



To Parent(s) and/or Guardian(s):

The \_\_\_\_\_ school based behavioral tele-health clinic gives your child an opportunity to be seen by a licensed healthcare provider without having to leave the school. An explanation of the services offered by the school based behavioral tele-health clinic is listed below. You do not have to be present for your child to be seen; however, a consent form must be signed by you in order for any services to be rendered.

**Description of Services**

- Psychiatric services via tele-health through Family Medical Center (FMC)
- Behavioral Health Screening and Assessments
- Treatment services include Cognitive Behavioral Therapy
- Psychoeducation
- Brief-solution focused strategies for symptom and stress management, and improved coping skills
- Insurance enrollment assistance for adolescents that are uninsured or underinsured

Your insurance will be billed for services provided in the clinic. If you do not have insurance, services will be provided on a sliding fee scale that is based on the student’s income. Please contact us if you have any questions or concerns at the following number:

**Crisis interventions and emergency care do not require consent. Life-saving interventions MAY be initiated without prior consent.** Services NOT provided at school based behavioral tele-health clinic include dispensing contraception and abortion counseling.

**Current Michigan Law mandates (requires) confidential services to be available to minors in these areas: pregnancy, sexually transmitted infections (STI) and human immunodeficiency virus (HIV) testing and counseling, behavioral health counseling, substance abuse counseling.**

**Family Medical Center Staff**

Our staff is here to assist you, and we are available to communicate with the parents of each student. We want to know your concerns and be able to keep you updated on your student’s health. State law mandates full confidentiality in certain circumstances. The tele-health works with, and is not meant to replace, your family doctor. Feel free to contact us during office hours.

Our staff includes:

- Mubeen Memon, MD
- Jessica Parsil, Psychologist

**\_\_\_\_\_ Schools Contact Information:**

Contact Name \_\_\_\_\_ Website: \_\_\_\_\_ email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Hours of Operation: \_\_\_\_\_

**The attached forms (pages 2-7) must be completed and returned to the school staff before your child can be seen at school based behavioral tele-health clinic. Thank you.**

School Emblem

school based behavioral tele-health clinic  
ENROLLMENT, HEALTH HISTORY  
& CONSENT FORM



STUDENT INFORMATION

Given Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Lives with: \_\_\_\_\_

PARENT/GUARDIAN INFORMATION

Father: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Mother: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Guardian: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Alternate Contact: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

HEALTH INFORMATION

- List any allergies your child may have and any medications your child should **not** take: \_\_\_\_\_  
\_\_\_\_\_
- List any medications (prescription and/or over-the-counter) your child currently takes and why: \_\_\_\_\_  
\_\_\_\_\_
- Family Physician/Pediatrician: \_\_\_\_\_ Phone: \_\_\_\_\_
- Date of last doctor's visit & Reason: \_\_\_\_\_
- If we need to call in a prescription, which pharmacy would you like us to call? \_\_\_\_\_
- Dentist: \_\_\_\_\_ Last dental visit: \_\_\_\_\_
- Are shots up-to-date? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unsure
- Last Menstrual Period \_\_\_\_\_
- Medical History:** Please check/circle all that apply for your child:
 

_____ ADD/ADHD	_____ Depression
_____ Allergies: Food	_____ Eating Disorder
_____ Allergies: Other	_____ Elimination Problem: Diarrhea or Constipation
_____ Anemia	_____ Epilepsy/Seizure
_____ Anxiety	_____ Headaches
_____ Asthma	_____ Hearing or Vision Problem
_____ Blood Pressure: High Low	_____ Heart Problems
_____ Blood Sugar Problem/Diabetes	_____ Learning Disability
_____ Chicken Pox (age _____)	Other: _____

Please describe any of the above responses, indicating if treatment is being provided for the condition, and by whom:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Insurance Information**

