

**Ashland Integrative Care PC**  
**Joann Gruber PMHNP-BC, FNP-BC**  
 1607 Siskiyou Blvd  
 Ashland, Oregon 97520  
**Ph: 541.201.3173 Fax: 541.371.5551**

**PATIENT INFORMATION FORM**

(Please Print)

PATIENT INFORMATION				
Patient's Last Name:	First:	Middle:	Birthdate: / /	Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
Phone (H): (    ) Phone (Cell): (    )	Patient's Email:	Preferred Communication? (circle one) Phone / Email	Marital Status (circle one) S / M / D / Other	
Street Address:			P.O. Box:	
City:	State:	ZIP Code:	Social Security #:	
Primary Care Physician:			PCP Phone: (    )	
Referred by (please check one box): <input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Dr. _____ <input type="checkbox"/> Insurance Plan <input type="checkbox"/> Hospital <input type="checkbox"/> Website <input type="checkbox"/> Close to home/work <input type="checkbox"/> Other				
Previous Counseling? <input type="checkbox"/> Yes <input type="checkbox"/> No			Other family members seen here:	
Current Counselor Name:				

INSURANCE INFORMATION				
(Please give your insurance card to the receptionist.)				
Insurance Name:	Address:	City, State, Zip:		
ID/Policy #:	Group #:	Insurance Phone (MH/SA):		
Subscriber's Name:	Subscriber's Soc. Sec. #:	Birth date: / /	Patient's relationship to subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other:	
Subscriber's Address:		Same address as patient? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Secondary Insurance (if applicable):	Subscriber's name:	ID/Policy #:	Group #:	
Patient's relationship to subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other				

IN CASE OF EMERGENCY			
Name of local friend or relative (not living at same address):	Relationship to Patient:	Home Phone no.: (    )	Work Phone no.: (    )

**DEMOGRAPHIC INFORMATION**

Highest Grade Completed:	Currently In School? <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tribal Affiliation:
<b>Race:</b>	<input type="checkbox"/> Alaska Native	<input type="checkbox"/> American Indian	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black/African/American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other Single Race <input type="checkbox"/> 2 or More Unspecified Races
<b>Employment:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Occupation: _____	Employer: _____ <input type="checkbox"/> Unemployed <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Disabled (unable to work) <input type="checkbox"/> Other
<b>Living Arrangement:</b>	<input type="checkbox"/> Private Residence	<input type="checkbox"/> Foster Home	<input type="checkbox"/> Homeless <input type="checkbox"/> Residential Facility <input type="checkbox"/> Support Housing <input type="checkbox"/> Alcohol/Drug Free Housing <input type="checkbox"/> Other

The above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the physician. I understand that I am financially responsible for any balance. I also authorize [Name of Practice] or insurance company to release any information required to process my claims.

\_\_\_\_\_  
*Patient/Guardian signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Patient/Guardian name (Please Print)*

\*Legal guardians – please provide a copy of your legal guardianship documents.

## Child Checklist of Characteristics

Person completing this form: \_\_\_\_\_ Relationship: \_\_\_\_\_

Many concerns can apply to both children and adults. If you have brought a child for evaluation or treatment, first please mark all of the items that apply to your child on the "Adult Checklist of Concerns." Then review this checklist, which contains concerns (as well as positive traits) that apply mostly to children, and mark any items that describe your child. Feel free to add any others at the end under "Any other characteristics."

- Affectionate
- Argues, "talks back," smart-alecky, defiant
- Bullies/intimidates, teases, inflicts pain on others, is bossy to others, picks on, provokes
- Cheats
- Cruel to animals
- Concern for others
- Conflicts with parents over rule breaking, money, chores, homework, grades, choices in music/clothes/hair/friends
- Complains
- Cries easily, feelings are easily hurt
- Dawdles, procrastinates, wastes time
- Difficulties with parent's paramour/new marriage/new family
- Dependent, immature
- Developmental delays
- Disrupts family activities
- Disobedient, uncooperative, refuses, noncompliant, doesn't follow rules
- Distractible, inattentive, poor concentration, daydreams, slow to respond
- Dropping out of school
- Drug or alcohol use
- Eating—poor manners, refuses, appetite increase or decrease, odd combinations, overeats
- Exercise problems
- Extracurricular activities interfere with academics
- Failure in school
- Fearful
- Fighting, hitting, violent, aggressive, hostile, threatens, destructive
- Fire setting
- Friendly, outgoing, social
- Hypochondriac, always complains of feeling sick
- Immature, "clowns around," has only younger playmates
- Imaginary playmates, fantasy
- Independent
- Interrupts, talks out, yells
- Lacks organization, unprepared
- Lacks respect for authority, insults, dares, provokes, manipulates
- Learning disability
- Legal difficulties—truancy, loitering, panhandling, drinking, vandalism, stealing, fighting, drug sales

