

IVES Phone: 725-485-7100 Fax: 725-485-7101

# **Registration Form**

7250 Peak Dr., Suite 214, Las Vegas, NV 89028

CLIENT INFORMATION				
Name:	Date of Birth:			
Home Phone:	Cell Phone:			
Current Occupation:	Employer:			
Race/Ethnicity:				
Primary Language:	Sexual Orientation:			
Sex assigned at birth: □ Male □ Female	Pronouns: □ he/him □ she/her □ they/them			
Whom may we thank for referring you?				
INSURANCE INFORMATION				
Person Responsible for Account:				
	Date of Birth:			
SSN:	Employer:			
Insurance Company:	Subscriber #:			
Group #:	Phone #:			
Insurance Address:				
Is the client covered under additional insurance	e? □ Yes □No. If yes, Subscribers Name:			
Relationship to Client:	Date of Birth:			
SSN:	Occupation:			
Insurance Company:	Subscriber #:			
Group #:	Phone #:			
Insurance Address:				
Client's Name	Date			
Signature of Client/Parent/Legal Guardian	Relationship			
Signature of Chent/Parent/Legal Guardian	Kelationship			

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## TREATMENT SERVICES AGREEMENT AND CONSENT FORM

Welcome to McGuire Psychological Services (MPS). This document contains important information about our professional services and business practices. Please read this document carefully and ask questions for clarification at any time. When you sign this document, it will represent an agreement between you and MPS.

## **SERVICES OFFERED**

MPS is dedicated to creating and maintaining a collaborative treatment approach with the client and their families, focusing on evidence based and scientifically validated assessment and treatment services. MPS understands every client is unique with differing circumstances. Given this, we work with you and your family to identify goals consistent with individual and family needs.

MPS provides a range of services, including neuropsychological and psychological diagnostic evaluations, and mental health services, including intake evaluations and individual, couple, and family therapy for an array of presenting problems and mental health disorders.

**Diagnostic Evaluations:** Diagnostic evaluations may include some or all the following:

- o Assessment of Autism Spectrum Disorders symptoms and behaviors
- Assessment of Intellectual Abilities
- o Assessment of Executive Functioning
- Assessment of Language Fundamentals
- o Assessment of Adaptive Functioning
- Assessment of Achievement
- Assessment of Behavioral and Emotional Functioning
- During the evaluation, the evaluator will gather information including a developmental history, conduct psychological testing, and observe the individual being tested. At the end of the diagnostic evaluation, a comprehensive report will be developed, including a diagnosis, summary of the strengths and weaknesses identified in the evaluation process, and treatment recommendations.

## ASSESSMENT, PREPARATION, AND PARTICIPATION

When a diagnostic evaluation is being conducted, it is important for the individual to perform their best. Please inform the evaluator if there have been any recent changes in behaviors, medications, diet, sleep routine, or if there has been any significant illness that may impact performance on testing. The length of a diagnostic evaluation can vary depending on the assessment instruments used and can exceed 8 hours in some situations. Given this, it is important the individual being assessed has had adequate rest and nutrition prior to the evaluation.

Parent/caregivers participation is an expectation of service. Participation may include data collection, implementation of recommended strategies, and team meetings.

## **APPOINTMENTS**

MPS staff are committed to providing consistent and reliable service as scheduled. Any party may cancel or reschedule sessions previously scheduled at no cost to the client. MPS understands there are circumstances that arise, such as illness or family emergencies, which necessitate the cancellation of appointments. To

avoid any misunderstandings, MPS requests the client/family send an email to the treating provider prior to the scheduled session. Excessive cancellations may result in termination of services, as consistency is critical for treatment success. If you need to cancel, MPS asks you provide as much advanced notice as possible, as will the MPS service providers.

## **COMMUNICATION**

MPS understands the importance of open communication and is committed to responding to your questions and comments in a timely manner. The treatment providers are committed to providing quality services, which include timely and professional communication. Clients will be provided with telephone numbers and email addresses of those individuals who will be directly involved in their care. If you have basic questions about MPS, you are welcome to send an email to <a href="mmcguire@mcguirepsych.com">mmcguire@mcguirepsych.com</a>.

