SAL
PSYCHIATRY SERVICES
BUILDING MENTAL HEALTH BRIDGES

Dear Client:

We appreciate your decision to select Sal Psychiatry Services as your provider for TMS therapy. By choosing our service, you become a valued member of a dynamic and caring team of experts dedicated to guiding you towards a joyful life. Rest assured that you will never be treated as merely a routine patient; from the instant you enter our facility to well beyond the completion of your treatment, we are committed to your well-being and support.

Regrettably, the **majority of insurance networks necessitate prior authorization prior to commencing therapy.** To safeguard the interests of all our patients, we take the responsibility of obtaining the necessary authorization from your insurance before initiating treatment.

To streamline this process, our **TMS Registration Form aligns with the information typically requested on your insurance's prior authorization form.** Although we acknowledge that filling out these forms may not be enjoyable, **we kindly request that you provide as comprehensive details as possible. In instances where specific dates, particularly concerning past medications, elude your memory, please furnish an approximate date, including both month and year. Your cooperation will be greatly appreciated.**

Most insurances will require the following:

- A diagnosis of depression (moderate to severe)
- A minimum of 2-4 antidepressant trials
- A history of psychotherapy (therapist, counselor, group therapy, outpatient therapy, extended visits with psychiatrist, or psychologist)
- PHQ-9 (depression screening) score > or = 18

We thank you for taking the time to complete our TMS Registration and look forward to helping you to achieve long-term relief from your depression.

Sal Psychiatry Services | Norwalk, California

Client TMS Registration Form: (Adult)

Date: _____

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BASIC INFORMATION:

Patient's Full Name: _____ Date of Birth: _____

Gender: _____ Patient's SSN: _____ *Used for Insurance Reasons*

Mailing Street & Apt #: _____

I understand that by giving this address, statements and necessary forms will be mailed to the address provided.

City: _____ State: _____ Zip Code: _____
☐ Address has been verified by USPS.com/zip4 (Office Use)

Marital Status of Client: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Other _____

CONTACT INFORMATION:

Unless otherwise specified below, by providing phone numbers and emails you are giving permission for Sal Psychiatry Services to leave voice mails and contact you via email. For additional information on email communication and privacy, please see our privacy policy.

Cell: *(Default)* _____ Home: _____Work: _____

Optional: Do not leave voice mails on the following phone number(s): _____

Email Address: _____

Please use my email address for: ☐ TMS Clinic Communication ☐ For Clinic Updates and Newsletters

APPOINTMENT REMINDERS:

Appointment reminders may be provided by our Electronic Medical Records (EMR) system. When your appointment is scheduled, we will confirm your appointment 2-5 days prior to your appointment time. By completing this section, you acknowledge that information through email/text/voicemail is not necessarily secure and we cannot guarantee that someone else will not access information regarding your appointment through these means.

☐ I prefer not to receive reminders

To receive reminders, please check the box that applies:

☐ Text or Call or Email ☐ Email Only ☐ Text Only ☐ Call Only ☐ Voicemail messages OK

EMERGENCY CONTACT INFORMATION:

Client TMS Registration Form: (Adult)

Name: _____ Relationship to Client: _____

Phone Number: _____ May we leave messages with this person: ☐ Yes ☐ No

ADDITIONAL CONTACT INFORMATION:

Primary Care Doctor Name: _____ Phone: _____

Patient Initials: _____

Client TMS Registration Form: (Adult)

Financial Responsibility

Psychiatry Treatment Centers
Direct: 424-588-5350
Fax: 844-440-5653
Email: info@ptcmed.com

Psychiatrist Name: _____ Phone: _____

May we contact this person regarding your care here? ☐ Yes ☐ No

Therapist/Counselor Name: _____ Phone: _____

May we contact this person regarding your care here? ☐ Yes ☐ No

FINANCIAL RESPONSIBILITY AGREEMENT:

Sal Psychiatry Services reserves the right to charge for services rendered by any practitioner or provider employed by our practice for any services rendered at our clinic(s). Please see the different sections below to indicate how payment will be collected and services will be billed. For any questions regarding this section, please contact our office at (424) 588-5350.