**Patient Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Primary Insurance:** \_\_\_\_\_  
Person responsible for the Bill: \_\_\_\_\_ Phone: \_\_\_\_\_  
Insurance ID Number: \_\_\_\_\_ Group Number: \_\_\_\_\_  
Name of Subscriber: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Policy Holder's Social Security Number: \_\_\_\_\_ Place of Employment: \_\_\_\_\_  
Patient's Relationship to Subscriber: \_\_\_\_\_ SPOUSE \_\_\_\_\_ CHILD \_\_\_\_\_ OTHER \_\_\_\_\_ SELF

**Secondary Insurance:** \_\_\_\_\_  
Insurance ID Number: \_\_\_\_\_ Group Number: \_\_\_\_\_  
Name of Subscriber: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Policy Holder's Social Security Number: \_\_\_\_\_ Place of Employment: \_\_\_\_\_  
Patient's Relationship to Subscriber: \_\_\_\_\_ SPOUSE \_\_\_\_\_ CHILD \_\_\_\_\_ OTHER \_\_\_\_\_ SELF

**MEDICAID:** Please check one \_\_\_\_\_ Meridian Health \_\_\_\_\_ United Healthcare Community Plan \_\_\_\_\_ Other  
ID Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

I authorize Family Medical Center of Michigan to release any information necessary to process any medical claims for services provided to myself or family members covered by my insurance policy or required by regulatory or accrediting organizations. I authorize payment of medical benefits be made directly to Family Medical Center of Michigan.

\_\_\_\_\_  
Signature Date

I understand that I will receive a statement of my account while my insurance is being billed, until it has been paid in full by my insurance or myself. \_\_\_\_\_ **(Initial)**

I understand that, if my insurance has not paid a claim within 45 days from the date of service, that I am responsible for contacting my insurance company and/or pay the bill myself. \_\_\_\_\_ **(Initial)**

I understand that I am responsible for my charges at Family Medical Center of Michigan whether I am self-pay, receiving discounted services, or if my insurance does not pay for the charges incurred at Family Medical Center of Michigan. \_\_\_\_\_ **(Initial)**

\_\_\_\_\_ **NO HEALTH INSURANCE:** Request Application for Sliding Scale Fee/MI Child/Medicaid



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PatientName:\_\_\_\_\_D.O.B.\_\_\_\_\_

**Patient Acknowledgement of Receipt of Policies and Practices**

I hereby acknowledge that I have received a copy of Family Medical Center of Michigan's Notice of Privacy Practices.

\_\_\_\_\_  
Patient Signature Date

\_\_\_\_\_  
Parent or Patient Representative Signature Date

\_\_\_\_\_  
Description of Legal Authority to act on behalf of Patient  
  
\_\_\_\_\_

I here by acknowledge that I have received a copy of Family Medical Center's Financial Policies

\_\_\_\_\_  
Patient Signature Date

\_\_\_\_\_  
Parent or Patient Representative Signature

\_\_\_\_\_  
Description of Legal Authority to act on behalf of Patient



## Financial Policy

As a courtesy to our patients, Family Medical Center of Michigan will file your insurance claim with your primary insurance carrier. Family Medical Center of Michigan will supply you, upon request, with all pertinent information to assist in the filing of a claim to your secondary insurance carrier, or we will be glad to file those secondary insurance claims for you on a one-time basis.

To alleviate any misunderstanding regarding insurance payments, all patients must assign their primary insurance company directly to Family Medical Center. If you want the primary insurance company to pay you directly, Family Medical Center of Michigan will require full payment prior to service being rendered. Secondary insurance payments filed by Family Medical Center of Michigan must be assigned directly to Family Medical Center of Michigan. You will be responsible for all balances not covered by your primary or secondary insurance company.

Michigan law requires that insurance companies pay medical practices within a reasonable amount of time (45 days). If a problem persists, we will ask you to assist us in contacting your insurance carrier. Your insurance coverage is a contractual relationship between you and your insurance carrier, not Family Medical Center of Michigan and your insurance. Therefore, all claims not paid within a reasonable amount of time (45 days for "clean claims") will become your responsibility, for which you will receive a bill.

All patients must read and sign Family Medical Center of Michigan's written financial arrangement prior to services being rendered. Our staff will make every effort possible to clarify any misunderstanding that should occur concerning account balances.