MPS does not provide on-call coverage 24 hours per day, 7 days per week. In the event of an emergency, please contact your physician or call 911 and/or go to the nearest hospital emergency room.

Clients may contact their treatment providers with questions or comments by telephone or email. Concerns can be directed to MPS's CEO, Dr. Michelle McGuire, at <a href="mmcguire@mcguirepsych.com">mmcguire@mcguirepsych.com</a> or 725-485-7100.

## CONFIDENTIALITY, RECORDS, AND RELEASE OF INFORMATION

MPS is required to adhere to the Federal Health Insurance Portability and Accountability Act (HIPAA), when using and disclosing Protected Health Information (PHI). The law allows us to use and disclose PHI without your specific authorization for treatment, payment, operations, and other specified purposes as outlined in MPS's Notice of Privacy Policy. If you request information to be shared with other treatment providers, you will first need to sign a written Authorization to Release Protected Health Information specifying what information can be released and to whom it can be shared.

There are times when state laws may require the disclosure of confidential information without expressed written permission under certain circumstances. These circumstances include: if a person is in danger of hurting themselves or someone else; child abuse, elder abuse, or abuse of a vulnerable adult is suspected; or if court ordered. MPS staff routinely consult with other professionals. In doing so, we make every effort to avoid revealing the identity of our clients, and any consulting professionals are also required to refrain from disclosing any information we reveal to them.

As a part of our commitment to providing comprehensive and effective neuropsychological and psychological diagnostic evaluation services, we may utilize artificial intelligence (AI) technologies to assist in the assessment and analysis of psychological data. AI tools can enhance the accuracy and efficiency of evaluations by identifying patterns and insights that support clinical decision-making. The integration of AI aims to augment the evaluation process by enhancing the analysis of psychological assessments, providing additional insights to inform treatment recommendations and improving the overall quality and efficiency of psychological services. While AI technologies offer significant advantages, it is important to acknowledge potential risks, including despite stringent security measures, there is a minimal risk of unauthorized access to personal information; AI systems may have inherent biases or limitations that could affect the interpretation of psychological data; and over-reliance on AI tools may impact the clinician's independent judgment. All data processed by AI tools will be handled in accordance with applicable privacy laws and ethical guidelines. We are committed to maintaining confidentiality and security of your personal information. Your participation in evaluations involving AI assistance is entirely voluntary. You have the right to decline the use of AI in your assessment without any impact on the quality of care you receive. If

you wish to decline the use of AI in your assessment, please check yes and sign:   Yes				
FEES AND HEALTHCARE INSURANCE INFORMATION				
The following fee schedule represents the fee-for-service rates as of	of April 1, 2025:			
Diagnostic Evaluation: Psychological Testing: Intake Evaluation: Individual Therapy: Couples or Family Therapy:	\$2,500.00 \$200.00 per hour \$250.00 \$200.00 \$250.00			
Payment for all treatment services is due at the time of the service, unless other arrangements have been made. If your insurance carrier provides financial assistance for treatment services, and MPS is a contracted provider for your insurance, MPS will discuss the procedures for billing your insurance carrier. The amount of reimbursement and the amount of any co-payment or deductible depends on the requirements of your specific insurance plan. You should also be aware you are responsible for verifying and understanding the limits of your insurance coverage.				
You understand you are financially responsible for all charges whether paid by your insurance. In the event your account becomes past due, your balance will accrue interest at the rate of 1% per month (i.e. 12% per annum). A past due account is an account not paid within 30 days from the first date of billing you. If you fail to pay in full or make any kind of satisfactory arrangement for payment or otherwise within 60 days of your first bill, (or we are unable to locate/notify you of your account status despite reasonable effort) your balance will be turned over to an outside office Collection Agency. A \$50 charge will be assessed to all collection accounts, in addition to any accrued interest. If your account is referred to an Collection Agency, interest will continue to accrue at the rate noted herein. In addition, you will be responsible for all added percentage-based Collection fees/costs per our prevailing collection company contract, Attorney fees, Court Costs, Administrative/Service Fees & associated Miscellaneous Fees and Costs. You authorize said assignee to release all necessary information to secure the payment of said benefits.				
INFORMED CONSENT FOR SERVICES				
Your signature below indicates you have received and read the information in this document. Consent by all parents/legal guardians is required prior to evaluations, assessments, or treatment services being provided to minor children.				
These policies have been explained, and I fully and freely give my consent for services to be provided.				
Client's Name/Attestation Signature	Date			
Client/Parent/Legal Guardian Signature	Date			
MPS Representative	Date			

