PATIENT REGISTRATION

Patient Name	DOB	Gender (M/F/other)
Parent/Guardian #1	DOB	Gender (M/F/other)
Relationship to patient		
Address	Home phone	
City/State/Zip	Cell Phone	
Employer/Occupation	Work phone	
Communication by email represents a potential risk to communicate. Email:	co patient confidentiality. By furnishing my email, I co	onsent to the use of email
	t changes to our office schedule or location, commun per month). Please circle one: yes / no / will decide	
behavioral pediatrics. Would you feel comfortable w	who appreciate observing appointments to learn more with an observer during your appointment? You can a will decide later / please ask before each appointment?	lways change your mind,
Please indicate best way to contact you: Please circl	e one: cell / home / email / other:	
Parent/Guardian #2	DOB	Gender (M/F/other)
Relationship to patient		
Address	Home phone	
City/State/Zip	Cell Phone	
Employer/Occupation	Work phone	
Communication by email represents a potential risk to communicate. Email:	co patient confidentiality. By furnishing my email, I co	onsent to the use of email
	to our office schedule or location, community resource per month). Please circle one: yes / no / will decide	_
behavioral pediatrics. Would you feel comfortable w	who appreciate observing appointments to learn more with an observer during your appointment? You can a will decide later / please ask before each appointment?	lways change your mind,
Please indicate best way to contact you: Please circl	e one: cell / home / email / other:	

*PLEASE COMPLETE "ADDITIONAL PARENTS / GUARDIANS FORM" IF YOU WOULD LIKE TO LIST MORE THAN TWO PARENTS/GUARDIANS

PATIENT REGISTRATION, page 2

Parents are: (circle all that apply): Married / Living together / Separated / Divorced / Other

If parents are not married, who is the custodial parent?		
Sibling Name	DOB	Gender (M/F/other)
Sibling Name	DOB	Gender (M/F/other)
Sibling Name	DOB	Gender (M/F/other)
Sibling Name	DOB	Gender (M/F/other)
Additional siblings		
Emergency Contact Person		
Emergency Contact primary phone #	secondary phone #	
Who may we thank for referring you to us?		
Patient Signature (if 14 or older)		Date
Parent/Guardian Signature		Date
Printed name of Parent/Guardian		

ADDITIONAL PARENTS/GUARDIANS

Patient Name	DOB	Gender (M/F/other)	
Parent/Guardian		DOB	Gender (M/F/other)
Relationship to patient			
Address			
City/State/Zip			
Employer/Occupation	W	ork phone	
Communication by email represents a potential risto communicate. Email:			
Would you like to receive information about change information from our practice via email? (1-4 emails)	_	-	_
We sometimes host medical students or physician behavioral pediatrics. Would you feel comfortable even at the last minute. Please circle one: yes / r	e with an observer during your appoint	ment? You ca	n always change your mind,
Please indicate best way to contact you: Please ci	rcle one: cell / home / email / other:_		
Parent/Guardian		DOB	Gender (M/F/other)
Relationship to patient			
Address	h	Iome phone_	
City/State/Zip	C	ell Phone	
Employer/Occupation	W	ork phone	
Communication by email represents a potential risto communicate. Email:	sk to patient confidentiality. By furnish	ing my email,	I consent to the use of email
Would you like to receive information about change information from our practice via email? (1-4 emails)	=	-	_
We sometimes host medical students or physician behavioral pediatrics. Would you feel comfortable even at the last minute. Please circle one: yes / r	e with an observer during your appoint	ment? You ca	n always change your mind,
Please indicate best way to contact you: Please ci	rcle one: cell / home / email / other:_		

Patient Name	Date of Birth	

PHARMACY AND INSURANCE INFORMATION

Insurance Company	
Policy #	
Group #	
Insurance Co. Address	
Insurance Phone #	Insurance Fax #
Subscriber	Subscriber's DOB
Relationship to Patient	
Pr	eferred Pharmacy
Name	Phone #
Address	Fav.#

Patient Name	Date of Birth

Medical and Behavioral Care Provider Communication List

Communication between providers is essential to optimize care. Please provide contact information below about your child's care team to that we can communicate with them as needed. (Example: Naturopath, Acupuncturist, OT, SLP, PT, psychologist or other mental or behavioral health therapist). In addition to the information below, we will need a signed "Release of Information" form to communicate with each provider.

Primary Care Physician	Phone No.	
Address		
	Email	
Name	Phone No.	
	_Fax #	
City/State/Zip	Email	
Name	Phone No.	
Address	Fax	
City/State/Zip	Email	
Name	Phone No.	
Address	Fax	
City/State/Zip	Email	
Name	Phone No.	
Address	Fax	
City/State/7in	Fmail	

AUTHORIZATION FOR RELEASE OF INFORMATION

Integrative Developmental and Behavioral Pediatrics 5319 SW Westgate Dr. Ste #168, Portland, OR 97221 (503) 444-1745 email: admin@donnakirchoffmd.com

Patient			Birth Date	
I hereby author	ize Integrative Developmental an	d Behavioral I	Pediatrics to (initial those that apply):	
-	release information to the below			
(initial)	obtain information from the belo	w-named per	son, facility or agency	
Person/Facility/	'Agency:			
			_Zip Code	
Phone Number	F	ax Number		
Email				
with this provide By initialing below (initial)p (initial)e	er by email? Please circle one: ow, I authorize the release of the progress notes evaluation reports	Yes/No following info (initial) (initial)	rmation, including mental health information:lab resultsother (please specify)	
(initial)me (initial)ge (initial)dre	d signing below, I specifically auth ental health information enetic testing ug/alcohol diagnosis, treatment, a V/AIDS information			
Patient signatur	re (required if 14 years or older)		Date	
Parent/Guardia	n/Legal Representative		Date	
Printed Name a	and Relationship to Patient			

