the brookline center
for COMMUNITY MENTAL HEALTH

Registration Information

Date: _____

Name of Client: _____

Name of Parent or Guardian _____

Address: _____ Apt.: _____

Town: _____ State:_____ Zip:_____

Phone: home (____)_____ work (____)_____ cell (____)_____

Client's Gender: ☐M ☐F Date of Birth ___/___/_____ Soc. Sec. # _____
mm/dd/yyyy

Marital Status: _____

Ethnicity: ☐Asian ☐Black ☐Hispanic ☐Native American ☐White ☐Other ☐ Decline to answer

Brookline Center Therapist _____First Appointment Date _____

Check all that apply: ☐ Individual, ☐ Family, and/or ☐ Group therapy

Person to notify in emergency: Name _____relationship_____

Address:_____ Phone: _____

Employment/School Information (primary client)

Name of School (if student) _____ Grade _____

Employer's Name: _____

Partner's Employer's Name _____

Family Information

Family Members in household:

Name	Relationship to client	DOB (mm/dd/yyyy)	Soc. Sec #	Member to be seen at Center?
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

Payment at Time of Service

All Center clients are asked to pay their full copays and deductibles at time of service. To provide services using clients' health insurance, the Brookline Center is legally obligated to attempt to collect the full co-pay and deductible amounts due from clients. Failing to do so could result in the termination of our contract with the insurance company and disrupt our ability to serve the community.

Payment options include cash, check, and credit card. Clients or their parent/guardian can opt to store their credit card information securely on file with the Brookline Center, allowing for automatic payment of copays, deductible expenses, and other treatment-related costs. To sign up for this service, please fill out a form at the front desk or at our website (www.brooklinecenter.org/forms).

No Show and Late Cancellation

Clients should notify the program or clinician no less than 24 hours in advance of their appointment time if they are unable to keep their appointment. If notification is provided less than 24 hours in advance or if a client doesn't attend an appointment without notifying the program or clinician in advance, a no-show or late cancel fee will be charged to cover administrative and other costs for the visit. This fee will be $90 for all individual visits.

Please note that this fee is **not** charged to clients who receive their insurance through Mass Health per State regulations.

Insurance Information:

If we do not have your most updated health insurance information The Brookline Center may charge you a self-pay fee determined by your income and household size.

Have you used your insurance for mental health treatment this year?

☐ **Yes** ☐ **No**

If so, how many visits have you used? _____

Primary Insurance	**Company:**	
Subscriber's Name		**Subscriber's DOB: / /**
Subscriber's Address if not listed above		
Subscriber's Soc. Sec. #		
Policy Number		
Insurance Phone #		

Secondary Insurance	**Company:**	
Subscriber's Name		**Subscriber's DOB: / /**
Subscriber's Address if not listed above		
Subscriber's Soc. Sec. #		
Policy Number		
Insurance Phone #		

The Brookline Center
41 Garrison Rd.
Brookline, MA 02445
617-277-8107 fax: 617-734-6385

Release of Information to Health Insurance Company

Client name: _____ Birth date: _____

Parent or guardian (if child) _____

Maiden or other name (if applicable)_____

I request and authorize The Brookline Center to release information to my health insurance company for the purpose of claims processing.

Name of insurer	**Address**
1	
2	
3	

Time frame: The requested records or information is about health care provided during all dates of service at The Brookline Center unless limited to:

The following approximate time frame: from _____ to _____

Purpose(s) of this use/disclosure: Billing or payment operations

Type of health information to be released:
I specifically authorize the use and/or disclosure of health information necessary to process claims, including my diagnosis, treatment plan and clinical status (unless one of the following items is completed).

All health information pertaining to any medical history, mental or physical condition and treatment received *except*:

_____

Only the following records or type of health information (include dates):

_____

Expiration date: I understand that this authorization will expire three months after termination of treatment at the Brookline Center unless a specific date is noted in this space: _____

Revocation: I understand that I may revoke this authorization at any time by making a written request to the Privacy Officer at the Brookline Center. This revocation will not have any effect on actions already taken in reliance on this authorization.

Refusal to sign: I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment from The Brookline Center (except when I am receiving research-related treatment or receiving health care solely for the purpose of creating information for disclosure to a third party).

