

Total Wellness Psychiatry

550 Sylvan Ave, LL #5 | Englewood Cliffs, NJ 07632 | (201) 397-2067 | audreylongson@totalwellnesspsychiatry.com

Physician Client Agreement

Thank you for your interest in Total Wellness Psychiatry. This document contains important information about professional services and business practices. Please read it carefully and return a completed/signed copy at or prior to your first appointment with Dr. Longson.

General Information

Date: _____

Name: _____

Age: _____ Date of birth: _____ Social Security Number: _____

Home address: _____

Preferred phone: _____ cell home work other

Okay to leave detailed messages on this phone? yes no

Other phone: _____ cell home work other

Okay to leave detailed messages on this phone? yes no

Email address: _____

Do you wish to receive email communications from Total Wellness Psychiatry? yes no

How did you hear about Total Wellness Psychiatry?

Please describe your ideal mental health care practice, how can we best serve you?

Referred by: _____

If another healthcare provider:

Address of referrer: _____ City: _____ State: _____ Zip: _____

Phone of referrer: _____

Current therapist, if not referrer: _____

Therapist address: _____ City: _____ State: _____ Zip: _____

Therapist phone: _____

Primary care provider: _____
Address: _____ City: _____ State: ____ Zip: _____
Phone: _____

Pharmacy of choice: _____
Pharmacy phone: _____

Employer: _____
Employer Address: _____ City: _____ State: ____ Zip: _____

Emergency contact: _____
Relationship: _____ Phone: _____

Person responsible for payment, if other than client: _____
Payee address: _____ City: _____ State: ____ Zip: _____
Payee phone: _____

Education

Degree(s) earned: _____

Any learning problems in school? _____

Any behavioral or hyperactivity problems in school? _____

Recent Work History

Hobbies/Recreation

Family Information

Relationship	Particularly close?	Name	Age	Living with you?	Serious Impairments	Deceased
Mother						
Father						
Siblings						
Children						
Spouse / Partner						
Previous partner(s)						
Other significant people						
Pets						

Any experiences, deaths, or major losses in your life that have been particularly difficult for you? _____

Medical History

Previously diagnosed medical conditions: _____

Do you have any history of kidney, liver, or thyroid illness? _____

Any history of head injury that included loss of consciousness? _____

Have you ever suffered a seizure? _____

Allergies (indicate what sort of reaction to each medication): _____

Medications you are currently taking, including dose and frequency

Medication	Dose	Frequency

Do you follow up regularly with your primary care doctor? _____

Have you noticed any new onset of troubling symptoms such as memory troubles/dizziness/change in vision/headaches? _____

Do you suffer from chronic pain? yes no

If yes, what do you do to manage this issue (names of medications, etc.)? _____

How much alcohol do you drink each day? _____ Week? _____

How many caffeinated beverages (coffee, soda, tea, etc.) do you drink each day? _____

How much tobacco do you use per day? _____

Do you have any nutritional concerns? _____

Do you currently or have you ever routinely used any illicit substances (marijuana, cocaine, heroine, illegally acquired prescription pain meds, etc.)?

yes no

If yes, please list type of substance used, when, and for how long.

Substance Used	Initial Use Date	Duration

Have you ever spent time in a rehab/detox facility to help you quit drugs and/or alcohol?

yes no

If yes, please provide details. _____

Psychiatric History

Past psychiatric diagnoses you have received: _____

Psychiatric medications you have tried in the past (indicate if any were especially helpful or caused problems):

Prior Psychiatric Medication	Approx Start Date	Duration	Dosage	Especially Helpful or Problematic?

Please describe any prior psychiatric treatment, including any hospitalizations: _____

Why are you seeking help at this time? _____

What are your treatment goals? _____

Symptom Checklist

Please check the column that best describes how frequently you have experienced each of the symptoms below. Use the last column to note with a check the 3 symptoms that bother you the most.

