

PATIEN	T INFORM	ATION		102 103 103 103 103 103 103 103 103 103 103	
Patient Name (Last)	(First)		Home Pl	Home Phone	
Address.		Cellular Numbe Email Address:	r:		
City/State:	Zip Code	D.O.B		Soc. Sec. #	
Race African American/Black Asian/Pacific Islander Hispanic/Latino Caucasian Native American Other:	Gender: Marital Status Single Married Divorced Separated Widow(er)			Age:	
Employer/ School:			(If appli	cable) Grade:	
RESPO	ONSIBLE PA	ARTY	North Commence		
Name of Parent/Guardian	Phone Number if Different from Above				
Address (If different from above)	Employer:		Work	Number:	
Relationship to the Patient Mother Legal Guardian Foster Parent Father Family Member Other:	Occupation:		Marita Single Separa Marri	ated Widow(er)	
INSURAN	CE INFORM	ATION		Marian Substitution	
Medicaid Yes No	Medicaid Nu	ımber:		December of the Control of the Contr	
Primary Insurance Company Name:	Person Carryi	ing Insurance:			
Is Insured Through Employer? Yes No	Employer:				
Insured Birthdate:	Patient's Relationship to the insured				
Policy Number:	Group Numbe	er:	Insured So	cial Security Number:	
Secondary Insurance Company Name:	Person Carryi	ng Insuránce:	Is Insured Yes N	Through Employer?	

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Patient Information Form



Employer:	Insured Birthdate	Patient's Relationship to the insured	
Policy Number:	Group Number:	Insured Social Security Number	
PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize release of any Medical Information to process claims related to my treatment and authorize Payment of medical benefits to this service provider.			
Signed X	I	Date:	



ADMISSIONS AGREEMENT

Initial each paragraph agreed to:	
I	(client or parent/legal guardian if under
Request admission for myself, child or ward to NIA services and treatment, understand that I will not be deprive that I can discharge myself, child or ward from NIALife Ceverbal notice to the Administrator. I have received a copy of Behavioral Health and as written in policy and has been exphave received information concerning Client's Rights and the	ed of my legal rights and responsibilities and enter for Counseling, LLC upon written and/or f my Bill of Rights developed by Magellan blained to me. In addition, I acknowledge that I
I acknowledge that the confidentiality regulations employee, contractor or visitor to NIALife Center for Countrication of the Division of Mental Health, Abuse Services that as a client in one of its agencies, I (child and continuity of care. In order to accomplish this, informat for quality care without consent in accordance with a. s. 122 122C-54 (h), this agency is required to disclose confidential mandatory reporting and disclosure law relevant to the suspechildren.	seling, LLC can divulge information to any isent. I also understand that divulging meanor and is subject to civil penalties. I Developmental Disabilities and Substance d or ward) shall receive appropriate treatment ion may be shared between treating agencies 2C-52 through 122C-56, to comply with G.S. Information for the purpose of complying with
I understand that NIALife Center for Counseling, Lattending physicians will NOT be held responsible for any a condition while out in the community and in any of the above	accidents or the deterioration of the client's
I have received my Handbook and have been orientagree to follow the policies and procedures of the organizations a recipient of services and that failure to fully participate Center for Counseling, LLC may result from discharge from	on. I understand my rights and responsibilities as described by the regulations of NIALife
I was educated and provided information by NIALife (regarding my or my child's diagnosis and treatment.	Center for Counseling, LLC Providers



RESTRICTIVE INTERVENTION AND/OR PHYSICAL RESTRAINTS

Refusal to Sign	Date
Parent/Guardian (if applicable)	Date
	Date
SIGNATURES: Patient Name	D.
I do not want visits or contact with the following people:	
I will be notified of any serious illness, any changes in medica	al treatment.
I authorize NIALife Center for Counseling, LLC to provide in the care of its team members.	first aide assistance to the client while
such as seclusion and restraints. In the instance, a client becomes agg themselves or others, 911 emergency services will be notified.	



