### JAMES F. BATTAGLIA, PH.D. 360 W 43rd Street, Apt. S9E New York, NY 10036 646-455-3377

Dear Patient,

This download contains the following forms:

- I. Informed Consent
- II. Intake Form
- III. HIPAA
- IV. Health Insurance Claim Form
- V. Cancellation Agreement

You can give me a completed hard copy when we meet or email me a completed scanned copy ahead of time to dr.jb.psychologist@gmail.com.

Special instructions for Form IV, Health Insurance Claim Form.

- 1. Print this form
- 2. Fill out boxes 1a 6.
- 3. Go to box 12, Sign and date. (Your signature here allows me to submit a claim to your insurance company including demographic information and diagnosis.)
- 4. Go to Box 13, Sign. (Your signature here allows the insurance company to pay me for the services.)

If you have any questions about this, please ask me when we meet.

James F. Battaglia, Ph.D. Psychologist NYL 012304

# Form I - Informed Consent for Treatment

#### PATIENT: RETAIN THIS PAGE FOR YOUR RECORDS

JAMES F. BATTAGLIA, PH.D. 360 W 43rd Street, Apt. S9E New York, NY 10036 646-455-3377 docjb.com

James F. Battaglia, Ph.D.

Psychologist NYL: 012304

#### **INFORMED CONSENT FOR TREATMENT 2023**

Welcome to my psychology practice! I am looking forward to working with you and I willmake every effort to accommodate your needs. So that you may be fully informed about the services you are receiving, please take the time to read the following information about our practice policies. Please do not hesitate to ask any questions if any of the following seems unclear.

I would like you to be aware of your right to confidentiality and our commitment to safeguard that right. The patient-therapist relationship is a confidential and privileged one, and is thus protected by law and ethical code. However, there may be limits to confidentiality depending on your particular circumstance. For example, if your health care carrier is under the Federal ERISA act, it is entitled to and may request information about your sessions. Likewise, PIP, Workers' Compensation, and other legal/court cases may override confidentiality. In cases in which there is a clear risk of harm to self or others or of suspected child abuse, confidentiality is limited by law.

If you have been referred for psychological or neuropsychological testing, I will assess the extent and type of testing that will be most useful in answering the diagnostic question. This may be done before or at the time of the first appointment, or as testing unfolds, depending on the nature of the case. *Please note, that an examination does not guarantee a specific diagnosis or set of recommendations.* These are made on a case-by-case basis according to the presentation of symptoms and particular needs of the examinee.

If you choose to engage in psychotherapy, please be aware that the process of psychotherapy involves change and can be an exciting process. At times, it may also seem frustrating and may arouse strong, difficult emotions. You may discover that the way you think about the world, the way you view your past, present, and future, and the way you relate to others may be altered. Therapy will require your work and commitment. My most important mission as a therapist is to help you make progress in your work toward reaching your goals. I will strive at all times to utilize my best clinical skills and professional judgment in this endeavor. In my work with children, please be mindful that parents/guardians should understand the need of their children to develop trust in a therapist. *Thus, I ask that parents/guardians limit their desire for specific details of the treatment.* However, I will be sure to address any concerns parents may have regarding their child's treatment.

#### PATIENT: RETAIN THIS PAGE FOR YOUR RECORDS

Individual sessions are usually scheduled to last from 45 - 60 minutes, depending on insurance. I will make every effort to begin your session on time and I appreciate your timeliness in keeping appointments. The frequency of therapy sessions is arranged by you and me, based on recommendations and your needs. You are free to terminate therapy at any time. Typically, termination is usually a mutual goal that is planned for by the patient and therapist. If at any time you feel that therapy is not meeting your needs, you are strongly encouraged to present your concerns to me.

Regarding billing, payment in full is due at the time the service is rendered. Information regarding fees is available upon request. I reserve the right to charge an interest charge of 1 ½% per month (18% per annual percentage rate) on accounts that are greater than 30 days overdue. There is also a returned check fee of \$25.00. Please note that in cases in which the account has been neglected by the patient and there has been no show of good faith despite our repeated attempts toward resolution, I reserve the right to turn the account over to a collection agency. In hardship circumstances, I am available to discuss payment arrangements.

If there is a matter that cannot wait until the next session, I am available by telephone at times other than your scheduled appointment. For a telephone call which lasts fifteen minutes or longer, I reserve the right to charge you a fee proportionate to the individual psychotherapy rate. If you have an emergency, and you call after regular business hours or cannot reach me, please call 991 or immediately go the emergency room of the nearest hospital.

