

**Alpine Center Holdings: Patient Information**

Referred by: \_\_\_\_\_

Alpine Center for Personal Growth/All About Recovery

***Patient Information***

**Patient Name:** \_\_\_\_\_ **Marital Status:** Married Single

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Email Address: (only fill out if you want us to use it) \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_ **Sex:** Male Female

**Emergency Contact:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Primary Physician:** \_\_\_\_\_ **Physician Phone Number:** \_\_\_\_\_

***Primary Insurance Information: MUST PRESENT INSURANCE CARD(s) AT TIME OF SERVICE***

**Primary Insurance Company:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Policyholder Name:** \_\_\_\_\_ **Insurance ID #:** \_\_\_\_\_

**Policyholder Date of Birth:** \_\_\_\_\_ **Insurance Group #:** \_\_\_\_\_

**Policyholder Social Security #:** \_\_\_\_\_ **Sex:** Male Female

***Secondary Insurance Information (If applicable)***

**Secondary Insurance Company:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Policyholder Name:** \_\_\_\_\_ **Insurance ID #:** \_\_\_\_\_

**Policyholder Date of Birth:** \_\_\_\_\_ **Insurance Group #:** \_\_\_\_\_

**Policyholder Social Security #:** \_\_\_\_\_ **Sex:** Male Female

***Responsible Party Information (Person responsible for paying patient portion of the bill)***

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If patient is a MINOR, parent or guardian MUST sign for the patient.

**Alpine Center Holdings and its subsidiaries Consent to Release/Exchange Personal Information**

**Alpine Center for Personal Growth, All About Recovery, Alpine Center Medical Services**

Name of Client: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

I do hereby authorize Alpine Center Holdings to share/receive information with: \_\_\_\_\_

Phone number of person/organization receiving the Information: \_\_\_\_\_

The following information; (Please indicate items to be released by marking with an "X")

- Admissions to Treatment
- Social History
- Discharge Summary
- Physical Examination
- Psychological Evaluation
- Treatment Plan
- Progress Notes, status, attitude and progress letters
- Other(specify)

For the purpose of:

- To comply with court order
- To obtain records
- To aid in treatment
- Application for insurance
- For follow up care
- For discharge planning
- To update medical records
- To update treatment records
- Other (Specify)

I understand that I may revoke consent at any time. Otherwise, I understand that this consent will remain in effect until one year following a formal and effective termination from the services provided or authorized by Alpine Center Holdings or revocation of my release from confinement, probation, parole, or other proceeding under which I was mandated into treatment. I understand that the date derived from my participation in my treatment may be used for reasearch purposes, so long as my anonymity is in accordance with federal, state and professional research standards.

I also understand that any disclosure made is bound by 42 CFR Part 2 of the Code of Federal Regulations governing confidentiality of alcohol and drug abuse client records, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 CFR Parts 160 & 164 and that recipients of this information may **not** be re-disclosed unless otherwise provided for in the regulations or in connection with their official duties.

This consent is valid until \_\_\_\_\_  
(Date, event or condition upon which consent expires)

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

Signature of Witness or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**Alpine Center Holdings**  
5689 S Redwood Road Suite 30  
Salt Lake City, UT 84123  
PH: 801-268-1715 FX: 801-268-1783

## Alpine Center Holdings and its Subsidiaries

### CONSENT FOR TREATMENT AND CONSUMER RIGHTS

-Alpine Center Holdings uses it's own form of treatment accordingly may vary from standard treatment of other treatment facilities. Alpine Center Holdings will treat all clients with dignity and will not discriminate.

-Alpine Center Holdings has my permission to act in medical and psychiatric matters on my behalf, including and limited to, prescribing and conducting treatment and therapy.

- Alpine Center Holdings has made no promises or guarantees to me whatsoever.

- I have been provided with fee collection policie, financial arrangments and costs have been discussed with me.

- I freely and voluntarily wish to receive treatment at Alpine Center Holdings.

- Any of the information I have given will not be released to anyone who is not part of the Alpine Center Holdings unless I give consent for this information to be released by signing a patient release of information form.

- I have received a copy of Alpine Center Holdings HIPAA privacy practices.

-Consumers have the right to privacy of information of current and closed records.

