



Boston Child Study Center

Expert Mental Health Treatment, Training, & Research

Application Checklist:

Please complete, sign, and return the following documents, prior to your initial consultation, to Ashley Flynn by fax: (866) 496-3029 or email: AFlynn@bostonchildstudycenter.com

1. Completed Application For Services (pages 2-5) _____

2. Signed Consent for Services (page 6-10) _____

3. Signed Consent for Release of Information (page 11) _____

4. Signed Billing Agreement/Authorization (page 12) _____



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Application for Services

Today's Date: _____

Potential Patient Information:

Patient Name: _____ Age: _____ Date of Birth: _____

Gender Identity/ Preferred Pronouns: _____

Patient Phone: (____) _____ - _____ Patient Email: _____

Home Street Address: _____ City: _____ Zip: _____

School Name & Grade: _____

Parent/Guardian Information (if applicable):

Parent 1 Name: _____ Profession: _____ Phone: (____) _____ - _____ Type: C/H/W

Email Address: _____ May we contact you over email? Y / N

Home Address (if different from patient): _____ City: _____ Zip: _____

Parent 2 Name: _____ Profession: _____ Phone: (____) _____ - _____ Type: C/H/W

Email Address: _____ May we contact you over email? Y / N

Home Address (if different from patient): _____ City: _____ Zip: _____

Parents' marital status: _____ If separated, are legal proceedings in process or anticipated: Y / N

Siblings and ages: _____

Additional family members/individuals living in the home: _____

If parents are not married please describe the current legal and physical custody agreement: _____

How were you referred to the Boston Child Study Center? _____

Please describe the nature of the problem(s) for which you are pursuing services:

Symptoms (e.g., anxiety, depression, suicidal ideation):	Onset:	Triggers:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Educational History:

Current School: _____ Grade: _____

All Previous Schools: _____

Has the patient had any special testing or tutoring? Y / N If yes, please indicate:

Reason for testing/ tutoring: _____ Dates: _____ Outcomes/ Recommendations: _____

Does the patient have an IEP or 504? _____ Other school-related concerns: _____

Developmental History (please attach additional pages if needed):

Was the patient exposed to antibiotics, medications, alcohol, drugs, or tobacco during pregnancy? Y / N If yes, please indicate:

Was the pregnancy a full 40 weeks? Y / N If not, please explain: _____

Were there any complications during pregnancy (e.g. fetal distress, emergency C-section, pre-eclampsia, nuchal cord)? Y /N If yes, please indicate: _____

Were any special services required at the time of the patient’s birth (e.g. lights for jaundice, ICU care)? Y /N If yes, please indicate:

Were there any concerns/ delays in feeding, sleeping, walking, talking, or motor skills? Y /N If yes, please indicate:

Did the patient participate in Early Intervention services? Y /N If yes, please indicate dates and reason: _____

Describe the patient’s social functioning as a toddler? _____

What concerns, if any, are there currently have about the patient’s ability to socialize/get along with peers, adults, & family members?

Please list major life events the patient has experienced (e.g. moving, parent change in work, change in school, deaths, births, divorce):

Date of Occurrence: _____ Life Event: _____ Patient’s Response: _____



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Patient Medical History (please list all diagnoses and attach additional pages if needed):

Past: _____

Current: _____

Patient Mental Health History (please list all diagnoses and attach additional pages if needed):

Past: _____

Current: _____

Has the patient been hospitalized in the past for mental health reasons? Y / N If yes, please indicate:

Dates: _____ Circumstances/Reason: _____ Hospital/Program: _____ Discharge Recommendations: _____

Has the patient received other psychological services for these or other problems? Y / N If yes, please indicate:

Dates: _____ Type of Service: _____ Response to Treatment: _____ Name/Profession of Provider: _____

Does the patient have a history of trauma/abuse? Y / N If yes, please briefly describe/state the traumatic experience(s): _____

Does the patient have a history of self-injury? Y / N If yes, please describe: _____

Does the patient have a history of suicidal behaviors/attempts? Y / N If yes, please describe: _____

Does the patient have a history of substance abuse? Y / N If yes, please describe: _____

Past & Current Medications (please attach additional pages if needed):

Medication: _____ Dose: _____ When: _____ Problem Treated: _____ Response: _____ Name of Prescriber: _____



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Family Medical History:

Are there any biological family members with medical conditions (e.g. cardiac, diabetes, cancer)? Y / N If yes, please describe:

Relationship to Patient:

Medical Condition:

Treatment/ Other Information:

Family Mental Health History:

Are there any biological family members with mental health conditions (e.g. anxiety, depression, schizophrenia, bipolar, learning disability, autism, ADHD, eating disorder, substance abuse)? Y / N If yes, please describe:

Relationship to Patient:

Mental Health Condition:

Treatment/ Other Information:

Has anyone the patient known attempted or completed suicide? Y / N If yes, please explain: _____

Is there any legal history including past or current involvement with DCF? Y / N If yes, please describe: _____

This application will be reviewed by the clinical team at the Boston Child Study Center to ascertain whether our practice is the best treatment match. The application will be reviewed within 7-10 business days after which time you will be contacted regarding the disposition. If you have any questions about completion of this form or our services, you may contact us at (617) 800-9610 or email us at AFlynn@BostonChildStudyCenter.com.



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CONSENT FOR SERVICES

Welcome to the Boston Child Study Center, located at 729 Boylston Street, 5th floor in Boston, MA. This statement provides important information about the services provided by the Boston Child Study Center, practice policies and procedures, and the patient's rights and responsibilities as patients. Please read this document thoroughly and be sure to raise any questions or concerns with your therapist as soon as is feasible.

Description of Practice:

The Boston Child Study Center specializes in evidence-based treatment for anxiety, behavioral, and mood disorders. As such, your therapist will make every effort to provide the most appropriate evidence-based interventions or will provide the necessary referral information if he/she is not able to provide such care personally. The Boston Child Study Center does not discriminate against any individual on the basis of race, color, ethnicity, religion, sex, age, national origin, sexual orientation, or socioeconomic status.

Nature of Services:

Initially, the patient will meet for an initial consultation, which may take place over one or more visits depending on their needs and the discretion of the clinical team. This consultation will help determine the nature of the patient's symptoms, concerns, and difficulties, as well as whether the services provided by the Boston Child Study Center are appropriate for the family's needs. This initial appointment typically consists of meeting with a specialist in the area of concern and may also include an additional structured diagnostic assessment for caregivers and your child which may take up to three hours to administer. The goal of this process is to assess the patient's functioning including their ability to regulate their emotions and behaviors, to gather past/current psychological functioning, past/current psychiatric treatment, as well as academic, social, and family functioning in order to determine the best course of treatment. If the patient has a current treatment provider, your therapist may ask for written consent to speak with that person if it is likely to help in making assessment or treatment decisions for the patient's care. The fee for this evaluation is \$375 per scheduled meeting.

After the consultation, the therapist will give you feedback, make recommendations for further services, and describe various treatment options that may be the best fit for the patient's needs. If you are offered services through the Boston Child Study Center, we will describe what will be required of you, what you can expect in treatment, and address any concerns or questions you may have. If you accept treatment with the Boston Child Study Center, a fee will be set based on the standard fees applicable to the services and provider(s) you are assigned unless otherwise stated or revised through the sliding scale (see below). You will either be placed on a treatment waitlist or begin working with a therapist at their and your earliest convenience. You may also request referrals at any time during the treatment process if you are either not interested in waiting for services or if you do not feel our services are a fit for you and your family. The Boston Child Study Center encourages you to bring up any questions or concerns during the treatment process, as many issues can be problem solved effectively together. You are free to withdraw from treatment at any time.



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As a condition of receiving services at the Boston Child Study Center, your personal information will be stored confidentially using HIPAA compliant electronic medical record software. These databases may be also used for de-identified retrospective research. Staff at BCSC are committed to developing and advancing effective educational and intervention procedures for children and, where appropriate, reporting these findings to the professional community. We occasionally use data contained in a client's file for archival research, quality assurance checks, and program development. This research is done in such a way that the identity of our clients cannot be identified or linked to the data used. If the data are used, it will be de-identified to protect your anonymity and to keep your personal records confidential. Information that may be used for research purposes may include details such as your age, diagnosis, de-identified background information (e.g., developmental history, history of presenting concern), detailed course of treatment, and data collected through observation or questionnaires throughout the treatment process.

