

Thank you for your interest in the services provided by The Watson Institute's Psychological Services Department.

Prior to the scheduling of your child's initial appointment, please send the following:

- Completed Intake packet
- <u>Legible</u> copy of both front and back of **all** insurance cards for verification of benefits Please enlarge if possible
- Information can be sent in the following manner:

Email to Intake@thewatsoninstitute.org

Fax to: (412) 741-9021 Mail to: The Watson Institute

Attn: Psychological Services Department

301 Camp Meeting Road Sewickley, PA 15143

Medication appointments require a physical from your child's Pediatrician to be sent to office before appointment date. The Pediatrician's office may fax the physical / records to (412) 741-9021. The Physical will need to be dated within the past 12 months.

If your child is currently on medication with another provider, please also forward a 6 month print out of medications **obtained from your Pharmacy.**

All documents need to be received in our office before scheduling of a Medication Appointment will be made available.

Should you have any questions regarding this packet, please feel free to contact our office at (412) 741-1800 ext. 2903.



The Watson Institute Insurance Authorization and Billing Information

This document provides an explanation of the insurance and payment process for services provided through the Psychological Services Department at The Watson Institute.

We participate with **most** Blue Cross, UPMC Health Plan, and Pennsylvania Medical Assistance in most counties.

We will call every insurance company to verify benefits and obtain an authorization on your behalf for both participating and non-participating insurance companies.

Your insurance company may or may not give us authorization for you to receive services from The Watson Institute. If they give us permission for you to receive services, we will bill your insurance company on your behalf. In some instances, they may send payment to you directly and we will then bill you for the services. You will be responsible for forwarding whatever payment you receive from your insurance company and also be responsible for all deductibles, co-insurance, co-pays, or non-covered charges. Most likely, if your child has Medical Assistance, these charges <u>can</u> be covered.

Please note that if the primary insurance company denies payment either because of not having out-of-network benefits or not having an authorization in place, Medical Assistance will not cover these services either. Medical Assistance is always the payor of last resort and primary commercial insurance needs to be billed first.

Authorization is not a guarantee of payment. We will process all claims to the insurance company(s); however, ultimately any unpaid balance will be your responsibility.

It is important to present the correct insurance card(s) for <u>every</u> insurance that you carry for your child, on every date of service. <u>If your insurance changes or Medical Assistance is added during the process of the evaluation or treatment of your child, please let The Watson Institute know immediately.</u>

If you do not present every insurance card(s) for every visit, you may receive a bill for the service.



The Watson Institute Outpatient and IBHS Services Contract

This document contains important information about business policies and services provided through The Watson Institute. Please read it carefully and ask any questions necessary to understand the document. When you sign this document, it will represent an agreement between you and The Watson Institute.

Consent for Psychological Services and Treatment:

I hereby consent for my child to receive an evaluation, psychological/neuropsychological testing, medication management, Intensive Behavioral Health Services (IBHS), and/or therapeutic services from The Watson Institute.

For psychological/neuropsychological testing, I understand that seeking an assessment does not guarantee that The Watson Institute will be able to conclude that my child has the diagnosis I am seeking testing for or that the testing outcomes will result in accommodations or services I am seeking. The psychological testing process will usually occur in three sessions. The first session, which lasts for approximately one hour, consists of a face-to-face interview with me and my child in order to determine the reason for the evaluation, to obtain history and presenting concerns, and to determine if psychological/ neuropsychological testing is necessary. The second session, which occurs in person and lasts for approximately three hours, consists of a test battery selected by the evaluator and administered to my child in order to answer the referral question. I will also be required to complete questionnaires during this session. Finally, a feedback session is scheduled sometime after the testing session in order to discuss the results of the evaluation and recommendations. The feedback session lasts for up to one hour. Following the completion of the feedback session, the testing report will be finalized and mailed out to me no more than three weeks after the feedback session.

For therapeutic services, including IBHS, outpatient individual and group therapy, and medication management, I understand that the nature and goals of my child's treatment will be agreed upon by me and my child's treatment team, and will be documented in a treatment plan that I will be asked to sign. I am aware that the practice of behavioral and psychological intervention and evaluation is not an exact science and I acknowledge that there are no guarantees as to the outcome of any treatments or evaluations that my child will receive.

