

Dr. Michael Miello
Clinical Psychologist



Dear Prospective Client,

Welcome!

If you are here for your first appointment, and you have some time before it starts, please fill out some of the information in this packet. Doing so will give us more time to talk about the specific reason you are seeking help and help us spend less time on background information.

If you would prefer you can bring this packet home and bring it back next time.

I look forward to working with you!

Michael Miello, Ph.D.

Client Information

1. **Address:**

Please provide a mailing address:

2. **Emergency Contact:**

Name: _____

Relationship: _____

Phone number: _____

3. **Primary Care Physician:**

Please provide the name of your primary care physician.

Name of Doctor: _____

Phone Number: _____

Address: _____

May we contact your physician in the event of a medical emergency?

Circle one: **YES NO**

*This permission may withdrawn at any time but otherwise will remain in effect
for the entirety of your treatment.*

Signature: _____

Date: _____

Social, Medical and Educational History Form

Name: _____ Age: _____

Marital Status: _____

Racial/Ethnic Background:

_____ Hispanic/Latino	_____ Caucasian/White
_____ African-American/Black	_____ Native Hawaiian or Other Pacific Islander
_____ American Indian or Alaskan Native	_____ Asian
_____ Other: _____	

Specialists

Have you been under the care of or received any of the following professional evaluations?

<u>Type</u>	<u>*Yes</u>	<u>Date/Brief Explanation</u>
1. Audiologist	_____	_____
2. Speech/Language Pathologist	_____	_____
3. Otolaryngologist (ENT)	_____	_____
4. Neurologist	_____	_____
5. Neuropsychologist	_____	_____
6. Psychologist (Ph.D./Psy.D.)	_____	_____
7. Psychiatrist	_____	_____
8. Occupational Therapist	_____	_____
9. Physical Therapist	_____	_____
10. Ophthalmologist	_____	_____

<u>Chronic Health Problems</u>	<u>*Yes</u>	<u>No</u>	<u>Unknown</u>
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1. Anemia	_____	_____	_____
2. Allergies	_____	_____	_____
3. Asthma	_____	_____	_____
4. Fainting	_____	_____	_____
5. Epilepsy	_____	_____	_____
6. Convulsions	_____	_____	_____
7. Migraine headaches	_____	_____	_____
8. Hyperactivity	_____	_____	_____
9. Sleeping difficulties	_____	_____	_____
10. Hearing difficulties	_____	_____	_____
11. Vision difficulties	_____	_____	_____
12. Heart irregularities	_____	_____	_____
13. Other: _____	_____	_____	_____

*If yes, please explain and refer to the number:

Social, Medical and Educational History Form

Injuries

Type

*Yes

Date/Brief Explanation

1. Concussion/Head Injury

2. Fractures

3. Serious accident(s)

Hospitalizations:

____Yes

____No

*If yes, please explain:

Medication(s):

Name:

Dosage:

Taken For:

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Academic History

What was the highest grade/degree you have achieved? _____

Did you experience academic difficulties or receive support to promote academic achievement?

____Yes

____No

If yes, please explain:

Employment History

Are you currently employed? ____Yes ____No

Please describe below what type of work you currently do or have previously done.

Frequently Asked Questions

How long will I have to wait once I arrive at the office?

We do not double book. You will have your own 45-minute appointment. Consequently, sessions do begin and end promptly. Because sessions almost always begin on time, please arrive a few minutes early.

How long are the sessions?

Sessions include 40 minutes of treatment and 5 minutes to address collection of co-pays and scheduling. Paying the co-pay at the beginning of the session is recommended so that we can maximize our time together.

What if I am late for an appointment?

If you arrive late for an appointment I will *not* be likely to be able to give you the full 45 minutes.

What if it snows?

During severe weather events I may need to cancel our session (especially where there has been a warning not to drive). If this is the case I will call or text you directly. Phone sessions are available (and a good idea) on such days.

Can I have a regularly occurring (or standing) appointment?

Yes! Standing appointments are available for all clients who are seen weekly and attend at least 80% of their appointments. Your initial appointment time will usually be available to you as a standing appointment.

Can I come every other week?

Yes. However, for times after 4PM, standing appointments are only available for weekly appointments. A limited number of times are set aside for standing appointments that meet on alternate weeks. I will not be able to convert a weekly appointment time to an every-other-week time without moving the appointment.

How do I pay my co-pay?

Co-payment can be paid in cash or check (cash is preferred). There is a 3.5% fee for credit card payments. Co-payments are collected by the therapist, not the office managers. Checks should be made out to "PASS" or "Cash" for all insurances other than Beacon or Empire BC/BS. If your insurance is Beacon or Empire BC/BS please address checks to Dr. Michael Miello.

Do you take Vacation?

On average, I will take three (non-consecutive) weeks of vacation a year. I will post my upcoming vacations in the office and make sure you have ample notice.

Are sessions held on Holidays?

I will not hold sessions on the following Holidays: New Years eve, New Years day, Memorial Day, Forth of July, Labor Day, Thanksgiving (and the Friday afterwards), Christmas Eve and Christmas Day.

Frequently Asked Questions

Is it possible to have sessions by phone?

Phone Sessions are occasionally permissible under some circumstances (especially poor weather, and physical illness and injury). If you are not using insurance, you may have phone sessions as often as you please. Phone sessions are billed the same way as an in-person session.

Can I email you?

E-mail is *not necessarily* private. In order to protect confidentiality I recommend you avoid using it to send detailed or personal information. My address is DrMiello@LongIslandPsy.com.

Is there a last minute cancellation fee?

Yes. Twenty-four hour notice is requested when cancelling sessions. Where that cannot be provided, a \$45 cancellation fee will be applied. This does not apply to cancellations due to emergency weather events.

What if I want 60-minute sessions?

In almost every case 45 minutes is adequate for effective treatment. If you would like 60-minute sessions the extra cost is \$20 before 2PM and \$35 for sessions that take place after 2PM. Extra time is not covered by insurance.

Can I have receipts for my expenses?

Receipts are available upon request. If you require a receipt, please let me know in advance (or at the beginning of the session). I will be unable to provide a same day receipt if you ask at the end of the session.

Is there a cost for additional phone calls?

Additional phone calls are sometimes necessary to coordinate treatment. There is no additional charge for occasional phone calls that last less than 15 minutes. There is a \$20 charge for phone calls that last up to 30 minutes. Phone calls over 30 minutes will be billed as a session.

Is there an extra cost for paperwork and letters?

For ongoing therapy clients (who have completed 4 sessions or more) occasional letters and paperwork (that take less than 15 minutes to complete) will incur no additional cost. Longer forms such as short-term disability, guardianship paperwork, or detailed letters will result in a charge of \$100 an hour (billed in 15-minute intervals).

Do you have a social media policy?

Due to the need to protect the confidentiality of treatment I am unable to interact with clients or their family members on social media. I will not accept friend requests on Facebook or other platforms. Please do not follow me or otherwise interact with me on Twitter because such actions would be publically visible and would endanger your confidentiality.