

**Patient Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Preferred phone** (messages/courtesy appointment reminders) **(Home Cell Work):** \_\_\_\_\_

Alt. phone: \_\_\_\_\_ **Email address\*\*** \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_ Telephone: \_\_\_\_\_

*\*\*Email will be used for appointment reminders and for invitations to our patient portal.*

**All copays, deductibles, estimated co-insurance, and other charges must be paid at each check in**

Address to which statements should be mailed:  Please check the box if the same address as above.

Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Preferred Telephone: \_\_\_\_\_

If the person assuming financial responsibility for treatment will not be present at the appointment, the patient must bring the payment to the appointment.

**Insurance Information:** (We must make a copy of your card(s) in order to have all of the information needed to manage your claim submission. If you do not bring the card(s), you will be required to pay the full estimated cost of the appointment(s) at check-in.)

**Name of primary insurance:** \_\_\_\_\_

**Name of secondary insurance,** if applicable: \_\_\_\_\_

**REQUIRED:** When does your plan year start? \_\_\_\_\_ (mo/yr) What is your deductible? \_\_\_\_\_

If you do not know this information please contact your insurance customer service. Without correct information we must assume you have an active, unmet deductible and collect the estimated cost of the appointment. Incorrect information will incur a \$20 service fee and require immediate full payment of the outstanding balance.

**\*\*Prior Authorization:** see prior authorization page. Please obtain any needed prior authorization(s). Claims that are denied because you did not obtain a needed prior authorization will be billed to you. \_\_\_\_\_ **Initials**

I authorize the release of all medical records to clinicians involved in my treatment and to my insurance company. I further authorize insurance payments to be made directly to CHAPEL HILL PSYCHIATRIC ASSOCIATES, PA.

I understand co-payments, deductibles, self-pay charges are due at time of service. Charges for services not covered by insurance are due at the next appointment or when billed, whichever occurs first.

**Signature of patient or parent/guardian for minors** \_\_\_\_\_ **Date** \_\_\_\_\_

**CHAPEL HILL PSYCHIATRIC ASSOCIATES, PA**

**New Patient History**

Name \_\_\_\_\_ Date \_\_\_\_\_

Preferred name if different: \_\_\_\_\_

Legal gender: \_\_\_\_\_ Gender identity if different: \_\_\_\_\_

Name of person completing form if different from patient \_\_\_\_\_

Referred by \_\_\_\_\_

Reason for appointment \_\_\_\_\_

\_\_\_\_\_

Name and phone number for any current mental health provider \_\_\_\_\_

\_\_\_\_\_

Previous Treatments (Please have records forwarded to our office.)

Please list therapists, psychiatrists, hospitalizations and approximate dates. Please include substance abuse treatment.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous medications (Please indicate if you think they helped and if they caused side-effects.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Medications, Vitamins, and Supplements (List both prescription and over the counter medications and all vitamins and supplements)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medication Allergies \_\_\_\_\_

\_\_\_\_\_

Primary Care Provider (Please include office phone number) \_\_\_\_\_

\_\_\_\_\_

610 Jones Ferry Road Suite 208  
Carrboro, NC 27510-6113

Phone: 919.636.5695  
Fax: 919.442.1105

**CHAPEL HILL PSYCHIATRIC ASSOCIATES, PA**

**New Patient History cont'd**

For women only – Psychiatric meds are not proven safe in pregnancy.

*I am not pregnant and, if sexually active, am using reliable birth control to prevent pregnancy. I will contact my mental health provider and advise them of any pregnancy or plan to become pregnant so that risks and benefits may be discussed. Initials \_\_\_\_\_*

Medical and Neurologic History (Please list all current diagnoses and any significant illnesses or injury.)

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Cardiac Screen: Do you have a history of: Heart disease or heart problems? \_\_\_\_\_ Fainting without explanation and possibly without warning? \_\_\_\_\_ An abnormal EKG or Long QTc? \_\_\_\_\_ A very slow heart rate (less than 50 beats per minutes)? \_\_\_\_\_ Low potassium, magnesium or calcium in your blood? \_\_\_\_\_ Has anyone in your biologic family died from a heart attack before age 40? \_\_\_\_\_

Sleep Screen: Do you have a known sleep disorder such as: Obstructive Sleep Apnea? \_\_\_\_\_, Restless Leg Syndrome? \_\_\_\_\_ Narcolepsy? \_\_\_\_\_ Other (please list) \_\_\_\_\_  
Do you feel rested most mornings? \_\_\_\_\_ Frequently feel tired during the day? \_\_\_\_\_ Snore? \_\_\_\_\_ Sometimes have a strange feeling in your legs, or have to move them, especially at night? \_\_\_\_\_

Substance Use History

Alcohol - How much alcohol do you drink? \_\_\_\_\_  
Do you have, or have you had, a problem with alcohol? \_\_\_\_\_  
Have family or friends ever been concerned about your use of alcohol? \_\_\_\_\_  
Caffeine – How much caffeine do you have on an average day? \_\_\_\_\_

Developmental History (Please list any problems, complications or delays in development from pre-birth through early childhood.)

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Education History (Please list any problems you had in school and your highest level of education.) \_\_\_\_\_

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Work History (Please list your current or most recent employment and any employment problems that may be related to mental health concerns.)

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**New Patient History cont'd**

Psychosocial History (Please list recurrent or current interpersonal problems, and any history of verbal, physical, sexual or emotional abuse.)

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Family Members and Family Medical and Psychiatric History (Please list first names, ages and medical or mental health history of family members. Please indicate if there is any adoption history including your own.)