By initialing below, the purpose of information disclosure is (please initial all that apply):
initial) to facilitate treatment and continuity of care initial) to facilitate billing and reimbursement initial) other (specify)
This authorization shall be in force and effect until such time as it is revoked by the patient or patient's representative or 6 months after discharge from treatment by Integrative Developmental and Behavioral Pediatrics, whichever isooner.
understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification Dr. Donna Kirchoff at 5319 SW Westgate Dr. Ste #258, Portland, OR 97221 or admin@donnakirchoffmd.com
understand that a revocation is not effective to the extent that Integrative Developmental and Behavioral Pediatric las relied on the use or disclosure of the protected health information.
understand that information used or disclosed pursuant to this authorization may be subject to redisclosure by th ecipient and may no longer be protected by federal or state law.
ntegrative Developmental and Behavioral Pediatrics will not condition my treatment, payment, enrollment in a healt plan or eligibility for benefits (if applicable) on whether I provide authorization for the requested use or disclosure.
understand that I have the right to (please initial both):
initial)Inspect or copy the protected health information to be used or disclosed as permitted under federal law (or state law, to the extent the state law provides greater access rights.)
initial)Refuse to sign this authorization.
Patient signature (required if 14 years or older) Date
Parent/Guardian/Legal Representative Date

Printed Name and Relationship to Patient

Patient Name Date of Birth

Integrative Developmental & Behavioral Pediatrics, LLC

GENERAL OPERATIONAL POLICIES AND PROCEDURES

Services Provided: We provide evaluation and ongoing care for children from birth to 10 years of age who experience developmental and behavioral challenges. When appropriate, we provide ongoing care for established patients older than 10 years of age.

Our Mission: Our goal (and passion!) is to optimize your child's behavior and development by using an integrative medical approach, which coordinates traditional (allopathic) care with holistic, complementary, and/or "alternative" medical treatments.

Hours: The office phone is answered 9am-5pm, Monday through Friday. Our physical presence in the office is variable week-to-week.

Location: 5319 SW Westgate Dr. Ste #168, Portland OR 97221 (just north of Hwy 26 off of Sylvan):

After hours/emergencies: If you have an urgent issue that cannot wait until normal office hours (9-5, Monday-Friday), you may call Dr. Kirchoff on her cell phone at 503-307-0634. If you are unable to reach Dr. Kirchoff by cell phone, you should contact your child's PCP and/or take your child to the emergency room of the nearest hospital.

Appointment Scheduling: Appointments may be requested by calling 503-444-1745 or by emailing admin@donnakirchoffmd.com.

Fees/payment: See financial policy for more details – payment is due at the time of service, and we are not contracted with any health insurance companies.

Confidentiality: It is sometimes in the best interest for an older child to have particular information remain private between them and their provider. If you have concerns about this, please let us know, so that we can come to an agreement about handling communication. Children 14 and older are required to sign for any release or communication of health care information. There are certain circumstances when information obtained in confidence may be shared, such as: suspected abuse; threat of harm to self or others; when information is needed for emergency medical treatment; when records are ordered by a judge; or if the patient waives confidentiality. Please see "Notice of Privacy Practices for Protected Health Information" for additional information.

Reminder calls: We will endeavor to send reminder calls prior to your appointment. Non-receipt of reminder call does not constitute cancellation of appointment, and missed appointments are subject to full appointment charges, even if no reminder call was made.

Cancellation policy: Missed appointments and appointments cancelled with less than 24 hours notice may be charged the full appointment fee.

Parent/Guardian Initials	Patient initials (if 14yo or older)	Date

GENERAL OPERATIONAL POLICIES AND PROCEDURES, page 2

ADA accessibility: Our office is ADA-accessible – please enter through the front door of the building.

Custody Determination/ legal proceedings: Our focus is on medical and therapeutic interventions. We are not geared toward custody determination and/or other related litigation.

I have read and understand the above information and I consent to treatment.		
Patient Name	Date of Birth	
Signature (patients 14 and older)	Date	
Signature (Parent/Guardian/legal representative	Date	
Relationship to patient		

TELEHEALTH INFORMED CONSENT, page 1

Telehealth is healthcare provided by any means other than a face-to-face visit. In telehealth services, medical and mental health information is used for diagnosis, consultation, treatment, therapy, follow-up, and education. Health information is exchanged interactively from one site to another through electronic communications. Telephone consultation, videoconferencing, transmission of still images, e-health technologies, patient portals, and remote patient monitoring are all considered telehealth services.

PLEASE INITIAL BELOW:		
I understand that telehealth involves the communication of my medic assisted format.	al/mental health information in an electronic or	technology-
I understand that I may opt out of the telehealth visit at any time. To office.	his will not change my ability to receive future	care at this
I understand that telehealth services can only be provided to patients, the time of this service.	including myself, who are residing in the state of	of Oregon at
I understand that telehealth billing information is collected in the same will be determined based on the duration of the visit and/or other care proviplan to determine coverage.		
I understand that all electronic medical communications carry some le use of telehealth in a secure environment is reduced, the risks are nonetheles are not limited to:		
• It is easier for electronic communication to be forwarded, interce	epted, or even changed without my knowledge	and despite
taking reasonable measures. • Electronic systems that are accessed by employers, friends, or other	ers are not secure and should be avoided. It is ir	nportant for
me to use a secure network. • Despite reasonable efforts on the part of my healthcare provider, the distorted by technical failures.	ne transmission of medical information could be	disrupted or
I agree that information exchanged during my telehealth visit will be healthcare facilities involved in my care.	maintained by the doctors, other healthcare pro	oviders, and
I understand that medical information, including medical records, are This includes my right to access my own medical records (and copies of medical records).		o telehealth.
I understand that Skype, FaceTime, Zoom, Doxy.me, or a similar ser but I willingly and knowingly wish to proceed if use of Microsoft Teams is no		
Patient Name	Date of Birth	
Patient signature (required if 14 years or older)	Date	
Parent/Guardian/Legal Representative	Date	

