



VERSE, INC.
 600 Saint Clair Ave. SW, Building 6
 Huntsville, AL 35801
 (256) 533-3314
 CenterForSpeech.net

VERSE Adult Intake Form

Today's Date: _____

Name of person completing this form: _____

Relationship to client: _____ Phone: _____

Patient's Name:	<input type="checkbox"/> Male <input type="checkbox"/> Female	SS#:
Address:	DOB:	
City, State, Zip:	Home Phone:	
Employer:	Work Phone:	
Email Address:	Cell Phone:	

Marital Status: (Please circle.) **Single** **Married** **Divorced** **Widowed**

Spouse's Name:	SS#:
Address, if not the same:	DOB:
City, State, Zip:	Home Phone:
Employer:	Work Phone:
Email Address:	Cell Phone:

Others living in the home: _____

Are you receiving home assistance? **Yes** **No** If yes, how often? _____

Emergency contact: _____ Phone: _____ Relationship: _____

Primary Insurance:		
Insurance Carrier: _____	Name on Card: _____	
DOB: _____	Contract Number: _____	Group Number: _____

Secondary Insurance:		
Insurance Carrier: _____	Name on Card: _____	
DOB: _____	Contract Number: _____	Group Number: _____

HISTORY OF THE PROBLEM

Describe the existing problem: _____

When did you first notice the problem? _____

How long has it been present? _____

Do you know what caused it? _____ If so, explain: _____

Have you been seen by an ear, nose, and throat physician? Yes___ No___ Date
Seen: _____

Results/diagnosis: _____

Recommendations: _____

Estimated severity of the problem: Mild _____ Moderate _____ Severe _____

Have any other individuals recognized your problem (friends, family, etc.)? _____

When is the problem better? (check items that apply)

In the morning: _____

Midday: _____

Evening: _____

No change during the day: _____

VARIATION OF THE PROBLEM

List 3 situations in which the problem is **least** troublesome:

1. _____
2. _____
3. _____

List 3 situations in which the problem is the **most** troublesome:

1. _____
2. _____
3. _____

Description of vocal and laryngeal use (daily use and/or abuse):
Please check the appropriate column.

	OFTEN	SOMETIMES	NEVER
Trouble breathing			
Talking in a noisy environment			
Excessive speaking			
Shouting			
Screaming			
Yelling			
Coughing			
Clearing throat			
Sneezing			
Singing			
Voice impersonations			
Cheering or cheerleading			
Talking on the phone			
Caffeine consumption			
Weight lifting			

HEALTH HISTORY

Describe your current health: _____

Is there a history of: (please check under Yes or No column for each health issue below)

	Yes	No		Yes	No
Allergies	_____	_____	Paralysis/Paresis	_____	_____
Sinus Infection	_____	_____	Bronchitis	_____	_____
Asthma	_____	_____	Mouth-Breathing	_____	_____
Incoordination of face or tongue muscles	_____	_____	Chronic Laryngitis	_____	_____
Chronic Colds	_____	_____	Physical Defect	_____	_____
Pneumonia	_____	_____	Chronic Rhinitis	_____	_____
Cleft Palate	_____	_____	Hearing Problem	_____	_____
Ear Disease	_____	_____	Psychological Counseling	_____	_____
Tremor/Twitching	_____	_____	Hyperthyroidism	_____	_____
Visual Problem	_____	_____	Hypothyroidism	_____	_____
Whooping Cough	_____	_____	Heart Trouble	_____	_____
Numbness	_____	_____	Hypertension	_____	_____
Other: _____					

If the answer to any of the above items is "Yes", please describe: _____

Daily/Weekly alcohol consumption: _____

Cigarette use: Yes _____ No _____ If yes, how many per day? _____

Do you have a history of smoking cigarettes? Yes _____ No _____ If yes, how long? _____

List periods of hospitalization or medical treatment:

Hospital: _____ Date: _____ Reason: _____

1. _____

2. _____

3. _____

List all surgical procedures (related or unrelated to the **voice** problem): _____

List all prescription and non-prescription medication used over the past year (name the type if you cannot remember the brand name, i.e., aspirin, allergy pills). _____

Have you ever had a trauma to the head or neck? Yes _____ No _____

If yes, please describe: _____

Have you ever had a neurological examination? Yes _____ No _____

If so, by whom, when, and where? _____

What information do you hope to obtain from this evaluation? _____

Is there any other important information that you feel may be helpful to your treatment? _____

Please list any questions you would like answered: _____

Who referred you to the VERSE, Inc.? _____

Who will be responsible for payment of speech therapy services? _____

Your signature: _____ Date: _____

VERSE, Inc.
Rates for Service

Fluency Evaluation	\$150
Articulation Evaluation	\$150
Articulation and Language Evaluation	\$250
Voice Evaluation	\$150
Swallowing Evaluation	\$200
Aphasia Evaluation	\$200
Therapy	\$ 95

VERSE, Inc. will bill your insurance carrier solely as a courtesy to you. You are responsible for the entire bill when services are rendered. We require that arrangements for payment of the estimated share be made today. If your insurance carriers do not remit payment within 60 days, the balance will be due in full from you. In the event that your insurance company denies services, you will be responsible for any balance.

