Dr. Linda Collings, Ph.D., MP  
215 St. Ann Drive, Suite 2  
Mandeville, La 70471  
Phone (985) 951-2250  
Fax (985) 951-2253

Notice of Psychologist’s Policies and Practices to Protect the Privacy of Your Health Information

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. Disclosures for Treatment, Payment, and Health Care Operations

I may use or disclose your protected health information (PHI), for certain treatment, payment, and health care operations purposes without your authorization. In certain circumstances I can only do so when the person or business requesting your PHI gives me a written request that includes certain promises regarding protecting the confidentiality of your PHI.

To help clarify these terms, here are some definitions:

- “PHI” refers to information in your health record that could identify you.
- “Treatment and Payment Operations”
  - Treatment is when I provide or another healthcare provider diagnoses or treats you. An example of treatment would be when I consult with another health care provider, such as your family physician or another psychologist, regarding your treatment.
  - 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 is when I disclose your PHI to your health care service plan (for example your health insurer), or to your other health care providers contracting with your plan, for administering the plan, such as 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.
- “Authorization” means written permission for specific uses or disclosures.

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. In those instances when I am asked for information for purposes outside of treatment and payment operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your 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 or modify all such authorizations (of PHI or psychotherapy notes) at any time; however, the revocation or modification is not effective until I receive it.

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:** Whenever I, in my professional capacity, have knowledge of or observe a child I know or reasonably suspect has been the victim of child abuse or neglect, I must immediately report such to a police department or sheriff’s department, county probation department, or county welfare department (Child Protective Services). Also, if I have knowledge of or reasonably suspect that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any other way, I may report such to the above agencies.

- **Adult and Domestic Abuse:** If I, in my professional capacity, have observed or have knowledge of an incident that reasonably appears to be physical abuse, abandonment, abduction, isolation, financial abuse or neglect of an elder or dependent adult, or if I am told by an elder or dependent adult that he or she has experienced these or if I reasonably suspect such, I must report the known or suspected abuse immediately to the local ombudsman or the local law enforcement agency.

  I do not have to report such an incident if:
  1. I have been told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, abduction, isolation, financial abuse or neglect;
  2. I am not aware of any independent evidence that corroborates the statement that the abuse has occurred;
  3. the elder or dependent adult has been diagnosed with a mental illness or dementia, or is the subject of a court-ordered conservatorship because of a mental illness or dementia; and
  4. In the exercise of clinical judgment, I reasonably believe that the abuse did not occur.

- **Health Oversight:** If a complaint is filed against me with the Louisiana State Board of Examiners of Psychologists and/or the Louisiana State Board of Medical Examiners, the Board(s) has/have the authority to subpoena confidential mental health information from me relevant to that complaint.

- **Judicial or Administrative Proceedings:** If you are involved in a court proceeding and a request is made about the professional services that I have provided you, I must not release your information without 1) your written authorization or the authorization of your attorney or personal representative; 2) a court order; or 3) a subpoena ducies tecum (a subpoena to produce records) where the party seeking your records provides me with a showing that you or your attorney have been served with a copy of the subpoena, affidavit and the appropriate notice, and you have not notified me that you are bringing a motion in the court to quash (block) or modify the subpoena. The 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 serious threat of physical violence against an identifiable victim, I must make reasonable efforts to communicate that information to the potential victim and the police. If I have reasonable cause to believe that you are in such a condition, as to be dangerous to yourself or others, I may release relevant information as necessary to prevent the threatened danger.

- **Worker’s Compensation:** If you file a worker’s compensation claim, I must furnish a report to your employer, incorporating my findings about your injury and treatment, within five working days from the date of the your initial examination, and at subsequent intervals as may be required by the administrative director of the Worker’s Compensation Commission in order to determine your eligibility for worker’s compensation.

IV. Patient’s Rights and 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, 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 or correspondence to another address.

• **Right to Inspect and Copy** – You have the right to inspect or obtain a copy (or both) of PHI 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 provide you with a revised notice by mail or in person and in writing within 7 days of such change in notice, if at all possible.