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## **CLIENT RIGHTS AND RESPONSIBILITIES**

## You have the right to:

- Considerate and respectful care and to be comfortable in the environment in which your care is provided.
- Receive care in a safe setting, free from verbal or physical abuse or harassment.
- Receive information about you or your child's evaluation and/or treatment status, course of treatment, and outcomes of treatment in terms you can understand.
- Participate actively in decisions regarding you or your child's evaluation and/or treatment and to receive as much information about your proposed evaluation and/or treatment as you may need to give informed consent or to refuse a course of treatment.
- Be advised if the provider proposes to engage in or perform research affecting you or your child's treatment. You have the right to refuse to participate in such research projects and your decisions will not affect your right to receive care.
- An estimated cost of you or your child's evaluation and/or treatment.
- Reasonable responses to any reasonable requests made for evaluation and/or treatment services.
- Have personal privacy respected. Case discussions, consultations, and other evaluation and/or treatment services are confidential and should be conducted discreetly. You have the right to be told the reason for the presence of any individual. Written authorization shall be obtained before medical records are made available to anyone not directly concerned with you or your child's care, except as otherwise required by law. You have the right to access information contained in you or your child's records within a reasonable time frame, except in certain circumstances specified by law.
- Receive a written "Notice of Privacy Practices" explaining how your Protected Health Information (PHI) will be used and disclosed.
- Receive reasonable continuity of care and know in advance the time of your appointments as well as the identity of the person providing the care.
- Exercise these rights without regard to age, disability, gender, gender identity or expression, sexual orientation, economic status, educational background, race, color, religion, ancestry, national origin, marital status, or source of payment.

#### You have the responsibility to:

- Follow McGuire Psychological Services (MPS) rules and regulations affecting care and conduct. This includes the following:
  - Show respect for the rights and privacy of other clients and their families while in the waiting room and other areas of the clinic. ALL clients are entitled to a private, quiet, therapeutic atmosphere. This includes monitoring the behavior of all children you may bring with you to appointments as well as the individual who is a client of MPS while in the reception area.
  - Complete any intake paperwork provided to you prior to your first scheduled appointment or the appointment may be rescheduled.
  - Report, to the best of your knowledge, accurate and complete information regarding any
    matters pertaining to your child's condition or payment information and insurance
    information.
  - O Unless actively participating in a session or meeting with your child's provider, please remain in the waiting room area. You should not leave the clinic while your child is receiving an evaluation and/or treatment unless arrangements have been made prior and approved by the CEO.
  - o Use of cell phones is prohibited in the clinical area of the clinic. Please turn off your cell

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phone prior to entering the clinical area. Should you choose to use your cell phone during a session, you will be asked to return to the reception are for the remainder of your child's session.

- o Comply with all posted rules and regulations while in the clinic.
- o Be considerate of all MPS facilities and equipment and use them in a manner as to not abuse or destroy.
- Arrive on time for all appointments. If you are up to 15 minutes late, you will be seen, but the appointment will end at the scheduled time. If you are more than 15 minutes late, the appointment will be rescheduled.
- o Be respectful of your provider's time. Please provide the most advanced notice of a cancellation as possible. Failure to provide notice may result in the assessment of fees.
- Continuity of care is critical to success. If you cancel more than five appointments in a twomonth period, MPS staff will meet with you to discuss your child's attendance and make appropriate adjustments to the schedule, which may include a reduction in the number of scheduled appointments.
- o If you fail to call to cancel an appointment more than two times, a written notice will be sent, and your child may be removed from the schedule.
- o Payment is expected at the time services are rendered unless prior arrangements have been made.
- o Follow the treatment plan recommended by your child's providers. It is your responsibility to tell your service providers whether or not you can and want to follow the treatment plan recommended for your child. The most effective plan is the one which all participants agree is the best and which is carried out exactly.

