



*PsychoEducational Consultant Group  
Licensed School Psychologists*

*4745 Sutton Park Court, Suite 802  
Jacksonville, Florida 32224  
(904) 874-6164  
[www.pecgroup4kids.com](http://www.pecgroup4kids.com)*

*Patrick E. Hughes, Ed.S.*

*Caren C. Jones, Ed.S.*

*Faye M. Nussbaum, Ed.S.*

*Laura E. Smith, Ed.S.*

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We would like to welcome you to our practice. Our group provides school psychology services to children, adolescents, and young adults with varying learning styles. We are committed to evaluating your unique strengths and challenges, while maintaining the highest level of integrity and empathy. Through comprehensive psychoeducational evaluation, we will identify your learning and/or behavioral strengths and challenges, and will then make appropriate recommendations.

Your privacy is of utmost concern to us. You have the right to expect confidentiality regarding your evaluation results. The information gathered during the evaluation process is kept confidential, except where required by law. We can communicate with a third party (e.g., staff members at your college/university, your parent(s), therapist, or physician) regarding your assessment results, but you must first complete a Release of Information Authorization form.

**If you need to cancel your appointment, we require 24-hours' notice. Clients cancelling with less notice will incur a \$50 cancellation charge, unless our staff is in agreement that you were unable to attend due to circumstances beyond your control.**

Please remember to bring copies of your most recent report card or transcript, available standardized test scores, and any psychoeducational reports to the evaluation appointment. In order to obtain additional information about our practice, office procedures and policies, or to help you understand the assessment process, please visit our website at [www.pecgroup4kids.com](http://www.pecgroup4kids.com). We look forward to working with you soon. If you require additional information, please do not hesitate to get in touch with us at 874-6164.



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*Consent for Individual Evaluation Services*

Our practice consists of licensed and certified school psychologists who are qualified to conduct thorough psychoeducational evaluations. These evaluations can include an assessment of: intellectual ability, academic skills, cognitive processing ability, adaptive skills, concerns with inattention/hyperactivity/impulsivity, social-emotional concerns, and Autism Spectrum. Through in-depth evaluation, we are able to identify learning strengths and weaknesses, and we will generate recommendations to address psychological and/or educational needs. In addition, we can provide professional consultation services with regard to appropriate educational interventions and planning if needed.

Client's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**I give my permission for the PsychoEducational Consultant Group to complete this assessment.**

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial the following:

\_\_\_\_\_ I have received a copy of the PsychoEducational Consultant Group's *Notice of Our Policies and Practices to Protect the Privacy of Your Health Information - Health Insurance Portability and Accountability Act (HIPAA)*.

Payment is due at the time of service. We accept cash, checks, or credit cards. Checks should be made payable to: PsychoEducational Consultant Group. **A \$50 cancellation fee will be charged for all appointments cancelled with less than 24-hours' notice.** We do not file insurance claims for direct payment. However, we can provide you with a receipt for our services that you may submit along with a request for insurance reimbursement. Please contact your insurance provider to learn what documentation and prior approval may be needed. Results and recommendations from your evaluation will be provided to you in the form of a comprehensive report. We will schedule a feedback session to discuss the results of your evaluation at our office or by phone. Our goal is to ensure that the information is clear and helpful for you. We will address any questions or concerns you may have at that time. Information obtained from you or through your assessment will not be released without your explicit written permission to do so. We look forward to working with you.





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*Authorization to Leave Personal Health Information (PHI) by Alternate Means*

The PsychoEducational Consultant Group strives to ensure that confidentiality regarding our client's Personal Health Information (PHI) is maintained at all times. Due to the confidential nature of psychoeducational consultations, evaluations, written reports, test results, etc., we require your written permission to communicate with you if we are unable to reach you by phone. Please complete the following information and indicate your preferences.

**Please initial and fill in appropriate phone number or email address for all that apply:**

	Phone number/e-mail address	Initials
May leave detailed message on voicemail at home phone #	_____	_____
May leave detailed message on voicemail at work phone #	_____	_____
May leave detailed message on voicemail for cell phone #	_____	_____
May correspond via e-mail	_____	_____
May send evaluation results/report via e-mail	_____	_____

With my signature below, I acknowledge and understand that this information will be kept in my records, and the above parameters will be abided by until revoked by me in writing. It is my responsibility to notify the PsychoEducational Consultant Group should I change one or more of the telephone numbers or e-mail addresses listed above. I also understand that I have the right to refuse to sign this authorization, and that my evaluation will not be affected by my refusal to sign.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I **DO NOT** give permission for the PsychoEducational Consultant Group to leave a detailed message on voicemail or send information via e-mail.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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*Release of Information Authorization*

I hereby authorize members of the PsychoEducational Consultant Group to:

\_\_\_\_\_ Obtain      \_\_\_\_\_ Release      \_\_\_\_\_ Exchange

any and all information regarding \_\_\_\_\_ that is deemed necessary for completing an appropriate psychoeducational evaluation. Those records may include previous psychological or psychiatric reports, medical records, educational evaluations, social or developmental information, or school records. I understand that the obtained information will be used in making an accurate assessment of the above named client's abilities and needs. The confidentiality of the obtained information will be strictly maintained and will be used only in the best interest of the client.