Printed Name and Relationship to Patient

TELEHEALTH INFORMED CONSENT, page 2

I understand that I must take reasonable steps to protect myself from unauthorized use of my electronic communications by other
Integrative Developmental and Behavioral Pediatrics, LLC is not responsible for breaches of confidentiality caused by independent third party or by me.
I agree that I will verify to my healthcare provider my identity and I will let my provider know if my current location is outside Oregon. I acknowledge that failure to comply with these procedures may terminate the telehealth visit.
I understand that I have a responsibility to verify the identity and credentials of the healthcare provider rendering my care verified telehealth and to confirm that he or she is my healthcare provider.
I understand that electronic communication cannot be used for emergencies or time sensitive matters.
I understand and agree that a medical evaluation via telehealth may limit my healthcare provider's ability to fully diagnose condition or disease. As the patient, I agree to accept responsibility for following my healthcare provider's recommendations—includi further diagnostic testing, such as lab testing, a biopsy, or an in-office visit.
I understand that electronic communication may be used to communicate highly sensitive medical information, such as treatmeter for or information related to HIV/AIDS, sexually transmitted diseases, or addiction treatment (alcohol, drug dependence, etc.).
I understand that my healthcare provider may choose to forward my information to an authorized third party. Therefore, I ha informed the healthcare provider of any information I do not wish to be transmitted through electronic communications.
By signing below, I understand the inherent risks of errors or deficiencies in the electronic transmission of health information a images during a telehealth visit.
I understand that there is never a warranty or guarantee as to a particular result or outcome related to a condition or diagnosis whemedical care is provided.
To the extent permitted by law, I agree to waive and release my healthcare provider and his or her institution or practice from a claims I may have about the telehealth visit.
I understand that electronic communication should never be used for emergency communications or urgent requests. Emergen communications should be made to the provider's office or to the existing emergency 911 services in my community.
I certify that I have read and understand this agreement.
Patient Name Date of Birth
Patient Name Date of Birth
Patient signature (required if 14 years or older) Date
Parent/Guardian/Legal Representative Date
Printed Name and Relationship to Patient

Patient Name Date of Birth

Integrative Developmental and Behavioral Pediatrics, LLC FINANCIAL POLICY – for New Patients

We believe that part of good healthcare practice is to establish and communicate a financial policy to our patients. We are dedicated to providing the best possible care for you, and we want you to completely understand our financial policy.

- **1. PAYMENT:** Payment in full is expected at the time of your visit. We will accept cash, check, or credit card. We require that a credit card be kept on file for the convenience of payment for services not provided in person (for example, video calls, telephone and email consultation, medical forms completion, missed appointments) or for non-payment of in-person services.
- **2. INSURANCE :** We are not participating providers with any insurance plans (which means we are "out of network" for all insurances). We will provide you with a "Superbill" for services provided, which you may then submit to your insurance company for reimbursement. Please keep in mind that insurance does not usually reimburse for email and telephone consultation, sometimes does not reimburse for video appointments, and that prolonged service (more than 40 minutes for a follow-up visit and more than 60 minutes for a new patient visit) is sometimes not reimbursed by insurance.
- **3. RETURNED CHECKS** will incur a \$30.00 service charge and may be reported to collections. Stop payments constitute a breach of payment and are also subject to the \$30 service fee and collections action.
- **6. FORMS FEES**: We may require pre-payment for completing forms, copying medical records, or for extra written communication by the doctor. The charge is determined by the complexity of the form, letter, or communication. Base form charges are \$10 per occurrence plus any applicable postage or notary fees. Copying fees for Medical Records are \$10 for the first twenty (20) pages and \$0.50 per page in excess of twenty. Please allow up to 15 business days for receipt of medical records.
- **7. CANCELLATIONS OR MISSED APPOINTMENTS:** If you do not cancel your appointment at least 24 hours before, or if you no-show, your credit card may be charged the full appointment amount.
- **8. PAYMENT ARRANGEMENTS / CREDIT**: Integrative Developmental and Behavioral Pediatrics, LLC does not make payment arrangements or extend credit. All services are expected to be paid in full at the time of service.
- **9. COLLECTION FEES:** I understand that in the event my account is placed in collection status, any additional fees incurred due to this, will be added to my outstanding balance. This includes but is not limited to late fees, collections agency fees, court costs, interest and fines. I understand that these additional fees will be my personal responsibility to pay in full.

InitialsDate	page 1 of 2
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FINANCIAL POLICY – for New Patients, page 2

10. DIVORCED PARENTS of PATIENTS: By signing below, the adult who signs a minor child into our practice on the day of service accepts responsibility for payment. This office does not promise to send bills or records to the other parent/guardian for issues of payment or communication. We will communicate about treatment and payment with the parent who signs in that day. Parents are responsible between themselves to communicate with each other about any treatment and/or payment issues.

11. APPOINTMENT/CONSULTATION FEES: Appointment charges are based on duration of appointment (most follow-up visits will be 40 minutes):

60 minute new patient appointment: \$480

40 minute follow-up visit: \$320

25 minute follow-up visit: \$200

<u>Visits lasting more than 60 minutes for a first-time visit, or 40 minutes for a follow-up visit,</u> will incur additional charges, which will be calculated in 15 minute increments (in addition to the 60 or 40 minute appointment charge, there will be a \$120 charge for each 15 minutes of additional time spent)

<u>Video/telemedicine appointments</u> will be charged at the same rate as in-office visits. Please be aware that insurance does not always reimburse for video appointments/telemedicine

<u>Phone calls and email communication</u> may be subject to charges based on amount of time spent (\$120 for each 15 minute increment of time spent). Please be aware that insurance does not usually reimburse for phone call or email communication.

I have read and understand the practice's financial policy and I agree to be bound by its terms. I also understand and agree that such terms may be amended by the practice from time to time and I may request updated copies of the practice's financial policy.

Date	
Date of Pirth	
	Date Date Date

Patient Name	Date of Birth	

CREDIT CARD ON FILE POLICY

*PLEASE RETURN THIS FORM IN PERSON, BY US MAIL, OR BY SECURE/ENCRYPTED EMAIL. DO NOT FAX OR SEND BY REGULAR EMAIL

We require that we keep your credit or debit card on file as a method of payment for unpaid office visits, video appointments, medical form completion, and missed appointments.

