



THE FORT CHRISTIAN PSYCHIATRIC CENTER / SHAW WENDI FORTUCHANG, M.D., P.C.  
 SHAW WENDI FORTUCHANG, M.D., FAPA  
 110 NORTH PARK DRIVE, FAYETTEVILLE, GA 30214 (PHONE) 770-376-6726

**PLEASE PROVIDE AN ANSWER FOR EVERY QUESTION!**

**FEMALE CHILD & ADOLESCENT QUESTIONNAIRE**

Child/teen's full name: F: \_\_\_\_\_ M: \_\_\_\_\_ L: \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Race: \_\_\_\_\_

How did you hear about us? Word of mouth  Website  Internet search  Radio  Referred by: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Relationship to child/teen: mother  father  legal guardian  other: \_\_\_\_\_

Do you prefer a Christian-based approach to treatment? Yes  No  Maybe

\*Name and address of your church: \_\_\_\_\_

Would you like to receive email correspondence (superbill receipts, etc.)? Yes  No

If yes, please provide your email address \_\_\_\_\_

Describe the reason for today's visit: \_\_\_\_\_

**Child/Teen's Psychiatric History** Please check all of the following that apply to/have ever applied to the child/teen. Then, check "C" for current problem and "P" for past problem:

- Anger (excessive)  C  P  Academic struggles  C  P  Lying / Dishonesty  C  P  Truancy  C  P
- Anxiety / Worries  C  P  Low Energy  C  P  Gender Identity Issues  C  P
- Aggression / Fights  C  P  Learning Disorder  C  P  Vandalism  C  P
- Appetite Changes  C  P  Manipulative  C  P  Divorced Parents  C  P
- Bedwetting  C  P  Soiling the bed  C  P  Vomiting (self-induced)  C  P
- Bullying  C  P  Bullied  C  P  Time-Consuming Obsessive Thoughts / Urges  C  P
- Carelessness  C  P  Problems with Adults  C  P  Pornography  C  P
- Concentration Issues  C  P  Alcohol Use  C  P  Drugs  C  P
- Cutting/Burning/Injuring Self  C  P  Perfectionism  C  P  Stealing  C  P
- Excessive Counting / Checking  C  P  Skin-Picking  C  P  Disrespectful  C  P
- Crying Spells  C  P  Paranoia  C  P  Gang Involvement  C  P
- Cruelty to Animals  C  P  Property Destruction  C  P  Hears Voices  C  P
- Destructive  C  P  Unsavory Friend Group  C  P  Visual Hallucinations  C  P
- Day Dreaming  C  P  Frequent Doctor's Visits  C  P  Temper Tantrums  C  P
- Depression  C  P  People Pleaser  C  P  Follower  C  P  Masturbation  C  P
- Defiance  C  P  Quiet / Shy  C  P  Legal Problems  C  P  Juvenile Detention  C  P
- Disorganization  C  P  Running Away  C  P  Perpetrator of Sexual Abuse  C  P
- Eating Disorder  C  P  Risk Taking  C  P  Social Withdrawal  C  P
- Expelled from School  C  P  Expelled from Camp  C  P  Shame  C  P  Guilt  C  P
- Fears of Germs  C  P  Secretive  C  P  Impulsivity  C  P  Witnessed Violence  C  P
- Separation Anxiety  C  P  Sexual Abuse Victim  C  P  Rape Victim  C  P
- Homicidal Threats/Behavior  C  P  Learning Problems  C  P  Sexually Active  C  P
- Hyperactive  C  P  School Refusal  C  P  Promiscuity  C  P  Problems with Peers  C  P
- Hoarding  C  P  Suicidal Thoughts  C  P  Suicidal Threats  C  P  Suicide Attempt  C  P
- Hopelessness  C  P  Spiritual Issues/Occult/ Etc.  C  P  Self-Esteem Problems  C  P
- Headaches  C  P  Hair Pulling  C  P  Time-Consuming Compulsions/Rituals  C  P
- Imaginary Friends  C  P  Sleep Problems  C  P (too much  too little )

Has the child/teen EVER been treated by a psychiatrist (medical doctor)? Yes  No

If YES, name of doctor and practice: \_\_\_\_\_

Diagnosis? \_\_\_\_\_

When was the last appointment? \_\_\_\_\_

Has the child/teen EVER received psychotherapy or counseling (psychologist, LPC, LCSW, etc)? Yes  No