I reserve the right to charge you for any missed appointments, or appointments that are canceled with less than 24 hours notice. I will not charge you if a health or family emergency arises. If an appointment is missed or canceled, I will reschedule you, hopefully during the same week.

I am an in-network provider for Aetna, Cigna, and Compsych. I am not in-network for United Healthcare or Oxford any longer.

*NOTE:* Patients may need to meet a deductible before the provider begins payment to me. So, you are responsible for paying for services until deductible is met. Please check your plan!

For patients with health plans in which I am not "in-network," you are responsible for paying the full fee at the time of service. *I encourage you to understand your plan's "out of network benefits," if any.* Unfortunately, I have learned that what your insurance provider/representative says over the phone is not always correct or clear. Ultimately, payment is your responsibility. I will assist you with the information you need to submit bills to your carrier. In some instances, I can bill electronically which will save you a step and get you reimbursed more quickly.

#### PATIENT: COMPLETE THIS PAGE AND GIVE TO DR. BATTAGLIA

#### JAMES F. BATTAGLIA, PH.D. 360 W 43rd Street, Apt. S9E New York, NY 10036 646-455-3377

I have read and understood the Consent for Treatment 2023 provided me by Dr. Battaglia. By signing below, I request services from Dr. Battaglia and agree to the provisions of the Consent for Treatment.

Print Patient Name	
Time I defent Paine	D 4
Si	Date:
Signature of Patient if age 14 or over	
	Date:
Signature of Parent or Sole Legal Guif Patient is under 18 years of age	ardian
Signature of Other Parent if joint cus	tody of Minor
	payment until deductible, if any, is met.)
Aetna (I am responsible for full	payment until deductible, if any, is met
ComPsych (	
	(I am always responsible for full payment at time of service
None (I am always responsible	for full payment at time of service.)
(Please photograph your health insu	rance card and text it to me at 201-755-0767.
Also, please complete the following	info:
ID:	
Group:	
Insured's Name:	3

Insured's DOB:

# Form II - Adult Intake Form

## JAMES F. BATTAGLIA, PH.D. 360 W 43rd Street, Apt. S9E New York, NY 10036

# PATIENT INTAKE FORM 2023

Please fill in the information below and bring it with you to your first session. Please note: information provided on this form is protected as confidential information.

	Personal	Information	
Name:		Dat	e:
Parent/Legal Guardian (if un	der 18):		
Address:			
City			
State: Zip			
Cell/Work/Other Phone:			
Email:			
*Please note: Email corresp communication.	ondence is not con.	sidered to be a co	nfidential medium of
DOB:		Age:	
Marital Status:			
<ul> <li>Never Married</li> </ul>	□ Married		
<ul> <li>Divorced</li> </ul>	□ Separated		
<ul><li>Have partner partner</li></ul>	□ Don't have partner		
Referred By (if any):			
Emergency Contact Name:			Phone:

		History	7	
Have yo		ny type of mental hea	alth services (psy	ychotherapy, psychiatric
□ No 1	□ Yes, previous therapis	t/practitioner:		
Are you	currently taking any pr	escription medication	1?	
□ Yes	□ No If yes, pleas	e list medication and	dose:	
Have yo □ Yes	ou ever been prescribed	psychiatric medicationse list medication and	n?	
. How		eneral and Mental H		
	<b>Ge</b> would you rate your cur Unsatisfactory			
oor	would you rate your cur	rent physical health? Satisfactory	(Please circle or Good	ne) Very good
oor	would you rate your cur Unsatisfactory	rent physical health? Satisfactory	(Please circle or Good	ne) Very good
Poor Please lis	would you rate your cur Unsatisfactory	rent physical health? Satisfactory blems you are curren	(Please circle or Good tly experiencing	ne) Very good