V. Complaints

If you are concerned that Dr. Linda Collings, Ph.D. MP, have violated your privacy rights, or you disagree with a decision I made about access to your records, you may contact the Louisiana State Board of Examiners of Psychologists, 8280 YMCA Plaza Drive, Bldg. 8-B, Baton Rouge, LA 70810; Phone: (225) 763-3935.

In addition, you may also contact or send a written complaint to the Louisiana State Board of Medical Examiners, 630 Camp St., New Orleans, LA 70130; Phone: (504) 568-6820.

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Washington, D.C. 20201; Phone: (877) 696-6775.

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

Notice of any future restriction to this notice or of change will be posted promptly within 14 days of such change. This notice goes into effect on December 3rd, 2014.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE CAREFULLY REVIEWED AND UNDERSTAND THE PRIVACY INFORMATION OUTLINED ABOVE.

_______________________________________  ____________
Patient Signature (Legal Guardian if Minor)  Date
_______________________________________  ____________
Witness  Date

NMPC2015  3
Refill Policy

Dear Patient,

Because of the high volume of patients that Dr. Collings sees, Northlake Medical Psychology and Counseling has implemented a 48-hour policy concerning all prescriptions that need to be called in or written. Please call the office at least 48 hours before any prescription re-fills are needed. By doing this, you are helping Dr. Collings get your prescriptions to you in a timely manner.

We appreciate your cooperation.

By signing below, you agree that you have read and understand the 48-hour policy.

____________________________________  _________________________
Patient Signature (Legal Guardian if Minor)  Date
Authorization Request for Release of Confidential Health Information Patient Identification

Patient name: ____________________________ Date of Birth: ___/___/___ Age: ___

Address: ____________________________ Phone: (____) __________

Authority to Release Protected Health Information: When you complete and sign this form, it authorizes this psychologist to release protected information from your own (or your child’s) clinical records to the person or agency below, or to obtain information from this person or agency. You have the right to revoke this authorization, in writing, at any time by sending notification of this revocation to my office address.

I ____________________________, hereby authorize Dr. Linda Collings (and/or her staff) to disclose or obtain the following information in regard to the above-named or the above-named minor's psychological/medical/psychiatric/psychoeducational treatment or evaluation.

Purpose of Requested Disclosure of Protected Health Information: The particular information to be disclose/obtained is the following (please be specific):
________________________________________
________________________________________

The information should be disclosed to/obtained from the following (please provide full addresses and telephone numbers):

Name of Agency Provider(s): ____________________________
Address: ____________________________ Phone: (____) __________
Fax: (____) __________ Email: ____________________________

Right to Revoke Authorization: Except to the extent that action has already been taken in reliance on this authorization, the authorization may be revoked at any time by submitting written notice to Dr. Linda Collings. Unless revoked, this authorization will remain in effect until the following date, and/or will expire after the following time period or event:
**e-Disclosure:** I understand the information disclosed by this authorization may be subject to re-disclosure by the recipient and may no longer be protected by the Health Insurance Portability and Accountability Act of 1996.

**Signature of Patient or Personal Representative Who May Request Disclosure:** I understand the statements above, and I voluntarily consent to disclosing/obtaining this information to/from the person or agency named above. I also understand that I do not have to sign this authorization. However, if health care services are being provided to me for the purpose of providing information to a third party (e.g., fitness-for-work test), I understand that services may be denied if I do not authorize the release of information related to such health care services to the third party. I can inspect or copy the protected health information to be used or disclosed. I hereby release Dr. Linda Collings (and/or his staff) from any liability that could arise from disclosing or obtaining this information as long as the information is disclosed or obtained in accordance with applicable laws and/or in compliance with this Authorization.