If YES, name of therapist and practice: \_\_\_\_\_

Is child/teen currently in therapy?  YES  NO

If YES, name of therapist and practice: \_\_\_\_\_

Since when? \_\_\_\_\_ When was the last appointment? \_\_\_\_\_

Has the child/teen ever been hospitalized for psychiatric reasons? Yes  No

Has the child/teen ever been hospitalized for substance abuse reasons? Yes  No

If yes, how many times? \_\_\_\_\_ Where? \_\_\_\_\_

**Abuse and/or Trauma History**

1. Has the child/teen ever been a (known or suspected) **victim** of:

Verbal/emotional abuse? Yes  No  Physical abuse? Yes  No  Sexual abuse? Yes  No

If yes to any of the above, please explain: \_\_\_\_\_

2. Has the child/teen ever been a (known or suspected) **perpetrator** of:

Verbal/emotional abuse? Yes  No  Physical abuse? Yes  No  Sexual abuse? Yes  No

If yes to any of the above, please explain: \_\_\_\_\_

3. Has the child/teen ever been in a situation where they feared that their life, or someone else's life, was in danger of being taken? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

**Child/Teen's Psychiatric Medication History**

Are there firearms in the home? Yes  No  Does the child/teen have access to them? Yes  No

Has the child ever been prescribed any psychiatric medications by **anyone**? Yes  No

If yes, what is the name and specialty of the prescribing doctor? \_\_\_\_\_

Please circle all medications that have EVER been prescribed to the child/adolescent:

Prozac, Paxil, Zoloft, Celexa, Lexapro, Luvox, Effexor, Pristiq, Cymbalta, Khedezla, Wellbutrin, Buspar, Remeron, Trazodone, Trintellix, Viibryd, Vistaril, Elavil, Xanax, Klonopin, Valium, Ativan, Restoril, Risperdal, Perseris, Rexulti, Vryalar, Invega, Saphris, Fanapt, Latuda, Clozaril, FazaClo, Zyprexa, Seroquel, Abilify, Geodon, Latuda, Haldol, Lithium, Lithobid, Eskalith, Depakote, Depakene, Stavzor, Tegretol, Trileptal, Lamictal, Neurontin, Topamax, Epitol, Ambien, Lunesta, Rozerem, Adderall, Concerta, Ritalin, Metadate, Methylin, Daytrana, Desoxyn, Adzenys, Aptensio, Evekeo, Mydayis, Quillivant XR, Quillichew ER, Zenzedi, Cotempla XR-ODT, Dynavel, Focalin, Vyvanse, Strattera, Intuniv, Clonidine, Guanfacine, Provigil, Namenda, Aricept, Halcion, Lyrica, Other: \_\_\_\_\_

Please list all CURRENT PSYCHIATRIC medications below:

Medication Name:	Medication Name:	Medication Name:
Dose:	Dose:	Dose:
Response:	Response:	Response:

Who prescribed / is prescribing this medication? \_\_\_\_\_

Is there anything else you want us to know about your child/teen's mental health?

## Spirituality (Parents):

- Do you believe that Jesus Christ died on the cross for our sins and rose again, giving Christians eternal life? Yes  No
- Have you received Jesus Christ as your personal Lord and Savior? Yes  No
- Do you believe that we were created as a spirit, we have a soul and live in a physical body? Yes  No
- Are you aware that there are biological, spiritual and psychological aspects to mental health? Yes  No
- Are you aware that unresolved spiritual issues can worsen or mimic many psychiatric disorders? Yes  No
- Do you spend quiet, quality alone time with God in prayer and meditation? Yes  No
- Do you believe in the power of prayer? Yes  No
- Do you have difficulty fully trusting God and surrendering your will and/or way for His? Yes  No
- Do you regularly pay your tithes at your local church? Yes  No
- Are you aware that any act or thought that goes against The Word of God (The Holy Bible) is sin? Yes  No
- Do you believe that our sins have already been paid for by Christ's sacrifice on the cross? Yes  No
- Do you believe that sins must be confessed and repented in order to receive God's best for our lives? Yes  No
- Are there any areas of unrepented sin and/or unforgiveness in your life? Yes  No
- Are you aware that there are 4 major areas within which Satan gains access to our lives? Yes  No
- Has the child/teen received Christ as Lord & Savior or been formally dedicated to Christ (confirmation, etc.?) Yes  No

