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New Client Intake Form for Dr. Hima Palakurthi

**Please fill out pages 1-3 and bring to your intake, pages 4,5 are for your review/records
For Minors, it is required for Parent/guardian to be present for all appointments.**

Name: _____

Date of Birth/Age: _____

Mailing Address:

Physical Address (if different):

Email: _____

May I send mail to the above address? Y / N

Legal guardian/ Parent: _____

Telephone Numbers (Please provide only numbers at which you give me permission to call you):

Home: _____

May leave a detailed message? ___yes ___*no

Work: _____

May leave a detailed message? ___yes ___*no

Cell: _____

May leave a detailed message? ___yes ___*no

Relationship Status: _____

Student status/Occupation: _____

Have you ever engaged in therapy before? Y / N

Worked with a psychiatrist? Y / N

Contact Person in case of emergency: _____

Contact Person's Telephone #: _____

Primary Care Physician: _____ **Telephone#:** _____

Medical History:

- Reason for your visit:

- List any medical problems (Include Cardiac problems in client or close family members):

- Current Medications:

- Allergies: _____

- Hospitalizations (Medical, Psychiatric, Substance abuse and Previous medication trials):

- Family history of: mental illness? _____ Yes _____ No
- Substance abuse? _____ Yes _____ No
- Suicide? _____ Yes _____ No Violent behavior? _____ Yes _____ No

- How often do you?

Smoke _____ never _____ monthly _____ weekly _____ daily

Drink alcohol _____ never _____ monthly _____ weekly _____ daily

Use drugs _____ never _____ monthly _____ weekly _____ daily

- **Legal problems (current and past):** _____ Yes _____ No

For Minors:

Currently living with: _____

Employment status of Parents/Guardians: _____

History of abuse or trauma: _____

Foster placements (include ages): _____

Child Protective services involvement: _____

Early Developmental issues: _____

Academic issues: _____

Current grade: _____

Special education: _____

How did you hear about Dr. Palakurthi's services? _____

What would you like to gain from working with Dr. Palakurthi at Carolina Performance? What are your goals?

ABOUT CAROLINA PERFORMANCE

We are a group of independently operating psychiatrists, psychologists, counselors, and sport psychology consultants that offer integrated mental health services. We work together as a group for the purpose of sharing office space and necessary support and equipment to facilitate our ability to practice our professions independently. At times, we may consult with one another for the purpose of treatment coordination and routine peer supervision. We operate under a single name ("Carolina Performance") for ease of recognition. However, we are not otherwise bound to one another, e.g., no shared malpractice insurance.

DR. PALAKURTHI -- CLIENT SERVICES AGREEMENT

Welcome to Dr. Palakurthi's practice at Carolina Performance (CP). This document (the Agreement) contains important information about our professional services and business policies. **Although Carolina Performance providers work together with teams and businesses, we have separate, individual private practices in our offices at AIHF.** It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a new federal law that provides new privacy protections and new patient rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations. HIPAA requires that we provide you with a Notice of Privacy Practices (the Notice) for use and disclosure of PHI for treatment, payment, and health care operations. The Notice explains HIPAA and its application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that we have provided you with this information. Although these documents are long and sometimes complex, it is very important that you read them carefully. We can discuss any questions you have about the procedures. When you sign this document, it will also represent an agreement between you and Dr. Palakurthi. You may revoke this Agreement in writing at any time. That revocation will be binding on Dr. Palakurthi unless she has taken action in reliance on it; if you have not satisfied any financial obligations you have incurred.

PSYCHOLOGICAL/PSYCHIATRIC SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the psychologist/psychiatrist and the patient, and the particular concerns you are experiencing. There are many different methods CP may use to deal with the concerns that you hope to address. Psychotherapy calls for an active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home.

Psychiatric medication management is often a component of the treatment a patient receives. Because of the importance of proper and safe management of medications, it is important that patients provide all clinical information related to medical history (including relevant family history) and physical symptoms. That information allows for the current psychiatric presentation to be evaluated for a physical component or cause and for the selection of the most tolerable and safest medications in treating your condition. It is extremely important that your primary care doctor and all other clinicians providing you medical care are aware of the diagnoses and treatments that you have been given by each member of your total treatment team (both physical and mental health care providers). It is extremely important that you keep an open dialogue with your doctors regarding how you are tolerating the medications so that appropriate interventions if needed can occur in a timely fashion. That underscores the necessity of your keeping all scheduled appointments with your psychiatrist and taking medications as they are prescribed. Your psychiatrist may not provide medication management to anyone who repeatedly does not take medications as agreed upon and prescribed.

