records we create and store are the property of Bridges Behavior Therapy and Consulting, LLC. However, the Protected Health Information belongs to you and you have a right to:

- Receive, read, and ask questions about this Notice;
- Ask us to restrict certain uses and disclosures. You must deliver this request in writing to us and we will try to comply with any request made;
- Request and receive from us a paper copy of the most current Notice of Privacy Practices for Protected Health Information.
- Request that you be allowed to see and get a copy of your protected health information. You may make this request in writing and mail it to 112 Titan Drive Florence, AL 35630
- Ask us to change your health information or ask that your health information be given to you by another means or at another location. Please sign, date, and give us your request in writing.

**Our responsibility regarding you/your child's protected health information:**

- Keep your protected health information private.
- Give you this Notice.
- Follow the terms of this Notice.
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to make changes to this notice whenever there is a material change to the uses or disclosures, your individual rights, our legal duties, or other privacy practices stated in this Notice. Any changes made will affect the protected health information we maintain at that time. We will provide a revised copy of the notice to parents/legal guardians upon request on or after the effective date of revision.

**To Ask for Help or to Register a Complaint:**

If you have questions, want more information, or want to report a problem about the handling of your protected health information, you may call us at (256) 275-7089.

If you believe your privacy rights have been violated, you may discuss your concerns with any staff member. You may also mail a written complaint to 112 Titan Drive Florence, AL 35630 or file a complaint with the U.S. Secretary of Health and Human Services. We respect your right to file a complaint with us or with the U.S. Secretary of Health and Human Services. If you complain, we will take your complaint as constructive criticism and will not retaliate against you.

**We may use and disclose your protected health information without your authorization as follows:**

- For certain purposes involving workplace illnesses or injuries.
- For Public Health and Safety Purposes as Allowed or Required by Law.
- To prevent or reduce a serious, immediate threat to the health or safety of a person or the public.
- To public health or legal authorities.
- To protect public health and safety.
- To prevent or control disease, injury, or disability.
- To report vital statistics such as births or deaths.
- To Report Suspected Abuse or Neglect to public authorities.
- To Correctional Institutions if you are in jail or prison, as necessary for your health and the health and safety of others.
- For Law Enforcement Purposes such as when we receive a subpoena, court order, or other legal process, or you are the victim of a crime.
- For Health and Safety Oversight Activities. For example, we may share health information with the Department of Health.
- For Disaster Relief Purposes. For example, we may share health information with disaster relief agencies to assist in notification of your condition to family or others.
- For Work-Related Conditions That Could Affect Employee Health. For example, an employer may ask us to assess health risks on a job site.
- To the Military Authorities of U.S. and Foreign Military Personnel. For example, the law may require us to provide information necessary to a military mission.
- In the Course of Judicial/Administrative Proceedings at your request, or as directed by a subpoena or court order.
- For Specialized Government Functions. For example, we may share information for national security purposes.

**Other Uses and Disclosures of Protected Health Information**

- Uses and disclosures not in this Notice will be made only as allowed or required by law or with your written authorization.



### **Acknowledgement of Receipt of HIPAA Notice of Privacy Practices**

We keep a record of the health care services we provide you. You may ask to see a copy of that record. You may also ask to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so.

Our **Notice of Privacy Practices** describes in more detail how your health information may be used and disclosed, and how you can access your information.

**By signing below, I acknowledge receipt of the Notice of Privacy Practices.**

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Client Name (Print)

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Client Signature

Date

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Parent/Legal Guardian Name (Print)

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Parent/Legal Guardian Signature

Date