In the event your insurance company establishes an Internal Usual and Customary (UCR) fee schedule, you will be responsible for the difference in the actual fee and the UCR. If any payment is made directly to you for services billed by us, you recognize an obligation to promptly submit it to the VERSE, Inc. Please understand that our relationship is with you and not your insurance company.

If you prefer to not have your insurance filed or your insurance does not cover speech therapy, we do offer a discount for services **paid in full at the time of service**. These fees are as follows:

Fluency Evaluation	\$125
Articulation Evaluation	\$125
Articulation and Language Evaluation	\$225
Voice Evaluation	\$125
Swallowing Evaluation	\$175
Aphasia Evaluation	\$175
Therapy	\$ 75

Please understand these rates only apply if insurance is not filed and payment is made in full at the time of service. This DISCOUNT is offered only for those patients who PAY in FULL ON THE DAY OF SERVICE.

Please make your checks payable to Center for Speech. For the safety of our staff and internal controls, we prefer not to accept cash payments. If you must make payments in cash, please request a numbered receipt and keep all copies for your records.

All checks returned due to insufficient funds will be subject to a \$35 fee. Charges incurred and not paid after ninety (90) days may be turned over for collection.

I UNDERSTAND MY RESPONSIBILITY FOR THE PAYMENTS TO MY ACCOUNT.

Signature Parent/Guardian/Responsible Party

Date

Center Representative/Witness

Date



VERSE, INC.
600 Saint Clair Ave. SW, Building 6
Huntsville, AL 35081
(256) 533-3314
CenterForSpeech.net

APPOINTMENT POLICY

Thank you for trusting your medical care to the VERSE, Inc.. We strive to provide excellent medical care to you and all of our patients. In order to be consistent with this philosophy, we use an appointment system that sets aside ample time for a patient dependent on the patient's current needs.

If you do not show up for your appointment or notify us of your inability to keep your appointment in advance, the time that has been allotted for your visit cannot be used to treat another patient and is time lost to our office. With that in mind and in order to keep costs as low as possible, an Appointment Policy has been put in place. Our policy is as follows:

Non-emergency cancellations require 24 hours' notice. Non-emergencies include vacations, preplanned medical appointments, family events, parties, sports events, dance class, lack of a babysitter, or anything that is not designated as "emergency" (see below). The session **MUST** be canceled **no later than 24 hours before the appointment. No exceptions.** If non-emergency cancellations become excessive, the patient may lose his/her weekly slot in the clinician's schedule. **If the session is not canceled with 24 hours' notice you will be charged \$45.** Insurance does not pay this charge.

Emergency cancellations are accepted only for illness, illness of a family member, or a death in the family. These sessions must be canceled by 9:00 a.m. on the day of the appointment. Please do not come to the office with a fever, strep, unidentified rash, diarrhea, vomiting, or any highly contagious illness. Patient must be fever-free for 24 hours prior to the session. If you arrive ill, you will be dismissed and charged the \$45 cancellation fee for the session.

Promptness is important. Clinicians only have 30 minutes per session. If you are more than 10 minutes late for your session, there is not enough time for a productive session and insurance will not pay for your therapy. If you arrive 10 minutes or more past your appointment time, you will not be seen and you will be charged a \$45 fee for a missed appointment.

Because this office holds a time for your session, you are essentially promising to fulfill that slot. We take careful attendance. If you exceed a cancellation rate of 25 percent or higher, you will receive written notice that your slot is in jeopardy, especially if you do not schedule or attend make-up sessions. This policy includes emergency and non-emergency cancellations.

As a courtesy, we make reminder calls for your appointments. If you do not receive a reminder call or message, the cancellation policy will still remain in effect.

I have read and understand the Appointment Policy and agree to be bound by its terms.

Signature of Responsible Party

Date

Center Representative/Witness

Date



VERSE, INC.
600 Saint Clair Ave. SW, Building 6
Huntsville, AL 35081
(256) 533-3314
CenterForSpeech.net

ASSIGNMENT OF BENEFITS: I voluntarily direct _____ Insurance company to pay the VERSE, Inc. directly for charges for professional services rendered to me. THIS IS A DIRECT ASSIGNMENT OF BENEFITS UNDER THIS POLICY. I agree that I am responsible for any balance over and above insurance payment for these services. I authorize the VERSE, Inc. to initiate a complaint to the Insurance Commissioner for any reason on my behalf. I understand and agree that if collection efforts are necessary to obtain payment on this account, I will be responsible for all costs of such collection efforts, including reasonable attorney fees. I understand that any unpaid balance will accrue monthly interest at 1.5-% after 30 days of delinquency, unless prior payment arrangements are made.