- Reasons for involuntary termination: Non-compliance with acceptable consumer behaviors, Non-compliance in treatment recommendations as outlined in each consumers treatment plan and/or Non-payment for rendered services.

- Re-Admission Criteria: Consumers may be re-admitted to the program at the sole discretion of the clinical team. Consumers will not be considered for re-admission unless reasons for involuntary termination have been resolved.

- Consumers have the right to be free from potential harm or acts of violence.

- Consumers are responsible for following their treatment plan once they have agreed to do so.

- Consumers are responsible to be courteous of the rights of other consumers as well as staff.

- Consumers have the right to communicate by telephone or in writing with family, attorney, physician, clergyman, counsleor, or case managers, except when contradicted by the treatment plan and the assigned licensed clinical professional.

- Alpine Center Holdigns is a non smoking facility in accordance with the Utah Clean Air Act.

- The maximum consequence any consumer shall be given is involuntary termination of services.

**I have read, agree to and understand the above stated consumer rights and I consent to receive treatment from Alpine Center Holdings,**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Employee:** \_\_\_\_\_

**Financial Policy**  
Effective 01/01/2019

**Alpine Center Holdings and its Subsidiaries**  
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We are committed to providing you with the best possible care, and we are pleased to discuss our professional fees with you at any time. Your clear understanding of our Financial Policy is important to our professional relationship. Please ask if you have any questions about our fees, Financial Policy, or your responsibility.

**\*ALL CLIENTS/PATIENTS MUST COMPLETE OUR INFORMATION FORMS BEFORE SEEING THE MEDICAL/PROFESSIONAL PROVIDER.**

**\*FULL PAYMENT IS DUE AT TIME OF SERVICE. Initial Evaluations: \$150.00. Follow ups/individual Therapy: \$125.00 For additional services or programs, see separate agreements.**

If you have valid health insurance coverage, you will only be expected to pay the patient portion at the time of service, this could be deductible or copay depending on your benefits. A \$20.00 late fee will be added to your copayment if not paid on the day of your visit.

**\*WE ACCEPT CASH AND MAJOR CREDIT CARDS.**

**\*WE DO NOT ACCEPT CHECKS**

If you have insurance, we will help you receive the maximum reimbursement allowable. If your insurance requires pre-authorization for your visits, you are responsible for obtaining pre-authorization before seeing the provider.

If you have valid health insurance, we will bill the insurance company for their portion of the bill. However you must pay the patient portion of the total charge at the time of service (including deductible) If your insurance company has not paid the FULL BALANCE within 60 days, you will be expected to pay the balance within 15 days.

Insurance is a contract between you and your insurance company. We are NOT a party to this contract. We will call your insurance and check your coverage and benefits, you are encouraged to do the same, **All About Recovery is an out of network facility and will be billing your insurance OUT OF NETWORK with your out of network benefits if applicable**, We file insurance claims as a courtesy to our patients. We will not become involved in disputes between you and your insurance company regarding deductibles, copayments, covered charges, secondary insurances, "usual and customary" charges, litigation, etc. Other than to supply factual information as necessary. We do not consider possible or pending court settlements as a reason for non payment of an account. We will not hold our bills until cases are settled. You are responsible for the timely payment of your account. **If your insurance sends you the check for payment for services rendered by any of Alpine Center Holdings Companies, you agree to sign the check directly over to the company that rendered services upon receipt. (must be the original check from the insurance company) If not turned over to Alpine Center Holdings within 15 days of insurance releasing the check, Alpine Center Holdings is subject to pursue legal action.**

**DRUG TESTING/U.A's:** Billing and charges for all Drug Testing is done separate from Alpine Center and separate from the programs. All drug testing is done through Dominion Diagnostics. A collector from Dominion Diagnostics is on site (at Alpine Center) to collect and send UA's to the lab for results. You may receive a bill from Dominion Diagnostics: 211 Circuit Drive, North Kingston, KI 02852. 401-667-0800

Any balances that appear on your statement, as patient responsibility may be subjected to a 25% A.P.R. finance charge. This will take effect once balances are more than 30 days old. If this account is referred to a collection agency you may have to pay reasonable attorney fees, court costs and collection agency commissions (30% of your balance owing).

