

## NEW CLIENT INFORMATION

Name \_\_\_\_\_ Age / Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

- May we leave a message on the phone and if so which do you prefer. **Y N** (please circle)

**Home #    Cell #    Work#**

E-mail \_\_\_\_\_ Occupation \_\_\_\_\_

### EMERGENCY CONTACT

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

Relationship to Client \_\_\_\_\_

### PARENT OR GUARDIAN OF MINOR

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail \_\_\_\_\_ Occupation \_\_\_\_\_

### PRIMARY SYMPTOMS OR DIAGNOSIS

**HOW DID YOU LEARN ABOUT Alaska Neurofeedback LLC?**

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**REFERRED BY** \_\_\_\_\_

**PHYSICIAN**

Name \_\_\_\_\_ Specialty \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

**MEDICATIONS:**

Name	Amount / usage	What it is for

# AGREEMENT TO PAY FOR PROFESSIONAL SERVICES

## **APPOINTMENT SCHEDULING:**

We ask your cooperation in maintaining a schedule and keeping appointments. If you want a regular appointment time, we will schedule your sessions for the same days and times each week. New appointments can also be scheduled after each session.

## **APPOINTMENT CANCELLATION POLICY:**

We ask that you please provide at least 24 hour notice if you need to cancel an appointment. Other clients might be able to fill a cancelled appointment time. You may be charged the full session fee if we do not receive 24 hour notice of cancellation. We recognize that there are times when emergencies arise, and we ask your cooperation in notifying us as soon as possible when your plans change.

## **PAYMENT AGREEMENT:**

Although other persons or insurance companies may make payments on your account, you are responsible for the services provided by Alaska Neurofeedback LLC at the time of service.

## **INSURANCE REIMBURSEMENTS:**

You are responsible for payment at the time of service and for submitting claim forms to your insurance company. On your request, we will supply you with statements containing information needed by your insurance company.

Please note that we may release information required by your insurance company in order to process your claim. While we will attempt to maintain an appropriate level of confidentiality, we have no control over the information once it leaves our office. Insurance companies should keep your information confidential. However, you may wish to check with the company providing coverage about their confidentiality policies.

## **REFUND POLICY:**

We offer a discounted fee with prepayment for 21 (45 minutes) sessions. If you decide to terminate neurofeedback training before completing the 21 (45minute) sessions, already completed sessions will be billed at the usual non-discounted per-session fee. Any remaining balance will then be refunded to you.

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Signature of Client (or responsible party)

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Date

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# CONFIDENTIALITY / MANDATED REPORTER STATEMENT

Alaska Neurofeedback LLC, in offering EEG biofeedback, as well as other clinical services, understands the confidential nature of client information. Although information shared during the course of treatment is designed to be confidential, it is important to understand the limits and definitions of confidential material.

Information shared with Alaska Neurofeedback LLC staff become part of the treatment file. Review of pertinent treatment material occurs on a regular basis with the treatment team.

Although treatment is designed to be confidential, some staff members by law are licensed clinicians and health providers, who by the nature of their license have specific criteria for when confidentiality can and must be breached. While confidential information can normally be released by Alaska Neurofeedback LLC only when there is a written release from the client, there are the following exceptions:

Personnel are mandated reporters for a reasonable suspicion of child, dependent or elder abuse. If such a suspicion arises, they are mandated to report it to the authorities. Confidentiality can and must be breached when clients present a danger to themselves or others (suicide or homicidal ideation). While it is their legal responsibility to report, it is also their ethical responsibility to help negotiate such a crisis. Intent to destroy property may also be cause for breaching confidentiality. When treatment records are under a court subpoena, records and confidential communications can also be breached.

I hereby consent to treatment under the terms and limitations as described in this document.

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Signature

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Date

## INFORMED CONSENT

Alaska Neurofeedback LLC offers EEG (brain wave) biofeedback training to clients in connection with a variety of conditions that appear to be associated with dysregulation of brain activity, including hyperactivity and attention deficits, behavior problems, sleep disorders, depression, anxiety, chronic pain, brain injury, seizures, and other conditions. EEG biofeedback training is also provided for clients who wish to enhance brain regulation for improved performance.

The staff at, Alaska Neurofeedback LLC are not physicians. The staff is made up of licensed or certified and non-licensed or non-certified personnel with expertise in various health related professions. They are aware, by experience and through the literature, of beneficial effects of the kind of biofeedback they offer, including remediation of attention deficits and hyperactivity, recovery from some of the consequences of brain injury, and the reduction of incidence and severity of seizures. Scientific investigation is ongoing to determine the mechanism by which these benefits are achieved. At present, Alaska Neurofeedback LLC recommends the training on the basis of empirical observations of improvement in clients with similar conditions.

No guarantee is made that any individual client will improve with training. It is possible that for a few clients who do experience benefit, the improvement may fall off after the cessation of training. Those individuals would benefit from periodic follow-up or booster sessions. The training appears to be a harmless procedure as far as is known at present. No injuries are known in the experience of Alaska Neurofeedback LLC, or in the literature reviewed. It is a non-invasive procedure. Nevertheless, beyond this, Alaska Neurofeedback LLC does not make any representation concerning the safety or efficacy of training. Any questions should be addressed to the prospective client's physician. The client should continue ongoing therapies until otherwise advised by a physician.

It is the client's responsibility to monitor the subjective effects of training and to continue training so long as benefit is perceived. The research literature indicates that there are some individuals who are apparently unaffected by the training. Accordingly, Alaska Neurofeedback LLC encourages the client to evaluate progress after about ten sessions to determine if further training is indicated. Alaska Neurofeedback LLC invites discussion at this point, or at any point in the training.

By signing this form, the client indicates his/her understanding of the principles set forth here, and waives any claim of damages due to the training, including worsening of the client's condition for which the training was undertaken, claimed side effects, or the failure to improve with training. In addition, the client agrees to take full responsibility for his/her training, the benefit of such training, or the lack thereof, and further agrees to hold Alaska Neurofeedback LLC harmless from all claims associated with such training.

If there is a need to speak directly with your primary care practitioner, or if we need further information (reports, tests, etc.), we will request that you sign a release of information allowing us to have that communication. The client further agrees that the data obtained in connection with the EEG biofeedback may be used by Alaska Neurofeedback LLC in publications, with the protection of the privacy and preservation of the anonymity of the client. The client agrees to submit any dispute with Alaska Neurofeedback LLC to binding arbitration under the rules of the American Arbitration Association.

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Signature of Client (or responsible party)

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Date

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