CONSENT FOR USE, DISCLOSURE AN INF		RELEASE OF PERSON ATION	AL AND HEALTH
Patient Last Name	First 1	Name	Middle Initial
Date of Birth	Telep	hone Number	
Address	City,	State,	Zip Code
Parent/Guardian/Caretaker Name (If applicable)	Relati	ionship to Patient	
		Office Use Only: Patient Number:	
I. PERSON OR AGEN The persons or agency can request the information to be released is described	patient		
Agency Name: NIALife Center for Counseling,LLC			
Address: 2929 Millerville Rd. Suite E	Address: 2929 Millerville Rd. Suite E		Zip Code 70816
Agency Contact and Title Ebony Christophe, LPC/Clinical Director			
Telephone Number: 225-349-8984		Fax Number 844-269-9818	3
II. PERSON OR AGEI The persons or agency may release the		ROVIDING THE INFORM	
information to be released is described			cation information, (The
Agency Name:			
Address:		City/State	Zip Code
Agency Contact and Title	***************************************		
Telephone Number		Fax Number	
III. INFORMATION INFORMATION The person or agencies marked in Section information or records marked below.	iton Lab (Please	check all that apply to the pat	ind exchange the ient's needs now and in

Consent to Release Information



Medical Information, including but not limited to operative, emergency, radiology, consultations, progress notes	Educational Records Developmental
Screening Information	•
Developmental Information	Mental Health/
Psychological Records	
Speech/Language	
Other:	

SPECIFIC AUTHORIZATIONS: The following information will not be released unless you specifically authorize it by marking the relevant box below:

I specifically authorize the release of information pertaining to mental health diagnosis or treatment or psychological information (Welfare & Institutions Code (SS5328, et seq)

THE PATIENT'S INFORMATION MAY BE USED TO:

- 1. Get more services
- 2. Allow various professionals to understand the patient's development.
- 3. Allow various professionals to help coordinate medical and non-medical services for the patient.

VOLUNTARY: I know that I do not have to sign this consent form. I can refuse to sign this consent form and it will not affect the services I and/or my child gets from this agency.

LENGTH OF TIME : This cons	ent will be valid from the date I sign this form until
	(date). If no date is entered, the form will be valid for one year after
the date that I sign the form.	_ · ·

WITHDRAWAL: I know that I can withdraw this consent at any time. To withdraw my consent, I must send a written note to the person or agency in Section I. The withdrawal will be valid as soon as the person or agency gets my note, but will not apply to information that has already been shared after I sign the consent form.

SHARING OF INFORMATION: I know that my information may be shared more than once by the persons and/or agency in Sections I and II. The information may no longer be protected by the HEALTH Insurance Portability and Accountability Act of 1996 (HIPAA). It may still be protected by other state and federal laws.

COPY: A copy of this consent form will be as good as the original. I know that I have a right to get a copy of this consent from if I ask for one.



Print Full Name	Signature
Relationship to Patient (If applicable)	Date



Tarki.	SMRKMINEY (GOLDS)	b PORRYL
Patient Name:(Last) (First)	(M.I)	Date of Birth:
Parent/Guardian Name (If applicable):		Telephone Number:
Patient Address:		
Emergency Contact Name:		Telephone Number:
Relationship to Patient:		Alternate Telephone Number:
Emergency Contact Address:		
I	above listed person at the tegency. I understand that person	onal information about the patient's
The permission to contact the emergency immediately upon discharge. Consent to this signed release.		
Patient (If older than 21)		Date
Parent/Guardian		Date

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Patient Emergency Contact Form



HEALTH & SAFETY PLAN				
Patient Name:	Date:	(Office Use Only) Patient Number:		
Parent/Guardian Name (If applicable)		<u> </u>		

All staff are trained and certified in first aid and cardiopulmonary resuscitation (CPR) annually. Staff shall in no instance administer or manage any medications, prescription or over the counter to any patient or family member. Staff is not liable for any harm or injury which may occur during an attempt of first aid or CPR.

PART 1. HEALTH & INJURY PLAN

In an event where staff is present, there is no medically certified professional present and a patient is seriously ill or hurt the following plan shall be implemented.

- Staff shall act as a first aid provider
- Staff shall either call 911 emergency personnel from his or her required work cellular phone or instruct the nearest responsible adult to contact 911 emergency personnel using the required work cellular phone.
- Staff will perform an initial and ongoing assessment of the injured or ill person
- Staff shall perform first aid or CPR only within the scope of the professional's certification until medical help arrives.
- Once medical professionals arrive, staff will contact the Executive Director to provide an oral report of the events.
- A written report of events will be completed and filed the following business day.