Records request to/from: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This release is valid for one year, and may be revoked by the client at any time.

Signature \_\_\_\_\_

Relationship to Client \_\_\_\_\_

Date Signed \_\_\_\_\_



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*Notice of Our Policies and Practices to Protect the Privacy of Your Health Information  
Health Insurance Portability and Accountability Act (HIPAA)*

We strive to keep your information private according to the guidelines of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This notice describes how a client's psychoeducational information may be used and disclosed, and how he/she can gain access to this information. PLEASE REVIEW IT CAREFULLY.

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

We 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:

- “You” and “your” refer to the client. In the case the client is a minor, references to psychoeducational and medical information relate to the minor and references to accessing this information relate to the parent/legal guardian.
- “PHI” refers to information in your health record that could identify you.
- *Treatment* is when we provide, coordinate or manage your health care and other services related to your health care. An example of treatment would be when we consult with another health care provider, such as your family physician or another psychologist/school psychologist.
- *Payment* is when we obtain compensation for your healthcare. At this time, health insurance is not accepted. Parents/legal guardians are responsible for full payment for services.
- *Health Care Operations* are activities that relate to the performance and operation of our 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 our office such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- “Disclosure” applies to activities outside of our office, such as releasing, transferring, or providing access to information about you to other parties.

**II. Uses and Disclosures Requiring Authorization**

- We 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 we are asked for information for purposes outside of treatment, payment and health care operations, we will obtain an authorization from you before releasing this information.
- We would also need to obtain an authorization before releasing your therapy notes. “Therapy notes” are notes we have made about our conversation(s) during a private, group, joint, or family counseling session, which we 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 therapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that 1) we 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**

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

- **Child Abuse:** If we know, or have reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare, the law requires that we report such knowledge or suspicion to the Florida Department of Child and Family Services.
- **Adults and Domestic Abuse:** If we know, or have reasonable cause to suspect, that a vulnerable adult (disabled or elderly) has been or is being abused, neglected, or exploited, we are required by law to immediately report such knowledge or suspicion to the Central Abuse Hotline.
- **Health Oversight:** If a complaint is filed against us with the Florida Department of Health on behalf of the Board of School Psychology, the Department has the authority to subpoena confidential mental health information from us relevant to that complaint.
- **Judicial or Administrative Proceedings:** If you are involved in a court proceeding and a request is made for information about your diagnosis or treatment and the records thereof, such information is privileged under state law. We will not release information without the written authorization of you or your legal representative, or a subpoena of which you have been properly notified and you have failed to inform us that you are opposing the subpoena or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.
- **Serious Threat to Health or Safety:** When you present a clear and immediate probability of physical harm to yourself, to other individuals, or to society, we may communicate relevant information concerning this to the potential victim, appropriate family member, or law enforcement or other appropriate authorities.
- **Worker's Compensation:** If you file a worker's compensation claim, we must, upon request of your employer, the insurance carrier, an authorized qualified rehabilitation provider, or the attorney for the employer or insurance carrier, furnish your relevant records to those persons.

### **IV. Patient's Rights and School Psychologist's 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, we are 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 us. Upon your request, we 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* in our mental health and billing records used to make decisions about you for as long as the *PHI* is maintained in the record. Upon your request, we will discuss with you the details of the request 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. We may deny your request. Upon your request, we 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* regarding you. Upon your request, we 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 us upon request, even if you have agreed to receive the notice electronically.

### **School Psychologist's Duties**

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

### **V. Questions and Complaints**

- If you have questions about this notice, disagree with a decision we make about access to your records, or have other concerns about your privacy rights, you may contact us at (904) 874-6164.
- If you believe that your privacy rights have been violated and wish to file a complaint with us, you may send your written complaint to 4745 Sutton Park Court, Suite 802, Jacksonville, Florida 32224.
- You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The person listed above can provide you with the appropriate address upon request.
- You have specific rights under the Privacy Rule. We will not retaliate against you for exercising your right to file a complaint.

### **VI. Effective Date, Restrictions and Changes to Privacy Policy**

- This notice will go into effect today.
- We reserve the right to change the terms of this notice and to make the new notice provisions effective for all *PHI* that we maintain.