**Yearly Enrollment Renewal Forms**

Provider: Please check off each item you have included in your yearly enrollment renewal packet. If the item does not apply to this client please write N/A in the blank. Include this form when you submit your enrollment packet for billing.

Provider Name and credentials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check or N/A

\_\_\_ Permission for Treatment signature required

\_\_\_ Primary care physician form-required by all plans

\_\_\_ Releases as needed such as education, psychiatrist, clinical supervisors signature required

**Permission for treatment/services**

Freedom of Choice  
I understand that the choice of providers is my responsibility and right as the client or guardian.  I further understand that I have the right to contact the providers prior to selection so that I may determine the best provider.  I also understand that I may at any time choose another provider for this service by notifying my current provider.   
    
Informed Consent  
I understand that participation in treatment does not guarantee anticipated outcomes.  I understand that there may be unintended results of treatment affecting the client and other family/household members.  I understand that providers are legally bound to report suspected abuse of the client or of other family members.  I also understand that the providers have a duty to warn any intended victim of a threat to harm.   
   
Persons Participating in Home and Community Based Services  
I understand that I am giving permission to include in the client’s treatment sessions any persons present in the home, school or community at the time of service.  This includes but is not limited to myself, parents, spouses, step-parents, paramours, siblings, children, extended family, household visitors, caregivers, playmates and classmates.  I also understand that I have the right to dismiss anyone from participating in a session at any time and that I have the right to exclude anyone from the ongoing treatment process by written notice to the provider.

Privacy Practices

I understand that Transformations adheres to the Health Information Privacy Act and I agree to these practices. I agree that this information has been made available to me for me review.

Responsibilities

I understand my responsibility is to: 1) provide accurate information and report any changes in client wellbeing, 2) to keep all appointments and to give 24 hour notice of a need to reschedule, 3) to maintain the client’s insurance coverage and report any lapse in coverage to the service provider, 4) to contribute to a plan of treatment and to follow through with agreed upon interventions.

I understand that I am financially responsible for any services received. I agree to report all primary and secondary insurance coverages. I agree to pay any co-pay, deductibles, and co-insurance agreed upon with my insurance company. I give permission to file insurance claims on services provided with any insurance companies with which I or my child is enrolled. I give Transformations permission to file treatment plans to request authorization for services. I also understand that a treatment plan may include information such as diagnosis, symptoms, treatment goals, and progress reports. This release includes any dependents for which Transformations staff is also providing treatment  
  
   
Permission is hereby given to Transformations staff and its service providers to render screening, assessment, treatment and support services to the above named client and under the above named conditions.

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

Signature of Client

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

Signature of Parent or Legal Guardian Relationship to Client

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

Witness Date

**Authorization to Share Information With**

**Primary Care Physician**

**I understand that my records are protected under the applicable state law governing health care information that relates to mental health services, KRS 304.17A-555, and under the federal regulations governing Confidentiality of Alcohol and Drug Abuse patient Records 42 CRF Part 2, and cannot be disclosed without my written consent unless otherwise provided for in state or federal regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it. This Authorization to Share Information will automatically expire one year after the date of your signature.**

**Electronic Records are preferred. Send by Fax to 502-899-5411 or**

**Secure Email at** [**office@transformationsllc.net**](mailto:office@transformationsllc.net)

**Select one:**

**\_\_\_I give permission to my Physician and to Transformations to share any applicable information from my Protected Health Information including immunization, treatments, behavioral health treatment plans, recommendations and other health care records.**

**\_\_\_I do not give my Physician and Transformations permission to share my protected health care information.**

**Primary Care Physician Name, Address, Email Address & Fax Number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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***Patient or Guardian signature please date***

**---------------------------------------------------------------------------------------------------------**

Date of initial consult \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diagnosis with Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and a brief description of presenting problem

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Recommendations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Provider/credentials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Faxed or Mailed \_\_\_\_\_\_\_\_\_\_\_\_

Transformations Hope for Today’s Families 4010 Dupont Circle Suite 582 Louisville KY 40207

Phone and Fax: 502-899-5411 Email: office@transformationsllc.net

**AUTHORIZATION TO SHARE INFORMATION**

1. I authorize Transformations & its representatives & Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4010 Dupont Circle Suite 582 Contact information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Louisville KY 40207 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone & fax 502-899-5411 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secure email: office@transformationsllc.net \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To share with one another the following items from my Protected Health Information: Psychological, psychiatric, clinical, medical and educational evaluations, records, progress summaries, contact logs, treatment plans, and progress updates both written and verbal.

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the purpose of sharing this information is for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. I understand that I may refuse to sign this authorization and that Transformations, LLC and its Contractors will not allow my refusal to interfere with the receipt or payment of behavioral health services.