In an event where a staff is not present and there is no medically certified professional is present the following plan shall be implemented by the adult responsible for the patient.

- The care giver shall contact 911 emergency personnel immediately.
- The care giver shall provide an initial and ongoing assessment of the ill or injured person.
- The care giver should only provide first aid or CPR if certified or trained within a year of the event.
- Once medical help has arrived, if the care giver is not the legal guardian, the care giver should contact the legal guardian by telephone
- If the care giver is the legal guardian contact a staff member at 225-366-9605 once medical help arrives.
- Staff shall provide an oral report to the Executive Director immediately.
- A written report shall be completed and filed the following business day.

I have read and understand the health and injury plan. I accept and agree with the responsibilities of the organization and will implement the above plan when necessary. If I choose not to follow the health and safety plan, I will hold harmless the organization, its employees or assigned agents for any and all damages or liabilities which may occur as a result of voluntarily not following the said plan.

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The state of the s			
Varant/Lingralian Signatura (if a	nninghiel:	Dationt Company (It asses)	O\.
Parent/Guardian Signature (If a	DDNCADICI.	Patient Signature (If over 1	01
9	II.		e).

HEALTH & SAFETY PLAN



PART 2. DISASTER & EVACUATION PLAN

Staff assumes responsibility for the ongoing education of their patients and families regarding emergency preparation of a disaster of natural or manmade form. These disasters include hurricanes, tornados, floods, terrorism, fire, winter weather, heat and the release of hazardous materials.

The organization is responsible for providing a list of community resources to contact in case of a natural disaster to the families annually.

- Staff will first ensure the safety of themselves, family and property within 24 hours of an announcement of a disaster by the Louisiana Department of Homeland Security and Emergency Preparedness.
- Within 24 hours of an announcement of a disaster by the Louisiana Department of Homeland Security and Emergency Preparedness, staff will contact patient and/or parent/guardian of the patient.
- Parent/Guardian and/or patient shall contact the Executive Director, Behavioral Health Professional or Behavioral Health Specialist
- In the event of an emergency evacuation the patient and/or parent/guardian must keep with them the following:
 - 1. All medications in a water proof container
 - 2. Copy of the patient's birth certificate in a water proof container
 - Bottled water
 - 4. Identification
 - 5. Telephone numbers
 - 6. Flash lights
 - 7. Batteries
 - 8. Battery Powered Radio
- Staff shall provide a list of current shelters, food banks, evacuation routes, etc. that are available in the family's community.
- Within 24 hours of the end of the disaster or communication is available, contact staff to identify your location and safety.

In the event you are unable to contact a staff member, please follow all directions from the federal, state, and local government.

List 2 address in the event an evacuation is mandated during a disaster 1		
Address Code 2.	City/State	Zip
Address Code	City/State	Zip



List 2 telephone numbers to contact in the event of a disaster	
1. 2	
I understand, accept and agree with the responsibilities of mys event of a disaster. I will accept all responsibility if I do not fo	
Patient Signature (if over 18)	Date
Parent/Guardian Signature (if applicable)	Date

HEALTH & SAFETY PLAN



Member Name (First, Last Name): Member ID #:

Member DOB:

Healthy Louisiana Mental Health Rehabilitation Member Choice Form

Member Information: I am requesting services from a mental health rehabilitation (MHR) provider. I understand that I have the right to choose an agency to provide services to me or my child. I understand that I may only receive MHR services from one provider unless my health plan makes an exception. I may change providers if I am not satisfied with the services.

If assistance is needed with finding an MHR provider, review the list of providers located at your health plan's website below or call your plan for assistance.