Family Medical Center of Michigan's goal is to create an excellent physician/patient relationship.

Family Medical Center of Michigan uses the following guidelines regarding financial payment:

- 1 All Patients must read and sign Family Medical Center of Michigan's financial agreement prior to services being rendered.
- 2 Insurance payments that have not been received within 60 days after filing will be turned over to the patient's responsibility.
- 3 The practice, at its sole discretion, may establish weekly/monthly payment arrangements to accommodate individual patient needs.
- 4 Patients will receive a statement of account each month indicating the amount that is the patient's responsibility. Payment of your balance is due within 30 days

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Example

- 5 If you feel that your insurance company has not paid correctly, it is your responsibility to contact them.
- 6 Patients who do not remit payment in full will be turned over to collection agency. Patients with payment arrangements must comply with their monthly payment plan. Failure to do so will result in turnover to collection agency.
- 7 Co-Payments are required before services are rendered.
- 8 If you do not have insurance or have a sliding fee, payment in full is expected at time of service unless you have made prior payment arrangements with our patient accounts department.
- 9 If you have a delinquent account, you will be required to make a payment on your balance in addition to current service before services are rendered.
- 10 For patients who are eligible for Medicare, we are "participating physicians." This means that we accept Medicare's allowed charge for the services rendered, eliminating the difference between what we charge and what Medicare approves. Medicare will send a check directly to our office for 80% of the approved amount. The patient is responsible for 20% of the approved charge, plus any deductible. If you have secondary insurance, we will submit a claim to them once for any remaining balance after Medicare has paid. Please remember that although we will accept assignment for Medicare patients, the beneficiary, as required by federal law, is responsible for 20% of the approved amount and also for any routine services not covered Medicare.
11. In cases of divorce, the parent seeking treatment is ultimately responsible for payment of the bill unless we receive legal documentation stating otherwise.

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### **About Our Notice Of Privacy Practices**

Family Medical Center is committed to protecting your personal health information in compliance with the law. The attached Notice of Privacy Practices states:

- Our obligations under the law with respect to your personal health information
- How we may use and disclose the health information that we keep about you
- Your rights relating to your personal health information
- Our rights to change our Notice of Privacy Practices
- How to file a complaint if you believe your privacy rights have been violated
- The conditions that apply to uses and disclosures not described in the Notice
- The person to contact for further information about our privacy practice.

Family Medical Center is required by law to give you a copy of this notice and to obtain your written acknowledgement that you have received a copy of this notice.



**CONSENT FORM TO RECEIVE SERVICES AT THE SCHOOL  
BASED CLINIC AND THROUGH TELE-HEALTH**

School Emblem

**Student's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

I, the parent/guardian of said student, give consent for my child to receive all services at the tele-health clinic. I understand that this consent form is valid for the entire time enrolled in \_\_\_\_\_ Community Schools or until I provide the clinic staff with written directions otherwise.

HIPPA/FERPA: All healthcare information is confidential. By signing the consent form, you are giving the tele-health clinic permission to communicate and share medical information with your child's primary care doctor regarding your child's medical condition on an as-needed basis with the understanding that this information will continue to be treated in a confidential manner. By signing the consent form, I acknowledge I have been offered a copy of the Notice of Privacy Practices (available at the school nurse's office or website <http://www.familymedicalmi.org>).

No student will be denied access to healthcare services due to the inability to pay. As in any health clinic, there may be a charge depending on the service provided. When available, insurance or Medicaid will be billed. The health center may release information regarding treatment to third party payors for billing services.

Confidentiality between the student, parents and the health clinic is assured. By law, some information requires the student's signed consent prior to disclosure to anyone, including parents/guardians. The staff will encourage every student to involve his/her parent/guardian in health care decisions. I am the legal guardian of the above named child. I understand that if guardianship changes a new consent must be signed by the legal guardian. I also understand that by providing an alternative contact, if I cannot be reached, medical information regarding the above named child will be shared between the medical provider and the alternative contact..

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date