3. I understand that I may revoke this authorization, at anytime, in writing to Transformations at the address indicated below, except if Transformations or its Contractor has taken any action based on prior authorization, or obtained my authorization for the purpose of receiving reimbursement from a third party.

4. This authorization will expire on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or immediately following the revoking of the authorization, or after the following event has occurred if this is a one time release

5. I understand that pursuant to KRS 304.17A-555-Patient’s Right of Privacy Regarding Mental health or Chemical Dependency-Authorization Disclosure, my Protected Health Information, used and /or shared under this authorization may not be shared by the recipient of the information beyond the purpose for which my authorization was given, without first obtaining my specific written consent to the re-disclosure.

6. I understand that pursuant to 45 CFR 46.101(b.2) only data that has been separated from my child’s identifiable information may be used for research and program development purposes, unless written consent by signing this form is provided.

I have read and understand this authorization.

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

Consumer/Guardian if Client is under 18 Date

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Relationship to Client

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

Witness Date

**AUTHORIZATION TO SHARE INFORMATION**

1. I authorize Transformations & its representatives & Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4010 Dupont Circle Suite 582 Contact information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Louisville KY 40207 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone & fax 502-899-5411 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secure email: office@transformationsllc.net \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To share with one another the following items from my Protected Health Information: Psychological, psychiatric, clinical, medical and educational evaluations, records, progress summaries, contact logs, treatment plans, and progress updates both written and verbal.

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the purpose of sharing this information is for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. I understand that I may refuse to sign this authorization and that Transformations, LLC and its Contractors will not allow my refusal to interfere with the receipt or payment of behavioral health services.

3. I understand that I may revoke this authorization, at anytime, in writing to Transformations at the address indicated below, except if Transformations or its Contractor has taken any action based on prior authorization, or obtained my authorization for the purpose of receiving reimbursement from a third party.

4. This authorization will expire on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or immediately following the revoking of the authorization, or after the following event has occurred if this is a one time release

5. I understand that pursuant to KRS 304.17A-555-Patient’s Right of Privacy Regarding Mental health or Chemical Dependency-Authorization Disclosure, my Protected Health Information, used and /or shared under this authorization may not be shared by the recipient of the information beyond the purpose for which my authorization was given, without first obtaining my specific written consent to the re-disclosure.

6. I understand that pursuant to 45 CFR 46.101(b.2) only data that has been separated from my child’s identifiable information may be used for research and program development purposes, unless written consent by signing this form is provided.

I have read and understand this authorization.

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

Consumer/Guardian if Client is under 18 Date

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Relationship to Client

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

Witness Date

**AUTHORIZATION TO SHARE INFORMATION-EDUCATIONAL SYSTEM**

1. I authorize Transformations & its representatives & Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4010 Dupont Circle Suite 582 Contact Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Louisville KY 40207 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone & fax 502-899-5411 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: office@transformationsllc.net \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Electronic Records are preferred. Send by Fax to 502-899-5411 or**

**Secure Email at** [**office@transformationsllc.net**](mailto:office@transformationsllc.net)

To share with one another the following items from my Protected Health Information: Psychological, psychiatric, clinical, medical and educational evaluations, records, progress summaries, contact logs, treatment plans, and progress updates both written and verbal.

Other: \_Academic and behavior reports including but not limited to IEP reports\_\_\_\_\_\_\_\_

2. I understand that the purpose of sharing this information is for: the provider to work with and support the educational system, assess the child’s behavioral needs, and provide recommendations and interventions in the academic setting.

3. I understand that I may refuse to sign this authorization and that Transformations, LLC and its Contractors will not allow my refusal to interfere with the receipt or payment of behavioral health services.

4. I understand that I may revoke this authorization, at anytime, in writing to Transformations at the address indicated below, except if Transformations or its Contractor has taken any action based on prior authorization, or obtained my authorization for the purpose of receiving reimbursement from a third party.

5. This authorization will expire on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or immediately following the revoking of the authorization, or after the following event has occurred if this is a one time release

6. I understand that pursuant to KRS 304.17A-555-Patient’s Right of Privacy Regarding Mental health or Chemical Dependency-Authorization Disclosure, my Protected Health Information, used and /or shared under this authorization may not be shared by the recipient of the information beyond the purpose for which my authorization was given, without first obtaining my specific written consent to the re-disclosure.

7. I understand that pursuant to 45 CFR 46.101(b.2) only data that has been separated from my child’s identifiable information may be used for research and program development purposes, unless written consent by signing this form is provided.

I have read and understand this authorization.

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

Consumer/Guardian if Client is under 18 Date

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

Relationship to Client

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

Witness Date