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<thead>
<tr>
<th>Patients Name</th>
<th>Today’s Date</th>
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<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Relationship to Patient</th>
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</table>

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<tr>
<th>Signature/Assent of Child/Adolescent (If Appropriate)</th>
<th>Witness Date</th>
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</table>
Northlake Medical Psychology and Counseling

Dr. Linda Collings, Ph.D., MP
215 St. Ann Drive, Suite 2
Mandeville, La 70471
Phone (985) 951-2250
Fax (985) 951-2253

Clinical History Form

Date: ____/____/____

Your Background Information

Name: ___________________________________________  DOB: ____/____/____  SS#: ____-____-_____
Address: ___________________________________________
City: ___________________________________________  State: ______  Zip Code: ______________________
Phone: (____)_____________  Cell: (____)_____________  E-mail: ______________________________
Primary Care Physician: ___________________________  Physician Phone: (____)_______________
Last time you were examined: ________________________________
Pharmacy: ___________________________________________  Pharmacy Phone: (____)_______________

Your Present Problem

What are the problem(s) you are seeking help for? Give a date for the onset of each problem.
1. ______________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
2. ______________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
3. ______________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
What are your treatment goals? ____________________________________________________________

_____________________________________________________________________________________

Current Symptoms Checklist (check once for any symptoms present, twice for major symptoms):

( ) Depressed mood ( ) Racing thoughts ( ) Crying spells
( ) Unable to enjoy activities ( ) Impulsivity ( ) Anxiety attacks
( ) Sleep pattern disturbance ( ) Avoidance ( ) Decreased libido
( ) Concentration/forgetfulness ( ) Decrease need for sleep ( ) Change in appetite
( ) Excessive energy ( ) Increased irritability ( ) Fatigue

Your Medical History

Allergies: _______________________________________________________________________

Current Weight: _________ Height: __________

List ALL current prescription medications and how often you take them (if none, write NONE):

<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Total Daily Dosage</th>
<th>Estimated Start Date</th>
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<tbody>
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<td>Mo: __ Year: ________</td>
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<td>Mo: __ Year: ________</td>
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<td>Mo: __ Year: ________</td>
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</table>

List All current over-the-counter medications and how often you take them (if none, write NONE):

<table>
<thead>
<tr>
<th>Medication or Supplement Name</th>
<th>Frequency</th>
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</tbody>
</table>
List all current medical problems: ________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please indicate with a check if you have any of the following medical conditions:

( ) Hepatitis  ( ) Pregnancy  ( ) Seizures
( ) HIV  ( ) High Blood Pressure  ( ) Pacemaker
( ) Blood Thinning Meds  ( ) ______________________  ( ) ______________________

List any past medical problems, non-psychiatric hospitalization or surgeries:
__________________________________________________________________________________________
__________________________________________________________________________________________

For Women

Date of last menstrual period ___/___/___  Are you currently pregnant or do you think you might be pregnant? ( ) Yes ( ) No  If no, are you planning to get pregnant in the near future? ( ) Yes ( ) No
How many times have you been pregnant? ________  How many live births? ________
Birth control method: ____________________________________________
Are there any concerns about your physical health you would like to discuss with me? ( ) Yes ( ) No
Date and place of last woman’s physical exam: ___/___/___  __________________________________________

Your Personal and Family Medical History

If you or a family member have been diagnosed with a condition listed below, circle (S) for Self or (f) for Family (if Family, which family member?):

(S) (F) Thyroid Disease  ____________________________________________
(S) (F) Infertility  ____________________________________________
(S) (F) Autoimmune Disease  ____________________________________________
(S) (F) Anemia  ____________________________________________
(S) (F) Liver Disease  ____________________________________________
(S) (F) Chronic Fatigue)  ____________________________________________
(S) (F) Kidney Disease  ____________________________________________
(S) (F) Diabetes  ____________________________________________
(S) (F) Asthma/respiratory problems  ____________________________________________
(S) (F) Stomach or intestinal problems  ____________________________________________
(S) (F) Cancer (type)  ____________________________________________
(S) (F) Fibromyalgia  ____________________________________________
(S) (F) Heart Disease  ____________________________________________
(S) (F) Epilepsy or seizures  ____________________________________________
(S) (F) Chronic Pain
(S) (F) High Cholesterol
(S) (F) High blood pressure
(S) (F) Head trauma
(S) (F) Liver problems
(S) (F) Orthopedic
(S) (F) Other

