



### **CONSUMER INFORMATION AND MEDICAL EMERGENCY**

Consumer's name:	Date of	birth:	Age:	Gender:
Address:		City:		Zip:
Phone #:	Work/alternate #:		Social Secu	urity #:
COMPLETE THE FOLLOWING	SECTION FOR MINORS			
Parent/guardian name:			Workplace:	
Phone numbers: (W)	(H)		Other:	
Parent/guardian name:			Workplace:	
Phone numbers: (W)	(H)		Other:	
Employer/school:		Occupation	n/grade:	
Driver's license #:	License plate #:	Make/ model:		Color:
Who referred you to New Oakland?:				
mergency contact person:	Relation	nship to consume	r:	
Phone: (H)	(W)	(Other)		
rimary health insurance:	Address:			
olicyholder name:	Relationship:		DOB:	SS#
ddress:	Phone #:		Employer:	
Contract #:	Member #:		Group #:	
econdary health insurance:	Address:			
olicyholder name:	Relationship:		DOB:	SS#
address:	Phone #:		Employer:	
Contract #:	Member #:		Group #:	
rimary care physician's name:	C'h ::	Phone:		7
ddress:	City:			Zip:
Aedical/health issues:				
ood and/or drug allergies:				
Current medications				
Preferred pharmacy name:	Pharma	acy address:		
		ncy FAX #:		

Parent/legal guardian's signature: \_\_\_\_\_\_ Date: \_\_\_\_\_





### **Consent for Treatment / Recipient Rights**

Co	onsumer's name:					Gender:
Da	ate of birth:		Age:	Adı	nission date:	
			FACE to FACE/PHP care		Outpatient care	
is a						ic). In the event that the consumer se Clinic's staff to provide services
and	l expectations, as well as, rec	eived right	s information, specifically th	ne "Know Y	our Rights" Brochure (a	rices offered, program descriptions, Ill CMH consumers) and substance Juled. I understand the following:
1.	I understand protected hea (refer to Notice of Privacy P		ation may be used and disclo	osed to car	ry out treatment, paym	ent and health care operations
2.	This consent may be revoke	ed in writin	g at any time, except to the	extent that	the provider has taker	action in reliance on it.
3.	I have the right to request t	hat the pro	ovider restrict how protected	d health inf	ormation is used or dis	closed.
4.	I understand I have a right t Insurance Portability and A			ed health ii	nformation and amend	the record as defined in the Health
5.		ealth depa				e staff of the Clinic within legal if have I threatened to harm
6.	I understand that treatmen effects of the prescribed me					ed medication(s), and any side
7.	A treatment plan will be de	veloped an	d I will be asked to participa	ate in that p	process.	
8.	I understand that I may req	uest a char	nge of therapist during my tr	eatment.		
9.	Termination of treatment is discontinue treatment at ar		agreement between the the	erapist and	consumer. However, t	he consumer has the freedom to
10.		y of alcoho	I and drug abuse consumer			utlined in the brochure I have law, rules and regulations and that I
11.	but not be limited to, obtain	ning medic ood pressu	al history along with medica are and other vital signs, etc.	itions preso	ribed, review of daily a	ne medical assessment shall include, ctivities and essential body systems, ocardiogram (EKG), may be
12.	I understand that I have a r	ight to be i	nformed of any procedures,	recommer	dations for treatment,	and/or changes in treatment.
13.			of treatment, possible altern ntees cannot be offered reg			isks involved and the possibility of
14.	services are offered to me, appointments. I understand care at any time, without at	s, New Oak I understar I that I hav ffecting my	land Family Centers utilizes nd that I will be informed an e the right to withhold or wi	Tele-Psych d agree wit thdraw my ment. I und	iatry for psychiatric app h this method of servic consent to the use of derstand that a variety	o-video interface such as pointments. If Tele-Psychiatry se delivery prior to scheduling any Fele-Psychiatry in the course of my of alternative methods of psychiatric
15.	any staff member or formal complaints/grievances will	lly (in writii be address solution, I	ng) using the complaint/grie ed and best efforts will be n have the right to appeal the	vance form	s made available in des	y by discussing my concerns with signated areas. All a timely manner. If for any reason, I or of Quality and Compliance who
c	onsumer signature:					Date:
P	arent/legal guardian signatu	ıre:				Date:

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





### **AUTHORIZATION FOR COMMUNICATION and BILLING-NO SHOW AGREEMENT**

Coı	nsumer Name:	DOB:	Age:
ln r	relation to services rendered by New Oakland Fam	nily Centers (hereafter referred to a	s the Clinic) to
_		(Consumer) I,	(Responsible Party)
Ad	dress:	City/State:	Zip Code:
Cel	ll Phone #:	Email:	
Agı	ree to the following terms and conditions:		
1.	I understand that payment for services is due at	the time services are rendered.	
2.	I authorize direct payment of any third-party insconsumer. If the third party insurance benefits a agreed upon charge, I acknowledge my responsibeen paid through third party insurance benefits	re not paid directly to the Clinic or bility and agree to pay the amount	are paid in an amount which is less than the
3.	I hereby authorize the Clinic to release information obtain reimbursement for services or to obtain be		amination or treatment which is required to
4.	I acknowledge that I have been informed and an the third party insures to pay those rates or their		vices rendered and agree to pay or authorize
5.	I understand that the <b>FACE to FACE</b> Crisis Progratherefore, cancellation of appointments and nor charged for any outpatient appointments that a understand that third party insurances do not cocharge. (Terms of this agreement are specified by	n-participation is not acceptable. Fur re not kept or rescheduled at least over "no-show" and "cancellation" i	rthermore, I understand that I will be wenty-four (24) hours prior. Finally, I
6.	In case the third party insurer refuses to acknow Clinic, I agree to be responsible for and to pay the responsibility to seek resolution of any dispute versions of any dispute versions.	e charges for those services. I am a	
7.	In addition to charges established for profession work requested. Work for which additional charcompletion of sick leave authorization, completi	ges may be incurred includes, but is	
8.	In the event that the above-named consumer is and hereby authorize the Clinic's staff to provide		
l, u	RMS OF NO SHOW AGREEMENT: Inderstand and agree to pay for those scheduled a or to the appointment time, except for extreme e	• •	
-	signing this form, I consent to receive text messa d understand that I may be contacted by phone,	=	
Si	ignature of responsible party	Date Signature of	clinic staff Date





# ACKNOWLEDGEMENT RECEIPT OF NOTICE OF PRIVACY PRACTICES

Consumer name:		Date of birth:
By signing below, I acknowledge that I	have received the Notice of Privacy Practic	ees from New Oakland Family Centers.
Consumer/legal guardian signature:		Date:
Witness signature:		Date:
Document	tation of Failure to Obtain Signed Ackr	nowledgement
On ,	(name of employee)	presented this Acknowledgement
Receipt of Notice of Privacy Practices t	(consumer's name)	·

The Consumer refused to provide a signature when requested.





### **Statement of Consumer Rights and Responsibilities**

Consumer name:		DOB:	
New Oakland Family	/ Centers is committed to providing comprehensive mental health services of evo	ellence a	nd integrity in all

New Oakland Family Centers is committed to providing comprehensive mental health services of excellence and integrity in all areas of our professional service. To achieve this requires a team approach involving you and your assigned treatment team, and the staff at New Oakland Family Centers. As such, it is important that we understand basic obligations we have to one another.

The staff at New Oakland Family Centers will endeavor:

- To provide you with an orientation and comprehensive assessment to determine your treatment needs.
- To provide ethical and competent care to the population served by remaining culturally sensitive and to stay current with trends in treatment.
- To remain current and up-to-date on education/licensing standards.
- To provide a safe and clean environment.
- To provide dignity and respect in all interactions.
- To provide you understandable information regarding your mental health status, diagnosis, and prognosis.
- To provide continuity of care while a consumer at New Oakland.
- To respond to your needs or any questions you may have regarding your care in a timely manner.
- To inform you of your treatment options, answer any questions about your treatment, and provide all necessary information to make an informed decision about your care.
- To respect your wishes and decisions about your health care, and right to decline any treatment recommendations.
- To provide appropriate referrals and recommendations when indicated regarding your treatment and health care.
- To close your case if you have three (3) or more no-shows, cancellations without 24 hour notice prior to appointment, and/or have not attended treatment in 30 days or more, and/or do not respond to contact made by staff at New Oakland.

