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PSYCHOLOGIST-PATIENT SERVICES AGREEMENT

Psychological Services

Psychologists are not authorized to practice medicine and surgery and are not authorized to prescribe medication. Certain mental disorders can have a medical or biological origin and consulting with a physician may be necessary.

Neuropsychological and Psychological Services

We primarily provide psychological or neuropsychological testing. The administrations of psychological and neuropsychological tests are often used to assist with diagnosis and treatment planning. If you are uncomfortable with the testing and procedures, please tell us, so that we can discuss your concerns.

Occasionally, individual psychotherapy/counseling, or marriage/family counseling may be provided.

Counseling can have benefits and risks. Since counseling often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, counseling has also been shown to have many benefits. Counseling often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. However, there are no guarantees of what you will experience.

If you have questions about our services, we should discuss them whenever they arise. If your doubts persist, we will be happy to help you set up a meeting with another mental health professional for a second opinion.

Appointments

Individual appointments for psychological and neuropsychological testing are typically three appointments, the first appointment is an initial interview, followed by the administration of test instruments and support procedures, followed by a third appointment in which the results of the assessment are discussed.

Scheduling is typically done through our receptionists and secretaries. Please schedule when times are available. It may be necessary to have your name placed on a cancellation list. Please ask to be placed on a waiting list if a suitable appointment time is not available. If you are unable to wait until an appointment time is available, it may be necessary to schedule with another psychologist. Feel free to call the office to check on the availability of an appointment time.

We will try to arrange appointments as soon as possible. After hours calls can be left for the psychologist or administrative staff on the phone messaging line. If there is an emergency that is not life threatening, but you would like the psychologist called, indicate that option on the messaging line. In case of a life threatening emergency, please call 911.

Cancellation of Appointments

If you find it necessary to cancel a scheduled appointment, we require advance notice of 24 hours to avoid being charged.

Payment of Services

Payment is required at each visit. Your payment may be the deductible that you owe based on your insurance plan. You will be responsible for the fees that are charged. We will submit insurance claims directly to companies for which we are a provider. In addition we submit directly to Medicare and accept Medicare assignment.

We cannot guarantee payment of your insurance claims. If your claim is not paid it will be your responsibility. If your account has not been paid for more than 90 days and arrangements for payment have not been agreed upon in advance, I have the option of using legal means to secure the payment. This may involve employing the services of a lawyer or agency for collection purposes. In most collection situations, the only information I release regarding a patient's treatment is his/her name, the nature of services provided and the amount due.

We also reserved the right to charge your credit or debit card for the amount due.

Insurance companies may require access to your protected health information. You will be asked to sign an authorization to release information to your insurance company. You will receive an itemized bill from my office in the mail. By signing the attached forms, you will be authorizing us to send information about you that is required by your insurance company for payment of services.

Confidentiality

The law protects the privacy of all communications between a patient and a psychologist. In most situations, I can only release information about your treatment to others if you sign a written authorization form that meets certain legal requirements imposed by HIPAA. Your signature on this agreement provides consent for release of information consistent with Kansas State Law and HIPAA. A summary of circumstances in which I may disclose PHI without your consent is included on the Kansas Notice Form.

You should be aware that I practice with other mental health professionals and that I employ administrative staff. In most cases, I need to share protected information with these individuals for both clinical and administrative purposes, such as scheduling, billing and quality assurance.

Professional Records

The laws and standards of my profession require that I keep Protected Health Information about you in your Clinical Record. Your records will be maintained properly and consistent with HIPAA and Kansas State Law.

Minors and Parents

Patients under 18 years of age who are not emancipated, and their parents, should be aware that the law may allow parents to examine their child's treatment records. Parents will need to sign a Permission to treat form for services provided to a minor.

Referrals:

If your health insurance plan requires a referral, please acquire the referral from your physician and provide it to my office staff. Provide any referral information or insurance authorization to my office staff.

Insurance Deductibles:

Your plan may require that you meet an annual deductible amount. It is your responsibility to see that this amount is met. Please call your plan administrator if you have any questions.

Insurance Co-payment

Your co-payment is due at the time of each visit. Your insurance company can advise you regarding the amount of your co-payment. You will be billed for any balance remaining after your insurance has paid the portion of the bill that it covers. Please pay any balance promptly to avoid further billing. If you have any questions regarding your account at any time, please call our office.

Please make sure that your authorization, co-payment, and your insurance card are current. Failure to provide current or complete insurance information could result in your being billed for your appointment without insurance reimbursement. Insurance companies typically will not pay for any services for which authorization was not obtained.

If any of these policies or procedures cause problems or seem confusing, please ask us so that we may clarify them for you.