Child Checklist of Characteristics (p. 2 of 2)

- Likes to be alone, withdraws, isolates
  - Lying
  - Low frustration tolerance, irritability
  - Mental retardation
  - Moody
  - Mute, refuses to speak
  - Nail biting
  - Nervous
  - Nightmares
  - Need for high degree of supervision at home over play/chores/schedule
  - Obedient
  - Obesity
  - Overactive, restless, hyperactive, out-of-seat behaviors, restlessness, fidgety, noisiness
  - Oppositional, resists, refuses, does not comply, negativism
  - Prejudiced, bigoted, insulting, name calling, intolerant
  - Pouts
  - Recent move, new school, loss of friends
  - Relationships with brothers/sisters or friends/peers are poor—competition, fights, teasing/provoking, assaults
  - Responsible
  - Rocking or other repetitive movements
  - Runs away
  - Sad, unhappy
  - Self-harming behaviors—biting or hitting self, head banging, scratching self
  - Speech difficulties
  - Sexual—sexual preoccupation, public masturbation, inappropriate sexual behaviors
  - Shy, timid
  - Stubborn
  - Suicide talk or attempt
  - Swearing, blasphemous, bathroom language, foul language
  - Temper tantrums, rages
  - Thumb sucking, finger sucking, hair chewing
  - Tics—involuntary rapid movements, noises, or word productions
  - Teased, picked on, victimized, bullied
  - Truant, school avoiding
  - Underactive, slow-moving or slow-responding, lethargic
  - Uncoordinated, accident-prone
  - Wetting or soiling the bed or clothes
  - Work problems, employment, workaholic/overworking, can't keep a job
- Any other characteristics:

Please look back over the concerns you have checked off and choose the one that you most want your child to be helped with and circle it. This is a strictly confidential patient medical record. Rediscovery or transfer is expressly prohibited by law.

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**PATIENT HISTORY FORM**

Date: _____ / _____ / _____
NAME: _____ Birthdate: _____ / _____ / _____ <div style="display: flex; justify-content: space-around; font-size: small; margin-top: -10px;"><span>Last</span><span>First</span><span>M. I.</span></div>
Age: _____ Sex: <input type="checkbox"/> F <input type="checkbox"/> M
How did you hear about this clinic?
Describe briefly your present symptoms:
Please list the names of other practitioners you have seen for this problem:
Psychiatric Hospitalizations (include where, when, & for what reason):
Have you ever had ECT? <span style="margin-left: 200px;">Have you had psychotherapy?</span>

<b>CURRENT MEDICATIONS</b>
Drug allergies: <input type="checkbox"/> No <input type="checkbox"/> Yes To what? Please list any medications that you are now taking. Include non-prescription medications & vitamins or supplements: <b>Name of drug</b> <b>Dose (include strength &amp; number of pills per day):</b> <b>How long have you been taking this?</b>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

**PAST MEDICAL HISTORY**

Do you now or have you ever had:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Heart murmur        | <input type="checkbox"/> Crohn's disease         |
| <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Pneumonia           | <input type="checkbox"/> Colitis                 |
| <input type="checkbox"/> High cholesterol    | <input type="checkbox"/> Pulmonary embolism  | <input type="checkbox"/> Anemia                  |
| <input type="checkbox"/> Hypothyroidism      | <input type="checkbox"/> Asthma              | <input type="checkbox"/> Jaundice                |
| <input type="checkbox"/> Goiter              | <input type="checkbox"/> Emphysema           | <input type="checkbox"/> Hepatitis               |
| <input type="checkbox"/> Cancer (type) _____ | <input type="checkbox"/> Stroke              | <input type="checkbox"/> Stomach or peptic ulcer |
| <input type="checkbox"/> Leukemia            | <input type="checkbox"/> Epilepsy (seizures) | <input type="checkbox"/> Rheumatic fever         |
| <input type="checkbox"/> Psoriasis           | <input type="checkbox"/> Cataracts           | <input type="checkbox"/> Tuberculosis            |
| <input type="checkbox"/> Angina              | <input type="checkbox"/> Kidney disease      | <input type="checkbox"/> HIV/AIDS                |
| <input type="checkbox"/> Heart problems      | <input type="checkbox"/> Kidney stones       |  |

