

2001 Pine Lake Road, Suite 300  
Lincoln, NE 68512  
Phone: (402) 447-7221  
Fax: (402) 447-7222

Nancy Gerrard, APRN, LLC

Patient Information

Name \_\_\_\_\_ DOB \_\_\_\_\_

Marital Status:  S  M  W  D      Gender:  Woman  Man  Person      Sex:  F  M  UNK

Social Security # \_\_\_\_\_ Age: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Please check if we may we leave a message for you at:  Work  Cell  Home

Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Responsible Party and/or Spouse Information

Name \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Social Security # \_\_\_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_

Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_

Insurance Information

Primary Insurance \_\_\_\_\_ Name of Subscriber \_\_\_\_\_

Subscriber's DOB \_\_\_\_\_ ID # \_\_\_\_\_ Group # \_\_\_\_\_

Subscriber's Address \_\_\_\_\_ Subscriber's Employer \_\_\_\_\_

I authorize Nancy Gerrard, APRN, LLC to release any information acquired in the course of examination to my insurance carrier. This authorization shall remain valid until my written notice is given revoking the authorization. I also authorize direct insurance payments to Nancy Gerrard, APRN, LLC. I understand that I am financially responsible for all charges whether or not they are covered by insurance. This signature will also authorize consent to treatment for the above named patient.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Consent for Treatment**

I, \_\_\_\_\_, hereby give my consent to \_\_\_\_\_ to provide mental health services to me;  
or I, \_\_\_\_\_, **(Parent/Guardian)** to the above named patient, hereby give my consent for treatment.

\_\_\_\_\_ I allow Nancy Gerrard, APRN, LLC, to file for insurance benefits to pay for the care I receive.

\_\_\_\_\_ I understand that:

- Nancy Gerrard, APRN, LLC may send my medical record information to my insurance company.
- I must pay my share of the costs.
- I must pay for the cost of these services if my insurance does not pay or I do not have insurance.

\_\_\_\_\_ I understand:

- I have the right to refuse any procedure or treatment.
- I have the right to discuss all medical treatments with my provider.

\_\_\_\_\_ While I anticipate benefits through treatment, I am aware of unforeseen factors that may hinder my counseling and or mental health treatment; I realize that particular results cannot be guaranteed.

\_\_\_\_\_ Counseling and/or mental health treatment may escalate my emotional, mental, or physical conditions; I may experience new stressors during treatment and while attempting to make to make life changes.

\_\_\_\_\_ The clinician is not providing any emergency services. After hours, holidays or weekends I am to contact 911 or go to the nearest emergency room in the event of a mental health emergency.

\_\_\_\_\_ Regular attendance will assist in maximum benefits. I have been advised that I am free to discontinue treatment at any time. If I decide to discontinue treatment I will notify the clinician at least two weeks in advance so that effective planning or continued care can be implemented.

\_\_\_\_\_ Conversations with the clinician will remain confidential; with the exception of reporting actual or suspected child or elder abuse/neglect to appropriate authorities, and to protect anyone I may threaten with violence, harmful or dangerous actions (including self-endangerment). The clinician is required by law, and has the legal responsibility to report unlawful actions if they cannot be resolved.

I know of no reason why I should not or cannot undertake this counseling and/or mental health treatment and agree to participate fully and voluntarily.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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## PATIENT'S RIGHTS AND RESPONSIBILITIES

### As a patient you have the right to:

- ❖ Include or exclude family members/significant others in all aspects of your care.
- ❖ Be treated with compassion, dignity, and respect.
- ❖ Be informed of your treatment including benefits, risks, and reasonable alternatives as well as the risks treatment is refused.
- ❖ Participate in the decisions of your treatment plan.
- ❖ Understand the treatment modalities being used in your treatment, as well as their benefits and consequences.
- ❖ Waive the privilege of confidentiality by signing a release of information.
- ❖ Refuse treatment.
- ❖ A clear understanding of fees associated with care.
- ❖ Be free from verbal, physical, psychological, and sexual abuse.
- ❖ Confidentiality to the extent to which the law allows:
  - ◇ Exceptions include: suspected child/elder abuse/neglect, potential harm to oneself or others, court ordered treatment and instances when the court subpoenas records.
- ❖ Receive an explanation and understand the benefits and/or side effects associated with the use of medications being prescribed.

### As a patient you have the responsibility to:

- ❖ Provide accurate and complete information about your present complaints, past illnesses, prior hospitalizations, types of medication(s) currently using or have used in the past, and other health related issues to your provider.
- ❖ Accept responsibility of your decision if refusing treatment.
- ❖ Treat others with dignity and respect, including staff, other patients, and providers.
- ❖ Respect the property of other persons and South Lincoln Psychiatry
- ❖ Assume responsibility for financial obligations.
- ❖ Understand and participate in your treatment plan.
- ❖ Attend all scheduled appointments and to give 24 hour notice to cancel or reschedule. Understand confirmation calls/notifications are done as a courtesy. Failure to call may result in your discharge from care at South Lincoln Psychiatry and/or being assessed a no show fee no less than **\$50.00** per appointment.
- ❖ Ask questions about your care.
- ❖ Follow your treatment plan.
- ❖ **DO NOT** bring alcohol, drugs, weapons, or sharp objects to your appointments.