#### ACKNOWLEDGEMENT

Client Rights and Responsibilities. You may request a copy of this document for your records.				
Printed Name of Client				
Signature of Client (or Client's Parent/Legal Guardian)	Date:			
Signature of Chefit (of Chefit's Parent/Legal Guardian)	Date:			
MPS Representative				

By signing this form, you acknowledge you have read, understood, and agree to comply with the above

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## NOTICE OF PRIVACY PRACTICE

This notice describes how your Protected Health Information (PHI) may be used and disclosed by McGuire Psychological Services (MPS) and how you can obtain access to this information. Please review this information carefully.

## UNDERSTANDING YOUR PROTECTED HEALTH INFORMATION

Understanding what is in your health record and how your health information is used will help you to ensure its accuracy, allow you to better understand who, what, when, where, and why others may access your health information, and assist you in making more informed decisions when authorizing disclosure to others. When you visit us, we keep records of your symptoms, examinations, test results, diagnosis, treatment plans, progress notes, and other medical information. We also may obtain health records from other providers. In using and disclosing this PHI we will follow the Privacy Standards of the Federal Health Insurance Portability and Accountability Act (HIPAA), 45CFR, Part 464. The law allows us to use and disclose PHI without your specific authorization for treatment, payment, operations, and other specific purposes explained in this notice. This includes contacting you for appointment reminders and follow-up care.

#### YOUR HEALTH INFORMATION RIGHTS

You have the right to:

- Request a restriction of the uses and disclosures of PHI as described in this notice, although we are not required to agree to the restriction you request. You should address your request in writing to the Privacy Officer at MPS. We will notify you within 30 days if we cannot agree to the restriction.
- Obtain a paper copy of this Notice and upon written request, inspect and obtain a copy of your health record for a fee of \$.60 per page and the actual cost of postage per NRS 629.061, except you are not entitled to access to, or to obtain a copy of psychotherapy notes and information compiled for legal proceedings.
- Amend your health record by submitting a written request with the reasons supporting the request to the Privacy Officer. In most cases, we will respond within 30 days. We are not required to agree to the request amendment.
- Obtain an accounting of disclosures of your PHI, except we are not required to account for disclosures for treatment, payment, operations, or pursuant to authorizations, among other exceptions.
- Request in writing to the Privacy Officer that we communicate with you by a specific method and at a specific location. We will typically communicate with you in person; or by letter, email, fax, and/or telephone.
- Revoke authorization to use or disclose PHI at any time except when action has already taken place.

## **OUR RESPONSIBILITIES**

The law requires us to:

- Maintain the privacy of PHI and provide you with notice of our legal duties and privacy practices with respect to PHI.
- Abide by the terms of the notice currently in effect. We have the right to change our Notice of Privacy Practices and will apply the change to all your PHI, including information obtained prior to the change.

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- Post notice of any changes in our Privacy Policy in the lobby and make a copy available to you upon your request.
- Use or disclose your PHI only with your authorization except as described in this notice.
- Follow the more stringent law in any circumstance where other state or federal law may further restrict the disclosure of your PHI.

## FOR MORE INFORMATION OR TO REPORT A PROBLEM

You may contact the designated Privacy Officer, Michelle McGuire, Owner/CEO, 7250 Peak Dr., Suite 200A, Las Vegas, NV 89028, 725-485-7100. If you feel your rights have been violated, you may file a complaint in writing with the Privacy Officer. If you are not satisfied with the resolution of the complaint, you may also file a complaint with the Secretary of Health and Human Services. Filing a complaint will not result in retaliation.