2. How many times per week	do you generally exercise?	
3. What types of exercise do yo	ou participate in?	
4. Please list any difficulties yo	ou experience with your appetite or eating problems:	
5. Are you currently experienci	ing overwhelming sadness, grief or depression?	) <sub>□</sub> `
	ing overwhelming sadness, grief or depression?   No	
If yes, for approximately how lo		
If yes, for approximately how lo	ong?	) <sub>□</sub>
If yes, for approximately how look. Are you currently experiencing the second of the s	ong?	) <sub>□</sub>
If yes, for approximately how look. Are you currently experienced If yes, when did you begin experiencing.	ong?ng anxiety, panics attacks or have any phobias?   — No eriencing this?	) <sub>□</sub>
If yes, for approximately how lot 6. Are you currently experience If yes, when did you begin experiencing Are you currently experiencing If yes, please describe:	ong?ng anxiety, panics attacks or have any phobias?   Priencing this?	) [
If yes, for approximately how lot 6. Are you currently experience If yes, when did you begin experiencing Are you currently experiencing If yes, please describe:	ong?	) [
If yes, for approximately how lot 6. Are you currently experienced If yes, when did you begin experiencing Are you currently experiencing If yes, please describe:  7. Do you drink alcohol more that 3. Do you use recreational drugs.	ong?	) [

On a scale of 1-10 (with 1 being poor and 10 being exceptional), how would you rate your relationship?

1 2 3 4 5 6 7 8 9 10

What significant life changes or stressful events have you experienced recently?

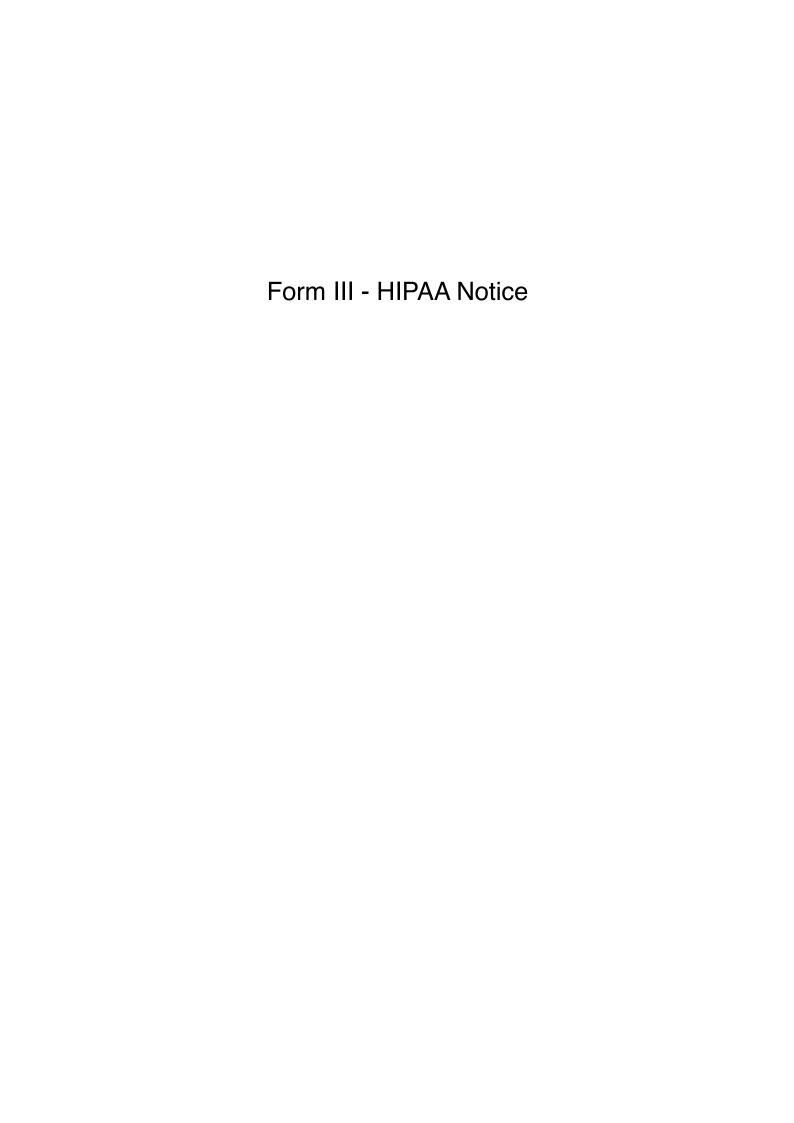
#### **Family Mental Health History**

In the section below, identify if there is a family history of any of the following. If yes, please indicate the family member's relationship to you in the space provided (e.g. Father, grandmother, uncle, etc.)

