



## Building Blocks Pediatrics, LLC

*Therapy at its Best!*

**East Cobb Location**  
1230 Johnson Ferry Place, Suite G-10, Marietta, GA 30068

**Buckhead Location**  
165 West Wieuca Road, Suite 102, Atlanta, GA 30342

PHONE 770.321.6705 • FAX 404.551.3891

[BuildingBlocksPediatric.com](http://BuildingBlocksPediatric.com)

Building Blocks Pediatrics, LLC Clinic Instructions & Forms  
Effective February 2014

# Welcome to Building Blocks Pediatrics, LLC

*Providing comprehensive therapy for your child.*

### **The following items must be completed, signed and brought to the first meeting with your therapist:**

1. Case History Form
2. Authorization for the Release of Medical Records
3. Acknowledgement of the Receipt of Privacy Policy
4. Consent to Bill and Consent to Treat
5. A PRESCRIPTION from your primary care physician (with Diagnosis Code) for OT, ST or PT Evaluation and Treatment. (This is EXTREMELY important so that we can bill your insurance provider.)
6. A PHOTOCOPY OF YOUR INSURANCE CARDS (front and back)
7. Any prior therapy notes, evaluations and/or medical information that will assist us in treating your child.

### **Please bring all information listed above to your first appointment.**

**First Appointment:** Once your first appointment has been scheduled, the therapist will reserve this time for you and your child. *Please call 770-321-6705 ASAP if you will not be able to attend.*

### ***We can't wait to meet you!***

If you have any questions or concerns, PLEASE CONTACT us at 770-321-6705.

### **We have 2 Convenient Locations to Serve You in North Atlanta**

#### **East Cobb Surrounding areas: 1230 Johnson Ferry Place • Suite G-10 • Marietta, GA 30068**

##### **Directions:**

**From Downtown:** Go N on 75 and exit at Delk Road –go East (right) on Delk Road – it will turn into Terrill Mill and then Lower Roswell Road (stay straight). Drive East for approximately 10-13 min. Make a left (North) onto Johnson Ferry Road. Make a Right onto Johnson Ferry Place (at light). Make 2nd Right into Parking Lot (at Mailbox) - we are in Building G— our suite is G-10.

**From 120 (Marietta Hwy) and Roswell Road (Hwy 9):** Turn on to 120 and go West approximately 4-5 miles, make a left at Johnson Ferry road (2nd light after Avenues). Make a Left on Johnson Ferry Place (at light) make 2nd Right into Parking Lot (at Mailbox) - we are in Building G— our suite is G-10.

#### **Buckhead and Surrounding areas: 165 West Wieuca Road • Suite 102 • Atlanta, GA 30342**

##### **Directions:**

**From Downtown:** Go North on I75 and I85 toward GA-400 North/Greenville. Merge onto GA-400 Toll North toward Buckhead/Cumming. Take the GA 141-Conn/Lenox Rd Exit toward Buckhead. Turn slight left to take the GA-141 W ramp toward Piedmont Rd. Merge onto Lenox Rd NE/GA-141 Conn West. Turn slight right onto Piedmont Rd. NE/GA 237. Turn right onto Roswell Rd NE/US-19/GA-9. —Turn left onto West Wieuca Rd. —Our suite is 102.

**From 120 (Marietta Hwy) and Roswell Road (Hwy 9):** Take I-75 S/GA-401 S toward Atlanta. Take the I-285 Bypass E Exit, toward Greenville/Augusta. Merge onto I-285 E/GA-407 E. Take the US-19 Roswell Rd Exit toward Sandy Springs. Keep right at the fork to go on Roswell Rd NE/US-19/GA-9 Turn right onto West Wieuca Road. — Our suite is 102.



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**This Policy is Your Copy to Keep & Review**

## Building Blocks Pediatrics, LLC Summary of Privacy Notice

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

### OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect April 14, 2003 and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make changes in our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice Available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or additional copies of this Notice, please contact us using the information listed at the end of this notice.

### USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for your treatment, payment, and health care operations. For example:

**Treatment:** We may use and disclose your health information to a physician or other health care provider providing treatment to you.

**Payment:** We may use and disclose your health information to obtain payment services we provide to you.

**Health care operations:** We may use and disclose your health information in connection with our health care operations. Health care operations include quality assessment and improvement activities, reviewing the competence or qualification of health care professionals, evaluating practitioner performance, conducting training programs, accreditation, certification, licensing, and credential activities.

**Your Authorization:** In addition to our use of your health information for treatment, payment or health care operations you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not effect any use of disclosures permitted by your authorization while it was in effect. Unless you give us written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

**To your family and friends:** We must disclose your health information to you as described in the Patient

Rights section of this Notice. We may disclose your health information to a family, member, friend or other person to the extent necessary to help with your health care or with payment for your health care, but only if you agree that we may do so.

**Persons Involved in Care:** We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, or your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object such uses and disclosures. In the event of your incapability or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your health care. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays or other similar forms of health information.

**Marketing Health-related Services:** We will not use your health information for marketing communications without your written authorization.

**Required by Law:** We may use or disclose your health information what we are required to do so by law.

**Abuse of Neglect:** We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may not disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voice mail message messages, postcards, or letters).

## PATIENT RIGHTS

**Access:** you have the right to inspect and obtain a copy of your protected health information, with limited exceptions. If you request a copy of your information, we may charge you a fee for the costs of copying, mailing, or other cost incurred by us as a result of complying with your request. Requests for access to your protected health information must be made in writing.

**Disclosure Accounting:** You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, health care operations and certain other activities, for the last 6 years, but not before April 14, 2003. You must make your request in writing. If you request this accounting more than once in a 12 month period, we may charge you a reasonable, cost-based fee responding to these additional requests.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency). You must make your request in writing.

**Alternative Communication:** You have the right to request that we communicate with you about your health information by alternative means or to alternate locations. (You must make your request in writing.) Your requests must specify the alternative means or location, and provide satisfactory explanation will be handled under the alternative means location you request.

**Amendment:** You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

**Right to Express Complaints:** You have the right to express complaints to us and to Secretary of the

Department of Health and Human Services if you believe that your privacy right have been violated. If you wish to complain to us, you must do so in writing, and direct your complaint to the Privacy Leader.

Right to Obtain a Paper Copy of this Privacy Summary Notice as well as the Full Privacy Notice.

### **Questions and Complaints**

If you want more information about our privacy practices, or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or disagree with a decision we made access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services upon request.

We support your right to privacy of your health information. You will not be penalized in any way if you choose to file a complaint with us and / or with the U.S. Department of Health and Human Services.

### **For more information about HIPAA or to file a complaint:**

The U.S. Department of Health and Human Services  
Office of Civil Rights  
200 Independence Avenue, S.W.  
Washington, D.C. 20201  
877-696-6775 (toll-free)



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## Building Blocks Pediatrics, LLC Case History Form

### General Information

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Referring Doctor: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you feel comfortable receiving emails regarding therapy services and your child? \_\_\_\_\_ yes \_\_\_\_\_ no

School/Preschool: \_\_\_\_\_ Grade \_\_\_\_\_

Referred By: \_\_\_\_\_

Person filling out this form: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Stepmother \_\_\_\_\_ Stepfather Other: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Marital Status of Parents: \_\_\_\_\_ Person with whom child resides: \_\_\_\_\_

### Please list all people living in household:

Name	Relationship to Child	Age	Speech/Hearing or medical problem
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Primary Language spoken in the home: \_\_\_\_\_

**PLEASE EXPLAIN THE CONCERNS YOU HAVE ABOUT YOUR CHILD?**

(Include when this was first noticed and/or what may have caused it, etc): \_\_\_\_\_

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Has anyone else expressed concerns (i.e. family members, pediatrician, teachers, etc.)?

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Has your child been enrolled in any type of therapy or other treatment programs and/or received testing?