Driver's License Number: _____ State: _____

CONSENT TO TREAT: I voluntarily authorize VERSE, Inc. and whomever the center designates as assistants or associates to administer examinations and care as deemed necessary for my condition.

Emergency Contact Name: _____ Phone: _____

AUTHORIZATION TO RELEASE RECORDS: I voluntarily authorize the release of any information pertinent to my case to any insurance company, adjuster, or attorney involved in my case.

Patient Name Date

Patient or Parent/Guardian Signature Date

Witness Signature Date

VERSE, INC.
600 Saint Clair Ave. SW, Building 6
Huntsville, AL 35801
256.533.3314 Phone
256.533.3384 Fax

HIPAA COMPLIANT AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

The medical records cannot be released until this form is completed and signed by the patient or legal guardian.
You must complete this form thoroughly.

PLEASE PRINT

Step I: Patient Name _____ Date of Birth _____

Address _____
Street City State Zip Code

Step II: I hereby authorize VERSE, Inc. _____ to release or _____ to obtain my health information.

Name of Physician/Medical Facility _____

Address _____
Street City State Zip Code Phone # Fax #

Step III: Information to be released: _____

Date (s)/Condition (s)

___ Continuity of Care Reason: _____

___ Transfer of Care

CONDITIONS OF AUTHORIZATION

I may revoke this authorization in writing. If I do, it will not affect any previous actions already taken in reliance upon my authorization. I may not be able to revoke this authorization if its' purpose was to obtain insurance. I may revoke this authorization by writing a letter and mailing it certified mail, return receipt requested, to the Privacy Officer at the healthcare provider listed above.

Information used or disclosed pursuant to this Authorization may be subject to re-disclosure by the recipient and no longer protected by Federal privacy regulations.

This authorization is valid for one year for the release of information as indicated above. **Only records from this facility can legally be released.** Any records from other physicians must be obtained from them.

Patient Signature & Date

Parent/Guardian Signature & Date

Witness Signature & Date

HIPAA NOTICE OF PRIVACY PRACTICES

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. If you have any objections to this form, please ask to speak with our Executive Director in person or by phone number given in the HIPAA Notice of Privacy Practices.

Signature below is only acknowledgment that you have received this Notice of our Privacy Practices. If the patient refuses to sign the notice, this practice is not obligated to treat the patient.

Print Name: _____

Date: _____

Signature _____



VERSE, Inc.
600 Saint Clair Ave. SW, Building 6
Huntsville, AL 35081
(256) 533-3314
CenterForSpeech.net

HIPAA Notice of Privacy Practices *VERSE, Inc.*

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 Notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or healthcare operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

Your protected health information may be used and disclosed VERSE, Inc. and others outside of our office that are involved in your care and treatment for the purpose of providing healthcare services to you, to pay your healthcare bills, to support the operation of the VERSE, Inc.'s practice, and any other use required by law.

Treatment: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your healthcare with a third party. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your healthcare services. For example, obtaining approval for treatment may require that your relevant protected health information be disclosed to the health plan to obtain approval for the treatment.

Healthcare Operations: We may use or disclose, as needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of speech pathology students, licensing, marketing and fund raising activities, and conducting or arranging for other business activities. For example, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your therapist. We may also call you by name in the waiting room when your therapist is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. We may use or disclose your protected health information in the following situations without your authorization. These situations include: as Required By Law, Public Health issues as required by law, Communicable Diseases, Health Oversight, Abuse or Neglect, Food and Drug Administration requirements, Legal Proceedings, Law Enforcement, Research, Criminal Activity, Military Activity and National Security, Workers' Compensation, Required Uses and Disclosures. Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

OTHER PERMITTED AND REQUIRED USES AND DISCLOSURES WILL BE MADE ONLY WITH YOUR CONSENT, AUTHORIZATION OR OPPORTUNITY TO OBJECT UNLESS REQUIRED BY LAW.

You may revoke this authorization at any time in writing, except to the extent that your physician or the physician's practice has taken action in reliance on the use or disclosure indicated in the authorization.

YOUR RIGHTS

The following is a statement of your rights with respect to your protected health information.

You have the right to inspect and copy your protected health information. Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.

You have the right to request a restriction of your protected health information. This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. In the case of a child custody issue, we will need a legal documentation stating that no information is to be released to the person to whom you want the restriction to apply.

Your physician is not required to agree to a restriction that you may request. If physician believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. You then have the right to use another Healthcare Professional.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively.

You may have the right to have your physician amend your protected health information. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information.

We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

Complaints: You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. **We will not retaliate against you for filing a complaint.**

VERSE, Inc. Contact:

Bambi Reynolds, M.S., CCC-SLP
600 Saint Clair Ave. SW
Building 6
Huntsville, AL 35801
Phone: (256) 533-3314
Fax: (256) 533-3384