Cases that are closed for non-compliance or for violating any New Oakland policies will require management review and approval for re-admission. Cases closed three (3) times for these stated reasons will be permanently closed. Consumers who are involuntarily discharged for non-compliance, or who violate New Oakland policies may not receive services for up to six months and may at that time be evaluated for readmission.

#### I, the consumer, will strive:

- To be respectful of staff and other consumers while at New Oakland Family Centers.
- To inform staff of any changes in my address, phone number, insurance information, or medical doctor whenever they
  occur.
- To inform my therapist, case manager, and/or psychiatrist of any changes in my mental status or side effects to medication as they occur.
- To provide accurate and honest information regarding my present condition and past medical/psychiatric history.
- To inform staff of any special accommodations needed, including language, hearing impairment, and physical limitations.
- To not conduct any illegal activities at any New Oakland sites, or bring drugs/alcohol, or weapons in the buildings.
- To be considerate of New Oakland's rules and regulations regarding behavior/general conduct, and tobacco use.
- To participate in my treatment planning process/goal development and to follow my treatment plan to the best of my ability.
- To follow instructions prescribed to me to the best of my ability.
- To keep any medications prescribed to me in a safe place and take as prescribed.
- To inform a site supervisor/director if I feel I have been mistreated or are unsatisfied with my services in any way.
- To keep all scheduled appointments to the best of my ability, and call to cancel appointments 24 hours prior to appointment time if needing to cancel.
- To pay all copays/coinsurance and deductibles at time of service, and/or fees for services, which have been agreed upon.

Consumer signature:	Date:	
Parent/guardian signature:	Date:	
Witness signature:	Date:	



## New Oakland Family Centers Coordination of Care with Primary Physician Form



Ann Arbor 501 North Maple Rd. Ann Arbor, MI 48103	Clarkston 6549 Town Center Dr. Clarkston, MI 48346	Flint 2401 South Linden Rd. Flint, MI 48532	Livonia (SUD PHP) 31500 Schoolcraft Rd. Livonia, MI 48150	Southfield 20505 West 12 Mile Rd. Southfield, MI 48076
Bloomfield Hills 2520 S. Telegraph Rd. Bloomfield Hills, MI 48302	Clinton Township 42669 Garfield Rd. Clinton Township, MI 48038	Grand Rapids 3744 28th St., SE Kentwood, MI 49512	Okemos 2300 Jolly Oak Rd. Okemos, MI 48864	Southgate 13305 Reeck Rd. Southgate, MI 48195
Center Line 26522 Van Dyke Ave. Center Line, MI 48015	Farmington Hills 32961 Middlebelt Rd. Farmington Hills, MI 48334	Livonia (Main) 29550 Five Mile Rd. Livonia, MI 48154	Port Huron 500 10th St., Suite A Port Huron, MI 48060	Warren 8150 Old 13 Mile Rd. Warren, MI 48093
	Co	nsumer informatio	n	
Consumer name:			Date of birth:	
	Pł	nysician information	n	
Physician name:			$\square$ Consumer does not have	primary care physician
Physician address:				
Physician phone #:		Physiciar	n FAX #:	
Please check one of the fo	llowing			
A.   I DO authorize any above to facilitate my	<del>-</del>		tions, labs to be shared betw	een the provider listed
B □ I DO NOT authorize	information to be shared wit	OR th my primary care phys	sician or for ONLY limited info	ormation to be shared
as specified below.	illiormation to be shared wit	tiring primary care pinys	sicial of for olver illiniced line	officiation to be shared
Please specify limited	information authorized to be	shared		
	Authorization	to obtain/disclose	information	
applicable state and federal law regulations. I also understand th counseling and the results and t	s, and cannot be disclosed or re-disc nat any information about me conce	closed without my written cor rning AIDS, HIV infection, and d without my authorization. I	tment and counseling are confidentinsent unless otherwise provided for I AIDS-Related Complex and the perfunderstand that I may revoke this cyear from the date signed.	in state or federal formance of any tests,
Signature of consumer/gu	uardian:		Date:	
Signature of clinician:			Date:	
	elow this line. To be fille	•	orimary care physician (	if authorized)
Diagnosis/presenting pro	oblem(s):			
Psychotropic medication	(a).			
, ,				
Treatment recommendat	tions:			

Primary care physician: Please return the following information: Current medical diagnosis, current medications, most recent labs and any pertinent medical information to assist in coordinating care.