MEETINGS

Dr. Palakurthi normally conducts an evaluation that lasts from 1 to 2 sessions. During this time, we can both decide if Dr. Palakurthi is best suited to provide the services you need in order to meet your treatment goals. **Once an appointment is scheduled, you are expected to pay for it unless you provide 24 hours advanced notice of cancellation.** Please note that insurance companies do not provide reimbursement for cancelled sessions.

PROFESSIONAL FEES, BILLING AND PAYMENTS

CP fees are available on the Pricing page of our website, www.CarolinaPerformance.net. In addition to appointments, CP charges this amount for other professional services you may need, though we will break down the hourly cost if we work for periods of less than one hour. Other services include report writing, telephone conversations lasting longer than 5 minutes, consulting with other professionals with your permission, preparation of records or treatment summaries, and the time spent performing any other service you may request of CP. You will be expected to pay for each session at the time it is held.

LATE ARRIVALS/NO SHOW

Patients are seen by appointment. If you arrive late, the appointment must end as scheduled and you will be charged for the full amount of your scheduled visit. This will allow us to see each patient when they are scheduled. Patients without a 24 hour advanced cancellation of appointment will be charged a no show fee.

INSURANCE REIMBURSEMENT

In order for us to set realistic treatment goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. If you have a health insurance policy, it will usually provide some coverage for mental health treatment. Dr. Palakurthi may help you fill out forms and provide you with whatever assistance she can in helping you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of fees. It is very important that you find out exactly what mental health services your policy covers. Dr. Palakurthi is not in-network with any insurance company at Carolina Performance. You will need to file Dr. Palakurthi's billing receipt with your insurance company using your out-of-network benefits.

You should carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about the coverage, call your plan administrator. Of course, Dr. Palakurthi will provide you with whatever information she can based on her experience and will be happy to help you in understanding information you receive from your insurance company. You should also be aware that your contract with insurance company may require Dr. Palakurthi to provide information relevant to services to the insurance company. Though all insurance companies claim to keep such information confidential, we have no control on that.

CONTACTING DR. PALAKURTHI

While Dr. Palakurthi is usually available between 9AM and 5PM, she will not answer the phone when she is with a patient. Our telephones are answered by a voicemail that we monitor frequently. You may call Dr. Palakurthi's voicemail and leave a message 919-961-8435. Dr. Palakurthi will make every effort to return your call typically within 24 hours, with the exception of weekends and holidays. If you are difficult to reach, please inform Dr. Palakurthi of some times when you will be available. Do not leave phone numbers for Dr. Palakurthi to return your call if you would not want Dr. Palakurthi to identify herself to someone who answered the phone (family member, roommate, etc.). In case of emergencies, call the Hopeline at (919) 231-4525, call Holly Hill Hospital Respond Line at (919) 250-7000, or go to the nearest emergency room and ask for the psychologist/psychiatrist on call. In the event of a life-threatening emergency call 911.

You may also reach Dr. Palakurthi via email, Palakurthi@CarolinaPerformance.net for the purposes of general inquiry and/or to request an appointment. She will make all attempts to respond to emails in a timely manner. Please be aware, though, that email is not a secure form of communication. Dr. Palakurthi cannot protect against the possibility that information you send over email might be intercepted by unwanted parties. As a general rule, refrain from disclosing any sensitive personal information over email. Dr. Palakurthi may not respond to lengthy emails of a personal nature.

LIMITS ON CONFIDENTIALITY

The law protects the privacy of all communications between a patient and a psychiatrist. In most situations, Dr. Palakurthi can only release information about your treatment to others if you sign a written Authorization form that meets certain legal requirements imposed by HIPAA and 42CFR. There are other situations that require only that you provide written, advance consent. Your signature on this Agreement provides consent for those activities, as follows:

CP providers may occasionally find it helpful to consult each other and other health professionals about a case. During a consultation, CP makes every effort to avoid revealing the identity of our patients. The other professionals are also legally bound to keep the information confidential. If you don't object, we will not tell you about these consultations unless we feel that it is important to our work together. We will note all consultations in your Clinical Record (which is called "PHI" in our Notice of Carolina Performance's Policies and Practices to Protect the Privacy of Your Health Information).