I understand that the benefits and risks of any of the services provided can be discussed with my child's clinician.

I understand that in order to authorize mental health treatment for my child, I must have either sole or joint legal custody of my child or I must be the child's legal guardian with supportive documentation. If I am separated or divorced from the other parent of my child, The Watson Institute should be notified immediately. I will be asked to provide a copy of the most recent custody decree that establishes custody rights of me and the other parent or otherwise demonstrate that I have the right to authorize treatment for my child. If the other parent shares medical rights based on the custody agreement, I understand that the other parent will also have to provide consent in order for me to schedule my child an appointment at The Watson Institute.

I also understand that I have a right to withdraw my consent for services at any time.

I understand that it is important that I mention promptly to my child's therapist, psychologist, or psychiatrist any concerns or questions that I may have at any time during the process of treatment.

Confidentiality & Release of Information:

i understand that all communications with a clinician and all records relating to the provisions of psychological services are confidential and may not be disclosed without my written consent or the written consent of my child



(age 14 and over) except in those circumstances required by law, such as in instances of reported child or elder abuse or neglect as well as when patients are at imminent risk of committing suicide or homicide.

Most assessments, such as those that occur at the start of therapeutic services or when psychological/neuropsychological testing occurs, require a significant amount of information from the client. Frequently, The Watson Institute will request that I obtain records and any other relevant documentation and provide those records to the clinician. The Watson Institute may also request that I sign release forms on a yearly basis so that information from other relevant individuals, such as parents, caretakers, school officials, teachers, and physicians or other treatment providers, can be obtained. I understand that The Watson Institute will obtain my authorization, on an annual basis, for the release of any records. I am able to withdraw these releases of information at any time. Those who can access the records without specific approval include The Watson Institute employees and contracted employees in the course of their jobs.

Professional Records:

I understand that, pursuant to HIPAA, The Watson Institute keeps Protected Health Information (PHI) about my child in my child's secure Electronic Health Record. It includes assessments, treatment notes, any past treatment records, releases, consents, and billing records. Except in unusual circumstances that involve danger to me or my child, I may examine and/or receive a copy of my child's Electronic Health Record if I request it in writing. In most circumstances, I will be charged a small copying fee.

Research and Program Management:

I understand that my child's clinical materials, such as information obtained through assessment and testing results, may be used for program management, research, and training purposes. Confidentiality is protected and no identifying information is used for research purposes unless I have signed a separate research consent form stating otherwise.

Authorization to Release to the Insurance Company:

I authorize The Watson Institute to release all or part of my child's mental health and medical record by telephone, by encrypted email, by facsimile transmission, or in writing when required or permitted by law or governmental regulation, or as a condition for payment of charges from insurance carriers, third party reimbursors, utilization review bodies, or welfare funds. This authorization also extends to any organization acting on behalf or in place of the insurance companies. The Watson Institute and its employees who render services to my child are hereby released from any and all liability that may arise from the release of the information.

Assignment of Benefits:

In the event my child is entitled to medical or mental health benefits of any type arising out of any insurance policy or from any person or organization who is or may become liable to my child to provide such benefits, I hereby assign such benefits to The Watson Institute. Such insurance includes, but is not limited to, private commercial insurance and any governmental program such as Medicare or Medicaid. I certify that the information given regarding my child's insurance is accurate and current.

Financial Agreement:

In consideration of services rendered by The Watson Institute, I individually obligate myself and guarantee prompt payment of all charges incurred for services rendered to my child when not covered by insurance carriers or others. Insurance co-payments and self-pay charges are due at the time of the visit. Payment will be made of any balance due and not paid by insurance carriers or third-parties within 30 days of final billing. If such payment is not received by The Watson Institute within 30 days of the date of final billing, finance charges may begin to accrue at the maximum rate allowable by law. If The Watson Institute does not receive such payment within 30 days of the date such balance is due, the bill may be turned over to an attorney or a collection agency, at which time I shall be



liable for attorney's fees and/or collection agency's fees and expenses. I understand The Watson Institute has the right to examine credit bureau files for financial information regarding collection of unpaid debts.