Policies and Fees:

The Boston Child Study Center is an evidence-based, fee-for-service, faculty practice comprised of psychologists, neuropsychologists, social workers, mental health counselors, supervised clinical psychology trainees, and trained support paraprofessionals. Typically, families initially meet with a specialist in the area of concern for an initial consultation to determine a preliminary diagnosis, identify underlying causes of symptoms presented, determine the appropriate level of care, and identify the best treatment team/program for you. Our Cognitive Behavior Therapy (CBT), Dialectical Behavior Therapy (DBT), Parent-Child Interaction Therapy (PCIT), and Individual-Intensive Outpatient Program for Complex Care (I-IOP) each offer a comprehensive team approach which may include a combination of evaluation, individual therapy, family therapy, exposure coaching, skills training/coaching, and/or parent coaching to address your identified treatment goals. We place a top priority on matching your needs to the appropriate evidence-based treatment and may provide outside referrals if we determine that a better treatment match exists elsewhere.

Group policies: DBT Skills Training Groups require a 24-week commitment. Missing 4 groups will require an individual session to learn the missed group content and reestablish commitment prior to returning to group. DBT Skills Integration/ Anxiety/ Emotional Processing Groups require a 16-week commitment. Missing 3 groups will require an individual re-commitment session prior to returning to group. DBT/CBT Skills Training and Skills Integration Groups for Parents require a 12-week commitment. Missing 3 groups will require an individual session to learn the missed group content and reestablish commitment prior to returning to group. New members are admitted to the groups on a rolling basis based on availability. Group members may have the opportunity to continue in group for additional time if treatment goals are established. Members of DBT Skills Training and Skills Integration Groups for Adolescents and Young Adults are required to be in ongoing individual DBT with skills coaching. Those in ongoing individual CBT may also be admitted to the group on a case by case basis. An intake session is required before starting any group. Patients agree to inform group leader of any changes in their treatment team. Attendance policies and other group requirements may differ based on the specific group and will be communicated to you prior to starting in any group. Missed appointments or cancellations made less than 24-hours in advance are billed at the standard session rate, except for declared snow or weather emergencies.



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Our service rates are “fee-for-service” as we do not accept insurance. We offer a sliding scale which is granted based on financial need. If you wish to apply for the sliding scale we request that families complete the sliding scale application and submit the most recent two tax returns. After review of these documents, we will provide a proposed fee based on an algorithm used for families at BCSC. We also provide “insurance-friendly” statements that include many of the service codes and information your insurance company may require for you to submit “out-of-network” reimbursement requests. We do not guarantee that any portion of the fees will be reimbursed by your insurance provider. Families are financially responsible for all services provided by BCSC staff and trainees regardless of the reason for a possible denial of reimbursement. Academic, didactic tutoring, and learning based services that may augment your child's overall treatment plan are not eligible for reimbursement by insurance companies. These services will appear with a 00000 CPT code. While we try to provide your family with the information needed or requested by many insurance companies, we do not work directly with insurance companies nor do we enter into single case agreements. If appeals paperwork or communication is required, this time will be billed directly to your family and will not be covered by your insurance company. Telephone, email, completion of outside paperwork (paperwork requested for outside BCSC use such as, your insurance company, school, etc.), travel, and video-conferencing consultation is billed at your therapy services rate and not reimbursable by your insurance company.

Payments are processed at the end of each month for the balance on your account and can be payable by check, debit card or credit card (Visa, MasterCard, Discover, Amex), or flex-spending debit card. We require that all clients provide a credit or debit card on file to be used as a primary method of payment (monthly auto-pay) or as a backup payment for late or outstanding bills. Financial information is stored and processed using PCI compliant software. If payment by check is not received within 30 days of the previous billing period your backup card on file will be processed for the outstanding balance due on your account. After your account is processed you will receive a statement via email unless you specify another preference for receiving your statements, which will serve as your receipt of payment and will already include billing/clinical codes required for out of network reimbursement. If you would like to request a statement citing services rendered and/or the balance on your account prior to the end of the month, you may do so in writing at any time by emailing Emily Hartson at EHartson@BostonChildStudyCenter.com.

Note: Missed appointments or cancellations made less than 24 hours in advance (except for declared snow or weather emergencies or documented medical illness) are billed at your standard treatment rate. A snow or weather emergency qualifies if the school district in which you reside is closed due to weather on the day of your appointment.