Is there any additional personal or family medical history? ( ) Yes ( ) No If yes, please explain:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Your Family Psychiatric History

Has anyone in your family been diagnosed with or treated for any of the following conditions:

( ) Yes ( ) No Attention Deficit ( ) Yes ( ) No Alcohol abuse
( ) Yes ( ) No Bipolar disorder ( ) Yes ( ) No Anger Management
( ) Yes ( ) No Schizophrenia ( ) Yes ( ) No Other substance abuse
( ) Yes ( ) No Depression ( ) Yes ( ) No Suicide
( ) Yes ( ) No Post-traumatic stress ( ) Yes ( ) No Violence
( ) Yes ( ) No Anxiety

If yes, please provide details: __________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Have any of your family members been treated with a psychiatric medication? ( ) Yes ( ) No

If yes, who was treated and what medications and how effective was the treatment?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Your Past Psychiatric History

Have you ever received outpatient treatment for a psychiatric condition? ( ) Yes ( ) No If yes, please provide the following details:

<table>
<thead>
<tr>
<th>Treatment Dates</th>
<th>Treated by</th>
<th>Reason for Treatment</th>
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<tbody>
<tr>
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</table>

NMPC2015
Have you ever been hospitalized for a psychiatric condition?  ( ) Yes ( ) No  If yes, please provide the following details:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Facility Name</th>
<th>Reason for Hospitalization</th>
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<tbody>
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<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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</table>

**Your Past Psychiatric Medications**

If you have ever taken any of the following medications, please provide details as you can recall (if you can’t remember all the details, just write down what you do remember):

<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Dates</th>
<th>Dosage</th>
<th>Response</th>
<th>Side Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Antidepressants:</strong></td>
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<tr>
<td>Prozac (fluoxetine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Zoloft (sertraline)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Luvox (fluvoxamine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Paxil (paroxetine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Celexa (citalopram)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Lexapro (escitalopram)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Effexor (venlafaxin)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Cymbalta (duloxetine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Wellbutrin (bupropion)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Remeron (mirtazapine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<td>Serzone (nefazodone)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Anafranil (clomipramine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Pamelor (nortriptyline)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Tofranil (imipramine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<td>Elavil (amitriptyline)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<tr>
<td>Pristiq (desvenlafaxine)</td>
<td><em><strong>/</strong></em> to <em><strong>/</strong></em></td>
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<td>Other: __________________</td>
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| **Mood Stabilizers:**  |         |        |          |              |
| Tegretol (carbamazepine)| ___/___ to ___/___ |        |          |              |
| Lithium                | ___/___ to ___/___ |        |          |              |
| Depakote (valproate)   | ___/___ to ___/___ |        |          |              |
| Lamictal (lamotrigine) | ___/___ to ___/___ |        |          |              |
| Tegretol (carbamazepine)| ___/___ to ___/___ |        |          |              |
| Topamax (topiramate)   | ___/___ to ___/___ |        |          |              |