I certify that I have read and understand the	above information and fully accept all spe	ecified terms therein.
Child's Name:	Date of Birth:	:
Child's Signature (if age 14 or older)		Date
Parent/Legal Guardian Signature	Relationship to Child	Date
Witness Signature		Date



The Watson Institute Authorization for Release of Health Information to Primary Care Physician (PCP)

Client Name:	Date of Birth:
I,	, hereby authorize The Watson
(printed parent/guard	dian name), hereby authorize The Watson
	orimary care physician, all mental health and medical the continuity of care and to inform of any change in health
PCP Name:	
PCP Address:	
PCP Phone:	PCP Fax:
This authorization becomes effective	and may be revoked by me in writing at
	(today's date)
	dy taken. Unless earlier revoked, this authorization
automatically expires on	. The Watson Institute has forms to use
(one year fro	
if I wish to revoke this Authorization at any	time before it expires.
 I understand that the information rele treatment provided to me/my child. 	eased relates to the medical, mental health, and/or drug and alcohol
have placed my initials here	
	r disclosed under this authorization could potentially be re-disclosed by and may no longer be subject to the privacy protection provided to me
I understand that my records are pro-	o sign this authorization in order to obtain treatment. tected under the applicable state law governing health care information and under the Federal Regulations governing Confidentiality of cords, 42CFR, Part 2.
	d it explained to me, and I understand its contents. A photocopy of this



Date Signed	_
Date Signed	_
ove, please check off the basis for your author	ority:
	Date Signed



Witness Signature

The Watson Institute Telehealth Consent Form

Patient	Name:	Date of Birth	:
medica practice	Name:	chological evaluation. I understand that ices via technology assisted media or o	t telemental health is the other electronic means (ex.
Lundar	stand the following with respect to tale	mental health	
	stand the following with respect to tele I understand that I have the right to w services, or program benefits to which	ithdraw consent at any time without as	ffecting my right to future care,
2.	I understand that there are risks, benefits to hot limited to, disruption of transfrontiality by unauthorized person	fits, and consequences associated with mission by technology failures, interru	ption and/or breaches of
3.	I understand that there will be no reco disclosed within sessions and written disclosed to anyone without written as by law.	ording of any of the online sessions by records pertaining to those sessions are	either party. All information e confidential and may not be
4.	I understand that the privacy laws that also apply to telemental health unless child, elder, or vulnerable adult abuse	an exception to confidentiality applies	
5.	I understand that if I am having suicid or experiencing a mental health crisis telemental health services are not app	dal or homicidal thoughts, actively exp that cannot be resolved remotely, it m	ay be determined that
6.	I understand that during a telemental laservice interruptions.		
7.	I understand that my therapist, psychiand/or appropriate authorities in case		ntact my emergency contact
8.	I understand that I am advised to chootelehealth sessions.	ose a private location in my home with	minimal interruptions during
	read the information provided above ca and the information contained in this f		atrist, or psychologist. I
Child's	Signature (if age 14 or older)		Date
Parent/	Legal Guardian Signature	Relationship to Child	Date

Date



The Watson Institute Insurance Information

** Please note that Pennsylvania Medical Assistance is always the payor of last resort

**All services at The Watson Institute need to be billed through the child's primary Health Insurance first and then to the

Medical Assistance plan (if applicable)

Name of <u>Primary</u> Health Insuranc	e:
ID#:	Group #:
Name of Policy Holder:	
Policy Holder Date of Birth:	(as it appears on the insurance card)
Policy Holder Address:	
Policy Holder Employer:	(if different than child's address)
Name of <u>Secondary</u> Health Insura	nce:
ID#:	Group #:
Name of Policy Holder:	
Policy Holder Date of Birth:	(as it appears on the insurance card)
Policy Holder Address:	
	(if different than child's address)
	Medical Assistance
Please complete if your child is covered to the cov	ered under Pennsylvania Medical Assistance. Medical Assistance is always the payor of last resort.
Name of Child:	
	(as it appears on the insurance card)
County of Residence:	State ID Number:(10_digit number)
	(as it appears on the insurance card)



