



# RECOVERY WITHOUT WALLS

## Office Policies

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

Social Security Number: \_\_\_\_\_

Name of Spouse/Parent (if a minor): \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_

### **How did you find out about our practice?**

Internet (which site): \_\_\_\_\_

Medical Practitioner Referral (who?): \_\_\_\_\_

Other (please specify): \_\_\_\_\_



If someone else is responsible for payment for your services, please fill out the following information. Please note: the Financial Guarantor, as well as the patient, must sign and initial where indicated on all paperwork.

### **Financial Guarantor:**

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

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

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

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

## Scope of Practice:

Our practice focuses on the treatment of complex conditions which include, among others, chronic pain syndromes, mood disorders, and addictive disorders. The treatment of such disorders is multifaceted and as such, necessitates that you participate in any number of approaches. These may include but are not limited to: medications, counseling, physical therapy, psychological evaluation, nutritional therapy, 12-step and/or other support groups. The frequency of your visits is clinically determined and may initially require that you be seen in the office several times per week.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

## Confidentiality Policy:

All information disclosed within sessions is confidential and may not be revealed to anyone without written permission, except where disclosure is required by law. However, this Agreement will constitute a release of medical information to our associates, including Janis Phelps, PhD, Brigitte Lank, PhD, Susan Montana, MFT, Janet McBride, RD, staff within the practice and, when applicable, UCSF students or faculty who occasionally rotate through our office.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

Please indicate below whether if you would like our practitioners and staff to communicate with you regarding billing or health information via these various forms of communication. Please note that communication via email is not necessarily secure. Although every effort is made to maintain confidentiality, inclusion of private health information via email is done at your own risk.

- I consent to email communication from Recovery Without Walls practitioners and staff.
- I do NOT consent to email communication from Recovery Without Walls practitioners and staff.
- I consent to voice mail communication from Recovery Without Walls practitioners and staff.
- I do NOT consent to voice mail communication from Recovery Without Walls practitioners and staff.
- I consent to text communication via Recovery Without Walls secure Google Voice text line, and/or with my practitioner from their personal phones.
- I do NOT consent to text communication via Recovery Without Walls secure Google Voice text line, and/or with my practitioner from their personal phones.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

## Office Policies:

The office staff attempts to answer phone calls between 9 am 5 pm, Monday through Thursday. We are closed on Friday. We are a small staff and have a limited capacity to respond to your needs over the telephone. Unless you have an urgent situation, we encourage you to make an appointment rather than use the phone to address your health needs.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

All after hour or other urgent phone calls should go through our answering service at 925-930-3670, that will page the on-call doctor. For emergencies, call 911.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

Receiving pain or other psychoactive medications from physicians outside of this office or increasing the dosage or frequency of your medications without prior approval may be grounds for termination of care from this office.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

## Service Rates:

### Medical Practitioners:

Howard Kornfeld, M.D.; Founder and Medical Director: \$600.00 per hour

Dan Ciccarone, M.D., M.P.H.: Staff Physician and Academic Liaison: \$600.00

Inna Zelikman, N.P.; Deputy Medical Director: \$380.00 per hour

## Cancellation Policy:

Cancellations must be made within 48 hours of your appointment or you will be charged the full rate of your scheduled visit. Monday appointments must be cancelled on Thursday as the office is closed on Fridays.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

## Administrative Service & Telephone Charges:

All activities requiring practitioner time outside of regular office visits including phone calls to the client and/or on the client's behalf, records review, document or letter preparation, travel time, and research, are billed based on the practitioner's hourly fee pro-rated to the nearest tenth of an hour. For example, based on Dr. Kornfeld's hourly rate, every 6 minutes (tenth of an hour) is equivalent to \$60.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

## **Insurance Reimbursement:**

Clients who carry insurance should remember that professional services are charged to the patient and not to their insurance company. Upon request, staff will supply you with the necessary documents to submit to your insurance company for reimbursement.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

If you would like to submit the cost of your visits to your insurance company for reimbursement, a diagnosis code is required. These diagnosis codes may indicate mental health or substance use diagnoses. Due to the sensitive nature of this information, please consider carefully whether or not you would like us to include diagnosis codes on your bills.

Please choose one of the two options below:

- Include diagnosis codes on my invoices.
- Do not include diagnosis codes on my invoices.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

Medication prior authorization attempts completed by our office are time consuming and may be non-productive. Administrative work by practitioners and office staff spent on prior authorizations will be billed at the practitioner's regular hourly rate. Please consider this when requesting our office to spend time on this process.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

Howard Kornfeld, M.D. has withdrawn from the Medicare program and is excluded from participation under Section 1128 of the Social Security Act. Therefore, services rendered by our office will be paid privately by the client. By initialing below, you agree that this constitutes as a private contract to bill outside Medicare program.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

## **Refills, Laboratory Services:**

All medication refills are best taken care of during your appointment time. If they are not, we require 48 hours' notice to refill medications. You will be billed at practitioners' hourly rate for time spent on refill requests.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

Lost or stolen prescriptions will require a police report and may not be replaced.

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

Urine drug screens: \$15.00

Saliva drug screens: \$40.00

pt initial: \_\_\_\_\_ guarantor initial: \_\_\_\_\_

### **Method of Payment:**

Payment is accepted by credit card only, unless other arrangements have been made. By signing below, you are giving our office permission to charge the credit card listed for all services rendered.

Although we are not a covered entity under HIPAA, we do maintain strict confidentiality of medical information in accordance to state and federal law and to the same standards as HIPAA. If you request a chargeback from your credit card company after receiving services, your signature below also indicates your consent for us to provide medical information when necessary to the company in a confidential manner.

Name on Credit Card: \_\_\_\_\_

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

Expiration Date: \_\_\_\_/\_\_\_\_ Card Security Code: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

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

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

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

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

### **Patient Release of Information to Financial Guarantors:**

When a patient relies on a financial guarantor, conversations between practitioners and guarantors regarding the nature of care, patient's progress and explanation of services are often necessary. By signing below you allow Howard Kornfeld, M.D. and Associates and *Recovery Without Walls*, to release to and receive information from your financial guarantor regarding all aspects of care and services.

Financial Guarantor Name: \_\_\_\_\_

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

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

Witness: \_\_\_\_\_

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

Please note and understand that the terms and conditions of treatment will apply to any family members, friends, or health care professionals that with your authorization may need to be contacted to better coordinate your care.

Any time spent corresponding with such individuals (including telephone and electronic communication) is billable to you at the rates outlined above.

**If you have any questions, please do not hesitate to ask. It is a privilege to assist you in your recovery and health improvement efforts. We understand that these health issues often require a significant amount of time, effort, patience, and honest communication. The end result is the integration of body, mind, and spirit. We look forward to assisting you in this process.**

By signing this form, I consent to the above terms and conditions of treatment and acknowledge that I have read and fully understand the contents of this document. I recognize that I have received a copy of these policies for my future reference.

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

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

**Financial Guarantor:**

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

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