Other medical conditions (please list):

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**PERSONAL HISTORY**

Were there problems with your birth? (specify) \_\_\_\_\_  
 Where were you born & raised? \_\_\_\_\_  
 What is your highest education?     High school     Some college     College graduate     Advanced degree  
 Marital status:  Never married     Married     Divorced     Separated     Widowed     Partnered/significant other  
 What is your current or past occupation? \_\_\_\_\_  
 Are you currently working? :     Yes     No    Hours/week \_\_\_\_\_    If not, are you  retired     disabled     sick leave?  
 Do you receive disability or SSI?     Yes     No    If yes, for what disability & how long? \_\_\_\_\_  
 Have you ever had legal problems? (specify) \_\_\_\_\_  
 Religion: \_\_\_\_\_

**FAMILY HISTORY**

	IF LIVING		IF DECEASED	
	Age (s)	Health & Psychiatric	Age(s) at death	Cause
Father				
Mother				
Siblings				
Children				

**EXTENDED FAMILY PSYCHIATRIC PROBLEMS PAST & PRESENT:**

Maternal Relatives:

Paternal Relatives:

## SYSTEMS REVIEW

In the past month, have you had any of the following problems?

### GENERAL

- Recent weight gain; how much\_\_\_\_\_
- Recent weight loss: how much\_\_\_\_\_
- Fatigue
- Weakness
- Fever
- Night sweats

### MUSCLE/JOINTS/BONES

- Numbness
- Joint pain
- Muscle weakness
- Joint swelling

Where?

### EARS

- Ringing in ears
- Loss of hearing

### EYES

- Pain
- Redness
- Loss of vision
- Double or blurred vision
- Dryness

### THROAT

- Frequent sore throats
- Hoarseness
- Difficulty in swallowing
- Pain in jaw

### HEART AND LUNGS

- Chest pain
- Palpitations
- Shortness of breath
- Fainting
- Swollen legs or feet
- Cough

### NERVOUS SYSTEM

- Headaches
- Dizziness
- Fainting or loss of consciousness
- Numbness or tingling
- Memory loss

### STOMACH AND INTESTINES

- Nausea
- Heartburn
- Stomach pain
- Vomiting
- Yellow jaundice
- Increasing constipation
- Persistent diarrhea
- Blood in stools
- Black stools

### SKIN

- Redness
- Rash
- Nodules/bumps
- Hair loss
- Color changes of hands or feet

### BLOOD

- Anemia
- Clots

### KIDNEY/URINE/BLADDER

- Frequent or painful urination
- Blood in urine

### Women Only:

- Abnormal Pap smear
- Irregular periods
- Bleeding between periods
- PMS

### PSYCHIATRIC

- Depression
- Excessive worries
- Difficulty falling asleep
- Difficulty staying asleep
- Difficulties with sexual arousal
- Poor appetite
- Food cravings
- Frequent crying
- Sensitivity
- Thoughts of suicide / attempts
- Stress
- Irritability
- Poor concentration
- Racing thoughts
- Hallucinations
- Rapid speech
- Guilty thoughts
- Paranoia
- Mood swings
- Anxiety
- Risky behavior

### OTHER PROBLEMS:

### WOMENS REPRODUCTIVE HISTORY:

Age of first period:

# Pregnancies:

# Miscarriages:

# Abortions:

Have you reached menopause? Y / /N At what age?