The Watson Institute Authorization for Automatic Appointment Reminder Text/Email

Patient Name:	Date of Birth:	
Parent/Guardian Name:		
To help patients remember their mental heat patients and their families can be sent an ap		
If you choose to be reminded via email or to Contact the administrative assistant to have message reminders.		
If you wish to be reminded about your appobelow:	ointment via email and/or text message, p	please complete the information
I authorize The Watson Institute to remind I understand that my email address and/or to I understand that I have the option to stop re	elephone number will not be used for any	y other reason.
Mobile Number:		
Email Address:		
Child's Signature (if age 14 or older)		Date
Parent/Legal Guardian Signature	Relationship to Child	Date
Witness Signature		Date



The Watson Institute Psychological Services Cancellation Policy

It is the intention of the Watson Institute to be flexible in meeting client and family needs.

We have established the following cancellation policy that will hopefully be both flexible and reasonable, as we work together to provide services to your child. Our policy is based on the need to avoid unfilled appointments. This policy is especially important due to the number of families waiting to receive services. Therefore, our policy is as follows:

For Psychological Testing: We request at least a 24-hour notice of all cancellations. Failure to contact us to cancel will result in the cancellation of any remaining appointments. It will be the responsibility of the family to contact us to reschedule the appointments. If the testing series is cancelled/rescheduled 3 times or more, the situation will be reviewed and it will be decided if your child may or may not be scheduled with us for future appointments.

For ALL Other Appointments and Therapy Sessions: We request at least a 24-hour notice of all cancellations. It will be the responsibility of the family to reschedule any missed appointments. In the event of 3 or more consecutive cancellations and/or "no shows," the situation will be reviewed and it will be decided if your child may or may not be scheduled with us for future appointments.

Any patient who arrives later than their scheduled appointment time may be asked to reschedule.

Our main office number is (412) 749-2889. Once we receive notice from you, we will contact the staff members involved. However, because we believe that we are offering a very important service to your child, we sincerely hope that you would not feel the need to cancel, except in case of illness or family emergency. We will also extend the same courtesy to you, in the event that our staff needs to cancel for the same or similar reasons.

Please feel free to contact us if you have any questions about this policy. We remain available to work with you and your child in making the best possible use of this important service.

Child's Name:	Date of Birth	n:
Print		
Child's Signature (if age 14 or older)		Date
Parent/Legal Guardian Signature	Relationship to Child	Date



Education Center Sewickley 301 Camp Meeting Road Sewickley, PA 15143 (412) 741-1800 Friendship Academy 255 South Negley Avenue Pittsburgh, PA 15206 (412) 365-3800 LEAP Preschool Training and Consultation WISCA 200 Linden Avenue Pittsburgh, PA 15215 (412) 781-1708 Education Center South WISCA 230 Hickory Grade Road Bridgeville, PA 15017 (412) 914-8800

PLEASE READ THIS LETTER CAREFULLY REGARDING YOUR CHILD'S MEDICATION APPOINTMENT

Unmanaged Medical Assistance (FFS-straight ACCESS) will not pay for Psychiatric services that we will be providing effective 7/1/2006. Therefore we will not be able to submit claims to Unmanaged Medical Assistance (FFS-straight ACCESS) for psychiatry services. IF YOU HAVE A PRIMARY INSURANCE AND UNMANAGED MEDICAL ASSISTANCE (FFS-straight ACCESS AS A SECONDARY

- ❖ We will submit claims to your primary insurance for payment for the visit.
- ❖ You will be asked to pay, at the time of the visit any co-pay due from primary insurance
- ❖ You will be billed for any portion not paid for by the primary insurance company including co-insurance, deductible and non-covered services, etc.
- ❖ Your child cannot be seen on the appointment date if the co-pay is not made before the scheduled time with the doctor.

IF YOUR PRIMARY INSURANCE IS UNMANAGED MEDICAL ASSISTANCE (FFS) –STRAIGHT ACCESS ONLY FOR ANY COUNTY.

- ❖ We will no longer submit claims to this insurance company, therefor you will be required to pay for the visit in the amount of \$110.00 on the scheduled appointment date.
- Your child cannot be seen if payment is not received in full before the scheduled time with the doctor.

We can accept debit or credit cards (except for American Express) for your payments. Please make checks payable to the Watson Institute.