<p>| <strong>Antipsychotics/Mood Stabilizers:</strong>  |         |        |          |              |
| Seroquel (quetiapine)  | <em><strong>/</strong></em> to <em><strong>/</strong></em> |        |          |              |
| Zyprexa (olanzepine)   | <em><strong>/</strong></em> to <em><strong>/</strong></em> |        |          |              |
| Geodon (ziprasidone)   | <em><strong>/</strong></em> to <em><strong>/</strong></em> |        |          |              |
| Abilify (aripiprazole) | <em><strong>/</strong></em> to <em><strong>/</strong></em> |        |          |              |</p>
<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Dates</th>
<th>Dosage</th>
<th>Response</th>
<th>Side Effects</th>
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<tbody>
<tr>
<td>Clozaril (clozapine)</td>
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<tr>
<td>Haldol (haloperidol)</td>
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<td>Prolixin (fluphenazine)</td>
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<tr>
<td>Other:</td>
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<tr>
<td><strong>Sedative/Hypnotics:</strong></td>
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<tr>
<td>Ambien (zolpidem)</td>
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<tr>
<td>Sonata (zaleplon)</td>
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<td>Rozerem (ramelteon)</td>
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<td>Restoril (temazepam)</td>
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<tr>
<td>Desyrel (trazodone)</td>
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<td>Other:</td>
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<tr>
<td><strong>ADHD medications:</strong></td>
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<tr>
<td>Adderall (amphetamine)</td>
<td><em><strong>/</strong></em></td>
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<tr>
<td>Concerta (methylphenidate)</td>
<td><em><strong>/</strong></em></td>
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<tr>
<td>Ritalin (methylphenidate)</td>
<td><em><strong>/</strong></em></td>
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<tr>
<td>Strattera (atomoxetine)</td>
<td><em><strong>/</strong></em></td>
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<tr>
<td>Vyvanse (lisdexamfetamine)</td>
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<td>Other:</td>
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<td><strong>Anti-anxiety medications:</strong></td>
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<tr>
<td>Xanax (alprazolam)</td>
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<tr>
<td>Ativan (lorazepam)</td>
<td><em><strong>/</strong></em></td>
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<tr>
<td>Klonopin (clonazepam)</td>
<td><em><strong>/</strong></em></td>
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<td>Valium (diazepam)</td>
<td><em><strong>/</strong></em></td>
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<tr>
<td>Tranxene (clorazepate)</td>
<td><em><strong>/</strong></em></td>
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<tr>
<td>Buspar (buspirone)</td>
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<td>Other:</td>
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**Your Health**

**Physical Exercise:**

Do you exercise regularly? ( ) Yes ( ) No

How many days a week do you get exercise? __________

How much time do you exercise? __________

What kind of exercise do you do? __________

**Substance Use:**

Have you ever been treated for alcohol or drug abuse? ( ) Yes ( ) No

If yes, for which substances? ________________________________________________________________________________

If yes, where were you treated and when? ____________________________________________________________________________

________________________________________________________________________________________________________________

Have you abused prescription medication? ( ) Yes ( ) No

If yes, which ones and for how long? _______________________________________________________________________________
Caffeine Consumption:
How many caffeinated beverages do you drink a day? Coffee: _______ Sodas: _______ Tea: _______

Tobacco History:
Have you ever smoked cigarettes? ( ) Yes ( ) No Do you currently smoke? ( ) Yes ( ) No How many cigarettes per day on average do you smoke? _______ How many years have you smoked? _______
Have you quit? ( ) Yes ( ) No How many years did you smoke? _______ When did you quit? _______
Have you used a pipe, cigars, or chewing tobacco in the past? ( ) Yes ( ) No Currently? ( ) Yes ( ) No What kind? _______ How often per day on average? _______ How many years? _______

Your Family Background and Childhood History
Where were you born? ___________________________ Where did you grow up? ___________________________
Who was your primary caretaker? ________________________________________________________________
List the first names of your siblings indicating (B) for brother and (S) for sister and include their age:
(B) (S) ___________________________ ______ (B) (S) ___________________________ ______
(B) (S) ___________________________ ______ (B) (S) ___________________________ ______
(B) (S) ___________________________ ______ (B) (S) ___________________________ ______
What was your father’s occupation? _______________________________________________________________
What was your mother’s occupation? ______________________________________________________________

Educational History:
What is your highest educational level or degree attained? _______________________________________________
Did you attend college? ( ) Yes ( ) No Where? ___________________________ Major? _______

Occupational History:
Your current work status: ( ) Working ( ) Not working by choice ( ) Unemployed ( ) Disabled ( ) Retired
How long in present position? _______ What is/was your occupation? ___________________________
If currently employed, where? ________________________________________________________________
Have you ever served in the military? ( ) Yes ( ) No If so, what branch and when? ___________________________

Relationship History and Current Family:
Your current relationship status: ( ) Married ( ) Divorced ( ) Separated ( ) Single ( ) Widowed
How long in current situation? _______
If not married, are you currently in a relationship? ( ) Yes ( ) No If yes, how long? ___________________________
Are you sexually active? ( ) Yes ( ) No
What is your spouse or significant other’s occupation? ___________________________
Have you had any prior marriages? ( ) Yes ( ) No If yes, how many? ______ How long?_________________________
Do you have children? ( ) Yes ( ) No If yes, list gender and age for each child:
(M) (F) _____ (M) (F) _____ (M) (F) _____ (M) (F) _____ (M) (F) _____ (M) (F) _____