Do you have regular periods? Y / N

**SUBSTANCE USE**

<b>DRUG CATEGORY</b> (circle each substance used)	Age when you first used this:	How much & how often did you use this?	How many years did you use this?	When did you last use this?	Do you currently use this?
<b>ALCOHOL</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>CANNABIS:</b> Marijuana, hashish, hash oil					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>STIMULANTS:</b> Cocaine, crack					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>STIMULANTS:</b> Methamphetamine—speed, ice, crank					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>AMPHETAMINES/OTHER STIMULANTS:</b> Ritalin, Benzedrine, Dexedrine					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>BENZODIAZEPINES/TRANQUILIZERS:</b> Valium, Librium, Halcion, Xanax, Diazepam, "Roofies"					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>SEDATIVES/HYPNOTICS/BARBITURATES:</b> Amytal, Seconal, Dalmane, Quaalude, Phenobarbital					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>HEROIN</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>CAFFEINE</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>CIGARETTES</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>METHADONE</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>OTHER OPIOIDS:</b> Tylenol #2 & #3, 282'S, 292'S, Percodan, Percocet, Opium, Morphine, Demerol, Dilaudid					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>HALLUCINOGENS:</b> LSD, PCP, STP, MDA, DAT, mescaline, peyote, mushrooms, ecstasy (MDMA), nitrous oxide					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>INHALANTS:</b> Glue, gasoline, aerosols, paint thinner, poppers, rush, locker room					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>OTHER: (specify)</b> _____ _____ _____					Yes <input type="checkbox"/> No <input type="checkbox"/>



# Ashland Integrative Care PC

## Psychiatric Medication History

Please check all medications that you have previously taken or are currently taking.

### Antidepressants

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Prozac (fluoxetine)    | <input type="checkbox"/> Remeron (mirtazapine)    | <input type="checkbox"/> Tofranil (imipramine)     |
| <input type="checkbox"/> Paxil (paroxetine)     | <input type="checkbox"/> Cymbalta (duloxetine)    | <input type="checkbox"/> Desyrel (trazodone)       |
| <input type="checkbox"/> Zoloft (sertraline)    | <input type="checkbox"/> Serzone (nefazadone)     | <input type="checkbox"/> Sinequan (doxepin)        |
| <input type="checkbox"/> Celexa (citalopram)    | <input type="checkbox"/> Anafranil (clomipramine) | <input type="checkbox"/> Viibryd (vilazodone)      |
| <input type="checkbox"/> Lexapro (escitalopram) | <input type="checkbox"/> Luvox (fluvoxamine)      | <input type="checkbox"/> Fetzima (levomilnacipran) |
| <input type="checkbox"/> Effexor (venlafaxine)  | <input type="checkbox"/> Pamelor (nortriptyline)  | <input type="checkbox"/> Pristiq (desvenlafaxine)  |
| <input type="checkbox"/> Wellbutrin (bupropion) | <input type="checkbox"/> Elavil (amitryptiline)   | <input type="checkbox"/> Other (write in)          |

Comments on Effects: \_\_\_\_\_

\_\_\_\_\_

### Mood Stabilizers

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lithium                | <input type="checkbox"/> Tegretol (carbamazepine)    | <input type="checkbox"/> Neurontin (gabapentin) |
| <input type="checkbox"/> Depakote (valproate)   | <input type="checkbox"/> Trileptal (oxcarbamazepine) | <input type="checkbox"/> Other (write in)       |
| <input type="checkbox"/> Lamictal (lamotrigine) | <input type="checkbox"/> Topamax (topiramate)        | _____   |

Comments on Effects: \_\_\_\_\_

\_\_\_\_\_

### Antipsychotics

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Risperdal (risperidone) | <input type="checkbox"/> Trilafon (perphenazine) | <input type="checkbox"/> Clozaril (clozapine)    |
| <input type="checkbox"/> Seroquel (quetiapine)   | <input type="checkbox"/> Saphris (ascenapine)    | <input type="checkbox"/> Rexulti (brexpiprazole) |
| <input type="checkbox"/> Zyprexa (olanzapine)    | <input type="checkbox"/> Latuda (lurasidone)     | <input type="checkbox"/> Vryalar (cariprazine)   |
| <input type="checkbox"/> Geodon (ziprasidone)    | <input type="checkbox"/> Invega (paliperidone)   | <input type="checkbox"/> Other (write in)        |
| <input type="checkbox"/> Haldol (haloperidol)    | <input type="checkbox"/> Fanapt (iloperidone)    | _____  |
| <input type="checkbox"/> Prolixin (fluphenazine) | <input type="checkbox"/> Abilify (aripiprizole)  |  |

Comments on Effects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Patient Name (please print)**

\_\_\_\_\_  
**Provider Initials**

\_\_\_\_\_  
**Date**

# Ashland Integrative Care PC

## Psychiatric Medication History

Please check all medications that you have previously taken or are currently taking.