## DISCLOSURES OF PHI

We may use or disclose your PHI for treatment, payment, and operation, and for purposes described below:

- Treatment: We will use and exchange information obtained by a physician, nurse practitioner, psychologist, or other health professionals, staff, trainees and volunteers in our office to determine your best course of treatment. The information obtained from you or from other providers will become a part of your medical records. We may also disclose your health care information to other outside treating medical professionals and staff as determined necessary for your care. For example, we may disclose your PHI to an outside doctor for referral. We may also provide your health care providers with copies of various reports to assist them in your treatment.
- <u>Payment:</u> We will send a bill to you or to your insurance carrier. The information on or accompanying the bill may include information that identifies you, as well as the portion of your PHI necessary to obtain payment.
- <u>Health Care Operations:</u> Members of the staff, trainees, students, a Risk or Quality Improvement team, or similar internal personnel may use your information to assess the care and outcomes of your care to improve the quality of the care and services we provide or for educational purposes. For example, an internal review team may review your medical records to determine the appropriateness of care. There may also be times in which our accountants, auditors, or attorneys may be required to review your health information to meet their responsibilities.
- Other uses and disclosures not requiring authorization:
  - O Business Associates: There are some services provided to our organization through contracts with business associates. We may disclose your PHI to our business associates so that they can perform these services. We require the business associates to safeguard your information to our standards.
  - Notifications: We may disclose limited PHI information to friends and family identified by you as being involved in your care of assisting you with payment. We may also notify a family member, or another person responsible for your care, about your location and general condition.
  - O Legally Required Disclosures, Public Health, & Law Enforcement: We may disclose PHI as required by law, or in a variety of circumstances authorized by federal or state law. For example, we may disclose PHI to government officials to avert a serious threat to health or safety or for public health purposes, such as to prevent or control communicable disease (which may include notifying individuals that may have been exposed to the disease, though in such circumstance you will not be personally identified), to an employer to evaluate whether an employee has a work related injury, and to public officials to report

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- births and deaths. We may disclose PHI to law enforcement such as limited information for identification and location purposes, or information regarding suspected victims of crime, including crimes committed on our premises. We may also disclose PHI to others as required by court or administrative order, or in response to a valid summons or subpoena.
- o **Information Regarding Decedents**: We may disclose PHI regarding a deceased person to: 1) Coroners and Medical Examiners to identify cause of death or other duties; 2) Funeral Directors for their required duties; and 3) to procurement organizations for purposes of organ and tissue donation.
- Research: We may also disclose PHI where the disclosure is solely for the purpose of designing a study, or where the disclosure concerns decedents, or institutional review board or privacy board has determined that obtaining authorization is not feasible and protocols are in place to ensure that privacy of your PHI. In all other situations, we may only disclose PHI for research purposes with your authorization.
- <u>Disclosures Requiring Authorization</u>: All other disclosures of PHI will only be made pursuant to your written authorization; which you have the right to revoke at any time, except to the extent we have already relied upon the authorization.

ACKNOWLEDGEMENT	
Client's Name- Please Print	
By signing this form, you acknowledge receipt of this Not Practice provides information about how we may use and di information in full.	
If you have any questions about our Privacy Practices, plea	se contact our front office at 725-485-7100.
Client, Parent/Legal Guardian Signature	Date
Print Name	
Relationship to Client	

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## CONSENT TO USE ELECTRONIC COMMUNICATION

Risks to confidentiality and privacy: The treatment providers cannot ensure the confidentiality of any form of communication through electronic media or guarantee absolute protection from unauthorized attempts to access, use, or disclose personal information exchanged electronically. Email, e-faxes, and texts may be sent erroneously to the wrong address. Backup copies of emails and texts may exist even after the sender and/or recipient has deleted the correspondence. Employers and online services have a right to inspect emails sent through their company systems. E-mails and text messages can be used as evidence in court.