Describe your relationship with your children: ____________________________________________
__________________________________________________________________________________

List everyone who currently lives with you? ______________________________________________
__________________________________________________________________________________

Legal:
Have you ever been arrested? ( ) Yes ( ) No If yes, please give the reason: ___________________
__________________________________________________________________________________

Do you have any pending legal problems? ( ) Yes ( ) No If yes, explain: _____________________
__________________________________________________________________________________

Spiritual life:
Do you belong to a particular religion or spiritual group? ( ) Yes ( ) No If yes, what is the level of your involvement? ____________________________

Do you find your involvement helpful during this illness, or does the involvement make things more difficult or stressful for you? ( ) more helpful ( ) more stressful

Your Comments
Is there anything else you would like Dr. Collings to know about you that might be useful to her helping you?
__________________________________________________________________________________
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Risk Assessment

Have you ever had feelings or thoughts that you didn’t want to live? ( ) Yes ( ) No

If YES, please answer the following. If NO, please skip the following and sign at the bottom.

Do you currently feel that you don’t want to live? ( ) Yes ( ) No

How often do you have these thoughts? ___________________________________________________________

When was the last time you had thoughts of dying? _________________________________________________

Has anything happened recently to make you feel this way? _________________________________________

On a scale of 1 to 10, (ten being strongest) how strong is your desire to kill yourself currently? _________

Would anything make it better? _________________________________________________________________

Have you ever thought about how you would kill yourself? ___________________________________________

Is the method you would use readily available? ___________________________________________________

Have you planned a time for this? __________________________________________________________________

Is there anything that would stop you from killing yourself? __________________________________________

Do you feel hopeless and/or worthless? ___________________________________________________________

Have you ever tried to harm yourself before? _____________________________________________________

*Office Policies: If you need to contact me by phone, do not hesitate to call my office phone. If you cannot
reach me in an emergency, it is best to contact your primary care provider, go to the emergency room or dial
911. If applicable, my office may bill your insurance; however, by signing below you acknowledge
responsibility for all expenses incurred. This form also serves as consent for evaluation.

Signature of Patient: ____________________________________________  Date___/___/___
Northlake Medical Psychology and Counseling

Dr. Linda Collings, Ph.D., MP
215 St. Ann Drive, Suite 2
Mandeville, La 70471
Phone (985) 951-2250
Fax (985) 951-2253

Patient Pharmacy Information

Name of the pharmacy you use: _______________________________________________________________

Pharmacy Address: _______________________________________________________________________

Pharmacy Phone Number: (___)________________

NOTE: Not all states recognize Medical Psychologists as having prescriptive authority. If you use a
pharmacy that is outside of Louisiana, please let your provider know.
Missed Session Policy:

The fee for a missed session is $75.00. In order to cancel your appointment without being charged the $75.00 missed session fee, you must call Northlake Medical Psychology and Counseling to cancel the appointment no later than 24 hours prior to the appointment time.

By signing below, you verify that you understand this policy regarding the cancellation of sessions:

___________________________________________________________________________

Client Signature  
Date

I, __________________________ authorize Northlake Medical Psychology and Counseling to charge the fees related to services received to my credit card:

Card Type:  Visa  MasterCard  American Express  Discover

Card#__________________________

Expiration Date_____________  CVC________  Billing Zip Code________

Name on Card: ______________________________________________________

Client Name (if different on card): ________________________________

By signing below, I understand that I will NOT be billed to this card automatically, but only in the event that I have an unpaid balance and have not made other arrangements to pay that balance. I authorize Northlake Medical Psychology and Counseling to use this card for session fees, including the collection of balances due that are not otherwise paid in full on my account, even if such balances are due after therapy is terminated.

________________________________________________________________________________

Client Signature  
Date