Spouse/Significant other \_\_\_\_\_

Children \_\_\_\_\_

Parents \_\_\_\_\_

Extended Family Members (if relevant) \_\_\_\_\_

Other information you would like us to know \_\_\_\_\_

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## DSM-5 Self-Rated Level 1 Cross-Cutting Symptom Measure—Adult

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female Date: \_\_\_\_\_

If this questionnaire is completed by an informant, what is your relationship with the individual? \_\_\_\_\_

In a typical week, approximately how much time do you spend with the individual? \_\_\_\_\_ hours/week

**Instructions:** The questions below ask about things that might have bothered you. For each question, circle the number that best describes how much (or how often) you have been bothered by each problem during the **past TWO (2) WEEKS**.

		None Not at all	Slight Rare, less than a day or two	Mild Several days	Moderate More than half the days	Severe Nearly every day	Highest Domain Score (clinician)
I.	1. Little interest or pleasure in doing things?	0	1	2	3	4	
	2. Feeling down, depressed, or hopeless?	0	1	2	3	4	
II.	3. Feeling more irritated, grouchy, or angry than usual?	0	1	2	3	4	
III.	4. Sleeping less than usual, but still have a lot of energy?	0	1	2	3	4	
	5. Starting lots more projects than usual or doing more risky things than usual?	0	1	2	3	4	
IV.	6. Feeling nervous, anxious, frightened, worried, or on edge?	0	1	2	3	4	
	7. Feeling panic or being frightened?	0	1	2	3	4	
	8. Avoiding situations that make you anxious?	0	1	2	3	4	
V.	9. Unexplained aches and pains (e.g., head, back, joints, abdomen, legs)?	0	1	2	3	4	
	10. Feeling that your illnesses are not being taken seriously enough?	0	1	2	3	4	
VI.	11. Thoughts of actually hurting yourself?	0	1	2	3	4	
VII.	12. Hearing things other people couldn't hear, such as voices even when no one was around?	0	1	2	3	4	
	13. Feeling that someone could hear your thoughts, or that you could hear what another person was thinking?	0	1	2	3	4	
VIII.	14. Problems with sleep that affected your sleep quality over all?	0	1	2	3	4	
IX.	15. Problems with memory (e.g., learning new information) or with location (e.g., finding your way home)?	0	1	2	3	4	
X.	16. Unpleasant thoughts, urges, or images that repeatedly enter your mind?	0	1	2	3	4	
	17. Feeling driven to perform certain behaviors or mental acts over and over again?	0	1	2	3	4	
XI.	18. Feeling detached or distant from yourself, your body, your physical surroundings, or your memories?	0	1	2	3	4	
XII.	19. Not knowing who you really are or what you want out of life?	0	1	2	3	4	
	20. Not feeling close to other people or enjoying your relationships with them?	0	1	2	3	4	
XIII.	21. Drinking at least 4 drinks of any kind of alcohol in a single day?	0	1	2	3	4	
	22. Smoking any cigarettes, a cigar, or pipe, or using snuff or chewing tobacco?	0	1	2	3	4	
	23. Using any of the following medicines ON YOUR OWN, that is, without a doctor's prescription, in greater amounts or longer than prescribed [e.g., painkillers (like Vicodin), stimulants (like Ritalin or Adderall), sedatives or tranquilizers (like sleeping pills or Valium), or drugs like marijuana, cocaine or crack, club drugs (like ecstasy), hallucinogens (like LSD), heroin, inhalants or solvents (like glue), or methamphetamine (like speed)]?	0	1	2	3	4	

# Chapel Hill Psychiatric Associates, PA

## Updated Electronic Communications Policy

Email and text have become the standard means for rapid communication between CHPA and our patients. They are used for appointment reminders, and both administrative and clinical communication.

Our previous policy involved a detailed and specific consent form completed by each patient. As electronic communication has expanded, accessing and referencing that document prior to initiating communication, has become impractical, if not impossible. We are, therefore, revising our policy to one in which an individual may opt out of a form of communication by contacting the front desk and requesting that the relevant contact information be deleted. If your only phone is a cellphone, we will relabel the number and work to limit text messages, but we cannot guarantee full success.

For reference: CHPA has addressed some of the specific risks of email security by using protonmail.com accounts. Protonmail.com is encrypted from our computers through the protonmail servers and then typically unencrypted upon reaching outside email systems. Anyone interested in full encryption of their emails with CHPA may open a free protonmail account and update their email contact with the office.

As a reminder: Email and text should not be used for urgent communication

### Risks of electronic communication include, but are not limited to:

- *Employers and online services may have a legal right to inspect and keep electronic communications that pass through their system.*
- *Electronic communications can introduce malware into a computer system, and potentially damage or disrupt the computer, networks, and security settings.*
- *Electronic communications can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of CHPA or the patient.*
- *Even after the sender and recipient have deleted copies of electronic communications, back-up copies may exist.*
- *Electronic communications may be disclosed in accordance with a duty to report or a court order.*

Revised 1/7/22

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**PLEASE READ THE [POLICIES AND PROCEDURES](#).**

It contains important information regarding your financial liability for services provided.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE REVIEWED THE AGREEMENT TITLED  
“**Policies and Procedures – Chapel Hill Psychiatric Associates, PA**” AND YOU AGREE TO ITS TERMS. THE  
LATEST POLICY IS AVAILABLE ON OUR WEBSITE [WWW.CHAPELHILLPA.COM](http://WWW.CHAPELHILLPA.COM).

YOU MAY REQUEST A PRINTED COPY OF THE POLICIES AND PROCEDURES..

\_\_\_\_\_  
Signature of Client/Patient/or Patient’s Legal Representative

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