CONSENT	
I have been advised of the risks of using electronic (please initial):	communication and I consent to the use of the following
Email: Address:	
Texting: Number(s):	
Additionally, MPS treatment providers can use the a message:	following means by which to contact me, and or leave
Home Phone:	Work Phone:
Client's Name	Date
Signature of Client or Legal Guardian	Date
MPS Representative	Date



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## **Intake Questionnaire for Adults**

CLIENT INFORMA	ATION						
Name: Today's Date:							
Date of Birth (Age):( ) Sexual Orientation:							
Sex assigned at birth:		e 🗆 Femal	e	Pronouns: □ he/him	□ she	her 🗆 the	y/them
Race/Ethnicity:			_	Spiritual Beliefs:			
Are there any disabili	ity need	ls? □ No □	Yes:				
Who referred you?							
PRESENTING PRO	BLEN	1S					
In your own words, d	lescribe	the current p	problems a	s you see them:			
Length of current pro	blems/	any time wit	thout symp	toms:			
Please check below a	ny issue	es you have l	had in the l	LAST MONTH and the se	verity of	f these symp	toms:
Symptom	Mild	Moderate	Severe	Symptom	Mild	Moderate	Severe
Depression				Suicidal ideation			
Anxiety				Abuse			
Trauma				Intrusive memories			
Racing thoughts				Nightmares			
Impulsivity				Sleep disturbance			
Excessive guilt				Anger			
Crying spells				Irritability			
Eating disturbance				Poor self-esteem			
Self-injurious bx				Avoidance of others			
Repetitive behavior				Hopelessness			
Helplessness				Distractibility			
Hallucinations				Dissociation			
Mood swings				Work issues			
Poor concentration				Grief			
Excessive energy				Loss of interest			
Please explain any se	vere sy	mptoms:					

FAN	IILY OF ORIGIN INFORMATION						
Parei	nts:						
M	other's name:				_ Age:_		
	Highest Education:		0	ccupati	ion:		
Fa	nther's name:				Age:_		
	Highest Education:		0	ccupati	ion:		
Pa	arents are:   married   separated	□ re	marrie	ed [	□ deceased	□ divorced	
Sibli	ngs: (names/age/biological or step):						
How	would you characterize your relationship	p with y	our pa	rents a	and siblings?		
CUR	RENT FAMILY INFORMATION						
Mari	tal Status:   □ Single □ Married □ Sep	arated	□ Di	vorce	□ Cohabita	ting 🗆 W	idowed
How	many times have you been married?	L	ength	of curr	ent marriage	relationshi	p:
How	would describe your current relationship	o/marria	ge dyr	namics	?		
Fami	ly and Household information: (Please in				if they do no		
	Name	Rela	ations	hip	Age	Sex	Living with you?
Pleas	e check any family concerns your family	is curr	ently e	experie	ncing:		
	Yelling Dishonesty						
Infidelity				Separation/divorce			
Financial problems				Death of a family member			
Abuse/Neglect Job loss							
	Blended family issues			Subst	ance use/abu	se	

Other:	Other:					
Any concerns not listed:						
EDUCATIONAL/OCCUPATIONAL/MILIT	ARY					
Years of education completed:	Currently enrollme	ent in higher education:   Yes   ''	No			
If so, where? What area of study:						
Current Employment:		Length of employment?				
Does your employment history involve multiple	jobs: □ Yes □ No	If yes, describe:				
Military Service:   Yes   No Branch:		_ Combat Experience: □ Yes □ N	lo			
Length of Service:	Type of	Discharge:				
LEGAL HISTORY						
Have you ever been arrested: □ Yes □ No If	so, date/charges:					
Have you ever been incarcerated: □ Yes □ No	If so, dates:					
Any pending legal charges: □ Yes □ No Des	cribe:					
MEDICAL/PSYCHIATRIC HISTORY						
Are you currently under treatment for any medi	cal or psychiatric c	onditions? □ Yes □ No				
Describe:						
List prior medical or psychiatric illness, surgeries, hospitalizations:						
List ALL current medications, including prescription and over the counter medications:						
Medication	Dosage	Reason				
Allergies to food or medication:						

Substance use: Please describe all substances you have used, including alcohol in the past 10 years.					
Substance	Age of first use	Last use	Quantity	Frequency	

Have you ever been treated for substance abuse? 

Yes No When? How long?

OTHER COMMENTS

Please add any other comments that you feel are important for us to know:

SUBSTANCE USE HISTORY