

# SJ | STOKAN JAGGERS &A | & ASSOCIATES

## Contract for Delivery of Professional Services

Caroline Bang, PMHNP-BC

23501 Cinco Ranch Blvd., Ste. G270, Katy, TX 77494

Office: 281-394-2005

**Please read this document and initial each item as indicated:**

- The fee for the initial evaluation for one-hour is \$350
- The fee for an individual one-hour follow-up session is \$275.
- The fee for a 40 min. medication management session is \$225
- The fee for a 20 min. medication management session is \$175
- The fee for telephone consultations is \$175 per 20-minute unit.
- The fee for evaluation of records, special reports, and letters will be billed at the rate of \$100
- Legal or Civil Case Involved: Each person responsible for payment for services must provide a retainer fee in the amount of \$3,000.00, which will be held as a credit in client's account until termination of services. All services will be billed at the rate of \$500 per hour, which includes all sessions, meetings, depositions, response to subpoenas, consultations, special reports, letters, phone calls, e-mail correspondence and any court appearance whether Caroline Bang testifies or not (includes transportation time both ways).

**x** \_\_\_ I have read, and I understand and agree to the fees as outlined above.

**x** \_\_\_ **Communication with my clinician**: I understand and agree to adhere to Stokan Jagggers & Associates policy in which all critical, time sensitive, appointment-related, medically related, crisis-related or otherwise urgent or important communications where a response from my clinician is requested or expected **MUST** be made with and/or through the administrative staff, which includes the answering service that is available 24 hours a day, 7 days a week.

I further understand and agree that, at each clinician's discretion, and as a courtesy and convenience, communications between a client and their clinician may occur via email, texting, or personal voicemail. However, I further understand and agree that my clinician is not in any way obligated, responsible or liable for communicating with the clients in any of these ways nor for receiving, reading, or responding to any form of communication that occurs outside of Stokan Jagggers & Associates policy as stated above.

**Note**: If you want to be as certain as possible that your information, question, or concern is communicated to your clinician, it must go through the administrative staff. For non-urgent or non-critical issues, it may take 24 to 48 weekday, non-holiday hours for the clinician to respond. If you need a response from your clinician and have not received one after 48 hours, it is the client's responsibility to contact the Stokan Jagggers & Associates office to follow up and verify that the intended communication did in fact occur

**x** \_\_\_ **Full payment is due at the time services are rendered** unless other written arrangements have been made in advance by me, my health coverage carrier, a co-responsible party or a third party who has agreed to pay fees for service rendered to me and has signed this contract. (pg3)

**x** \_\_\_ I understand Stokan Jagggers & Associates does not have an arrangement with my health coverage carrier. It is my responsibility to pay in full at the time services are rendered and to file and collect my own insurance reimbursement. Stokan Jagggers & Associates will provide all reasonable information customarily needed to file a claim.

**x** \_\_\_ I understand Stokan, Jagggers & Associates **48-hour cancellation policy, which applies**

to all appointments, must be cancelled or rescheduled through the administrative staff at least 48 hours in advance; however, Monday appointments must be cancelled by 9:00 a.m. the preceding Friday. I also understand and agree that failure to cancel or reschedule any appointment less than 48 hours in advance will require payment of the full fee as noted above.

X I understand all cancellations and schedule changes must be made with the office staff either in person or by telephone, including messages left with Stokan Jagggers & Associates 24-hour answering service. **Note:** Please do not rely on e-mails or your clinician for communicating any schedule changes on your behalf to the office staff. Even if you and your clinician discuss and agree upon scheduling changes, your clinician IS NOT responsible for communicating that information to the staff. The client remains fully responsible for communicating that information to the administrative staff in accordance with the 48-hour cancellation policy.

X I understand that all services rendered at Stokan Jagggers & Associates are charged differently and agree to pay the fees set forth. I understand that clinician's rates vary from one clinician to the other and agree to pay the fees established herein with this clinician. These services include telephone calls, medicine evaluation appointments, group therapy, telephone consultations, conference calls, educational, personality and psychological testing, co-therapy/feedback sessions, school visits, and social thinking instruction.

X I understand and agree that in the case of divorced parents, unless otherwise agreed in writing in advance, the parent bringing the child to the office is responsible for payment at the time services are rendered.

X I understand and agree that the adult accompanying a minor or the legal guardian will be responsible for payment at the time services are rendered.

**Confidentiality:** All information disclosed with my clinician is confidential and may not be revealed to anyone not affiliated with Stokan Jagggers & Associates without written permission except where disclosure is required by law. I hereby consent for Stokan Jagggers & Associates staff to consult with one another regarding my case.