## Check ALL that the CHILD/TEEN has ever done, been affected by or was forced into doing:

1. **FEAR:** Prolonged worry/anxiety  Unbelief  Need for control  Certainty  Social isolation  Withdrawal
2. **OCCULT:** Astrology/Horoscopes  Fortune-telling  Tarot cards  Palm-reading  Seances   
Ouija board  Voodoo  Manipulation  Witchcraft  Coven  Spells  Curses  Hexes  Chanting   
Yoga  Seeking advice from mediums  Lucky charms/rabbit's foot/etc.  Superstitions
3. **HATRED:** Unforgiveness  Bitterness  Resentment  Envy  Gossip  Slander  Anger  Self-loathing  Revenge
4. **SEXUAL:** Adultery/Affair  Pornography  Fornication  Lewdness/Lust  Molestation  Incest   
Rape/Assault  Homosexuality  Bisexuality  Same-sex "experimentation"  Prostitution/"Escort"

## Developmental History

- Was the child/teen adopted? Yes  No  Is the child/teen a foster child? Yes  No
- Is the child/teen a family member for whom you have assumed legal guardianship? Yes  No
- If YES to either, where did the child/teen live prior to your home? \_\_\_\_\_

- Is the child/teen your full biological child? Yes  No  Are parents married to each other? Yes  No
- Were parents married before the pregnancy? Yes  No  Was the pregnancy planned? Yes  No
- Was the mother under emotional duress during the pregnancy? Yes  No  **If YES, describe:**

### **Check any that applied to this pregnancy:**

- Anemia  Elevated blood pressure  Toxemia  Gestational Diabetes  
 Measles  Swollen ankles  Bleeding  German Measles  Influenza  
 Kidney disease  Other viruses  Strep throat  Smoking  Threatened miscarriage  
 Psychiatric problems  Use of illegal drugs  Alcohol use  Other illness

### **Was mother taking prescribed medication during the pregnancy? Yes No**

What? \_\_\_\_\_ Why? \_\_\_\_\_

- Was the pregnancy full term? Yes  No  If NO, how many weeks at delivery? \_\_\_\_\_
- Was the delivery natural? Yes  No  C-section? Yes  No  Birth weight: \_\_\_\_\_
- Were there any complications during the delivery for the mother? Yes  No
- Were there any complications during the delivery for the baby? Yes  No



Has the child/teen ever had a head injury with loss of consciousness? Yes  No

Is the child/teen up-to-date on immunizations? Yes  No

Overall, how would you rate the child/teen's physical health? \_\_\_\_\_

Is there anything else you would like us to know about the child/teen's physical health?

**Preferred Pharmacy Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Living Arrangements and Family**

Child/teen's home address: \_\_\_\_\_

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

Child/teen's mobile number: \_\_\_\_\_ Child/teen's email: \_\_\_\_\_

List all family members living in the home: \_\_\_\_\_

**Mother's** Full name: \_\_\_\_\_ Age: \_\_\_\_\_ Level of education: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of work: \_\_\_\_\_

Work phone: \_\_\_\_\_ Preferred email: \_\_\_\_\_

**Father's** Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Level of education: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of work: \_\_\_\_\_

Work phone: \_\_\_\_\_ Preferred email: \_\_\_\_\_

**Marital status of parents:** Married  Divorced  Separated  Never married  Remarried  Engaged

**Are there stepparents involved in the child/teen's life?** Yes  No

**In the case of divorce/separation, what are the custody arrangements?** \_\_\_\_\_

Child/teen's primary residence: Both Parents  Mother  Father  Other

**If OTHER, then please describe:** \_\_\_\_\_

**Siblings (indicate whether full, half or step sibling):**

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

**Other relatives or people currently living in the home, including a step-parent:**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to child \_\_\_\_\_

**Has Child Protective Services EVER been involved in the child/teen's life:** Yes  No  *If yes, please explain:*

**Family Psychiatric & Medical History**

**\*\*Is either parent seeing a mental health specialist?** Yes  No  Mother  Father  Both

**\*\*Is either parent being prescribed psychiatric medication?** Yes  No  Mother  Father  Both

**Please list all BIOLOGICAL family members affected by any of the following:**

Depression \_\_\_\_\_ Bipolar Disorder \_\_\_\_\_

ADHD \_\_\_\_\_ Anxiety Disorder \_\_\_\_\_

PTSD \_\_\_\_\_ Obsessive Compulsive Disorder \_\_\_\_\_

Panic Disorder \_\_\_\_\_ Substance Use \_\_\_\_\_

Schizophrenia and other Psychotic Disorders \_\_\_\_\_

Learning Disorders \_\_\_\_\_ Eating Disorders \_\_\_\_\_

Psychiatric Hospitalizations Yes  No  Who? \_\_\_\_\_

\*\*Have there been ANY suicide attempts Yes  No  or completions Yes  No  on either side of the family? If YES, who and which side of the family? \_\_\_\_\_

Check all of the following that apply to any family members:

Diabetes  Seizures/Epilepsy  Heart Problems  Obesity  High Cholesterol  High Blood Pressure