	Please Circle	Identify Family Member
Alcohol/Substance Abuse	yes / no	
Anxiety	yes / no	
Depression	yes / no	
Domestic Violence	yes / no	
Eating Disorders	yes / no	
Obesity	yes / no	
Obsessive Compulsive Behavior	yes / no	
Schizophrenia	yes / no	
Suicide Attempts	yes / no	

# **Additional Information**

1. Are you currently employed?	□ No	□ Yes
Where do you work? What is your job?		
Do you enjoy your work? Is there anything stressful about	ıt your c	urrent work?
. Do you consider yourself to be spiritual or religious?	□ No	□ Yes
If yes, describe your faith or belief:		
What do you consider to be some of your strengths?		
3. What do you consider to be some of your weaknesses?		
4. Have you been in psychotherapy before?	□ No	o □ Yes
If yes, how long?		
. What would you like to accomplish out of your time in	therapy	? _



# JAMES F. BATTAGLIA, PH.D. PSYCHOLOGIST NEW YORK

#### Notice of Psychologist's Policies and Practices to Protect the Privacy of Your Health Information 2022

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

#### I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

James F. Battaglia, Ph.D., hereafter referred to as "I," may use or disclose your protected health information (PHI), for treatment, payment, and health care operations purposes with your consent. To help clarify these terms, here are some definitions:

- "PHI" refers to information in your health record that could identify you.
- "Treatment, Payment and Health Care Operations"
  - *Treatment* is when I provide, coordinate or manage your health care and other services related to your health care. An example of treatment would be when I consult with another health care provider, such as your family physician or another psychologist.
  - *Payment* is when I obtain reimbursement for your healthcare. Examples of payment are when I disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
  - *Health Care Operations* are activities that relate to the performance and operation of my practice. 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.
- "Use" applies only to activities within my office such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- "Disclosure" applies to activities outside of my office, such as releasing, transferring, or providing access to information about you to other parties.

#### II. Uses and Disclosures Requiring Authorization

I 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 I am asked for information for purposes outside of treatment, payment and health care operations, I will obtain an authorization before releasing psychotherapy notes. "Psychotherapy notes" are notes I have made about our conversation during a private, group, joint, or family counseling session, which I have kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) I have relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.

#### III. Uses and Disclosures with Neither Consent nor Authorization

I may use or disclose PHI without your consent or authorization in the following circumstances:

- Child Abuse: If I have reasonable cause to believe that a child has been abused or neglected, I am required by law to report such information within 24 hours to the NYC Administration for Children's Services.
- Adult and Domestic Abuse: If I have reasonable cause to believe that an elderly or disabled adult has been abused, neglected, or exploited, I am required by law to report this information to the county adult protective services provider.
- **Health Oversight:** If the New York State Board of Psychological Examiners issues a subpoena, I may be compelled to testify before the Board and produce your relevant records and papers.
- **Judicial or administrative proceedings:** If you are involved in a court proceeding and a request is made for information about the professional services that I have provided you and/or the records thereof, such information is privileged under state law, and I must not release this information without written authorization from you or your legally appointed representative, or a court order. This privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. I will inform you in advance if this is the case.
- Serious Threat to Health or Safety: If you communicate to me a threat of imminent serious physical violence against yourself or a readily identifiable victim and I believe you intend to carry out that threat, I must take steps to warn and protect. I also must take such steps if I believe you intend to carry out such violence, even if you have not made a specific verbal threat. The steps I take to warn and protect may include arranging for you to be admitted to a psychiatric unit of a hospital or other health care facility, advising the police of your threat and the identity of the intended victim, warning the intended victim or his or her parents if the intended victim is under 18, and warning your parents if you are under 18.
- Worker's Compensation: If you file a worker's compensation claim, I may be required to release relevant information from your mental health records to a participant in the worker's compensation case, a reinsurer, the health care provider, medical and non-medical experts in connection with the case, the Division of Worker's Compensation or the Compensation Rating and Inspection Bureau.

#### IV. Patient's Rights and Psychologists Duties

#### **Patient's Rights:**

- Right to Request Restrictions You have the right to request restrictions on certain uses and disclosures of protected health information about you. However, I am not required to agree to a restriction you request.
- Right to Receive Confidential Communications by Alternative Means and at Alternative Locations You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing me. Upon your request, I will send your bills to another address.)
- Right to Inspect and Copy You have the right to inspect or obtain a copy (or both) of PHI and psychotherapy notes in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. I may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. On your request, I will discuss with you the details of the request and denial process.
- *Right to Amend* You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. I may deny your request. On your request I will discuss with you the details of the amendment process.
- *Right to an Accounting* You generally have the right to receive an accounting of disclosures of PHI for which you have neither provided consent nor authorization (as described in Section III of this Notice.) On your request, I will discuss with you the details of the accounting process.
- Right to a Paper Copy You have the right to obtain a paper copy of the notice from me upon request, even if you have agreed to receive the notice electronically.