\_\_\_ Yes \_\_\_ No

If yes, please describe the program(s): \_\_\_\_\_

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**Medical History:**

Primary Care Physician: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Developmental Physician: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Pregnancy/Birth History:**

List any problems or unusual stresses during pregnancy: \_\_\_\_\_

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List any problems after birth (i.e.-jaundice, required oxygen, etc): \_\_\_\_\_

Birth Weight: \_\_\_\_\_ Early or Late?: \_\_\_\_\_

Did child go home with family as expected? \_\_\_ Yes \_\_\_ No

List any unusual problems during first few weeks of life: \_\_\_\_\_

**Health:**

Has your child has his/her hearing checked? \_\_\_ Yes \_\_\_ No Date: \_\_\_\_\_

Results: \_\_\_\_\_

Has your child has his/her vision checked? \_\_\_ Yes \_\_\_ No Date: \_\_\_\_\_

Results: \_\_\_\_\_

History of ear problems? \_\_\_\_\_ Yes \_\_\_\_\_ No

History of allergies, tonsillitis, or asthma? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any diagnosed medical, physical, or emotional problems? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have there been any serious illnesses, injuries or hospitalizations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes to any of the above questions, please explain and give dates: \_\_\_\_\_

\_\_\_\_\_

**Developmental Milestones:**

<i>Behavior</i>	<i>Age</i>
Sat up independently	_____
Crawled	_____
Walked alone	_____
Spoke first word	_____
Put several words together	_____
Dressed self	_____
Finger fed self	_____
Ate with utensils	_____
Became toilet trained	_____
Communication:	_____

**Daily Behavior:**

Does your child have any of the following:

Socializing problems \_\_\_\_\_ Yes \_\_\_\_\_ No

Feeding problem \_\_\_\_\_ Yes \_\_\_\_\_ No

Sleeping problems \_\_\_\_\_ Yes \_\_\_\_\_ No

If you checked yes for any of the above, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does your child get along with other children? \_\_\_\_\_

\_\_\_\_\_

Age of playmates? \_\_\_\_\_

How does your child usually let you know, his / her needs? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child communicate well with you / others? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child:

Answer when you talk to him/her?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Talk about what he/she/ is doing?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Ask for help?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

What are your child's interests? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please list your goals for therapy:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Printed Name of Parent/Guardian/Caregiver:** \_\_\_\_\_

**Signature of Parent/Guardian/Caregiver:** \_\_\_\_\_

**Date:** \_\_\_\_\_





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**Please Sign & Return to Building Blocks Pediatrics, LLC**

## Authorization for the Release of Medical Records

I, \_\_\_\_\_ as a personal representative of \_\_\_\_\_  
\_\_\_\_\_ (name of minor patient), hereby authorize Building Blocks Pediatrics, LLC to obtain and release all of this patient's medical records, case records, case histories, and/or personal and regular files, for the purpose of financial reimbursement, continuity of care and case management from and to all current and former providers of medical services (to include: Primary care physicians, Psychologists, etc.) I understand and agree that a photocopy or facsimile of this executed authorization, is as valid as the original.

Unless otherwise permitted by law, further release of this information is prohibited without my prior written consent. I fully understand this authorization, and my consent has been made voluntarily.

**Printed name of Parent/Caregiver/Guardian:**

\_\_\_\_\_

**Signature of Parent/Caregiver/Guardian:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

### Acknowledgement of Receipt of Privacy Policy

I, \_\_\_\_\_ hereby acknowledge that I have read/  
received/downloaded a copy of Building Blocks Pediatrics, LLC Notice of Privacy Policy Practices with an effective date of 4-14-03, as it relates to my child \_\_\_\_\_.

**Name of Child** \_\_\_\_\_

**Name of Parent/Caregiver/Guardian** \_\_\_\_\_

**Address of Child** \_\_\_\_\_

**Signature of Parent/Caregiver/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_



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**Please Fill Out & Return to Building Blocks Pediatrics, LLC**

**Cancellation Policy:** Your child is allowed one excused absence per discipline. Each additional cancellation will result in a \$25 charge, unless rescheduled. After two absences in the same discipline without rescheduling, your child's therapy slot may be compromised. Cancellations must be made at least 24 hours prior to your child's therapy session.