Signature:	Date:
Client Name:	DOB:



CONFIDENTIAL

PATIENT HISTORY AND DEVELOPMENTAL QUESTIONNAIRE

Child's Name:		То	day's Date:			
Date of Birth:	_ Age: _	yrs	months	Sex:	M	F
Address:						
Phone Number: ()	-					
E-Mail Address:						-
What is the child's understanding of	f his/her diagno	osis?				
Please describe why you wish your symptoms(s) your child is currently	having:					or

Name:			Date:	
CHII D/ADOI ESCE	ENT'S CURRENT PSYC	CHIATRIC HISTOI	DV.	
	red any psychiatric servi			N
if not, please skip to				
Psychiatrist(s) /date(s	s) started:			
	IATRIC MEDICATION			
CORRELAT TOTAL	IATRIC MEDICATION			lowest/highes
Name of med. Dose	Times of day taken	Who prescribed	When started	
	Carlotte Victoria			
PREVIOUS MEDIC	ATIONS: **This is im	portant – please che	eck your records	
Name of med. Dose	Times of day taken	Who prescribed	When taken	lowest/highest dose ever taken

Name:		Date:
PAST PSYCHIATRIC HISTOF Previous psychiatrists and dates	RY: ::	
Previous inpatient treatment or p	partial hospitalization (hospitals a	and dates):
DEVELOPMENTAL HISTORY	Y of your child:	
Mother's age at child's birth		
Any illness or complications du	ring the pregnancy:	
Did any of the following occur of	during the pregnancy?:	
☐ smoking ☐ injury to the r☐ alcohol ☐ emotional stre	_	☐ illegal drug use
BIRTH: Birth weight emergency delivery premature		owing occur? cubator use duced delivery (pitocin)
INFANCY: Did any of the follo ☐ poor responsiveness ☐ difficult baby ☐ hard to comfort	wing occur? cur excessive crying cur poor eye contact cur seemed not able to hear	☐ feeding problems ☐ sleeping problems ☐ other

Name:	Date:
TODDLER: Did any of the following occur? ☐ Did not start talking at 12-18 months ☐ Did not point to indicate interest in something ☐ Played with toys in unusual ways	☐ Did not walk around 12 months of age ☐ Was not toilet trained by 3.5 yrs old ☐ Never played "pretend"
PRESCHOOL AGE:	
Preschool from age to	
Name of preschool or Early Intervention Program	, if attended:
Any problems with adjustment, socialization or b	
Any adjustment/behavioral problems in any grade	
Is your child able to maintain friendships?	
Problems with any of the following? Starting at v	what age?
☐ fighting ☐ legal problems ☐ running	g away alcohol property destruction
☐ stealing ☐ suspension ☐ expulsion	
□ abused □ traumatized □ sexual a □ drugs □ frequent complaints from teacher(s) or detenti	activity lying truancy
Comments:	

Name:		Date:				
CHILD'S MEDICAL HISTORY: (check all that apply)						
allergy to medication(s)						
started menstrual p	eriod date:	_(if female) LMP				
asthma stomach aches heart problem problems sleeping greater than "normal other special test(s)	head injury liver problem genetic testing	☐ kidney problem ☐ vomiting	☐ diabetes ☐ chronic diarrhea ☐ loss of consciousness			
other (specify)						
serious accident(s):						
hospitalization(s):						
☐ serious illness(es): _						
evaluation by neurologist (who/when):						
Comments:						
Pediatrician		Tel. #				
Date of last physical exam						
*** IMPORTANT: Please have a copy of your child's most recent physical exam sent to the Watson Institute***						

^{****}ALSO NOTE: If your child sees a specialist, please have a copy of their most recent evaluation sent to Watson Institute***

Name: Date:						
OTHER CURRENT MEDICATIONS (other than psychia Name of med. Dose Times of day taken						
FAMILY MEDICAL AND COCIAL HISTORY.						
FAMILY MEDICAL AND SOCIAL HISTORY: Parent(s) occupation(s)						
Current stressors relevant to the family:						
☐ financial ☐ legal ☐ occupational ☐ housing ☐ safety ☐ recent birth/mar ☐ marital conflict ☐ violence ☐ illness/health ca ☐ CYF (CYS) involvement: current in the ☐ other stressor(s)	re legal custody issues					
Are any family members medically ill at present?						
Any significant family medical history (seizures, heart problems, thyroid problems, genetic problems, etc.)?						