- 1. **Aetna**: https://www.aetnabetterhealth.com/louisiana/find-provider or call 1-855-242-0802 Hearing impaired TTY/TDD 711
- 2. **Amerihealth Caritas Louisiana**: http://www.amerihealthcaritasla.com/member/eng/tools/find-provider.aspx or call 1-888-756-0004; TTY 1-866-428-7588
- 3. Healthy Blue: https://www.myhealthybluela.com/la/care/find-a-doctor.html_or call 1-844-227-8350 (TTY 711)
- 4. Louisiana Healthcare Connections: https://providersearch.louisianahealthconnect.com/ or call 1-866-595- 8133
- 5. **United Healthcare Community**: http://www.uhccommunityplan.com/la/medicaid/healthy-louisiana.html or call 1-866-675-1607 TTY: 1-877-4285-4514

The provider that I have freely selected to deliver MHR services to me or my child is:

Provider Name:	NIALIFE CENTER FOR COUNSELING, LLC.	
Provider Phone Number:	OFFICE: (225) 349-8984	
	FAX: (844) 269-9818	
Provider Contact Name:	EBONY CHRISTOPHE, MAPC, LPC.	
Provider Address:	14635 S. HARRELL'S FERRY RD. SUITE 3A, BAT	ON DOLLOT 1. TOTAL
By signing the form below, I un responsibility to notify my pre choose any MHR provider in m	vious provider so they can coordinate my care with my pay you	
Member/Legal Guardian Signa	ature	Date
Printed Member/Legal Guard	an Signature	Date
Providers Information: A Mer	nber Choice form is required prior to receiving any montal health.	

Providers Information: A Member Choice form is required prior to receiving any mental health rehabilitation services. This form requires member/legal guardian signature, date, identified provider with telephone and contact name. The provider is responsible for coordinating the transition of care with the member's previous provider prior to starting services.

J21. PU 3	
Provider's Signature	
Date	



Orientation to Behavioral Health Rehabilitation Program

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Patient N	ame:	(Office Use) Patient Number:
	n your orientation handbook are the following policies, forms Identification Form	s and expectations:
4	Brochure	
4	Code of Ethics	
4	Patient Rights & Responsibilities	
•	Crisis procedures with telephone numbers	
	Complaints, grievances and appeals procedures & forms	
4	Ways in which input can be given (Satisfaction Survey)	
	Confidentiality Policy	
	Abuse & Neglect Policy	
4	Seclusion & Restraint Policy	
4	Behavioral Health Rehabilitation Program Description	
4	Behavioral Expectations of the Person Served	
	Discharge Criteria	
4	Transition Criteria and Procedures	
	Response to the identification of potential risk to the person	served
*	Standards of professional conduct related to services	
	Requirements for reporting and/or mandated person served	
30 A	Fee Schedule	
	Health & Safety Policies	
	Rules & Expectations	
	Familiarization with the premises included emergency exits,	fire suppression equipment and first aid kits
	Identification of the purpose & process of the assessment	
	A description of the person centered plan	

1 of 1 Orientation to the Behavioral Health Rehabilitation Program

- Potential course of treatment
- Motivational Incentives
- Expectations for legally required appointments, sanctions or court notifications
- Identification of the person responsible for service coordination

I have received my orientation handbook; have been orientated and agree to follow the policies and procedures of the behavioral health rehabilitation program. I understand my rights and responsibilities as a recipient of services and that failure to fully participate as described by the behavioral health rehabilitation program may result in discharge from treatment.

	1
Patient Signature (If over 18):	Date
	A POTAL AND TO THE POTAL AND T
	•
D	_
Parent/Guardian Signature (If applicable):	Date
Person Responsible for Coordinating Services Signature:	Date
	Vertical and the second



Child & Adolescent Behavioral Health Rehabilitation Program Parent/Guardian Treatment Participation Agreement

Patient Name: (Office Use)Patient Number:
Parent/Guardian Name (Print)

The Child & Adolescent Behavioral Health Rehabilitation Program requires you as the parent/guardian to be involved and active in the treatment process of your child. In order to receive services in the Child & Adolescent program, we are required by the Louisiana Department of Health and Hospitals to have the full participation of the patient and parent/guardian. Our Child & Adolescent Behavioral Health Program works from a family systems model. We incorporate the entire family in the treatment process. You, as the parent/guardian, are an important part of the process. Therefore, we ask you to read this agreement carefully.

As a parent/guardian of a child being provided services by the Child & Adolescent Behavioral Health Rehabilitation team, I agree to participate in treatment in the following ways and understand that failure to do so may result in the discharge of my child from services due to noncompliance.