Your credit card information is kept confidential and secure. You will be notified by telephone about any charges that may result from a missed appointment, form completion, returned check fees, or other service that was not provided in person. Charges will be processed

either immediately after speaking with you, or no sooner than 48 hours after leaving a voicemail on the number you provided for appointment confirmation, whichever is sooner. I authorize Integrative Developmental and Behavioral Pediatrics to charge the following credit or debit card for services provided: ☐ Amex ☐ Visa ☐ Mastercard ☐ Discover ☐ Other_____ Credit Card Number Expiration Date _____/ ____/ _____ Security Code (3 digit # on back of card for Visa/MC/Discover, 4 digit code on front of card for Amex) Cardholder Name Signature _____ Billing Address City ______ State ____ Zip _____ I (we), the undersigned, authorize and request Integrative Developmental and Behavioral Pediatrics to charge my (our) credit card, indicated above, for services rendered. This authorization relates to all payments for services provided to me by Integrative Developmental and Behavioral Pediatrics. Another method of payment may be substituted at the time of service, if desired. This authorization will remain in effect until I (we) cancel this authorization. To cancel, I (we) must give a 60 day notification in writing to Integrative Developmental and Behavioral Pediatrics, and the account must be in good standing. Patient or Patient's Representative Name (Print) Patient or Patient's Representative's Signature

Date____/____

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Our office is permitted by federal privacy laws to make uses and disclosures of your health information without your express consent **for purposes of treatment, payment, and health care operations**. Protected health information (PHI) is the information we create and obtain in providing our services to you. Such information may include documenting your symptoms, examination and test results, diagnoses, treatment, and applying for future care or treatment. It also includes billing documents for those services.

Use and Disclosure of Your Health Information for Treatment, Payment, and Health Care Operations

Each time you visit Integrative Developmental and Behavioral Pediatrics for health care, a record of your treatment is made. This record contains such information as registration information, including identification and billing information, and treatment information, including symptoms, diagnoses, test results, and treatment plans. This record is referred to as your "medical record" or "health information," and includes both written and electronic records. Under the Health Insurance Portability and Accountability Act of 1996 (a Federal Law also known as "HIPAA"), Integrative Developmental and Behavioral Pediatrics, LLC providers are required to keep your information confidential and to provide you with notice of our legal responsibilities and privacy practices.

You have the right to review this Notice before signing the consent authorizing use and disclosure of your protected health information for treatment, payment, and health care operations purposes.

To help clarify the terms in this document, here are some definitions:

"PHI" refers to protected health information, which is the information in your health record that could identify you.

• "Treatment, Payment and Health Care Operations"

<u>Treatment</u> is the provision, coordination or management of your health care and other services related to your health care.

<u>Payment</u> is when reimbursement is obtained for your healthcare.

<u>Health Care Operations</u> are activities that relate to the performance and operation of Integrative Developmental and Behavioral Pediatrics.

• "Use" applies to activities within Integrative Developmental and Behavioral Pediatrics, LLC such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you. Your health care information is used:

To plan for your care and treatment

For communication among your health care professionals

As a medical document describing the care you received

As a way for you or your insurance company to verify the services provided

For other similar activities that allow Integrative Developmental and Behavioral Pediatrics, LLC providers to operate efficiently and provide you with quality care.

• "Disclosure" applies to activities outside of Integrative Developmental and Behavioral Pediatrics such as releasing, transferring, or providing access to information about you to other parties.

Use and Disclosure Requiring Authorization

Integrative Developmental and Behavioral Pediatrics, LLC may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when information is sought for purposes outside of treatment, payment and health care operations, an authorization will be requested from you before releasing this information.

You many revoke all such authorizations at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that Integrative Developmental and Behavioral Pediatrics, LLC has relied on that authorization.

Uses and Disclosures which do not require Consent or Authorization

Your PHI may be released without your consent or authorization in the following circumstances:

- Treatment: Integrative Developmental and Behavioral Pediatrics, LLC providers may disclose your health information by phone, letter, fax, or computer to people who are not affiliated with Integrative Developmental and Behavioral Pediatrics, LLC but are involved in your medical care, such as your primary physician or a home health agency. An example of treatment would be when your clinician consults with another health care provider, such as your family physician or another clinician.
- Payment: Integrative Developmental and Behavioral Pediatrics, LLC may provide you with information to share with your health insurance plan about services you have received in order for you to receive reimbursement for those services. Integrative Developmental and Behavioral Pediatrics, LLC may bill the person in your family who is responsible for payment for services received at Integrative Developmental and Behavioral Pediatrics, LLC.
- Health Care Operations: Integrative Developmental and Behavioral Pediatrics, LLC may use your health information for administrative activities, or for accreditation, certification, or licensing purposes. Your health information may be used to review the performance of Integrative Developmental and Behavioral Pediatrics, LLC providers who are or have been involved in your care. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- Health Oversight: Federal law allows us to release your protected health information to appropriate health oversight agencies or for health oversight activities for the purposes of monitoring our compliance with state and federal law to include audits, civil, administrative or criminal investigations: inspections; licensures or disciplinary actions; and for similar reasons related to the administration of healthcare.
- Judicial or administrative proceedings: If you are involved in a court proceeding, a lawsuit, or dispute, Integrative Developmental and Behavioral Pediatrics, LLC providers may disclose health information about you in the course of any judicial or administrative proceeding as allowed or required by law, with your consent, or as directed by a proper court order or administrative tribunal, provided that only the protected health information released is expressly authorized by such order, or in response to a subpoena, discovery request or other lawful process.
- Appointment Reminders/ Additional Communications: Integrative Developmental and Behavioral Pediatrics, LLC may use your health information to call you or send you a letter reminding you of an upcoming appointment. Integrative Developmental and Behavioral Pediatrics, LLC providers may also use your information to call or send you the results of tests or to for other health communications such as treatment alternatives and other health-related benefits and services that may be of interest to you.
- Child Abuse: If there is reasonable cause to suspect that a child seen (or heard about) in the course of professional duties has been abused or neglected, or there is reason to believe that a child seen (or heard about) in the course of professional duties has been threatened with abuse or neglect, and/or that abuse or neglect of the child may occur, Integrative Developmental and Behavioral Pediatrics, LLC providers have a legal duty to report this to the relevant county department, child welfare agency, police, or sheriff's department. Investigations by relevant county department, child welfare agencies, police or sheriff's department may result in request for (and release of) treatment records and subsequent disclosure of PHI, including progress notes, to any agency investigating child abuse/neglect.
- Adult and Domestic Abuse: If your clinician believes that an elder person has been abused or neglected, such
 information will be reported to the relevant county department or state official of the long-term care
 ombudsman, as your clinician is a mandatory reporter of abuse and neglect.
- Serious Threat to Health or Safety: Integrative Developmental and Behavioral Pediatrics, LLC may use and disclose your health information when the provider believes the disclosure is necessary to prevent a serious threat to your health and safety or the health and safety of others. Integrative Developmental and Behavioral Pediatrics, LLC clinicians must warn the third party and/or take steps to protect you, which may include informing appropriate authorities.
- Law enforcement: We may disclose your protected health information for law enforcement purposes as required by law, such as when required by court order, including laws that require reporting of certain types of wounds or other physical injury.