Disclosure may be required in the following circumstances. Where there is a reasonable suspicion of child abuse or elder adult physical abuse; where there is a reasonable suspicion that the patient presents a danger of violence to others, or where the patient is likely to harm him or herself unless protective measures are taken. Disclosure may also be required pursuant to a legal proceeding.

I consent to services performed by Stokan Jagggers & Associates. My signature below indicates that I have read the above contract and agree to be bound to its terms.

\_\_\_\_\_  
Signature of Patient or Responsible Party if a Minor

\_\_\_\_\_  
Signature of Co-Responsible Party

\_\_\_\_\_  
Signature of Third-Party Guarantor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of the Patient

\_\_\_\_\_  
Signature of Clinician

\_\_\_\_\_  
Date

## Addendum I

If you have signed the foregoing contract as a co-responsible party or a third-party guarantor, your signature indicates that you have unconditionally promised to pay for all services determined by Stokan Jagers & Associates to be psychologically or medically necessary, in the best interests of \_\_\_\_\_ and provided by Stokan Jagers & Associates.

(name of client)

All payments are due by the co-responsible party or the third-party guarantor and shall be due and payable in the full amount and at each time set forth in this contract to which this acknowledgement and guarantee is attached.

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co--Responsible Party

\_\_\_\_\_  
Date

## Addendum II

The undersigned confirms that he/she is the sole managing conservator or joint managing conservator, guardian, guardian ad litem, next of kin, *or* other person with the court ordered right and duty to authorize the psychological or medically necessary treatment of \_\_\_\_\_. In connection with and simultaneously with the execution of this letter of authorization, I deliver to Stokan Jagers & Associates copies of the following court orders:

- a) Divorce Decree;
- b) Order of Modification and an order SAPER (where applicable);
- c) Temporary Order and a SAPER (where applicable);
- d) Temporary Order (where applicable); and
- e) Emergency Order (where applicable).

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Responsible Party

\_\_\_\_\_  
Date

**AUTHORIZATION  
TO RELEASE MEDICAL RECORDS TO  
MY INSURANCE COMPANY**

Due to the influx of managed care, many insurance companies will request medical records before processing claims for you. To make the process faster, we ask that you check a box of your choice and sign below.

I authorize the release of my medical records to my insurance company.

I do not authorize the release of my medical records to my insurance company.

In signing this authorization, it is my understanding that this information shall be held CONFIDENTIAL, that I **do not waive** the physician-patient privilege, and that the information will be utilized for professional use only. I do not authorize the person/company to whom these records are being forwarded to release them to any other person, company, or entity whatsoever.

At the time of request, your account will be charged for this request and your insurance company will be billed at the time records are sent.

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

\_\_\_\_\_  
Signature of Guarantor

\_\_\_\_\_  
Date

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Katy, TX 77494  
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www.stokanjaggers.com

**TEXAS NOTICE FORM**

**Notice of Mental Health Professionals' Policies and Practices to Protect  
the Privacy of Your Health Information**

**This is to confirm that I have read and understand the above noted form.**

\_\_\_\_\_  
Printed Name of Client

\_\_\_\_\_  
Signature of Client or Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_ Please check here for a hard copy of HIPPA



**CREDIT CARD AUTHORIZATION FORM**

We accept HSA/FSA, Visa, Master Card, American Express, and Discover Cards.  
**Payment is rendered at time of visit.**

We ask that our clients complete a credit card authorization form which is included in this packet of new client forms and documents. This form is kept secure on file here in our office and is only accessible by management staff.

This form authorizes payments to Stokan Jagggers & Associates as a provider of services for:

Patient's Name: \_\_\_\_\_

Credit Card Type: VISA    MASTER CARD    DISCOVER    AMEX

Credit Card Number: \_\_\_\_\_

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

Security Code (CVV): \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

=====  
**For Office Staff ONLY:**

\_\_\_\_\_ In Person    \_\_\_\_\_ By Phone    \_\_\_\_\_ At Window    / Taken by: \_\_\_\_\_

**CAROLINE BANG – CHILD IN-TAKE INFORMATION**

**PATIENT INFORMATION:**

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_ M \_\_\_ F

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*\*\* PLEASE LIST ALL FAMILY MEMBERS WHO HAVE HAD OR CURRENTLY RECEIVING TREATMENT HERE\*\*\*

Home Phone: \_\_\_\_\_ MAY WE LEAVE A MESSAGE: \_\_\_ YES \_\_\_ NO

Cell Phone: \_\_\_\_\_ MAY WE LEAVE A MESSAGE: \_\_\_ YES \_\_\_ NO

Email: \_\_\_\_\_ MAY WE LEAVE A MESSAGE: \_\_\_ YES \_\_\_ NO

\*\*\*Please note email correspondence is not considered to be confidential medium of communication\*\*\*