- 1. I agree to receive services from the Child & Adolescent Behavioral Health Rehabilitation team to include:
 - Licensed Behavioral Health Professional
 - Behavioral Health Professional
 - Behavioral Health Specialist
 - Licensed Psychiatrist/Advanced Practice Nurse Practitioner
- 2. I will make my child available for weekly sessions with a member of the treatment team for counseling, psychosocial skills training and community psychiatric support & treatment.
- 3. I understand failure to participate in sessions in a safe, sanitary and private environment may cause discharge due to noncompliance.
- 4. I, the parent/guardian, agree to communicate weekly with a member of the treatment team in regards to my child's treatment progress.
- 5. I agree to participate in treatment team meetings with my child and the treatment team once every 6 months and as needed to review treatment progress and update information.
- 6. I will maintain a current copy of my child's treatment plan and crisis plan and understand I may ask for a copy at any time.
- 7. I understand that my child has been diagnosed with a mental health disorder.
- 8. I will notify the Child & Adolescent Behavioral Health Rehabilitation Program of any changes to my contact information to include address, telephone numbers or email address.
- 9. I understand my rights of confidentiality as well as limits to confidentiality regarding my child's services.
- 10. I understand my rights as a person served by the Child & Adolescent Behavioral Health Rehabilitation Program.
- 11. I will treat the staff of the Child & Adolescent Behavioral Health Rehabilitation Program with respect and abide by the policies, procedures, regulations, and rules of the organization.
- 12. I understand I may discontinue services for my child at any time with verbal or written notification.

Parent/Guardian Signat	ure:
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Patient Name:	Date of Birth:	
Address:	Telephone Number:	
Parent/Guardian Name: (If applicable):		
Primary Care Physician (PCP):	Telephone Number:	Fax Number:
PCP Address:		
Psychiatrist:	Telephone Number:	Fax Number:
Psychiatrist Address:		
Other Physician:	Telephone Number:	Fax Number:
Physician Address:		
Please List All Medications:		
Please List All Current Medical and Psychological Di	agnoses:	
Please List All Allergies/Adverse Reactions to Medica	ations:	
Identify any important medical information:		
Signature:	Da	ite:

1 of 1 Physician's Information Form



£Name of Medication:

Patient Name:

Patient Number:

By Mouth

INFORMED CONSENT FOR PSYCHOTROPIC MEDICATIONS

Your physician has prescribed the psychotropic medication(s) listed below. In order to make an informed decision, you must be provided with information (verbal and/or written) including the following:

- 1. The nature of your psychiatric condition (diagnosis).
- 2. The reasons for taking such medication(s), include the likelihood of improving or not improving without such medication(s).
- 3. The name, dosage, frequency, route of administration and duration of prescribed medication(s).
- 4. The possible side effects of the medication(s) known to commonly occur and may possibly cause birth defects.
- 5. Duration and continuation of medication(s) will be discussed with you and your treating Psychiatrist/Nurse Practitioner during each visit

Dosage:	Frequency		2) 1120411
Dosage.	Prequency	up to: mg/day	Duration: "24 mos "12 mos "Other
£Name of Medi	cation:		By Mouth
Dosage:	Frequency	up to: mg/day	Duration: "24 mos "12 mos "Other
£Name of Medie	cation:		By Mouth
Dosage:	Frequency	up to: mg/day	Duration: "24 mos "12 mos "Other
£Name of Medic	cation:Frequency		By Mouth
Dosage:	Frequency	up to: mg/day	Duration: "24 mos "12 mos "Other
£Name of Medic	cation:		By Mouth
Dosage:	Frequency	up to: mg/day	Duration: "24 mos "12 mos "Other
£Name of Medic	cation:		By Mouth
Dosage.	Frequency	up to: mg/day	Duration: "24 mos "12 mos "Other
£Name of Medic	ration: Frequency		By Mouth
Dosage:	Frequency	up to: mg/day	Duration: "24 mos "12 mos "Other
 Psychotherapy Family Therapy Your signature be The above me You have rece I have been of benefits and s I hereby give 	"Group Therapy Flow acknowledges that: edication(s) and treatment leived all the information you educated on medications paide effects of prescribed m my consent to treatment you	ning "Community Psychiatric" Other: nave been adequately discussed ou desire concerning such medicus prescribed and had an opportunedicine(s). Patient/Parent/Guz	with you and should be taken only as prescribed. cation(s) and treatment. nity to consult with the prescriber regarding the specific ardian initials: and that I may seek additional information, and that I may
Patient Signature*	•		Date:
Parent/Guardian S	ignature*(If Under 18):		Date:
Physician/Nurse P	ractitioner Signature:		Date:



*Unable to obtain Patient/Parent/Guardian signature – Document Reason:	

MAGELLAN HEALTH SERVICES MEMBERS' RIGHTS AND RESPONSIBILITIES STATEMENT

Statement of Members' Rights

Members have the right to:

- Be treated with dignity and respect.
- Be treated fairly, regardless of their race, religion, gender, ethnicity, age, disability, or source of payment.
- Have their treatment and other member information kept confidential. Only where permitted by law may records be released without the member's permission.
- Easily access care in a timely fashion.
- Know about their treatment choices. This is regardless of cost or coverage by their benefit plan.
- > Share in developing their plan of care.
- Receive information in a language they can understand.
- Receive a clear explanation of their condition and treatment options.
- Receive information about Magellan, its providers, programs, services and role in the treatment process.
- Receive information about clinical guidelines used in providing and managing their care.
- Ask their provider about their work history and training.
- Give input on the Members' Rights and Responsibilities policy.
- Know about advocacy and community groups and prevention services.
- If asked, Magellan will act on the member's behalf as an advocate.*
- Freely file a complaint or appeal and to learn how to do so.
- Know of their rights and responsibilities in the treatment process.
- > Request certain preferences in a provider.
- Have provider decisions about their care made on the basis of treatment needs.
- Receive information about Magellan's staff qualifications and any organization Magellan has contracted with to provide services.*
- Decline participation or withdraw from programs and services.*
- Know which staff members are responsible for managing their services and from whom to request a change in services.*

Statement of Members' Responsibilities

Members have the responsibility to:

- Treat those giving them care with dignity and respect.
- Give providers and Magellan information that they need. This is so providers can deliver quality care and Magellan can deliver appropriate services.
- > Ask questions about their care. This is to help them understand their care.
- Follow the treatment plan. The plan of care is to be agreed upon by the member and provider.
- Follow the agreed upon medication plan.
- Tell their provider and primary care physician about medication changes, including medications given to them by others.
- Keep their appointments. Members should call their provider(s) as soon they know they need to cancel visits.
- ➤ Let their provider know when the treatment plan is not working for them.
- Let their provider know about problems with paying fees.
- Report abuse and fraud.

products.

- Openly report concerns about the quality of care they receive.
- ➤ Let Magellan and their provider know if they decide to withdraw from the program.*

My signature below shows that I he rights and responsibilities, and the information.	ave been informed of my at I understand this
Member Signature	Date

* This standard is required for our Condition Care Management (CCM)

The signature below shows that I have explained this statement to the patient. I have offered the member a copy of this form.

Provider Signature Date



Patient Name:	Date of Birth:
the Louisiana Department of Health and Ho and accredited by Commission on Accredita psychiatric care, medication management, c children, adolescents and adults diagnosed v licensed medical practitioners, licensed beha	ioral health rehabilitation organization licensed by spitals and the Louisiana Office of Behavioral Health tion of Rehabilitation Facilities (CARF) to provide ounseling, skills training, support and advocacy to with a mental illness. Our services are provided by avioral health professionals, master's degreed aced, professionally trained bachelor's degreed
The parent/guardian of to provide these services weekly to the clien information regarding the client's treatment.	gives permission for staff t named above during school hours and to exchange and progress with school administration. Consent to the date of signature below or with the expressed uring treatment.
Staff will provide a pictured identification bavisit. Our staff agrees to abide by all rules, povisiting the campus.	adge and sign into the school building upon each olicies and procedures regulated by the school while
Parent/Guardian Signature	
*If you have any questions or concerns regarding our	Date services or staff please contact Program Coordinator at the
telephone number below. For more information regard	ling our services you may also email us at info@nialife.org.

1 of 1 School Permission Form