Uses and Disclosures which do not require Consent or Authorization, continued

- Unless you object, we may use or disclose your protected health information to notify, or assist in notifying, a family member, personal representative, or other person responsible for your care, about your location, and about your general condition, or your death. Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your care or in payment for such care if you do not object or in an emergency.
- We may use and disclose your protected health information to assist in disaster relief efforts.
- Controlling Disease: As required by law, we may disclose your protected health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.
- Workers Compensation: If you file a worker's compensation claim, your records relevant to that claim to your employer or its insurer may be required to be released and your clinician(s) may be required to testify.
- Food and Drug Administration (FDA): We may disclose to the FDA your protected health information relating to adverse events with respect to food, supplements, products and product defects, or post-marketing surveillance information to enable product recalls, repairs, or replacements.
- Specialized Governmental Functions: We may disclose your protected health information for specialized government functions as authorized by law such as to Armed Forces personnel, for national security purposes, or to public assistance program personnel.
- Correctional Institutions: If you are or become an inmate of a correctional institution, we may disclose to the
 institution or its agents the protected health information necessary for your health and the health and safety of other
 individuals
- Coroners, Medical Examiners and Funeral Directors: We may disclose your protected health information to funeral directors or coroners consistent with applicable law to allow them to carry out their duties.
- Other Uses and Disclosures: Other uses and disclosures besides those identified in this Notice will be made only
 as otherwise authorized by law or with your written authorization which you may revoke except to the extent
 information or action has already been taken.

We may obtain services from business associates who provide appointment scheduling and reception services, transcription of dictation, quality assessment, quality improvement, outcome evaluation, protocol and clinical guidelines development, training programs, credentialing, medical review, legal services, insurance, and other services. Integrative Developmental and Behavioral Pediatrics will share information about you with such business associates as necessary to obtain these services.

Patients' Rights and Duties of Integrative Developmental and Behavioral Pediatrics, LLC Providers Patients' Rights:

- Right to an Accounting of Disclosure- You generally have the right to receive an accounting of disclosures of PHI. This right to accounting of disclosures does not include: Disclosures made to carry out treatment, payment and health care operations; Disclosures made to you; Disclosures made with your authorization; Disclosures made six years or more before the date your request is received. To request an accounting of disclosures, make your request in writing to Donna Kirchoff, MD. An accounting will not include internal uses of information for treatment, payment, or operations, disclosures made to you or made at your request, or disclosures made to family members or friends in the course of providing care.
- *Right to a paper copy* You have the right to obtain a paper copy of the most current Notices of Privacy Practices upon request, even if you have agreed to receive the notice electronically.
- Right to request a restriction in certain uses and disclosures of your health information by delivering the request in writing to our office we are not required to grant the request, but Integrative Developmental and Behavioral Pediatrics will comply with any request that is granted.
- Right to inspect and copy your health record and billing record you may exercise this right by delivering the request in writing to our office using the form we provide to you upon request. There may be a charge for photocopying and/or mailing your medical record.
- Right to request that your health care record be amended to correct incomplete or incorrect information you may exercise this right by delivering a written request to our office using the form we provide to you upon request. (The physician or other health care provider is not required to make such amendments); you may file a statement of disagreement if your amendment is denied, and you may require that the request for amendment and any denial be attached in all future disclosures of your protected health information.
- Right to confidential communication you may request that communication of your health information be made by alternative means or at an alternative location by delivering the request in writing to our office using the form we give you upon request.

If you want to exercise any of the aforementioned rights, please contact Donna Kirchoff, MD, in person or in writing, during normal hours. She will provide you with assistance on the steps to take to exercise your rights.

Integrative Developmental and Behavioral Pediatrics, LLC's Duties:

- Integrative Developmental and Behavioral Pediatrics, LLC will maintain the privacy of your health information (PHI) as required by law and will provide you with a notice of our legal duties and privacy practices with respect to PHI (the information we collect and maintain about you).
- Integrative Developmental and Behavioral Pediatrics, LLC reserves the right to amend, change or eliminate provisions in the privacy policies and practices described in this notice. If our privacy practices or policies change, we will amend our Notice of Privacy Practices and you may request a revised copy in person, by email, or by phone. Unless you are notified of such changes, however, Integrative Developmental and Behavioral Pediatrics, LLC providers are required to abide by the terms of this notice and to notify you if we cannot accommodate a requested restriction or request.
- Integrative Developmental and Behavioral Pediatrics, LLC will accommodate your reasonable requests
 regarding methods to communicate health information with you, and accommodate your request for an
 accounting of disclosures as previously described.

Contact and Complaint Information

If you have questions, want additional information, or want to report a problem regarding the handling of your information, you may contact Donna Kirchoff, MD at (503) 444-1745.