Sample of Standard Patient Fees:

Initial Consultation: \$15 - \$750	Group Intake/ Orientation: \$15 - \$250
Comprehensive Neuropsychological Assessment: \$1,900 - \$4,500	Group Therapy: \$15 - \$125
Autism Diagnostic Observation Schedule (ADOS-2): \$350 - \$1,000	Individual/Family CBT: \$15 - \$250
College Admissions Coaching Intake: \$15 - \$650	Individual/Family DBT: \$15 - \$300
College Admissions Coaching: \$15 - \$275	Executive Functioning Coaching: \$15 - \$250
Professional Training/Talk 1-3 Hours: \$750 - \$1,400	Dr. Madigan's consultation/service rate: \$15 - \$425
Professional Training/Talk 4 Hours-Full Day: \$2,400 - \$4,400	Exposure Coaching: \$15 - \$275



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Confidentiality:

All clinical records are kept in a secure electronic medical record or secure filing cabinet. The information you provide during the course of the patient's evaluation is confidential and will not be revealed outside of the Boston Child Study Center without your written permission, with a few exceptions that are described below:

- 1) Brief documentation of each patient contact are required to be kept and vary in detail. These records could be subpoenaed by a court of law under certain conditions;
- 2) If your therapist has reason to believe that you or another child/elder/disabled person is being abused, or if you have any information regarding such abuse or neglect to another, your therapist is required by law to notify the appropriate child or adult protective agency;
- 3) If your therapist has reason to believe that you are at risk of making a serious and/or imminent attempt to hurt or kill him/herself or someone else, we are required by law to notify related emergency personnel or victims. In such cases we may be required to complete paperwork with the state involuntarily hospitalizing you;
- 4) If there is a criminal or civil legal action related to sanity or competence;
- 5) If you initiate legal action or ethical charges against the Boston Child Study Center;
- 6) If you request disclosure by signing release of information form;
- 7) Sometimes children and adolescents may choose to share personal information with their therapist. Typically, the specific content of the therapy sessions will not be shared with their parent unless the adolescent agrees to it or unless it is necessary due to adolescent evidencing imminent risk of harm to self or others.

Emergencies:

The Boston Child Study Center clinical hours of practice are typically 10 am to 7 pm Monday through Thursday and 10 am to 6 pm on Friday. If your therapist is not available to immediately answer your call during those hours, he/she will return your call as soon as possible during operating hours. Email should only be used for scheduling updates and not used to provide your therapist with clinical or personal information (as email is not a secure mode of communication) nor should email, text, or voicemail be used in emergencies. The Boston Child Study Center staff has limited availability to respond to crisis situations (i.e., while working with another family, overnight, weekends, holidays, etc.) and for this reason it is crucial that you are aware of other services available in the community in the event of a crisis or emergency. If you experience crisis or an emergency you should call 911, go to your local emergency room, or call the Statewide Emergency Services Program at 877-382-1609. Upon arrival to the emergency room, you can call your therapist to provide an update around the status of your emergency care (name of the hospital, name of provider at hospital, number where you can be reached) and we will, at our earliest availability, get in touch with you and your provider (upon written or verbal consent for release of information). If you or your therapist believe that your well-being may be at risk due to limitations in your therapist's availability and/or crisis coverage, please let your provider know both in person and in writing and he/she will help you find a more suitable site to provide your care.



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STATEMENT OF AGREEMENT:

By providing consent, I am indicating my understanding that the purposes of the initial consultation are to assess my current difficulties, help determine the best plan for addressing my mental health needs, does not ensure that I will necessarily be assigned to work with a specific staff member of the Boston Child Study Center, that the Boston Child Study Center does not ensure that your insurance provider will reimburse you for the services rendered with the Boston Child Study Center, and that I will be given referrals if it is determined that the Boston Child Study Center is not a suitable match to address my child’s needs. I understand that if I have any questions about the evaluation, treatment, or its use, I may ask my therapist, Dr. Madigan, or Dr. Lambright about them at any time.

By signing this statement I am indicating that: 1) I have read the Boston Child Study Center’s Consent for services form in its entirety, 2) I have had any questions or concerns regarding this form addressed by the Boston Child Study Center staff, 3) I fully understand all information contained therein, and 4) I freely agree that I may participate in the services offered.

