

WOMEN'S & CHILDREN'S CENTER FOR MENTAL WELLNESS

PSYCHIATRY

7591 Fern Avenue Suite 1705, Shreveport, LA , 71105

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NEW PATIENT ENROLLMENT

Please read and complete each of the documents listed below as completely as possible. This will take approximately forty minutes. These documents are intended to be resources for you, as well as aides to us for your care and treatment. Please have these completed prior to your arrival to the clinic or your appointment maybe delayed or rescheduled.

Please carefully review and complete the following documents:

- New Patient Registration form- Please complete all sections. This helps us communicate with you and have contact information about you.
- Patient self- report questionnaire- Please complete as thoroughly as possible. This will help your doctor know more about your history and be able to have your medical records more complete. Women patients are to fill out the women questionnaire form in addition to the self- report questionnaire.
- Health Insurance Information
 - In order for any claims to be submitted to your health insurance company this document must be completely filled out and submitted with your original insurance card(s).
- Assignment of Benefits
 - Assignment of benefits is not required for treatment. However, it is required if you would like us to bill your insurance company for you.
- Authorization to Release Information for Treatment, Billing, or Healthcare Operations
 - Authorization is not required for treatment. However, it may be required for sending your insurance company additional information requested for claims processing. Claims maybe denied if this authorization is not signed.
- Women's & Children's Center for Mental Wellness Notice of Privacy Practices and Policies (sent electronically or will be given to you at the time of office visit)
- Women's & Children's Center for Mental Wellness Notice of Office Policies and Procedures
- Combined Acknowledgement of Receipt of Notice of Privacy Practices and Policies and Acknowledgement of Receipt of Notice of Office Policies and Procedures

You may keep the Notice of Privacy Practices and Policies and Notice of Office Policies and Procedures for your reference. Please bring or submit all other completed forms before or at the time of your first appointment.