#### **Psychologist's Duties:**

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.
- If I revise my policies and procedures, I will notify you in person or by mail.

#### V. Questions and Complaints

If you have questions about this notice, disagree with a decision I make about access to your records, or have other concerns about your privacy rights, you may contact me, James Battaglia at 646-45-3377

If you believe that your privacy rights have been violated and wish to file a complaint with me, please contact:

New York's Professional Misconduct Enforcement System Complaint Hot Line: 1-800-442-8106 or conduct@mail.nysed.gov

You have specific rights under the Privacy Rule. I will not retaliate against you for exercising your right to file a complaint.

#### VI. Effective Date

This notice has gone into effect on the date signed.

Your signature on the signature page acknowledges that you have read and understood the information in this document and agree to abide by its terms during our professional relationship.

# **Acknowledgement of Receipt of HIPAA Notice 2023**

Psychologist's Policies and Practices to Protect the James F. Battaglia, Ph.D.	1.0	ı" from
Signature of Patient if 14 years or older	Date	
Print your name above	Birthdate	
Signature of Parent/Guardian if pt. is under 18 ye	ars	
Signature of other Parent/Guardian if Joint Custo	dy	

# Form IV - Health Insurance Claim Form



#### **HEALTH INSURANCE CLAIM FORM**

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PICA	STRUT GEARING GORDINATTEE (1400C	, 52.112			PICA
1. MEDICARE MEDICAID	TRICARE -	HAMPVA GROUP FECA	NG	1a. INSURED'S I.D. NUMBER	(For Program in Item 1)
2.(R)ATIENTAS (NAMENNASALINAM) e		(ID#)	SEX	4. INSURED'S NAME (Last Name, F	First Name Middle Initial)
TWO GROAT CAY TO THE GROAT CAY TO	10470004)	MM   DD   YY	F	4. HOOFIED O WANTE (East Harto, 1	not Hand, Middle initialy
5. PATIENT'S ADDRESS (No., S	reet)	6. PATIENT RELATIONSHIP TO IN	SURED	7. INSURED'S ADDRESS (No., Stre	eet)
OUT.		Self Spouse Child	Other		
CITY		STATE 8. RESERVED FOR NUCC USE		CITY	STATE
ZIP CODE	TELEPHONE (Include Area Cod	2)		ZIP CODE T	ELEPHONE (Include Area Code)
	( )				( )
O. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)  10. IS PATIENT'S CONDITION RELATED TO:  11. INSURED'S POLICY GROUP OR FECA NUMBER					R FECA NUMBER
a. OTHER INSURED'S POLICY (	DR GROUP NUMBER	a. EMPLOYMENT? (Current or Pres	inus)	a INCLIBED'S DATE OF PIRTH	SEX
a. Omermoones or defor (	Transor Nomber	YES N		a. INSURED'S DATE OF BIRTH MM   DD   YY !	M F
D. RESERVED FOR NUCC USE		b. AUTO ACCIDENT?	PLACE (State)	b. OTHER CLAIM ID (Designated b	y NUCC)
		YES N	°		
c. RESERVED FOR NUCC USE		c. OTHER ACCIDENT?	0	c INSURANCE PLAN NAME OR PR	ROGRAM NAME
d. INSURANCE PLAN NAME OR	PROGRAM NAME	10d. CLAIM CODES (Designated by		d. IS THERE ANOTHER HEALTH E	BENEFIT PLAN?
					ves, complete items 9, 9a, and 9d.
		LETING & SIGNING THIS FORM. rize the release of any medical or other informa	ion necessary		PERSON'S SIGNATURE I authorize ne undersigned physician or supplier for
		is either to myself or to the party who accepts as		services described below.	
SIGNED		DATE		SIGNED	
4. DATE OF CURRENT ILLNES	S, INJURY, or PREGNANCY (LMF	) 15. OTHER DATE	207		WORK IN CURRENT OCCUPATION MM   DD   YY
	UAL.	QUAL MM DD	YY	FROM i	то
<ol> <li>NAME OF REFERRING PRO</li> </ol>	VIDER OR OTHER SOURCE	17a.		18. HOSPITALIZATION DATES REI	MM <sub>I</sub> DD <sub>I</sub> YY
19. ADDITIONAL CLAIM INFORM	MATION (Designated by NUCC)	17b NPI		FROM 20. OUTSIDE LAB?	TO
				YES NO	
21. DIAGNOSIS OR NATURE OF	ILLNESS OR INJURY Relate A-I	to service line below (24E) ICD Ind.		22. RESUBMISSION CODE C	RIGINAL REF. NO.
A	В	C. L D. L		23. PRIOR AUTHORIZATION NUM	DED
E. L	F. L.	G. L		23. PRIOR AUTHORIZATION NOW	DEN
24. A. DATE(S) OF SERVIC		PROCEDURES, SERVICES, OR SUPPLIES	E.	F. G.	H. I. J.
	TO PLACE OF DD YY SERVICE EMG C	(Explain Unusual Circumstances) PT/HCPCS   MODIFIER	DIAGNOSIS POINTER	OR R	rent id. RENDERING fran QUAL PROVIDER ID. #
E T I T	3 1 1 1	f f t	Ť		
			I.	<u> </u>	NPI
					NPI
<b>A</b> 1 1 1	4				
					NPI
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			T.		
					NPI
	1 1 1 1			1 ! 1	
25. FEDERAL TAX I.D. NUMBEF	SSN EIN 26. PAT	ENT'S ACCOUNT NO. 27. ACCEPT A	SSIGNMENT?	28. TOTAL CHARGE 29. A	NPI 30. Rsvd.for NUCC Use
		(For govt. clair	NO	\$ \$	
31. SIGNATURE OF PHYSICIAN INCLUDING DEGREES OR (		VICE FACILITY LOCATION INFORMATION		33. BILLING PROVIDER INFO & PH	H# ( )
(I certify that the statements o apply to this bill and are made	n the reverse				
11 )					
SIGNED	DATE a.	NPI b		a. NPI b	
JIGINED	DATE				