Payments and Billing:
**If you are 18 years of age or older, unless other signatures are provided, statements and financial responsibility will default to you.*

Use of Insurance Plans:
By signing this form, you acknowledge that your insurance coverage, notification of any pre-authorization requirements, and terms of coverage are ultimately your responsibility. You acknowledge that insurance verification checks may not always reflect recent insurance claims, coverage of benefits, or other information. We make every attempt to verify your benefits and obtain pre-authorization and will communicate this to you. If it is not provided or different from what is communicated to us by your insurance provider, you understand that benefit checks and pre-authorization is not a guarantee of payment. Pre-authorization is intended for your benefit and to help ensure payment from your insurance provider. If pre-authorization is obtained, but your insurance provider reflects services, you may still be responsible for payment of services provided. We make every effort to obtain re-authorization for services prior to treatment and it is your responsibility to notify our offices of any changes.

If the **Insurance Holder** is different than that of the patient receiving services, please provide the following information:

Full Name: _____Relationship to Patient: _____

Mailing Address: _____Apt #: _____

City: _____State: _____Zip Code: _____

Date of Birth: _____Employer: _____

Patient Initials: _____

Client TMS Registration Form: (Adult)

Financial Responsibility
Past Due Balances
Consent to Treat
Acknowledgement of HIPAA

CANCELLATION POLICY:

By signing this form, you acknowledge that by scheduling an appointment, we reserve time specifically for you. This time is set aside and prevents others from scheduling during your reservation. We request a minimum of 24-hour notice for any cancellations or reschedules. Insurance does not cover missed appointments. Therefore, we allow up to three (3) missed appointments with proper notification as indicated above, and any appointment missed beyond two will be charged a $50.00 cancellation fee regardless of notification. Please be aware that a failure to receive a reminder does not waive this cancellation fee. You are still responsible to remember your appointment dates and times.

SPECIAL CIRCUMSTANCES:

We make every effort possible to respect the wishes of our clients. However, Sal Psychiatry Services or any of its affiliates are not responsible for maintaining financial arrangements made between separated or divorced parents or couples under any circumstances. If there is a financial agreement between such parties, we respect your privacy and require that you manage those arrangements.

For financial responsibility in these types of cases, the person whose signature is on file on the registration paperwork is deemed the party responsible for payment. We cannot acknowledge financial responsibility for a party who is not present to agree to the terms provided. (Statement can be provided to the responsible party, upon request, for proof of payment to other parties).

PAST DUE BALANCES:

By signing this document, you acknowledge that unpaid balances of 30 days past due status may be subject to being submitted for collections. If balances are not paid, we reserve the right to utilize collection agency services. Payments are expected at the time of service; however, if a balance is due, it is due within 30 days and may be accepted in person or by mail via cash, credit/debit card or health savings account card. Under no circumstances does Sal Psychiatry Services establish payment plans.

CONSENT TO TREATMENT:

By signing this document, you agree to the following statements:

I agree to participate in treatment and understand that a positive outcome cannot be guaranteed. I understand that positive outcomes are based on my compliance with treatments. I also understand that there are some instances that TMS therapy in certain circumstances, may not provide symptom relief even if I attend every session, and participation does not guarantee that my symptoms or concerns will be resolved.

CONFIDENTIALITY AND PRIVACY:

I have read and agreed to the Privacy Notice (HIPAA Statement) provided to me. I understand that I can obtain a printed copy from the staff and can ask for clarification on any policies stated in it.

I** (print name) _____ **have read and understand the above conditions of this document and agree to them. I have asked any questions I am concerned with and understand the policies outlined above.