To the recipient: This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2) and certain state laws. The Federal rules and the state laws prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR, Part 2. A general authorization for the release of medical or other information is not sufficient for those purposes. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.



## **New Oakland Family Centers Coordination of Care with School Form**



Ann Arbor 501 North Maple Rd. Ann Arbor, MI 48103	Clarkston 6549 Town Center Dr. Clarkston, MI 48346	Flint 2401 South Linden Rd. Flint, MI 48532	Livonia (SUD PHP) 31500 Schoolcraft Rd. Livonia, MI 48150	Southfield 20505 West 12 Mile Rd Southfield, MI 48076
Bloomfield Hills 2520 S. Telegraph Rd. Bloomfield Hills, MI 48302	Clinton Township 42669 Garfield Rd. Clinton Township, MI 48038	Grand Rapids 3744 28th St., SE Kentwood, MI 49512	Okemos 2300 Jolly Oak Rd. Okemos, MI 48864	Southgate 13305 Reeck Rd. Southgate, MI 48195
Center Line 26522 Van Dyke Ave. Center Line, MI 48015	Farmington Hills 32961 Middlebelt Rd. Farmington Hills, MI 48334	Livonia (Main) 29550 Five Mile Rd. Livonia, MI 48154	Port Huron 500 10th St., Suite A Port Huron, MI 48060	Warren 8150 Old 13 Mile Rd. Warren, MI 48093
	С	onsumer information	1	
Consumer name:			Date of birth:	
		School information		
School name:		Conta	ct person name:	
School address:				
School phone #:		School_	FAX #:	
Please check one of the fo	llowing			
	information to be shared be	tween the school listed a	hove to facilitate treatment	
7. ET DO ductionize dity	mormation to be shared be	OR	bove to racintate treatment	••
B. DO NOT authorize	information to be shared w	ith the school or for ONLY	' limited information to be sl	nared as specified below.
	information authorized to b			·
	Authorizatio	n to obtain/disclose	information	
applicable state and federal law regulations. I also understand the counseling and the results and the	ormation about my mental health or is, and cannot be disclosed or re-di- that any information about me conc treatment thereof cannot be releas ten taken in reliance on it. This relea	or alcohol and drug abuse treati sclosed without my written con erning AIDS, HIV infection, and led without my authorization. I	ment and counseling are confident sent unless otherwise provided for AIDS-Related Complex and the per understand that I may revoke this	in state or federal formance of any tests,
Signature of parent/guar	dian:		Date:	
=	to exchange information is	·		een seen for an Initial
	n admitted to our <b>FACE to FA</b>	•		
	rimately 7-10 days based on			_
	treatment. Homework shou			
	ike to make best efforts to c and goals, in order to best a	· ·	·	
=	I to this consumer, please co			
aiscuss treatment related	to this consumer, piease co	muct the primary therap	13t u33igiieu at	
Signature of clinician			Date:	

To the recipient: This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2) and certain state laws. The Federal rules and the state laws prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR, Part 2. A general authorization for the release of medical or other information is not sufficient for those purposes. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.