Consent: I have read and understand the terms of this authorization. I have had an opportunity to ask questions about the use or disclosure of my health information.

Separate signatures are required for release of HIV status, substance abuse history or results of genetic testing

- Signature:_____ Date:_____
  Client (or parent or guardian)

  Relationship to client (if parent or guardian):_____

Information regarding alcohol or drug abuse

I specifically authorize the release of personal health information relating to drug and/or alcohol abuse. The recipient of drug and/or alcohol abuse information disclosed as a result of this will need my further written authorization to redisclose this information.

Redisclosure: I understand that information disclosed based on this authorization may be subject to redisclosure by the recipient, and no longer protected by federal privacy regulation, except for substance abuse and alcohol information as noted above.

- Signature:_____ Date: _____

Information regarding AIDS/HIV status

I specifically authorize the release of information relating to acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV) status.

- Signature:_____ Date: _____

Information regarding genetic testing

I specifically authorize the release of information regarding the results of a genetic test

- Signature:_____ Date: _____

41 Garrison Rd.
Brookline, MA 02445
617-277-8108 fax: 617-734-6385

RE: Client Name_____ Date of Birth_____

To: Primary Care Physician Dr._____
Address _____
_____
Phone _____

Dear Doctor,

Your patient has been receiving services at this Center. We would appreciate your sending the following:

1. a summary of his/her most recent physical examination or current medical record
2. a record of the patient's most recent lab work
3. the patient's current problem list
4. the patient's current medication list (if applicable)

A release of information is below. Please send them to my attention at this Center. Thank you.

Sincerely,

Clinician, The Brookline Center for Community Mental Health

Release of Information

I hereby authorize Dr. _____ to release information from my medical records to The Brookline Center for Community Mental Health,
41 Garrison Rd. Brookline MA 02445.

Please note any restrictions on type of information to be released:
_____

This information is not to be re-released to any person or agency except as provided by law. This release shall expire one year after the completion of my treatment The Brookline Center for Community Mental Health, unless otherwise specified. I understand I may revoke this consent to release information at any time.

I also understand that any release which was made prior to my revocation and which was made in reliance upon this authorization shall not constitute a breach of my rights to confidentiality. I understand that the above information may be protected by Federal Regulations 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Treatment Record.

_____	_____	_____
Signature of client or guardian Or parent (if client under age 16)	relationship	date

The Brookline Center
41 Garrison Rd.
Brookline, MA 02445
617-277-8109 fax: 617-734-6385

Release of Information from Primary Care Physician

Client name: _____ Birth date: _____

Parent or guardian (if child): _____

Maiden or other name (if applicable): _____

I request and authorize my (my child's) primary care physician to release health information

to The Brookline Center, attention: (name of clinician) _____

Name of primary care physician	**Address**
1	
2	

Time frame: The requested records or information is about health care provided during all dates of service at The Brookline Center unless limited to:

The following approximate time frame: from _____ to _____

Purpose(s) of this use/disclosure: Coordination of care

General Health Information

I specifically authorize the use and/or disclosure of all health information pertaining to any medical history, mental or physical condition and treatment received (unless one of the following items is checked.)

- ❑ All health information pertaining to any medical history, mental or physical condition and treatment received *except*:
  _____
- ❑ Only the following records or type of health information (include dates):
  _____

Expiration Date: I understand that this authorization will expire three months after termination of treatment at The Brookline Center unless a specific date is noted in this space: _____

Revocation: I understand that I may revoke this authorization at any time by making a written request to the Privacy Officer at The Brookline Center. This revocation will not have any effect on actions already taken in reliance on this authorization.

Refusal to Sign: I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment from The Brookline Center (except when I am receiving research-related treatment or receiving health care solely for the purpose of creating information for disclosure to a third party).

Consent: I have read and understand the terms of this authorization. I have had an opportunity to ask questions about the use or disclosure of my health information.

Separate signatures are required for release of HIV status, substance abuse history or results of genetic testing

- Signature:_____ Date:_____
  Client (or parent or guardian)

  Relationship to client (if parent or guardian):_____

Information regarding alcohol or drug abuse

I specifically authorize the release of personal health information relating to drug and/or alcohol abuse. The recipient of drug and/or alcohol abuse information disclosed as a result of this will need my further written authorization to redisclose this information.