Patient Printed Name: _____ Date: _____

Patient Signature: _____ Patient Initials: _____ _____

Client TMS Registration Form: (Adult)

Insurance Information
Referred Entity
Medications

INSURANCE INFORMATION:

Name of Insurance: _____ ID#: _____ Group#: _____

Subscribers Name: _____ Relationship to Patient: _____

Other Numbers of Insurance Card: _____ Pre-Auth Phone#: _____

SECONDARY INSURANCE:

Name of Insurance: _____ ID#: _____ Group#: _____

Subscribers Name: _____ Pre-Auth Phone#: _____

WHO REFERRED YOU FOR TMS THERAPY:

Name of provider who referred you: _____☐ Psychiatrist ☐ Therapist ☐ Primary Doctor

Referral Source Phone#: _____ May we contact: ☐ Yes ☐ No

Do you have a diagnosis of Major Depression: ☐ Yes ☐ No

CURRENT & PREVIOUS PSYCHIATRIC MEDICATIONS

Are you currently taking antidepressant medications: ☐ Yes ☐ No

Please list your current and previous medications *(all current psychiatric medications – please answer to the best of your knowledge as information is required to obtain pre-authorization):*

Medication	Dose:	Start Date	Stop Date	Reason for Discontinuation

Are you currently taking or have you ever taken any medication for a seizure disorder: ☐ Yes ☐ No
If so, what medication: _____ Start Date: _____ Stop Date: _____

In the past 6 months, have you used alcohol, illicit drugs, or abused benzodiazepines: ☐ Yes ☐ No

If so, do you drink ETOH on a daily or weekly basis? ☐ Yes ☐ No How much per day? _____

If you use illicit drugs, which ones: ☐ Marijuana ☐ Opiates ☐ Cocaine ☐ Hallucinogens ☐ Other _____

If you abuse benzodiazepines, which ones: _____ How many mg per day: _____

Client TMS Registration Form: (Adult)

Pre-Authorization Criteria Acknowledgement

FOR TMS THERAPY INSURANCE AUTHORIZATION:

For insurance pre-authorization, insurance companies typically require the following, which is the minimum requirements for pre-authorization to be submitted:

- A confirmed diagnosis of Major Depressive Disorder or Treatment Resistant Depression.
- Prior trials of antidepressant medications with little or no benefit from symptoms OR medication discontinuation due to side effects (each insurance requires a specific number of antidepressant trials – for example, Medicare requires a minimum of two (2) antidepressants with little or no benefit or inability to continue medication due to side effects, other insurances require a history of 3-4 antidepressants during the current episode.
- No history of seizures
- A history of psychotherapy with little or no benefit (physician, therapist, counselor, outpatient mental health visit, etc.)
- No TMS Therapy contraindications
- Insurance requires medical record documentation of all of the above, including other qualifying information, in order to obtain prior authorization for TMS therapy services. Sal Psychiatry Services will request your medical records from your health care providers in order to have this information on file for pre-authorization.

We will submit a prior authorization to your insurance upon receipt of all required documentation from you and your current or previous health care providers.

Do you provide permission for Sal Psychiatry Services to submit a prior authorization request to your insurance provider for TMS therapy (transcranial magnetic stimulation) services and/or for services to be provided to you by one of our physicians or healthcare providers. Please choose: ☐ Yes ☐ No

I have read or have been made aware of the following:

- HIPPA Notice and Patient Privacy Acts
- TMS Therapy Contraindications
- TMS Therapy Hearing Protection Waiver
- Indications for and any side effects of TMS Therapy, including an explanation of TMS Therapy for the treatment of major depression or other diagnosis that I may be receiving TMS Therapy for.
- I have had all of my questions and/or concerns answered

I also understand that TMS therapy treatment sessions emit a loud ticking noise, similar to that of a magnetic resonance imaging (MR). There have been no reported history of hearing loss; however, ear plugs are available and recommended to wear during each treatment session. I understand I may elect to decline wearing the ear plugs. I also agree to hold Sal Psychiatry Services and each of its employees and physicians harmless from any liability related to any hearing problems during or after my treatment regardless of whether I elect to where or decline to wear earplugs (i.e. hard of hearing, hearing loss, or any other hearing-related program.)