### **FACE-TO-FACE PARTIAL HOSPITAL-PROGRAM CONSENTS**

Consumer name:	DOB:	Age:
As part of the partial hospitalization program/ Face to Face program testing may be recommended by your psychiatrist. Please choose of to provide laboratory testing:  (select o	one of the following options to	
I (self/parent or legal guardian) give the laboratory contra draw blood on myself/minor child at New Oakland Family ordered by my/my child's psychiatrist and performed by Centers to provide the contracted laboratory with the neinsurance if applicable.	acted with the New Oakland Fa	laboratory tests will be authorize New Oakland Family
I (self/my child) have recently had blood work completed the results.	and will provide New Oakland	Family Centers with a copy of
I (self/parent or legal guardian) will have blood work com of my choice. I will provide New Oakland Family Centers v		sician's office or a laboratory
As part of Face to Face program care, a <b>Psychological Testing-Asses</b> include direct, face-to-face contact, interviewing, or testing. These the reading of records, consultations with other psychologists and pother activities to support these services. If testing is recommended	services may also include the peorofessionals, scoring of tests, in	sychologist's time required for nterpreting the results, and any
1. The procedures for selecting, giving, and scoring the tests, interin accord with the rules and guidelines of the American Psycho		
2. Tests will be chosen that are suitable for the purposes of treatr scored according to the instructions in the tests' manuals. Thes guidelines from the scientific and professional literature.		
3. Tests and test results will be kept in a secure place to maintain	their confidentiality.	
l,	(parent/lega	l guardian)
(select o	,	
CONSENT for New Oakland Family Centers to perform Psycl	hological Testing-Assessment-l	Evaluation.
<b>DO NOT CONSENT</b> to Psychological Testing Assessment Eval	uation	
If I consent, I agree to help as much as I can, by supplying full answersure that the findings are accurate.	ers, making an honest effort, an	d working as best I can to make
CONSENT FOR TRANSPORTATION (select one)		
I, parent/legal guardian give my permission to have		pick up my child/consumer
from the partial hospital program on and/	or specified dates	
I DO NOT CONSENT for anyone other than myself or other of	designated legal guardian to tra	nsport my child.
Signature of consumer/parent/legal guardian Date	Witness Signature	Date





### **Standing Orders and Consent to Administer**

Coi	nsumer name:			
Ge	nder:	Date of birth:	Age	
Alle	ergies:			
pern treat	nission to administer the Ement with New Oakland	r-the counter medications prese see medications as necessary what. You may also decline to give pout your advance permission at	ille you or your child is in part ermission for New Oakland to	ial hospital program
		Please check one of the f	ollowing two boxes.	
	I authorize the medica myself as necessary du	tions checked in the list below t Iring the partial hospital prograi	o be administered by the prome. (Check items from the list	gram staff to my child or that ARE authorized.)
		the administration of ANY medions from the list is authorized.		permission. (This means
	Tylenol 325mg	12 years and older, two tablet	s q 4 – 6 hours PRN for heada	che/pain/fever
	Tums	Two tablets q 4-6 hours PRN f	or heartburn/nausea	
	Motrin 200mg	12 years and older, two tablet	s q 6 – 8 hours PRN for heada	che/pain/fever
	Children's Tylenol	2 years and older (per weight	of consumer) q 4 hours PRN f	or headache/pain/fever
	After bite topical medication	For bug bites		
	Benadryl cream 1%	2 years and older, PRN for bug	g bites	
	Cough drops	PRN for colds and allergies		
	Pepto Bismol	3 years and older, for nausea/	upset stomach	
	Antibiotic ointment	PRN for scrapes, cuts		
	Children's Benadryl tab 12.5mg	Per package directions		
	Benadryl cap 25mg	12 years and older, 1 – 2 caps	ules every 4 – 6 hours, PRN fo	r allergic reactions
	Jeffrey Send	. DO		
Phy	⁄sıcıan s sig <b>t</b> ⁄ature	Date	Nurse's signature	Date
	nsumer/parent/legal ordian signature:		Date:	
Wit	tness signature:		Date:	