Name:		Date:			
		ve any members of the	he child's family had any of the		
following	problems?				
Problem	Family member(s)	Problem	Family member(s)		
	у	Depression			
☐ Suicide			e		
☐ Schizo	phrenia				
☐ Learnin	ng problem		rum		
☐ Mental retardation			☐ Speech problem		
Alcohol abuse		☐ Drug abuse			
temper problem					
☐ Legal problems					
☐ Psychia	atric hospitalization	Institutionaliz	red		
☐ Person	ality Disorder	Other			
Signature of Parent/Legal Guardian			Date		
D-1-4-1 M-					
Printed Na	me				
Thank you	for taking the time to complete	this form.			
0					
Options jo	r returning these forms:				
E-mail to:	intake@thewatsoninstitute.o	org			
Fax to:	(412) 741-9021				
Mail to:	The Watson Institute				
	301 Camp Meeting Road				
	Sewickley, PA 15143	a Dan autus seet			
	ATTN: Psychological Service.	s Department			



The Watson Institute Directions to Sewickley Location

Directions to The Watson Institute, 301 Camp Meeting Road, Sewickley, PA 15143

From the North:

Take I-79 south to Emsworth- Sewickley Exit 66; follow signs to Route 65 north (Ohio River Blvd.) to Leetsdale; pass the Quaker Valley Shopping Center on right; turn right onto Ferry Street; at second stop sign, turn right onto Beaver Street; make immediate left onto Camp Meeting Road; at top of hill, turn left at the entrance to The Watson Institute; follow road and take the first right after the stop sign. Keep to the left, go up the hill, and follow the signs for Psychological Services. At the top of the hill, make a right and an immediate left into the parking lot. Enter building at main entrance (under the covered driveway). Press the doorbell to the right of the door, and you will be let in to the main lobby.

From the South:

Take I-79 north to Emsworth- Sewickley Exit 66; follow signs to Route 65 north (Ohio River Blvd.) to Leetsdale; pass the Quaker Valley Shopping Center on right; turn right onto Ferry Street; at second stop sign, turn right onto Beaver Street; make immediate left onto Camp Meeting Road; at top of hill, turn left at the entrance to The Watson Institute; follow road and take the first right after the stop sign. Keep to the left, go up the hill, and follow the signs for Psychological Services. At the top of the hill, make a right and an immediate left into the parking lot. Enter building at main entrance (under the covered driveway). Press the doorbell to the right of the door, and you will be let in to the main lobby.

From Beaver and the West:

Route 65 south (Ohio River Blvd.) to Leetsdale; to Quaker Valley Shopping Center on left; turn left into shopping center; follow to back of shopping center to stop sign; turn left onto Beaver Street; pass through first stop sign (at school); before second stop sign, make right turn onto Camp Meeting Road; at top of hill, turn left at the entrance to The Watson Institute; follow road and take the first right after the stop sign. Keep to the left, go up the hill, and follow the signs for Psychological Services. At the top of the hill, make a right and an immediate left into the parking lot. Enter building at main entrance (under the covered driveway). Press the doorbell to the right of the door, and you will be let in to the main lobby.

From Pittsburgh International Airport:

Take Route 60 north toward Moon Business Area; make left onto University Blvd.; follow down the hill through 4 lights passing car dealerships, Robert Morris University; make left turn onto Sewickley Bridge; turn left off bridge; follow to Leetsdale; pass Quaker Village Shopping Center; turn right onto Ferry Street; at second stop sign, turn right onto Beaver Street; make immediate left onto Camp Meeting Road; at top of hill, turn left at the entrance to The Watson Institute; follow road and take the first right after the stop sign. Keep to the left, go up the hill, and follow the signs for Psychological Services. At the top of the hill, make a right and an immediate left into the parking lot. Enter building at main entrance (under the covered driveway). Press the doorbell to the right of the door, and you will be let in to the main lobby.