# Form V - Cancellation Policy

#### JAMES F. BATTAGLIA, PH.D 360 W 43rd Street, Apt. S9E

New York, NY 10036 646-544-3377 docjb.com

#### **CANCELLATION POLICY AGREEMENT 2022**

I understand the following office policy regarding cancellation or failing to attend a scheduled appointment:

- 3+ When cancelling an appointment, I must give more than 48 hours notice. I" understand there are exceptions, including illness and emergencies.
  - c0 If a cancellation is made less than 48 hours before the scheduled" appointment, the reserved time may be forfeited and I may be placed on" the waiting list until another time slot opens.
  - d0 If two appointments are ecpegref without giving 48 hours notice, the" reserved time may be forfeited and I may be referred to another provider.
- 4+ I understand my credit card information is to be kept on file with Dr. Battaglia" in a secure place. If an appointment is cancelled without the 48 hour prior" notice, Dr. Battaglia will take that as consent to charge the session fee to credit card. Therefore, I have provided my credit card information below" along with my consent that the missed session's fee be charged to the card.
- 5+ Kwpf gtuvcpf "vj cv'y j gp"c"ecpegmcvkqp"ku"o cf g"y kij kp"vj g"tgs wktgf "vko g"htco g." Ft0Dcwci nkc"y km"f q"j ku"dguv"vq"tguej gf wrg"o g"hqt"vj g"uco g"y ggn0"Kco "cy ctg" vj cv'vj ku"o c{"pqv'dg"r quukdrg0
- 6+ Y j gp"ecpegnkpi "qt"tguej gf wrkpi "cp"crrqkpvo gpv. "Kci tgg"\q"eqpvcev"Ft0" Dcwci nkc"d{"\gzv"cv"423/977/2989"qt"go ckn'o g"cv" ft0d0ru{ej qnqi knvB i o ckn0eqo "0

i agree to the above.		
Signef < "aaaaaaaaaaaaaaaaa	aaaaaaaa	
Date<"""aaaaaaaaaaaaaaaa	aaaaaaaaa	
Please Print:		
Name on Credit Card:		
Credit Card Number:		
Expiration Date:	CVV Code:	

I agree to the above