### **Transend Transportation LLC Waiver And Release**

l	(name of co	nsumer) and
I	(parent/guardian, if consum	er is a minor)
_	s voluntarily requested transportation by Transend Transportation LLC to an cipate in activities in the <b>FACE to FACE</b> Crisis Intervention and Day Treatmer	
Method of Transportation: Tran	send Transportation LLC cars/vans/buses.	
Oakland Family Centers, I hereb make a claim against Transend T Centers, their officers, directors	SUMER being permitted to be transported by Transend Transportation LLC to a gree that I, my heirs, distributes, guardians, legal representatives, or assipants or assipants, their officers, directors, agents, or employees or New Oa, agents, or employees, for death, injury or property damage resulting from send Transportation LLC or any of their officers, directors, agents, or employees to said facility.	gns will NOT akland Family the
employees, and Transend Trans	ND DISCHARGE the New Oakland Family Centers and their officers, directors portation LLC, their officers, directors, agents, or employees from all actions T OR GUARDIAN now have or hereafter may have for death, injury, or propension to said facility.	s, claims, or
I UNDERSTAND AND AGREE THA REPRESENTATIVES, AND ASSIGN	AT THIS RELEASE SHALL BIND MY HEIRS, DISTRIBUTEES, GUARDIANS, LEGAL IS.	
transportation or travel by Trans	nor, I accept full responsibility for all medical expenses incurred as a result o send Transportation LLC to and from New Oakland Family Centers. I agree to insend Transportation LLC and New Oakland Family Centers for any claims b	o HOLD
	GREEMENT AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THIS IS A FRACT AMONG TRANSEND TRANSPORTATION LLC AND MYSELF, AND I SIGN I	
Consumer's signature:	(consumer's signature)	(data)
Parent/guardian signature:		(date)
Witness signature:	(parent/guardian signature)	(date)
Emergency contact (name):	(witness signature)	(date)
Emergency contact (phone #):		





#### **CONSENT FOR MEDICATION MONITORING**

As part of the New Oakland Family Centers assessment process, I acknowledge may be recommended by my psychiatrist.  By signing this form, I authorize New Oakland Family Centers or its designated so complete Medication Monitoring profile for a period of 12 months. In addition prescribed medications, this testing will include a drug screen for non-prescrib Additionally, I authorize New Oakland Family Centers or its designated service results of this testing to the treating authorized healthcare provider or facility. I insurance plan to be billed and benefits to be paid directly to New Oakland Faservices I received. I understand that I may be responsible for any charges not plan some circumstances my insurance company will send proceeds directly to not oendorse the insurance check and forward it to New Oakland Family Centers I understand that medication monitoring is part of the treatment process and racknowledge that declining to sign this document may result in discontinuation services.	
may be recommended by my psychiatrist.  By signing this form, I authorize New Oakland Family Centers or its designated secomplete Medication Monitoring profile for a period of 12 months. In addition prescribed medications, this testing will include a drug screen for non-prescrib Additionally, I authorize New Oakland Family Centers or its designated service results of this testing to the treating authorized healthcare provider or facility. I insurance plan to be billed and benefits to be paid directly to New Oakland Faservices I received. I understand that I may be responsible for any charges not plan some circumstances my insurance company will send proceeds directly to not be endorse the insurance check and forward it to New Oakland Family Centers.  I understand that medication monitoring is part of the treatment process and reacknowledge that declining to sign this document may result in discontinuation.	::
complete Medication Monitoring profile for a period of 12 months. In addition prescribed medications, this testing will include a drug screen for non-prescribed Additionally, I authorize New Oakland Family Centers or its designated service results of this testing to the treating authorized healthcare provider or facility. I insurance plan to be billed and benefits to be paid directly to New Oakland Faservices I received. I understand that I may be responsible for any charges not plan some circumstances my insurance company will send proceeds directly to not o endorse the insurance check and forward it to New Oakland Family Centers. I understand that medication monitoring is part of the treatment process and racknowledge that declining to sign this document may result in discontinuation.	e that laboratory tests
acknowledge that declining to sign this document may result in discontinuation	n to screening for bed or illegal drugs. e provider to release I hereby authorize my amily Centers for the paid by my insurance. me. Under law, I agree
	•
Self/Parent/Legal Guardian Signature:	Date: Date:

This authorization is valid only for the information, agencies and persons cited above. Redisclosure of this information is not permitted without further specific authorization. This form is in compliance with Title 42 of the Code of Federal Regulation, Part 2; Title 45 of the Code of Federal Regulation, Part 160 & 164; part 61 of Michigan Public Act 368 of 1978; and Michigan Public Act 258 of 1975, Section 748.

Disclosure of substance abuse information in the State of Michigan requires separate written consent by any person 14 or older.