**School History** 1. Name of School: \_\_\_\_\_ 2. Grade level: \_\_\_\_\_

3. Type of School: Public  Private  Special  Alternative  Home-Schooled

4. Describe the child/teen's grades: A  B  C  F  stellar  good  average  poor  failing

5. Gifted/advanced classes? Yes  No  6. Special Education? Yes  No

7. Repeated grades? Yes  No  Which ones? \_\_\_\_\_  NA

8. Grades skipped? Yes  No  Which ones? \_\_\_\_\_  NA

9. Detentions? Yes  No  How many? \_\_\_\_\_ 10. Suspensions? Yes  No  How many? \_\_\_\_\_

11. Extracurricular activities? Yes  No  What are they? \_\_\_\_\_

Behavior problems? Yes  No  What are they? \_\_\_\_\_

Has the child/teen ever had any trouble with law enforcement? Yes  No  If yes, please explain: \_\_\_\_\_

Has the child/teen ever spent time in juvenile detention? Yes  No  If yes, please explain: \_\_\_\_\_

Are there any known/diagnosed learning disabilities? Yes  No  If yes, please explain: \_\_\_\_\_

Has there been any psychological testing done to confirm any learning disabilities? Yes  No

Does the child/teen receive special services at school? Yes  No  If yes, explain: \_\_\_\_\_

Does the child/teen have an IEP (Individualized Education Plan) at school? Yes  No

Does the child/teen have a 504 Plan at school? Yes  No  Any accommodations? Yes  No

Which of the following problems, if any, does the child have in school? Check all that apply:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Does not do homework     | <input type="checkbox"/> Poor spelling                          | <input type="checkbox"/> Poor reading skills   |
| <input type="checkbox"/> Does not remain seated   | <input type="checkbox"/> Oppositional in class                  | <input type="checkbox"/> Makes careless errors |
| <input type="checkbox"/> Does not finish homework | <input type="checkbox"/> Messy and disorganized                 | <input type="checkbox"/> Forgets assignments   |
| <input type="checkbox"/> Incomplete class work    | <input type="checkbox"/> Talks out inappropriately              | <input type="checkbox"/> Poor handwriting      |
| <input type="checkbox"/> Distracted               | <input type="checkbox"/> Poor attention                         | <input type="checkbox"/> Test anxiety          |
| <input type="checkbox"/> Poor math                | <input type="checkbox"/> Excessive time to complete assignments | <input type="checkbox"/> None apply            |

**Peer Relations** Describe relationship with peers: Excellent  Good  Average  Fair  Poor  Problematic

Have a best friend? Yes  No  Class clown? Yes  No  Leader or follower? \_\_\_\_\_

No friends  Few friends  Many friends  Loses friends  Trouble making new friends

Has the child ever been bullied? Yes  No  Has the child ever been called a bully? Yes  No

**Social History** Is child/teen socially isolated or withdrawn? Yes  No  If yes, explain: \_\_\_\_\_

Does child/teen engage in sports and other activities OUTSIDE of school: Yes  No

Attend overnight summer camp? Yes  No  Invited for sleepovers with friends? Yes  No

Invited for play dates? Yes  No  Invited to birthday parties? Yes  No

Engage in church-related activities? Yes  No  Often left out of social outings? Yes  No

Describe child/teen's behavior at the above outings: Appropriate  Childish  Inappropriate  Mature

Does child/teen relate well with family members? Yes  No  Explain: \_\_\_\_\_

Disciplinary parent: Dad  Mom  Both  Neither  Methods of discipline: \_\_\_\_\_

Chores? \_\_\_\_\_ Allowance? Yes  No

Currently employed? Yes  No  How/Where? \_\_\_\_\_

Is teen dating? Yes  No  Is teen sexually active? Yes  No  Does teen use vapes? Yes  No

Does teen smoke cigarettes? Yes  No  Is teen using alcohol or drugs? Yes  No

*DISCLAIMER: Completing these forms does NOT guarantee an appointment. A doctor-patient, provider-patient, or therapist-patient relationship is NOT established until the decision is made to create such a relationship at the conclusion of your initial psychiatric diagnostic appointment. Therefore, you will NOT be considered a patient of Shaw Wendi Fortuchang, M.D., PC / The Fort Christian Psychiatric Center or its associates until then. If we determine our services are not adequate to meet the level of care required, we will notify you within a reasonable time frame.*

**GUARANTOR / GUARDIAN INFORMATION:**

Relationship to Patient: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_/\_\_\_/\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_/\_\_\_/\_\_\_ Phone Number: \_\_\_\_\_  
Employer's Name & Address: \_\_\_\_\_  
Employer's Phone Number: \_\_\_\_\_

I, the undersigned, agree that I am financially responsible for all services provided by The Fort Christian Psychiatric Center. I am aware that office policy requires payment at the time of service. I understand that unpaid balances over 30 days past due may carry a late fee equivalent to 1.5% of the outstanding balance. I understand that outstanding balances over 90 days may be referred to a collection agency.