### ADHD

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Ritalin (methylphenidate) AKA: | <input type="checkbox"/> Dexedrine (dextroamphetamine) | <input type="checkbox"/> Strattera (atomoxetine)    |
| <input type="checkbox"/> <i>Concerta</i>                | <input type="checkbox"/> Focalin (dexmethylphenidate)  | <input type="checkbox"/> Wellbutrin (bupropion)     |
| <input type="checkbox"/> <i>Metadate</i>                | <input type="checkbox"/> Adderall (dextroamphetamine)  | <input type="checkbox"/> Vyvanse (lisdexamfetamine) |
| <input type="checkbox"/> <i>Methylin</i>                | <input type="checkbox"/> Tenex/Intuniv (guanfacine)    | <input type="checkbox"/> Other (write in)           |
| <input type="checkbox"/> <i>Daytrana</i>                | <input type="checkbox"/> Catapres/Kapvay (clonidine)   | _____   |

Comments on Effects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Anxiolytics

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Xanax (alprazolam)    | <input type="checkbox"/> Tranzene (chlorazepate)    | <input type="checkbox"/> Vistaril (hydroxyzine) |
| <input type="checkbox"/> Ativan (lorazepam)    | <input type="checkbox"/> Serax (oxazepam)           | <input type="checkbox"/> Other (write in)       |
| <input type="checkbox"/> Klonopin (clonazepam) | <input type="checkbox"/> Buspar (buspirone)         | _____   |
| <input type="checkbox"/> Valium (diazepam)     | <input type="checkbox"/> Librium (chlordiazepoxide) |   |

Comments on Effects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sedative/Hypnotics

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Ambien (zolpidem)     | <input type="checkbox"/> Rozerem (ramelteon)        | <input type="checkbox"/> Halcion (triazolam) |
| <input type="checkbox"/> Restoril (temazepam)  | <input type="checkbox"/> Vistaril (hydroxyzine)     | <input type="checkbox"/> Melatonin           |
| <input type="checkbox"/> Lunesta (eszopiclone) | <input type="checkbox"/> Benadryl (diphenhydramine) | <input type="checkbox"/> Other (write in)    |
| <input type="checkbox"/> Sonata (zaleplon)     | <input type="checkbox"/> Dalmane (flurazepam)       | _____  |

Comments on Effects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Patient Name (please print)**

\_\_\_\_\_  
**Provider Initials**

\_\_\_\_\_  
**Date**

**Ashland Integrative Care PC**  
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Phone: 541.201.3173 Fax: 541.371.5551

**Patient Rights and Responsibilities/Consent for Treatment**

Thank you for choosing our office to meet your healthcare needs. We ask that you take the time to read and sign the following to help better understand what to expect of your patient/provider/insurance company relationship including office policies. By signing this form, you agree and consent to treatment at this office.

**Patient's Rights:**

- You have the right to an explanation of your diagnosis as well as treatment recommendations.
- You have the right to make an informed decision whether to accept or refuse treatment.
- You have the right to voluntarily terminate treatment any time. You will still be financially responsible for unpaid services already rendered.
- You have the right to be treated with dignity and respect regardless of race, religion, gender ethnicity, age or disability.
- You have the right to receive assistance in a prompt, courteous and responsible manner. This may include having a friend, family member, caregiver or interpreter come to your appointment with you if desired.
- You have the right to confidentiality. Only in a life threatening emergency, or if required by law, can records be released without patient authorization. State and local law require reporting of abuse or neglect of the elderly or minors. The law also requires the practitioner to report any danger to self or others.
- You have the right to see and request a copy of your health records.
- You have a right to limit who can see your health records. Furthermore, if you request a copy be sent to your insurance company or third party payer for billing or reimbursement purposes, we cannot guarantee absolute confidentiality of your insurance company or third party payer. It is a routine process of insurance companies to request written treatment plans and to review psychiatric records and diagnosis codes. Any agent of your insurance company may be privy to information regarding your treatment.