**No-Show Policy:** "No showing" to your child's scheduled session(s) without prior notification will result in a \$50 charge per session. This amount will be due in full prior to your child's next scheduled session. Two "no-shows" will result in your child's therapy slot being compromised.

## Consent to Bill and Consent to Treat

I, \_\_\_\_\_ (parent/caregiver), knowing that \_\_\_\_\_ (child) has a diagnosis requiring Occupational, Speech, or Physical Therapy treatment (OT, ST or PT) voluntarily consent to such care for the aforementioned child by Building Blocks Pediatrics, LLC as may be beneficial in the professional judgment of the child's therapist(s) and primary care physician. I am aware that no guarantee has been made as to the effect of OT, ST, or PT on my child.

Parent Initials \_\_\_\_\_

I hereby authorize Building Blocks Pediatrics, LLC Billing department to bill my insurance company for direct reimbursement of therapy services rendered to my child. Unless otherwise noted, benefit payment will be assigned directly to Building Blocks Pediatrics, LLC. I understand that patient or patient's family is responsible to pay all fees accrued, regardless of insurance verification or anticipated insurance coverage, if insurance company refuses to pay provider a portion of the fees or in full. I agree to pay all fees within 30 days after bill has been mailed, and understand that any fees not paid within 30 days will result in a 10% or greater late fee. In the event of a returned or invalid payment, as well as an unpaid balance over 90 days, I agree to pay any and all additional associated banking, legal and/or collection fees. I understand that I am ultimately responsible for payment of all services received. I understand that I am advised to fully know and understand my insurance benefits prior to my child receiving therapy services. I understand that all insurance plans are different and it is impossible for Building Blocks Pediatrics, LLC to know the specifics of my plan and/or if my plan will reimburse for services received. Regardless of insurance verification or anticipated insurance coverage, I agree to pay all fees accrued for services received.

Parent Initials \_\_\_\_\_

I am aware that gross motor play is often encouraged during therapy. Use of swinging, running, climbing, and jumping assist with a variety of skills and performance components the therapist may need to address. I consent to use of gross motor play and exempt my child, therapist(s) and employee(s) and owner(s) of Building Blocks Pediatrics, LLC, from any injury resulting from this type of play.

Parent Initials \_\_\_\_\_

I am aware that Building Blocks Pediatrics, LLC is a teaching and learning facility. Students and other health care professionals come to this facility to learn and observe treatments being performed or led by my child's OT, PT, and/or ST. I give consent for other professionals and students to participate in treatment sessions. I have the right to withdraw this consent on any day if I choose to do so.

Parent Initials \_\_\_\_\_

**Parent/Caregiver Signature:** \_\_\_\_\_

**Parent/Caregiver Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## Registration Information

Client Name (Last, First): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Diagnosis \_\_\_\_\_ (Please include ICD-9 Code)

Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Primary Insurance:** \_\_\_\_\_

**Policy Holder:** \_\_\_\_\_

**Policy Holder's Date of Birth:** \_\_\_\_\_

**Policy #:** \_\_\_\_\_ **Group #:** \_\_\_\_\_

**Address to File Claims:** \_\_\_\_\_

\_\_\_\_\_

**Customer Service Phone#:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Secondary Insurance:** \_\_\_\_\_

**Policy Holder:** \_\_\_\_\_

**Policy Holder's Date of Birth:** \_\_\_\_\_

**Policy #:** \_\_\_\_\_ **Group #:** \_\_\_\_\_

**Copy of Prescription Attached:** \_\_\_\_\_

**Consent, Release and Hippa Forms Signed On:** \_\_\_\_\_

**Child is served by BCW:** Yes \_\_\_\_\_ No \_\_\_\_\_