A parent signature is required for all patients under the age of 18. A guardian signature is required if the patient has a guardian.

Patient Printed Name: _____Date: _____

Patient Signature: _____

Parent/Guardian Printed Name: _____Date: _____

Parent/Guardian Signature: _____

Patient Initials: _____

Client TMS Registration Form: (Adult)

TMS Prior Authorization Information

Have you ever been diagnosed with Bipolar Disorder? ☐ Yes ☐ No; OCD? ☐ Yes ☐ No; Schizophrenia? ☐ Yes ☐ No; Substance Use Disorder? ☐ Yes ☐ No; PTSD? ☐ Yes ☐ No; Eating Disorder? ☐ Yes ☐ No; Seizure Disorder? ☐ Yes ☐ No; Any other Neurological Disorder (dementia, Alzheimer's, stroke, autism, epilepsy)? ☐ Yes ☐ No

Onset of symptoms: ☐ loss of hope; ☐ low self-esteem; ☐ insomnia; ☐ appetite changes; ☐ sadness; ☐ loss of interest; ☐ decreased motivation; ☐ irritability; ☐ feeling down; ☐ anxiousness; ☐ sleeping too much; ☐ lack of social activity

Current symptoms: ☐ increase in sadness; ☐ sleeping too much; ☐ increased irritability; ☐ missed work; ☐over-eating; ☐ increased loss of appetite; ☐ crying spells; ☐ no motivation; ☐ social

isolation Do you have current thoughts of: ☐ self-harm; ☐ suicide; ☐ thoughts to harm someone

else

Have you participated in outpatient therapy? ☐ Yes ☐ No; Where: _____

When (mo/yr): _____ How long: _____ How often (weekly, monthly): _____

Do you have a therapist or counselor? ☐ Yes ☐ No; Is so, who: _____

How often do you see your therapist? _____ Type of therapy: ☐ Group; ☐ CBT; ☐ Individual

Has therapy helped to resolve depression symptoms: ☐ Yes ☐ No

Have you been hospitalized for depression in the past? ☐ Yes ☐ No; Hospital: _____
If so, what was the approximate date (mo/yr): _____

Have you had any of the following: ☐ TMS; ☐ ECT; ☐ Vagus Nerve Stimulator Do you currently have a Vagus Nerve Stimulator? ☐ Yes ☐ No
If you have had TMS previously: Name of clinic or doctor: _____ City: _____
When did you start TMS (mo/yr)? _____ When did you stop TMS (mo/yr): _____
Did you have greater than 50% improvement in your symptoms? ☐ Yes ☐ No

What types of therapy have you tried in the past or are currently trying? ☐ NA
Please check all previous types of psychotherapy:
☐ Therapist/Counselor; ☐ Cognitive Behavioral Therapy (CBT); ☐ Client Centered Therapy (CCT/PCT); ☐ Existential Therapy; ☐ Psychoanalytic or Psychodynamic Therapy (exploration of unconscious thoughts); ☐ Dialectical Behavior Therapy (DBT); ☐ Interpersonal Psychotherapy (IPT);
☐ Mindfulness Therapy; ☐ Group Therapy; ☐ Other Therapy: _____;
☐ Extended visits with psychiatrist

At what age were you initially diagnosed with depression (estimate): Age _____
Have you ever been in remission from depression? ☐ Yes ☐ No; If so during what time frame? _____

I, _____attest that I have completed the above assessment and that the information provided is true and accurate to the best of my knowledge. I authorize Sal Psychiatry Services to submit a pre-authorization request to my insurance based on the above information and my requested medical records if necessary.

Patient Printed Name: _____Date: _____

Client TMS Registration Form: (Adult)

Patient Signature: _____