**No Show/Cancellation Policy:** You as the patient are responsible for all fees accumulated by appointments that are no showed or cancelled with less than 24 hours notice. These fees cannot be billed to insurance. Fees for no showed appointments are \$50.00 and fees for late cancellations are \$30.00.

*Thank you for taking the time to review our Financial Policy. Please let us know if you have any questions or concerns.*

**I have read and understand the terms of the Financial Policy.**

Date

Patient Name (Print)

Patient Signature

# Alpine Center Holdings and its Subsidiaries Collections Policy

*Alpine Center Holdings  
5689 S Redwood Road Suite 30  
Salt Lake City, UT 84123*

**Policy Effective 08/01/2013**

At All Alpine Center Holdings, we have created a policy for when members have gone to collections, go to collections, or are about to be referred to collections. The policy shall be for both all Alpine Center Holdings LLC, Alpine Center for Personal Growth, Alpine Center Medical Services and All About Recovery. If you are in collections in any of these companies you will be discharged from all clinics, and not able to schedule until the following steps have been taken;

-If you have been sent to collections, you will be blocked on our schedule system, and not be able to schedule until your balance is paid in full to the collections company or to Alpine Center Holdings directly. This balance will include a 30% collections fee, in which you agreed to on the financial statement. If you have been sent to collections you have received multiple statements, letters, and warnings regarding your bill. Our system automatically sends out statements, which lets you know how old your balance is, as well as you will receive delinquent notices. In MOST cases, if we have a valid phone number, you will receive a phone call, as well as the front desk will have informed you of your balance.

-If you have been sent to collections in the past, and have cleared your bill and continue to schedule with Alpine Center Holdings, there will NEVER be an exception to payment at time of service, under no circumstance. All payment (copayment or cash payment) will be expected in full at time of service. NO EXCEPTIONS.

-If you have been sent to collections and have insurance, we will bill your insurance promptly and insurance will have 30 days from the time the claim was sent, to pay this balance. If payment is not received by your insurance company, you will need to pay off the balance, and when and if insurance DOES pay, Alpine will refund you the amount you paid. If your balance is not paid within 30 days, you will not be able to reschedule until your balance is paid in full.

## **Current clients on the verge of collections;**

-You will be informed by statements and by delinquent notices, as well as you will be informed by the receptionist at your appointment that you have a balance owing. If you are on the list for collections, you will be notified by the front desk at your appointment and have to pay a minimum of 50% of your balance to be taken off the collections list. You will then have 30 days to pay that balance off or you will be sent to collections with an additional 30% collections fee added to your balance, as well as you will be discharged from all clinics.

I have read and understand the collections policy as stated above.

Patient or guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Print patient name \_\_\_\_\_

**Welcome to Apine Center:** Please complete the following intake information to help us get to know you better. Thank you.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please describe the main problem for which you are seeking care:**

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**Medications:**

Please list any medications you currently take. Include prescriptions and over the counter medications, as well as dosages, when you started the medicine and the effect of the medicine. Also include herbal products or supplements you take. Please use the back of this page if you need additional space.

Name of Medication	Dosage	Date Started	Effect

**Please list any medications you have taken in the PAST:**

Name of Medication	Dosage	Date Started	Effect

Allergies to medications or other substances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Alpine Center Holdings and its Subsidiaries

### Notice of Privacy Practices

*This notice describes how medical information about you may be used and disclosed and how you may access this information. Please review it carefully.*

Alpine Center Holdings is committed to protecting your medical information. Alpine Center Holdings through its programs are required by law to maintain the privacy of your medical information, provide this notice to you and abide by the terms of this notice.

#### **HOW WE USE YOUR HEALTH INFORMATION**

When you receive services from Alpine Center Holdings, protected health information (PHI) about those services is created. This information becomes private and is protected by federal law. We may not release it to anyone without your written permission except in limited circumstances. We may use your health information for treating you, billing for services, and conducting our normal business known as health care operations. Examples of how we use your information include:

**Treatment:** We keep records of care and services provided to you. Health care and service providers use these records to deliver quality care to meet your needs. For example an employee of Alpine Center Holdings may share your information with other treatment professionals who may assist in your treatment. Some health records, including confidential communications with a mental health professional, may have additional restrictions for use and disclosure under state and federal laws.