Symptom	Frequency				3 Most Bothersome
	Never	Rarely	Sometimes	Often	
Depressed Mood					
Thoughts of death, dying, or suicide					
Urge to harm yourself (cutting skin, etc.)					
Thoughts (or actions) of harm/violence towards other people, property, animals					
Intense Fears (planes, heights, insects, etc.)					
Unwanted or intrusive thoughts					
Doing things over and over (checking lights, washing hands, cleaning, etc.)					
No memory for blocks of time					
Hearing things not heard by others					
Seeing things not seen by others					
Suspiciousness/paranoia					
Difficulty sleeping					
Eating difficulties					
Difficulty concentrating					
Sexual problems / difficulties					
Anxiety					
Feeling panicked/panic attacks					
Frequent nightmares					
Frequent thoughts about past negative experiences/re-living traumatic events					
Difficulty with memory					
Unusually high energy					
Unusually low energy					
Mood swings/irritability					
Excessive drug/alcohol use					
Fear of social situations					
Fear of being overweight					
Vomiting/purging for weight management					
Difficulty controlling temper					
Excessive risk-taking					
Disorientation					
Trouble controlling impulses					
Low self-esteem					
Premenstrual symptoms					
Fear of leaving the house					
Problems with partner or other significant person(s)					
Fear of dying					
Physical pain					
Fear of being sick					
Feeling detached from others					
Addictive behavior					
Other:					

SERVICES

Dr. Longson treats a variety of mental health issues, including but not limited to, depression, anxiety/panic, bipolar disorder, schizophrenia, addiction, trauma, grief, difficulty adjusting to challenging life circumstances, obsessive compulsive disorder, and stress.

Dr. Audrey Longson has a particular interest in treating the whole person, not just the symptom and will therefore work with you to explore how your troubling issue may be impacting your important relationships, employment, general health and wellbeing. She is experienced in assisting distressed professionals (physicians, attorneys, university professors and students, finance/executives, etc.) and can offer discrete treatment to fit your schedule.

Total Wellness Psychiatry can provide both psychotherapy and medication management. Many clients find it advantageous to see the same provider for both therapy and medications. Other clients come to Dr. Longson for medication management while continuing to work with a separate psychotherapist. Either plan can work well.

Practice Structure

Total Wellness Psychiatry is located in an office suite with other independently-practicing mental health care professionals. While we share office space, Total Wellness Psychiatry is independent of other professionals in providing you with clinical services.

Office Hours

Dr. Longson is available Monday through Friday and keeps flexible office hours in order to accommodate her client's busy schedules. When you telephone to make an appointment, we will work together to find a time that fits into your schedule. Premium office hours (weekends, evenings, and some holidays) can be arranged as well as concierge service (treatment provided in the convenience of your office in NY or NJ) - please inquire when you telephone Dr. Longson.

Initial Evaluation

Our first meeting will last approximately 1 to 1 & 1/4 hours. We will discuss the issues that have led you to seek assistance, your past history, current life status, and treatment goals. By the end of this meeting, the #1 goal is to provide you with a sense of whether and how Total Wellness Psychiatry may be able to help you. We may be able to work out an initial plan of treatment by the end of this meeting, but often an additional meeting or two is required to fully develop a plan of care.

Ongoing Sessions

The nature and frequency of our ongoing meetings depends on a variety of factors:

If you chose to see Dr. Longson primarily for medication management, we will usually meet for 20-30 minute sessions (after the evaluation phase). These meetings may occur as often as weekly (during initial medication trials, during medication adjustments/changes, or during periods of excess life stress) or as infrequently as three times a year (if you are feeling well and your medications are stable.) Except in unusual circumstances, we will need to meet at minimum once every four months; this is essential for maintaining good contact and oversight of your medications.

If you will be seeing Dr. Longson for psychotherapy, we will generally meet for 50 minute sessions on a more regular basis, often 2-4 times monthly. The exact frequency depends on your needs and preferences.

Contacting the Doctor

The best way to contact Dr. Longson is generally via telephone at (201) 397-2067. If she is in the office and not with a client, she will answer the phone in person. Otherwise, please leave a message. Dr. Longson generally checks messages daily when out of the office, but if the matter is not urgent she may not return your call until back at the office.

In general, telephone contact is limited to scheduling appointments or brief discussions regarding medication refills. If issues arise that require a lengthier discussion, it is preferable that we arrange for a session in the office.

Email is often the most efficient way to reach Dr. Longson for very routine matters such as scheduling appointments and requesting medication refills. Her email address is audreylongson@totalwellnesspsychiatry.com.

You may also access email and send messages via the "Contact" page on the website www.totalwellnesspsychiatry.com. Please consider that email may have a lower level of privacy than the telephone; if you choose to use email, please do not use it to communicate about sensitive clinical matters.

Medication Refills

It is our shared responsibility to ensure that you do not run out of your medications between appointments. It is safest and most efficient for Dr. Longson to provide you with new prescriptions when you are at the office in person, so please check on your supply of medication (and refills) prior to our office visits.