Additionally, if you believe your privacy rights have been violated, you may file a written complaint at our office by delivering the written complaint to Donna Kirchoff, MD. You may also file a complaint with the US Department of Health and Human Services by e-mailing your complaint to OCRComplaint@hhs.gov or by mailing your complaint to: Centralized Case Management Operations, US Dept. of Health and Human Services, 200 Independence Ave SW, Room 509F HHH Bldg., Washington DC 20201.

- ! We cannot, and will not, require you to waive the right to file a complaint with the US Department of Health and Human Services as a condition of receiving treatment from the office.
- ! We cannot, and will not, retaliate against you for filing a complaint with the US Department of Health and Human Services.

Effective Date, Restrictions and Changes to Privacy Policy

This notice will go into effect on Oct 21, 2016

Integrative Developmental and Behavioral Pediatrics, LLC reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI maintained and will provide you with a revised notice upon request if changes are made.

Patient Name	Date of Birth

Integrative Developmental & Behavioral Pediatrics, LLC RECEIPT OF PRIVACY PRACTICES

I understand that Integrative Developmental and Behavioral Pediatrics LLC (referred to below as "This Practice") will use and disclose **health information** about me.

I understand that my **health information** may include information both created and received by the practice, may be in the form of written or electronic records or spoken words, and may include information about my health history, health status, symptoms, examinations, test results, diagnoses, treatments, procedures, prescriptions, and similar types of health-related information.

I understand and agree that This Practice may use and disclose my health information in order to:

- make decisions about and plan for my care and treatment;
- refer to, consult with, coordinate among, and manage along with other health care providers for my care and treatment;
- determine my eligibility for health plan or insurance coverage, and submit bills, claims and other related information to insurance companies or others who may be responsible to pay for some or all of my health care; and
- Perform various office, administrative and business functions that support my physician's efforts to provide me with, arrange and be reimbursed for quality, cost-effective health care.

I also understand that I have the right to receive and review a written description of how This Practice will handle health information about me. This written description is known as a **Notice of Privacy Practices** and describes the uses and disclosures of health information made and the information practices followed by the employees, staff and other office personnel of This Practice, and my rights regarding my health information.

I understand that the Notice of Privacy Practices may be revised from time to time, and that I am entitled to receive a copy of any revised Notice of Privacy Practices. I also understand that a copy or a summary of the most current version of This Practice's Notice of Privacy Practices in effect will be posted in waiting/reception area.

I understand that I have the right to ask that some or all of my health information not be used or disclosed in the manner described in the Notice of Privacy Practices, and I understand that This Practice is not required by law to agree to such requests.

By signing below, I agree that I have reviewed and understand the information above and that I have received a copy of the Notice of Privacy Practices.

Ву:	(Patient – must be 14 years old to sign)	Date	
Ву:	(Patient Representative)	Date	
Description	on of Representative's Authority:		

Patient Name						D	OB	
	_	_	_	_	 			

CHILD HISTORY FORM (optional)

Many parents find that completing this form helps them organize information that is relevant to their child's difficulties. Completion of this form can also help increase the efficiency of the first visit, thereby decreasing cost. Please feel free to complete as much (or as little!) of the form as you feel will be helpful. If there is insufficient space for a complete response, feel free to add additional pages (please note on this form that you have included information on a separate page).

PARENT/GUARDIAN CONCERNS:

What are your main concerns regarding your child at this time?

What would you like your child to gain from our services?

If your child has been evaluated for developmental or behavioral concerns in the past, describe the nature of the evaluation(s), dates performed, and any school/medical professionals involved.

DEVELOPMENTAL CONCERNS:

Do you	have concerns abo	out your child's	development in	any of the follow	wing areas? P	Please circ	le any that app	ply:
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Gross Motor Development Fine Motor Development Speech/ Language Development

Handwriting Self Care Skills Social Communication

Social Skills/Behavior Attention Sleeping
Sensory Processing Skills Play Eating

Toileting Other (please describe):_____

PREGNANCY & BIRTH HISTOR	PF	₹E	G١	NΑ	NCY	& E	3IRTH	HIST	TOR
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Was pregnancy planned? yes / no When did prenatal care begin?	
Any difficulties with conception? (ie IVF, donated egg or sperm, surrogacy) yes / no	
If yes, please describe:	
Who are the biological parents?	

List any complications, illnesses, and/or accidents during pregnancy/labor/delivery:

	СНІІ	LD HISTORY FORM, p	age 2	
PREGNANCY & E	BIRTH HISTORY, CONTINUE	: <u>D</u>		
List any prescrip	tions taken during pregnai	ncy:		
Type of delivery: Was the baby pro Baby's birth weig	emature? yes no Ge	ps used? yes no Vacuur stational age at birth:	m used? yes no	nvironmental toxins
Describe your ini	itial bonding experience wi	ith your child:		
treatment? Plea	ase describe: blonged separations from p AL HEALTH	es" (postpartum depressions) parent(s) during infancy: child's health:		
Please circle any	of the following that are c	of concern to vou:		
General:	poor appetite overweight excessive sleeping loss of memory excessive energy	excessive appetite underweight confusion no energy	excessive thirst difficulty sleeping fever behavior problems	
Eyes:	eye pain seen by eye doctor	blurred vision eye itching	crossed eyes vision complaints	
ENMT:	ear pain tooth pain sore throat	hearing loss congestion bloody nose	loud snoring sneezing	
Respiratory:	hoarseness difficulty breathing	persistent cough exercise intolerance	wheezing	