Redisclosure: I understand that information disclosed based on this authorization may be subject to redisclosure by the recipient, and no longer protected by federal privacy regulation, except for substance abuse and alcohol information as noted above.

- Signature:_____ Date: _____

Information regarding AIDS/HIV status

I specifically authorize the release of information relating to acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV) status.

- Signature:_____ Date:_____

Information regarding genetic testing

I specifically authorize the release of information regarding the results of a genetic test

- Signature:_____ Date: _____

revised 4/2003

Waiver Form

I, _____, agree to pay my co-payment/co-insurance I am responsible for according to the rules and regulations of my insurance company, _____. If, for some reason, my insurance company does not pay for services rendered by The Brookline Center, I will pay the full amount of said services unless otherwise stated by The Brookline Center.

_____ _____

Signature Date

The Brookline Center
41 Garrison Road
Brookline, MA 02445

Acknowledgement of Receipt of Notice of Privacy Practices

Client Name: _____ Date of Birth: _____

I acknowledge that I have received a copy of the Notice of Privacy Practices of The Brookline Center, effective 4/14/03.

Signature: _____ Date: _____
Client (or parent of guardian)

Relationship/authority (if signed by authorized representative): _____

The Brookline Center for Community Mental Health Email Policy and Consent Form (rev. 9/2010)

Email and other forms of electronic communication are a very useful way for clients and clinicians to communicate about non-urgent matters. It is important to recognize their limitations. Email should be used only if the arrangement is agreed to by both parties. Prior to using email to communicate, clients should read and sign this policy.

Limitations of Email:

- Email is non-secure. Email has the same level of security as a postcard. It passes through servers that are not secure and often monitored. For clients who generate email at work, the content of the email is available, and actually owned by, the employer. Unless the recipient is unusually careful, the email folders on his/her computer can be accessed by anyone (family, roommates, casual visitors).
- Email is poorly suited for urgent communication. Clinicians do not constantly monitor their email during the day, and certainly not at night. Therefore, if a client should use email for an urgent or emergency matter, it is very likely that the clinician will not receive it in a timely manner.
- It is easy to make mistakes in addressing email. It is very easy (particularly when address fields are automatically filled in by the email program) to send an email to the wrong addressee. This exposes the sender to the risk of compromising privacy.

I understand and agree to the following:

1. Email should not be used for urgent or emergency communication. For urgent matters, please call the Center's main number, 617-277-8107
2. Appropriate use of email includes scheduling appointments, providing educational material or general medical information.
3. Email is neither secure nor private.
4. Email correspondence with clients is considered part of the clinical record, and will be filed in the client's medical record. Email correspondence will be available to other clinical and administrative staff.
5. Staff will use unencrypted emails only for the most routine kind of communication, (appointment scheduling, general advice, educational material).
6. When The Brookline Center staff send sensitive information (such as diagnostic/evaluation material, clinical issues or concerns) these will be sent as an encrypted attachment,
7. Clients are encouraged to use encryption to send information that is of a sensitive nature.

Do not use e-mail to send or request very sensitive information. The Brookline Center cannot and does not guarantee the privacy or security of any messages sent over the Internet.

I have been informed of and understand the risks and procedures involved with using email. I understand that the confidentiality of my individually identifiable health information may be compromised when my individually identifiable health information is sent through electronic transmission via -mail. I agree to the terms listed above. I hereby voluntarily request the use of email as one form of communication with my clinician, and with other staff of The Brookline Center.
Client (or parent) name _____

Signature:_____Date:_____

the brookline center
for COMMUNITY MENTAL HEALTH

Email Address: _____

The Brookline Center has a multidisciplinary staff of social workers, psychologists, mental health counselors, psychiatric nurses, and psychiatrists. Many of these clinicians are independently licensed while some are completing their graduate training. All of the clinicians in training are closely supervised by a senior staff clinician licensed by the Commonwealth of Massachusetts. The services you or your child receives may be from either a licensed clinician or a clinician in training. We encourage you to talk with your (your child's) clinician should you have any questions.

By signing this form, I acknowledge that I have read and understand this policy.

Client signature: _____

Client printed name: _____

Date: _____

If client under age 18:

Parent/guardian signature: _____

Parent/guardian name: _____