**Payment:** We keep billing records that include payment information and documentation of the services provided to you. Your information may be used to obtain payment from you, your insurance company, or other third party. We may also contact your insurance company to verify coverage for your care or to notify them of upcoming services that may need prior notice or approval. For example, we may disclose information about services provided to you to claim and obtain payment from your insurance company.

**Health Care Operations:** We use health information to improve the quality of care, train staff and students, provide customer service, manage costs, conduct required business duties (auditing, business planning, obtaining legal services) and make plans to better serve the community. For example, we may use your health information to evaluate the quality of treatment and services provided by our therapists, social workers (licensing and credentialing, case management, obtaining medical review) and others in our treatment provider network (care coordination).

#### **OTHER SERVICES WE PROVIDE:**

We may use your health information to recommend treatment alternatives, tell you about health services and products that may benefit you, share information with family or friends involved in your care (with your permission) or payment for your care and share information with third parties who assist us with treatment, payment and health care operations.

#### **YOUR INDIVIDUAL RIGHTS:**

You have the right to:

- Request restrictions on how we use and share your health information. We consider all requests for the restrictions carefully but are not required to agree to any restriction.
- Request that we use a specific telephone number or address to communicate with you.
- Inspect and copy your health information, including billing records. Fees may apply. Under limited circumstances, we may deny you access to a portion of your health information and you may request a review of denial.\*
- Request corrections or additions to your health information. \*
- Request and accounting certain disclosures of your health information made by us. The accounting does not include disclosures made for treatment, payment and health care operation and some disclosures required by

law. Your request must state the period of time desired for the accounting, which must be within 6 years prior to your request and exclude dated prior to April 14, 2003. Except for the costs of photocopying, the first accounting is free, but a fee will apply if more than one request is made within a 12 month period.

- Request a paper copy of this notice even if you agree to receive it electronically.

Requests marked with a \* must be made in writing. Contact the Privacy Officer for the appropriate form for your request.

### **SHARING YOUR HEALTH INFORMATION**

There are limited situation when we are permitted or required to disclose health information without your signed authorization. These situations are outlined below:

- For public health purposes such as reporting communicable diseases, work related illnesses, reporting births and deaths.
- To protect victims of abuse, neglect or domestic violence.
- For health oversight activities such as investigations, audits, inspections and administrative actions.
- For lawsuits and similar proceedings.
- When otherwise required by law.
- When requested by law enforcement as required by law or court order.
- To coroners, medical examiners, and funeral directors.
- For organ and tissue donations.
- For research approved by our review process under strict federal guidelines.
- To reduce or prevent a serious threat to public health and safety.
- For Workers Compensation or other similar programs if you are injured at work.
- For specialized government functions such as intelligence and national security.

All other uses and disclosures, not described in this notice, require your signed authorization. You may revoked your authorization at any time with a written statement, except for authorized releases, which have already been made. Releases to law enforcement and courts cannot be revoked.

### **OUR PRIVACY RESPONSIBILITIES**

All About Recovery is required by law to:

- Maintain the privacy of your health information.
- Provide the notice that describes the ways we may use and shared your health information.
- Follow the terms of the notice currently in effect.

We reserve the right to make changes to this notice at any time and make the new privacy practices effective for all information we maintain. Current notices will be posted in the admission and all treatment facilities. You may also request a copy of any notice directly from All About Recovery.

### **CONTACT US**

If you would like further information about your privacy rights, are concerned that your privacy rights have been violated, or have any concerns at all please contact Alpine Center Holdings Office at:

5689 S Redwood Road Suite 30  
Salt Lake City, UT 84123

We will investigate all complaints and will not retaliate against you for filing a complaint.

You may also file a complain with the Department of Human Services, Department of Licensing:

Phone: 801-538-4242  
195 N 1950 W  
Salt Lake City, UT 84116

And also to The Joint Commission, our accreditation agency:

Fax: 630-792-5636  
One Renaissance Blvd.  
Oakbrook Terrace, IL 60181

Or online at: [https://www.jointcommission.org/report\\_a\\_complaint.aspx](https://www.jointcommission.org/report_a_complaint.aspx)