If you are running low on medication between visits, ***please contact Dr. Longson at least five days before you run out.*** This ensures enough time to access your file, call in your prescription, and sort out any issues that might arise. As Dr. Longson will sometimes be out of the office when she receives your refill request, you can help ensure that your prescription is filled quickly if you leave ***all*** of the following information in your message:

- Your date of birth
- Your pharmacy phone #
- Your phone #
- The full medication name (e.g., Effexor XR, Ambien CR)
- The medication strength (e.g., 1mg, 20mg)
- The exact way you take the medication (e.g., "one-half tablet in the morning and two tablets at night.")

If you do not leave all of this information, Dr. Longson will not be able to call in your prescription until back at the office with access to your file, which may mean a delay of several days for your refill request.

Emergencies

As a private solo practitioner, Dr. Longson does not provide continuous "crisis management" services. If you anticipate (or have had a history of) needing frequent crisis services, you may be better served by working with an agency that can provide more comprehensive coverage from a variety of practitioners; this is something we can discuss during your initial visit.

However, the doctor does strive to be available to established clients whenever there is an urgent situation, and you may contact Dr. Longson if a crisis should arise. Please take the following steps in case of an emergency:

During usual office hours (M-F, 9-5), telephone the office at (201) 397-2067. If Dr. Longson does not answer, leave a brief message stating that you have an urgent problem. If this method is unsuccessful in reaching the doctor within the time frame needed and/or you are in a hazardous situation (hazardous to self or others), please do one or more of the following immediately:

If you are in Bergen County NJ, call the Bergen County Crisis line at (201) 262-4357

If you are outside of Bergen County NJ and wish to find crisis support for your area within NJ go to <http://www.nj.gov/humanservices/dmhs/services/centers/>

If you are in NYC, call 1-800-LifeNet

If you are outside of NYC and wish to find crisis support for your area within NY go to <http://www.omh.ny.gov/omhweb/speak/speakcrisisnumbers.asp>

As always, if you or someone you know is in imminent danger of hurting themselves or someone else, call 911.

The National Crisis Hotline 1-800-273-TALK (1-800-273-8255) is available from anywhere in the country at any time, day or night. Remember, having strong thoughts or impulses to harm yourself (or others) *IS* a medical emergency; in such a situation it is completely appropriate to contact 911 or seek help immediately at your nearest emergency room. The personnel there will be able to get you help you need.

Privacy

Privacy is a critical component of all mental health care. Confidence in your psychiatrist's ability to protect your privacy is essential for comfortable and effective treatment. Dr. Longson guarantees her clients the highest level of privacy protection. At larger clinics or agencies your personal information may be seen by receptionists, administrative assistants, dictation typists, billing clerks, etc. This is not the case at Total Wellness Psychiatry. Dr. Longson is the only person with access to your file. As a rule, unless you provide specific authorization, your information will not be released to anyone.

Details of our privacy policy, including emergency exceptions to confidentiality, are available under the Privacy Policy section on www.totalwellnesspsychiatry.com/faq.

The Health Insurance Portability and Accountability Act (HIPAA) requires that Total Wellness Psychiatry make available to you a description of how medical information about you may be used or disclosed and how you can get access to this information. This is called the Notice of Privacy Practices and is available on our website under Getting Started and the Privacy Policy section of the FAQ page.

Your signature acknowledges that you are aware of the above documents and policies and a copy has been made available to you. You agree to be bound by terms outlined in both our privacy policy and HIPAA guidelines.

Payment

Total Wellness Psychiatry operates on a fee-for service basis only. This means that your fee for each meeting will be due at the time of your session. In certain circumstances we can arrange a billing situation (for example, if another person will be paying for your treatment.) Payment methods accepted include personal checks, cash or credit card. **Please note, credit cards will incur a 3% surcharge.**

Fees

Primary Services	Rate
Initial Evaluation, 60 - 90 minutes:	Please contact Dr. Longson to discuss fees.
Follow-up, 45 - 60 minutes	Please contact Dr. Longson to discuss fees.
Follow-up, 20 - 30 minutes	Please contact Dr. Longson to discuss fees.
Telephone calls	No fee for brief calls. Calls >10 minutes will be pro-rated at hourly rate.
Evening/Weekend/Holiday/Concierge (office visits)	Please contact Dr. Longson to discuss fees.

Fees for the aforementioned services are based upon either:

- 1) Your insurance company's allowance for out of network benefits or
- 2) A sliding scale, if you are currently uninsured/underinsured.