Patient Name______DOB_____

CHILD HISTORY FORM, page 3

CHILD'S GENERAL HEALTH, CONTINUED

Please circle any of the following that are of concern to you:
--

riease circle any or the following that are or concern to you.			
Cardiovascular:	fatigue heart murmur	chest pain blue spells	palpitations fainting spells
Gastrointestinal:	abdominal pain diarrhea stool in underwear	nausea blood in stool pain after eating	vomiting constipation
Urinary:	painful urination daytime wetting burning with urination	frequent urination bed wetting toilet trained	abnormal urine stream urine color
Skeletal:	bone pain weakness frequent fractures/breaks	joint pain back pain	muscle pain swollen joints
Neuromuscular:	headache loss of coordination seizure unexplained movements	migraine loss of balance delayed development tics/motor habits	numbness dizziness jerks
Psychiatric:	explosive temper tantrums hitting / biting hyper active compulsions depression hypersexual	defiant phobias / fears clingy / needy under active hallucinations suicidal boundary issues	anxious transition difficulty resistant to bathing obsessions delusions grandiose ideation sexual identity issues
Skin:	rash / acne Itchy skin	unexplained bruising	birth marks
☐ Any other health concerns? Please describe:			
Has your child ever lost consciousness or experienced a significant head trauma? yes no Please describe:			
Has your child bee	n hospitalized? yes / no	Overnight? yes / no	
Date of last well ch	nild exam:	Are immunizations up-to-date?	yes / no
Any adverse reacti	ons to vaccines? yes / no	If so, please describe:	

Patient Name	DOB
CHILD	HISTORY FORM, page 4
List medications (including vitamins and supple reason for taking them:	ements) your child currently takes on a regular basis and indicate the
What medications has your child taken in the p	past?
List any medication, environmental and/or foo	<u>d</u> allergies (include symptoms that result with each allergy):
MOTOR DEVELOPMENT At what age did your child accomplish the follo	wing developmental milestones? If you don't recall, but there were no
concerns, please note "no concerns." Rolled over	
Sat alone	
Belly crawled	
Crawled	
Pulled to stand Walked	
Has your child developed hand dominance? ye	es no If yes, right or left?
Does your child avoid using one side of his/her	r body? yes no
Does your child tend to have difficulty learning	new motor tasks? yes no
Is your child resistant to participation in motor	tasks? yes no
Any concerns with clumsiness/lack of coordinates	ation now? yes no If yes, please describe:
Any concerns about handwriting or drawing ski	Ils? yes no If yes, please describe:
Any concerns about ability to complete age-app	propriate self-care skills from a motor skill standpoint? (bathing,
brushing teeth, feeding self, etc)?	yes no If yes, please describe:

If your child has been seen by an occupational or physical therapist in the past, please indicate when and where:

Patient Name	DOB
CHILD HISTORY FO	RM, page 5
SENSORY DEVELOPMENT:	
Please note any difficulty with processing sensory information in	n the following areas: If unsure, note "unsure"
Tactile	
Auditory	
Olfactory	
Visual	
Taste	
Vestibular	
Proprioceptive:	
EMOTIONAL REGULATION:	
Check any of the behaviors below which describe your child's er	notional regulation as an <i>infant</i> :
\square Used to cry/fuss a lot \square Was "good"/not demanding \square Was	s alert 🗆 Was quiet/passive
\square Used to drool excessively \square Used to resist being held \square Wa	s floppy when held 🏻 Was tense when held
☐ Was very active ☐ Had poor sleep patterns ☐ other	
Check any of the behaviors below which describe your child's er	motional regulation <i>now</i> :
☐ Is overly active ☐ Tires easily ☐ Is impulsive ☐ Is restless	_
☐ Has frequent temper tantrums ☐ Over-reacts to non-threate	3 ,
Dother	
ADAPTIVE FUNCTIONING:	
Does your child require more support than expected for their ag	e to accomplish activities of daily living (such as
pathing, dressing, washing hair, washing hands, feeding, toothb	
motor skills required? yes no If yes, please describe:	. 25
ACADEMIC DEVELOPMENT:	
Do you have any concerns about your child's academic perform	ance? yes / no If yes, please describe:
•	• • •

Location and date of any previous academic testing______

Does your child receive help from a tutor? If so, which subjects?_____

Patient Name	DOB
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CHILD HISTORY FORM, page 6

SPEECH-LANGUAGE DEVELOPMENT
Give approximate ages when your child:
UNDERSTOOD LANGUAGE
Knew own name □ by 8 months OR □ after 8 months OR □ unsure but no concerns
Responded to "no" □ by 12 months OR □ after 12 months OR □ unsure but no concerns
Followed 1-step directions \square by 18 months OR \square after 18 months OR \square unsure but no concerns
Recognized names of familiar objects \square by 14 months OR \square after 14 months OR \square unsure but no concerns
Pointed to common pictures named \square by 18 months \square after 18 months OR \square unsure but no concerns
Answered "yes/no" questions \square by 18 months OR \square after 18 months OR \square unsure but no concerns
PRODUCED SPEECH-LANGUAGE
Began babbling ("ba-ba-ba") □ by 8 months OR □ after 8 months OR □ unsure but no concerns
Began to imitate sounds □ by 8 months OR □ after 8 months OR □ unsure but no concerns
Used first word □ by 14 months OR □ after 14 months OR □ unsure but no concerns
Had vocabulary of 10 words □ by 18 months OR □ after 18 months OR □ unsure but no concerns
Used 50 spontaneous words □ by 24 months OR □ after 24 months OR □ unsure but no concerns
Put 2 words together □ by 24 months OR □ after 24 months OR □ unsure but no concerns
Describe how your child lets you know what he/she wants or needs (or note " no concerns"):
List three sample sentences, phrases, or words your child currently uses (or note "no concerns"):
Approximately how much of what your child says do you understand (percent)?
□none □ 10% □ 30% □ 50% □ 70% □ 90% □100%
Approximately how much of what your child says do unfamiliar listeners understand (percent)?
□none □ 10% □ 30% □ 50% □ 70% □ 90% □100%
Please describe any concerns about social communication:
Does your child stutter or repeat words? yes no Make repetitive sounds for no obvious reason? yes no
If yes, please describe:

If your child has been seen by a speech therapist in the past, please indicate when and where:

Patient Name	DOB
CHILD HISTORY FORM,	
PLAY:	
What does your child enjoy doing in his/her free time?	
HEARING	
Do you feel or has it been suggested that your child has difficulty heari	ng? yes / no If yes, please describe:
Has your child's hearing been tested? yes / no	
If yes, when? Where?	Results:
Is there a family history of childhood hearing loss? yes / no	ho?
Does your child have a history of ear infections? yes / no If yes, desc	ribe frequency:
How were your child's ear infections treated?	
Has your child seen an Ear Nose & Throat doctor (ENT)? yes / no	If yes, who?
Has your child had surgery on his/her ears? yes no	
If yes, what kind and when?	
Did/does your child wear hearing aids? yes / no cochlear implant? ye	es / no If so which ear/ears? left right
Make and model:	
VISION DEVELOPMENT:	
Do you have any concerns about your child's vision? yes / no If yes, p	lease describe:
Location and date of any previous vision evaluation	
Any history of vision therapy? yes / no If yes, where and when?	
GENDER IDENTITY DEVELOPMENT:	
With what gender does your child identify? male female other	
Any concerns about gender identity? yes no	
MEDIA/SCREEN USE:	
Please note total daily hours of screen time. Weekday #hours/day	Weekend #hours/day
Describe type and amount of screen time (ie, TV vs phone vs tablet vs	computer, and what type of programs are
viewed on each media type):	

Patient Name	DOB
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CHILD HISTORY FORM, page 8

TOILETING/ELIMINATION:
Is your child currently toilet-trained? yes / no If yes, since what age?
What is your child's typical bowel pattern? time(s) a day.
Does your child experience: ☐ daytime accidents ☐ bedwetting ☐ constipation ☐ frequent loose stools
☐ unusually foul odor to stools
Did your child toilet train easily? yes no If not, please describe:
FEEDING:
Give approximate ages when your child:
Ate solid foods(or circle: unsure but no concerns)
Drank from open cup, unassisted: (or circle: unsure but no concerns)
Fed self with fingers: (or circle: unsure but no concerns)
Fed self with utensils: (or circle: unsure but no concerns)
Did your child explore toys orally as an infant? yes no
Was your child breast-fed? yes no If yes, how long? Bottle-fed? yes no If yes, how long?
Any problems with breast or bottle-feeding? yes no If yes, please explain
Describe any feeding difficulties (past/present):
Does your child currently use a bottle or sippy cup? yes no or pacifier? yes no Current appetite (please circle one): poor fair good
Check any feeding difficulties your child has now, or had in the past \square sucking \square chewing \square choking
\square swallowing \square accepting new foods \square over-stuffing mouth \square strong likes/dislikes for certain foods
\square picky \square overeats \square refuses to eat \square hoards food \square gags/vomits \square eats non-food items \square Other:
Does your family eat together at least once a day? yes no
Does your child remain seated at the table throughout the meal? yes no
Does your child experience significant drooling? yes no
Does your child tolerate toothbrushing well? yes no
How is your child's food prepared? ☐ Whole foods ☐ cut up ☐ chopped ☐ fork mashed ☐ puree
Please describe your child's diet, including any food allergies, aversions/picky eating or special diet (past o
present):

CHILD HISTORY FORM, page 9
SLEEP:
Where does the child sleep \square solo (own bed) \square with parent \square with sibling
Does s/he sleep in a room alone or share a room with sibling/other?
Bedtime: Average number of hours of sleep each night?
Naps? yes no If yes, for how long?
Sleep disturbances: ☐ reluctance to go to bed ☐ restless during the night ☐ bad dreams ☐ frequent waking
☐ difficulty in getting to sleep ☐ talks/cries in sleep ☐ snoring/irregular breathing ☐ difficulty getting up in the
morning
FAMILY HISTORY
Please note any family history of the following, especially in siblings, parents, aunts, uncles, cousins or grandparents (please include how the person is related to your child with each positive response – ie maternal aunt, paternal grandfather):
Heart problems (especially under age 60):
-ie heart attack, arrythmia, congenital heart disease, sudden cardiac death, valve problems
Lung problems:
-ie asthma, cystic fibrosis, other breathing problems
Kidney problems:
-ie recurrent urinary or kidney infections, kidney stones, kidney failure, abnormalities of the kidney
Liver problems:
-ie hepatitis (infectious or autoimmune), other diseases impacting liver function
Skin problems:
-ie eczema, psoriasis, vitiligo
Gastrointestinal problems:
-ie constipation, diarrhea, celiac disease, Inflammatory Bowel Disease, Chron's Disease, Ulcerative Colitis, irritable bowel, SIBO
Neurologic problems:ie seizures, movement disorders, multiple sclerosis, Tourette's Syndrome or tics, cerebral palsy
Allergies:
Immune problems (including autoimmune):
-ie Type 1 Diabetes, rheumatoid arthritis, thyroid disease, frequent infections, or more severe infections than expected when sick, other autoimmune diseases
Bleeding problems:
-ie easy bruising/bleeding, hemophilia, VonWIIIebrand's
Cancer:

__DOB_____

Patient Name_____

-especially in people less than 50yo

Patient Name	DOB
CHILD HISTORY FOR	RM, page 10
FAMILY HISTORY, CONTINUED	
Psychiatric diagnosis OR SYMPTOMS:	sion, anxiety, OCD, ADHD, ADD, bipolar/manic-
Otherie any other medical or mental health condition not alre	eady described above
SOCIAL HISTORY	
What activities does your family most enjoy doing together?	
What kids of supports do you have? (ie family, friends, spiritual, babysitters/caregivers)	community or government programs/services,
What are the major stressors for your family? (ie job stress, impact of child's special needs/behavior on family financial stressors, mental/physical health difficulties of other fastressors with extended family/friends, lack of support from fam	amily members, needs of extended family, relational
What do parents do for work? (note: being a full time caregiver is	s very important work!)

LABS/IMAGING/EKG:

Have labs or imaging or EKG ever been done? If so, please indicate where and when (if you have copies of results, please include them with this form):

OTHER TESTING/EVALUATIONS:

Please list any other testing/reports/evaluations not already described (if you have copies of results, please include them with this form):