Print Patient Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Signature of Patient or Legal Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(If signed by other than patient, state relationship & authority to do so)

Witness \_\_\_\_\_ Date: \_\_\_\_\_

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**Notice of Privacy Practices and Patient Consent  
For Use and Disclosure of Protected Health Information**

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Date

**I understand** that under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), I have certain Patient Rights regarding my protected health information.

**I understand** that Nancy Gerrard, APRN, LLC may use or disclose my protected health information for treatment, payment or health care operations—which means for providing health care to me, the patient; handling billing and payment; and, taking care of other health care operations. Unless required by law, there will be no other uses and disclosures of this information without my authorization. Nancy Gerrard, APRN, LLC has a detailed document called the '*Notice of Privacy Practices*'. It contains a more complete description of your rights to privacy and how we may use and disclose protected health information.

**I understand** that I have the right to read the '*Notice*' before signing this agreement. If I ask, Nancy Gerrard, APRN, LLC will provide me with the most current *Notice of Privacy Practices*.

**My signature** below indicates that I have been given the chance to review such copy of the *Notice of Privacy Practices*. My signature means that I agree to allow Nancy Gerrard, APRN, LLC to use and disclose my protected health information to carry out treatment, payment, and health care operations. I have the right to revoke this consent in writing at any time, except to the extent that Nancy Gerrard, APRN, LLC has taken action relying on this consent.

\_\_\_\_\_  
**SIGNATURE** (Patient or Legal Custodian/Authorized Representative)

\_\_\_\_\_  
Date

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Nancy Gerrard, APRN, LLC

## **OFFICE POLICIES**

Thank you for selecting Nancy Gerrard, APRN, LLC. We welcome you to our office. In order to provide quality care we have provided you these policies and information.

### **By initialing the following you understand and accept these terms:**

#### **PATIENT REMINDER CALLS:**

This office will make all attempts to call and remind patients of their appointments, with this there may be times we are unable to complete this task. We take this time to remind patients that tracking appointments is ultimately your responsibility.

#### **MEDICATIONS:**

We must follow the rules and regulations of the DEA in prescribing medications. We aim to practice responsible medicine and “do no harm”, therefore, at times it may be necessary to take action or precautions against potential abuse or dependency of controlled substances. If you have multiple prescriptions for controlled substances or there is a cause for concern of abuse of controlled substances, you may be asked to sign a controlled substances contract. Events that may cause concern may include but are not limited to early refill request, prescriptions being filled for same type of medication by multiple providers, appearance or concern of overuse of medications such as slurred speech or unsteady gait.

#### **MEDICATION REFILLS:**

Remember, it is always best to call for a refill at least 5 days in advance before your supply of a medication will run out. The most efficient way to request a refill on most medications is to call your local pharmacy. The pharmacist will then contact our office for approval.

#### **CANCELLATION/NO SHOW APPOINTMENT POLICY:**

Consistency is essential for effective treatment; therefore, we ask that you keep your recommended scheduled appointment. If you are unable to do so, please give at least 24 hours advanced notice. Failure to show for your appointment three times may result in termination of services. Patients who fail to show for their appointment without calling the office prior to the start of their appointment, will be considered NO CALL/NO SHOW (NCNS). A bill for \$50 will be mailed directly to the patient. The NCNS fee WILL NOT be covered by insurance.

**COMMUNICATION/CONTACT WITH THE DOCTORS:**

Our staff will be available to help you during normal business hours (Monday-Friday from 9am-4pm) at **(402) 447-7221**. **Nancy will be in the office Mondays, Tuesdays and Thursdays, so please make every effort to coordinate your calls and refills with her schedule.** If our staff is busy when you call or it is after hours, our voicemail will answer so that you may leave a message. If your call is not urgent we will make every attempt to return your call within 24 hours with the exception of weekends, and holidays. If your call is urgent, but NOT an emergency, you may leave a voicemail message. This service however, is not guaranteed as we are an outpatient practice.

**IN AN EMERGENCY:**

Our office does not provide emergency services. If you find yourself in an emergency situation please CALL 911 immediately and/or go to the nearest emergency department.

**FINANCIAL POLICY:**

It is the responsibility of the patient to know if their insurance is "in network". If your insurance carrier is considered "out of network" or if you are not using insurance, full payment will be due at time of service. Regardless of your insurance coverage, all outstanding balances and copays will be due at time of service.

Self Pay Fee Schedule:

Outpatient initial evaluation	\$250
Appointment up to 15 min.	\$110
Appointment 16-30 min.	\$160
Appointment 31-45 min.	\$200

If you have any questions regarding the above information, please call us at 402-447-7221 and we will be glad to discuss with you.

Thank you!

Nancy Gerrard

I have read and agree to the terms and conditions listed above.

Print Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Patient or Legal Representative Signature: \_\_\_\_\_  
(If signed by other than patient, state relationship & authority to sign for patient)

Date: \_\_\_\_\_