Name of Child (if applicable)

Name of Parent/Guardian/Self (if 18+)

Signature of Parent/Guardian/Self (if 18+) Date

Name of Clinician

Signature of Clinician Date

Please return this form to the Boston Child Study Center either in person or by:

Email: AFlynn@BostonChildStudyCenter.com

Mail: Boston Child Study Center, 729 Boylston Street, 5th Floor, Boston, MA 02116

Fax: (855) 496-3029



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AUTHORIZATION FOR EXCHANGE OF INFORMATION

I, _____, authorize clinical communication between Boston Child Study Center staff and:
(Name of Parent/Guardian/Self if 18+)

<u>Provider:</u>	<u>Name/Address:</u>	<u>Phone:</u>
PCP/ Pediatrician	_____	(_____)_____

Psychiatrist	_____	(_____)_____

Individual Therapist	_____	(_____)_____

Family Therapist	_____	(_____)_____

School	_____	(_____)_____

Case Manager	_____	(_____)_____

Other ()	_____	(_____)_____
Other ()	_____	(_____)_____

Communication may include any and all information in their possession acquired in the course of evaluation and/or treatment of the above named child/adolescent/patient. In addition, I authorize the staff of the Boston Child Study Center to share information with any emergency care givers who are involved in the care of my child in the event of a medical or psychiatric emergency. This authorization is voluntary and I have the right to refuse to sign it. I may revoke this authorization at any time by providing written notice of revocation; however such revocation would not affect any action taken by the Boston Child Study Center in compliance with this authorization before receipt of my written, hard-copy, revocation. You may accept photocopies or facsimiles of this authorization.

Signature of Parent / Guardian / Self (if 18+) Date Relationship to Child



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Payment Authorization and Agreement

Boston Child Study Center accepts payment through check, debit or credit card. We require that all clients provide a credit or debit card on file to be used as a primary method of payment or as a backup payment for late or outstanding bills. Please select the method of payment you prefer below. If you choose to change your method of payment, you may do so at any time by re-submitting this form to Emily Hartson at EHartson@BostonChildStudyCenter.com.

I agree to submit payment to the Boston Child Study Center for the amount due on my bill at the conclusion of each monthly billing cycle. I understand that the billing cycle ends on the last day of each month. If I am enrolled in auto-pay, my card will be processed for the balance on my account and I will receive a statement documenting the services and charges. I understand that I may choose to pay by check and will mail checks to Boston Child Study Center, LLC, 729 Boylston Street, 5th Floor, Boston, MA 02116. I understand that if I do not submit payment by check within 30 days of the last day of the billing period my card on file will be billed for the amount due and I will receive a statement documenting these services and charges.

Printed name of Parent/Guardian/Self (if 18+)

Signature of Parent/Guardian/Self (if 18+)

Date

Debit/Credit Card Authorization

Please complete the below fields to provide your debit card, credit card, or flex spending debit card to authorize the Boston Child Study Center, LLC to retain your card information on file and enroll your account in our monthly auto-payment system or as a backup payment if you choose to submit payments by check.

Card Type: V / MC / D / AMEX Cardholder's full name (as it appears on your card): _____

Card Number: _____ Exp: _____ Security Code: _____

Billing Address: _____ City: _____ Zip: _____

Billing Phone: (____) _____ - _____ Email to send statement/receipt: _____

Please Check the Appropriate Box:

Recurring Billing: I hereby authorize BCSC to retain my credit/debit card information and charge the indicated credit/debit card on a monthly basis for the amount due on my account. The recurring payment authorization shall remain in effect until canceled by me in writing.

Backup Use Only: I prefer to pay by check and I understand that I am authorizing the Boston Child Study Center to retain my credit/debit card information on file and to charge the indicated credit/debit card for any outstanding balance on my account that is 30+ days late. Example: If my January statement is not paid in full by the end of February I will be charged on March 1st for the outstanding balance.

Authorization:

I hereby authorize the Boston Child Study Center to charge the indicated credit/debit card. I agree that this is either a periodic or backup charge that will be processed as I indicated above. To terminate the recurring billing process, if selected, I must cancel in writing. I guarantee and warrant that I am the legal cardholder for this credit/debit card and that I am legally authorized to enter into this billing agreement with Boston Child Study Center, LLC.

Signature of Cardholder: _____ Date: _____