Disclosures required by health insurers/to collect overdue fees are discussed elsewhere in the Agreement. If Dr. Palakurthi believes that a patient presents an imminent danger to his/her health or safety, she may be obligated to seek hospitalization for him/her, or to contact family members or others who can help provide protection.

Dr. Palakurthi reserves the right to look up any of her patients on the North Carolina Controlled Substance Reporting System. If she feels that there are drug-drug interactions that put her patient in imminent danger of overdose or death, Dr. Palakurthi reserves the right to contact the prescribing physicians or pharmacists in the system. Dr. Palakurthi will do her best to discuss this with the patient should it arise. Privacy of active felonious activity (doctor shopping) is not protected under HIPAA or 42CFR.

There are some situations where Dr. Palakurthi is permitted or required to disclose information without either your consent or authorization:

If a government agency is requesting the information for health oversight activities, your provider may be required to provide it for them. If a patient files a complaint or lawsuit against Dr. Palakurthi, Dr. Palakurthi may disclose relevant information regarding that patient in order to defend herself. If a patient files a worker's compensation claim, and Dr. Palakurthi's services are being compensated through workers compensation benefits, Dr. Palakurthi must, upon appropriate request, provide a copy of the patient's record to the patient's employer or the North Carolina Industrial Commission.

There are some situations in which Dr. Palakurthi is legally obligated to take actions, which she believes is necessary to attempt to protect others from harm and we may have to reveal some information about a patient's treatment. These situations are unusual in his practice.

If Dr. Palakurthi has cause to suspect that a child under 18 is abused or neglected, or if we have reasonable cause to believe that a disabled adult is in need of protective services, the law requires that she file a report with the County Director of Social Services. Once such a report is filed, Dr. Palakurthi may be required to provide additional information.

If Dr. Palakurthi believes that a patient presents an imminent danger to the health and safety of another, we may be required to disclose information in order to take protective actions, including initiating hospitalization, warning the potential victim, if identifiable, and/or calling the police. If such a situation arises, Dr. Palakurthi will make every effort to fully discuss it with you before taking any action and limit the disclosure to what is necessary.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns you may have now or in the future. The laws governing confidentiality can be quite complex, and Dr. Palakurthi is not an attorney. In situations where specific advice is required, formal legal advice may be needed.

PROFESSIONAL RECORDS

The laws and standards of our professions require that we keep Protected Health Information about you in your Clinical Record. Except in unusual circumstances that involve danger to yourself and/or others or the record makes reference to another person (unless such other person is a health care provider) and Dr. Palakurthi believes that access is reasonably likely to cause substantial harm to such other person, you may examine and/or receive a copy of your Clinical Record, if you request it in writing. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. For this reason, Dr. Palakurthi recommends that you initially review them in her presence, or have them forwarded to another mental health professional so you can discuss the contents. In most circumstances, Dr. Palakurthi is allowed to charge a copying fee of \$.25 per page (and for certain other expenses).

PATIENT RIGHTS

HIPAA provides you with several rights with regard to your Clinical Records and disclosures of protected health information. These rights include requesting that we amend your record; requesting restrictions on what information from your Clinical Records is disclosed to others; requesting an accounting of most disclosures of protected health information that you have neither consented to nor authorized; determining the location to which protected information disclosures are sent; having any complaints you make about our policies and procedures recorded in your records; and the right to a paper copy of this Agreement, the Notice form, and our privacy policies and procedures. Dr. Palakurthi is happy to discuss any of these rights with you.

TERMINATION

Clients are under no obligation to continue services should they decide to terminate at any time. However, we strongly urge that Dr. Palakurthi be notified in person so that it can be discussed openly.

COMPLAINTS

Dr. Palakurthi will take reasonable precautions to minimize risks, insure your safety, and provide you with a positive experience. If at any time you believe that Dr. Palakurthi has not been diligent in performing services, please bring it to her attention so we can address the matter. If there are concerns that we are not able to resolve to your satisfaction, you have the option of contacting the North Carolina Psychiatric Association or the North Carolina Medical Board. You have specific rights under the Privacy rule, Dr. Palakurthi will not retaliate against you for filing a complaint.