Other Services	Rate
Writing of reports, letters, etc.	\$150/hr, to be paid in advance
Supervision of mid level providers (psychiatric nurse practitioners, etc.)	Please contact Dr. Longson to discuss fees.
Legal services	Please contact Dr. Longson to discuss fees.
Independent Medical Exams	Please contact Dr. Longson to discuss fees.
Bariatric Surgery Evaluations	Please contact Dr. Longson to discuss fees.
Suboxone treatment fees	Please refer to Suboxone link on www.totalwellnesspsychiatry.com

Fees are subject to change. However, any fee changes will be discussed with all established clients in advance, where applicable.

Insurance

Total Wellness Psychiatry does not participate directly in any insurance networks or HMO panels. Involving insurance companies in mental health care can compromise the quality of care and client's privacy. Dr. Longson will provide you with a detailed service receipt at the end of each meeting, upon request. Many clients are able to obtain substantial reimbursement for services rendered by submitting these receipts to their insurance companies. Many clients also now have insurance coverage with high annual deductibles or healthcare savings accounts (HSA); payments for Dr. Longson's services may help count towards your deductible or be reimbursable to you from your HSA. You are advised to contact your insurance company to inquire about these matters prior to beginning treatment with Dr. Longson.

Cancellations

When you make an appointment with Dr. Longson, the time is reserved exclusively for you. Barring emergencies, you will be seen at our scheduled time. Dr. Longson respects your time and does not double-book or over-book her schedule.

Because of this, Dr. Longson's policy is that you provide as much notice as possible should you need to cancel or change an appointment, by telephoning (201) 397-2067.

Cancellation Policy

Cancellation 24 hours or more before appointment: No Charge

Cancellation less than 24 hours before appointment: \$100

Cancellation without notice (no-show): Full scheduled appointment fee due

The cancellation fee must be paid prior to our proceeding with treatment. Fees are subject to change.

RISKS Associated With Treatment

Please be aware that there can be risks associated with both psychiatric medications and psychotherapy. Your safety and well-being are a top priority to Dr. Longson. However, in many situations progress cannot be made without assuming some risk of adverse effects.

Medication Risk

All medications (prescription, over the counter, supplements/vitamins, etc.) have the potential to cause unwanted side-effects, some of which may be quite serious. Prior to starting any new medication, we will discuss the most common and most serious potential side effects of the medication. Dr. Longson will answer any questions you may have about the recommended medications, at any time. However, please be aware that no medical provider can practically inform you of every possible side effect of each medication.

You must keep Dr. Longson informed of any serious side-effects you experience, changes in your medical conditions, and new medications prescribed by other providers. You are also responsible for notifying all other medical care providers of any new psychiatric medications you may be prescribed as many medications can potentially interact with each other to cause unwanted side effects.

You are strongly encouraged to read more information about specific psychiatric medications prescribed to you. Please visit the "Services" page at www.totalwellnesspsychiatry.com for more information.

Risks associated with psychotherapy

Psychotherapy may carry risks of short-term emotional discomfort or anxiety in the process of achieving long-term improvement. For example, our work may at times cause you to experience distressing or painful memories, to expose yourself to situations or sensations that are anxiety-provoking, or to practice challenging new ways of thinking or behaving. However, these "side-effects" of therapy should not become intolerable or hazardous to you. If you feel that they are becoming so, please inform Dr. Longson immediately.

Limited Relationship

Please understand that in following the standards and ethical guidelines of the psychiatric profession, set forth by the American Psychiatric Association, Dr. Longson can only be your psychiatrist. The doctor cannot have other roles in your life (friend, romantic partner, or client of your work or services, etc.).

This is a small world and as such it is entirely possible that we may encounter each other outside of the office setting, for example at a restaurant or shopping center. To protect your privacy in such circumstances, it is Dr. Longson's policy not to acknowledge you first; please do not misunderstand this as a lack of recognition or caring. If you wish to acknowledge the doctor and exchange a brief greeting, that is perfectly fine.

Dr. Audrey Longson strives to comply with the advisories and ethical principles of American Medical Association, the American Osteopathic Association, and the American Psychiatric Association. If you ever have questions or concerns about our work together or your work with any other healthcare professional, please address them with Dr. Longson immediately.

Your signature below indicates that you have read this agreement and agree to abide by its terms. You have the right to revoke this agreement in writing at any time.

Client (or Guardian, if applicable) – please print

Date

Signature of Client / Guardian

Dr. Audrey Longson

Date