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Stepfather: \_\_\_\_\_ Stepmother: \_\_\_\_\_

In Case of Emergency: \_\_\_\_\_

**RESPONSIBLE PARTY INFORMATION:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Patient's Medical Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Why is the patient seeking consultation? \_\_\_\_\_

At what age was this problem first noted? \_\_\_\_\_

In what areas of life does the problem interfere with your child's everyday functioning? \_\_\_\_\_

Has your child every been evaluated or tested before? \_\_\_ YES \_\_\_ NO

If YES, please explain: \_\_\_\_\_

**BIRTH HISTORY INFORMATION:**

Is your child adopted? \_\_\_YES \_\_\_NO, if YES, what age? \_\_\_\_\_

Any difficulties during pregnancy? \_\_\_YES \_\_\_NO, If YES, please explain: \_\_\_\_\_

Birth weight: \_\_\_\_\_

Y/N	BIRTH CONDITION	Y/N	BIRTH CONDITION
	Infection		Required oxygen
	Cord around neck		Incubator
	Injuries during birth		Jaundiced
	Difficulty feeding		Other:

**MEDICAL INFORMATION:**

Are there any medical illnesses that run in your family? \_\_\_YES \_\_\_NO

Is there anyone in your family who has the following:

Y/N	CONDITION	LIST FAMILY MEMBERS
	Anxiety or depression	
	Abused alcohol or drugs	
	Any psychiatric illness	
	Seizures or other neurological problems	
	Tourette's syndrome or tics	
	Heart problems	
	Thyroid problems	
	High blood pressure	
	Attentional problems	
	Learning disabilities	

Has the patient ever experienced any of the following:

Y/N	CONDITION	Y/N	CONDITION
	Head injury		Meningitis
	Loss of consciousness		Slow weight gain
	Motor tics or vocalizations		Heart problems
	Ear infections		Genetics or congenital conditions
	P.E. tubes		Other

Is the patient allergic to any medications? \_\_\_YES \_\_\_NO, If YES, please explain: \_\_\_\_\_

Medications taken over an extended period of time? \_\_\_YES \_\_\_NO, If YES, please specify: \_\_\_\_\_

**MEDICAL INFORMATION CONTINUED:**

Current prescription medication(s): \_\_\_\_\_



Has the client received any surgeries?  YES  NO, If YES, please specify: \_\_\_\_\_

When was their last medical physical exam? \_\_\_\_\_

Does the patient exercise regularly?  YES  NO

Does the patient currently have any medical problems:  YES  NO If YES, please list: \_\_\_\_\_

**EARLY DEVELOPMENT**

Development	Normal	Delayed
Sat up without help	_____	_____
Crawled	_____	_____
Walked alone	_____	_____
Walked upstairs	_____	_____
Rode a tricycle	_____	_____
Caught a ball	_____	_____
Spoke first words	_____	_____
Put words together	_____	_____
Spoke clearly for others	_____	_____
Used fingers to feed self	_____	_____
Used spoon	_____	_____
Fully bowel trained	_____	_____
Able to tie shoes	_____	_____
Able to separate easily	_____	_____

**EARLY LIFE DIFFICULTIES**

Y/N	CONDITION	Y/N	CONDITION
	Feeding difficulties		Loss of appetite, diarrhea, constipation
	Unwillingness to try new foods		Unpredictable appetite
	Extreme hunger		Colic
	Trouble falling asleep		Overactivity
	Very heavy sleeping		Head banging
	Rocking in bed		Temper tantrums
	Self-destructive behavior		Difficulty being comforted or consoled
	Stiffness or rigidity		Crying often and easily
	Shyness with strangers		Bashfulness with new children
	Irritability		Extreme reaction to noise
	Failure to be affectionate		Unwilling to go along with change
	Tendency to make odd sounds or grunts		Twitch or jerk heads/arms often

Please list any other early life difficulties: \_\_\_\_\_

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**SCHOOL HISTORY**

Did the patient attend pre-school? \_\_\_ YES \_\_\_ NO

Were problems with behavior noted? \_\_\_ YES \_\_\_ NO

Were problems with learning noted? \_\_\_ YES \_\_\_ NO If YES, What age? \_\_\_\_\_

Was the client ever retained or recommended to be retained? \_\_\_ YES \_\_\_ NO

Does the client have difficulty making friends? \_\_\_ YES \_\_\_ NO

Does the client have difficulty keeping fiends? \_\_\_ YES \_\_\_ NO

Does the client prefer having younger or older friends? \_\_\_ YES \_\_\_ NO

Please give a brief social history: (divorce, loss, moves)

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