**Patient's Responsibilities Are:**

- To present your ID and insurance card and make authorization arrangements prior to receiving services.
- To inform our office of any address, phone number or insurance changes before appointments.
- To provide honest and complete information to those providing care, including drug or alcohol information.
- To know what medication you are taking, why you are taking it, and the proper way to take it.
- To inform us of any medication or supplements you are taking this includes alcohol and recreational drugs.
- If you are seeing other psychiatric prescribers concurrently we will not be considered your provider and may discharge you unless otherwise arranged. This is a safety risk issue.
- To allow the office a 72-hour response time when requesting refills, which need to be initiated by your pharmacy. If you are unable to get your medication contact this office so that we can intervene with your pharmacy.
- To give the staff the same respect you are given. Any conflicts should be discussed with your clinician. Verbal, physical or written abuse may be result in dismissal from this office.

**Payments and Appointments:**

- To pay all applicable charges at time of service, including any co-payments, co-insurance, or charges for missed appointments, bank charge for any returned checks and services non-covered by your insurance carrier.
- To assume responsibility for the date and time of your appointments you will get one courtesy reminder call, or e-mail depending on your preference.
- To keep scheduled appointments or provide a minimum of 24 hours notice when canceling or rescheduling.
- We reserve the right to refer you to another healthcare provider if we feel that your needs are beyond what this office can provide you or we are not able to establish a therapeutic relationship. We will do the best to make an appropriate referral or refer you back to your insurance company.

**Contact/ Clinical Information:**

Office Hours: Mon-Fri, 9:00 am-5:30 pm. Every other Saturday 9:00 am-3:00 pm. Closed for all major holidays  
Voicemails are checked daily with the exception of closed days.

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Emergencies: If you have an emergency and need to reach the on call provider follow the prompts on the voicemail. Please reserve this for true emergencies. If you are having feelings of harming yourself or others call 911 or seek help at your local emergency room. If you are having a reaction to your medication that includes shortness of breath, rash or allergic reactions call or seek medical help.

Phone Calls: Phone calls between visits are reserved for urgent issues and will be brief. **No changes in medications will be made without a visit.** A temporary solution will be arranged and a visit will be made to discuss long-term plans. Phone calls lasting more than 10 minutes will be billed at a rate of \$200.00 per hour.

Email/Text: We do not text at this office other than for appointment reminders. **We will not respond to any clinical issues nor assume responsibility for clinical issues presented via email.**

Medication side effects: It is your responsibility to discuss your side effects or reactions with your prescriber so that changes can be made to your treatment plan. Do NOT stop your medication without notifying your prescriber as this may affect you in a negative way.

Benzodiazepines: If you are using these medications routinely you will be subject to random urine drug screens. Benzodiazepines are best used for short-term use only. Long-term effects include memory loss and dementia. Benzodiazepines have also been found to be the cause of some unintended deaths. It is expected you will be actively involved with alternative therapies including counseling, cognitive behavioral therapy, and/or using non-benzodiazepine medications to treat your anxiety. If you are not willing to participate in any other treatment options for your anxiety, you may want to look for a different mental health provider. Monthly visits are required for this type of medication to be prescribed.

Stimulants: These medications are reserved for specific diagnosis and if taking these, you will be subject to urine drug screening as they are considered to be highly abused medications. If you are not willing to participate in the necessary testing for proper diagnosis and trying non-stimulant alternatives, you may want to look for a different mental health provider. Monthly visits are required for this type of medication to be prescribed.

Insurance and medications: Your insurance has a unique list of "covered" medications (formulary). Once the best medication for your diagnosis has been determined, we will try to prescribe within that formulary to the best of our ability. Ultimately, it is your responsibility to know your insurance formulary.

If you have not had an appointment in 90 days (unless agreed upon with your practitioner) you will no longer be considered a patient and no refills will be given.

My signature below indicates that I understand, consent to, and agree with the above statements.

Patient Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed the above information with the named individual and/or parent/guardian if a minor. My observations and clinical impression of the mental status, behavior and responses of named individual or representative give me no reason to believe that they are not fully competent at this date and time to give informed, voluntary consent to treatment.

Practitioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorization for Use & Disclosure of Information

Ashland Integrative Care PC • 1607 Siskiyou Blvd • Ashland, Oregon 97520  
Ph: 541.201.3173 • Fax: 541.371.5551

<b>Section A</b>	Legal Last Name	First	MI	Date of Birth
	Other Names Used By Client/Applicant			Case ID#

**By signing this form, I authorize the following record holder (individual, school, employer, agency, or medical or other provider) to disclose the following specific confidential information about me:**

<b>Section B</b>	Release From	Specific Information to be Disclosed	Mutual Exchange: Yes/No

If the information contains any of the types of records or information listed below, additional laws relating to use and disclosure may apply. I understand that this information will not be disclosed unless I place my initials in the space next to the information:

HIV/AIDS \_\_\_\_\_ Mental Health \_\_\_\_\_ Alcohol/Drug diagnoses, treatment, referral \_\_\_\_\_ Genetic Testing \_\_\_\_\_

<b>Section C</b>	Release To (address required if mailed): If releasing to a team, list members.	Purpose	Expiration Date or Event*
<b>Section C</b>	Joann Gruber, PMHNP-BC, FNP-BC		
	Ashland Integrative Care		
	1607 Siskiyou Blvd		
	Ashland, OR 97520		

I can cancel this authorization at any time. The cancellation will not affect any information that was already disclosed. I understand that state and federal law protects information about my case. I understand what this agreement means and I approve of the disclosures listed. I am signing this authorization of my own free will.

I understand that the information used and disclosed as stated in this authorization may be subject to re-disclosure and no longer protected under federal or state law. However, I also understand that federal or state law may restrict re-disclosure of HIV/AIDS, mental health, and drug/alcohol diagnosis, treatment, or referral information.

<b>Section D</b>	Full Legal Signature of Individual OR Authorized Personal	Relationship to Client	Date
	Name of Staff Person (print)	Initialing Agency Name/Location	Date

**\* The authorization is valid for one year from the date of signing unless otherwise specified.**

Full Legal Signature of Agency Staff Person Making Copies	<b>This is a true copy of the original Authorization document.</b>
Print Staff Name	

# Important Information for the Client

## Using This Form

1. **Terms Used: Mutual exchange:** A “yes” allows information to go back and forth between the record holder and the people or programs listed on the authorization. **Team:** A number of individuals or agencies working together regularly. The members of the team must be identified on this form.
2. **Assistance:** Whenever possible, your provider should fill out this form with you. **Be sure you understand the form before signing.** Feel free to ask questions about the form and what it allows. You may substitute a signature with making a mark or by asking an **authorized** person to sign on your behalf.
3. **Guardianship/Custody:** If the person signing this form is a personal representative, such as a guardian, a copy of the legal documents that verify the representative’s authority to sign the authorization must be attached to this form. Similarly, if an agency has custody, and their representative signs, their custody authority must be attached to this form.
4. **Cancel:** If you later want to cancel this authorization, contact your Jackson County staff person. You can remove a team member from the form. You may be asked to put the cancellation request in writing. Federal regulations do not require that the cancellation be in writing for the Drug and Alcohol Programs. No more information can be disclosed or requested after authorization is cancelled. Jackson County can continue to use information obtained prior to cancellation.
5. **Minors:** If you are a minor, you may authorize the disclosure of mental health or substance abuse information if you are age 14 or older; for the disclosure of any information about sexually transmitted diseases or birth control regardless of your age; for the disclosure of general medical information if you are age 15 or older.
6. **Special Attention:** For information about **HIV/AIDS, mental health, genetic testing or alcohol/drug abuse treatment**, the authorization must clearly identify the specific information that may be disclosed.

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**Notice of Privacy Practices  
Receipt and Acknowledgment of Notice**

Patient/Client Name: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

I acknowledge that I have received a Summary and have been given an opportunity to read a copy of the Notice of Privacy Practices for Ashland Integrative Care PC. I understand that if I have any questions regarding the Notice or my privacy rights, I can contact Ashland Integrative Care PC, Privacy Information Officer at: 541.201.3173.

\_\_\_\_\_  
Signature of Patient/Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature or Parent, Guardian or Personal Representative

\_\_\_\_\_  
Date

If you are signing as a personal representative of an individual, please describe your legal authority to act for this individual (power of attorney, healthcare surrogate, etc.).

\_\_\_\_\_

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Patient/Client Refuses to Acknowledge Receipt:

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date