Parent / Guardian/Guarantor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This must be the signature of the person signing. It is illegal in the state of Georgia to sign another person's name without Power of Attorney.**

**I. GUARANTOR AGREEMENT POLICY:**

This agreement will remain in effect until written notice of other payment arrangements are provided to The Fort Christian Psychiatric Center. The current guardian will be responsible for any and all charges incurred prior to receipt of notification of other arrangements. If you wish to change your guarantor information, you must have the appointed guarantor complete a separate agreement.

**II. \*PARENT/GUARDIAN CONSENT FOR TREATMENT POLICY:**

I hereby certify that I have legal custody of the child / adolescent being treated and am legally empowered to make medical decisions concerning him/her. I hereby give consent for the above child/adolescent to be treated by physicians and/or mental health professionals associated with The Fort Christian Psychiatric Center (TFCPC). I understand that TFCPC is a Christian psychiatric facility that purposefully uses The Bible, Scripture, and prayer as the foundation for treatment, as led by The Holy Spirit. I agree that I am personally responsible for ensuring that all charges for services rendered are paid by myself. I authorize The Fort Christian Psychiatric Center to provide information concerning the above child/adolescent's treatment to any physician or therapist who referred me to The Fort Christian Psychiatric Center, as well as to any physician/therapist to whom my child/adolescent may be referred following the initial diagnostic evaluation.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**III. CUSTODY AGREEMENT POLICY:**

If the parents are divorced with joint legal custody, both parents will need to sign the consent for treatment. In cases regarding primary custodial agreements, a copy of the custody agreement must be provided to The Fort Christian Psychiatric Center. This agreement must reflect which parent obtains authority over medical decision-making. In this case, custody agreement must be provided at the initial appointment.

Parent /Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
*(2nd signature required only if parents are divorced)*

Parent /Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
**\*This must be the signature of the person signing. It is illegal in the state of Georgia to sign another person's name without Power of Attorney.**





The Fort Christian Psychiatric Center  
Shaw Wendi Fortuchang, MD, FAPA

110 North Park Drive, Fayetteville, GA 30214 (Phone) 770-376-6726 (Fax) 770-376-6727

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**Please read each section very carefully before initialing where highlighted.**

**Insurance:** The Fort Christian Psychiatric Center is not contracted with any insurance companies. This means that we do not accept insurance and we do not submit any billing claims to insurance companies. We are considered an “out-of-network” provider. If you wish to be reimbursed by your insurance company, you will be responsible for filing the claim on your own. You will receive a superbill receipt from us via email containing all the information needed by your insurance company, but we cannot guarantee that your insurance company will reimburse for services rendered. We reserve the right to charge additional administrative fees related to insurance claims, when appropriate. X\_\_\_\_\_

**Appointments:** Our office hours follow the Fayette County School calendar. When Fayette County schools are closed due to inclement weather, we will also be closed. X\_\_\_\_\_

**HOURS:** Mon-Thu from 7am – 7pm. Appointments are scheduled on Tuesdays, Wednesdays and Thursdays. Monday is an administrative day. We are closed on Fridays and weekends. X\_\_\_\_\_

**Scheduling and Punctuality:** To provide safe medical care, appointments are scheduled as frequently as the patient’s clinical symptoms require. Patients are expected to arrive on time for their appointments. Arriving 10 minutes after your appointment time is considered late. As a courtesy, we will allow late arrivals to be seen up to 15 minutes after the scheduled appointment time, allowing for the remainder of the time to be used (this policy does NOT apply to 15-minute sessions). \*Once 15 minutes have elapsed, the appointment will be automatically canceled. The patient’s credit card on file will be charged the full cost for the canceled session + the \$2 manual transaction fee. X\_\_\_\_\_

**Missed Appointments:** Patients who cancel 3 consecutive appointments are subject to termination. Additionally, if a patient has not been seen in 6 months or longer, they may be subject to termination. Patient safety is our top priority at The Fort Christian Psychiatric Center. Making and keeping regularly scheduled appointments, and adherence to the treatment plan are integral components of this safety process—especially when medication is prescribed. The frequency with which appointments are scheduled is an important and methodical medical decision, involving extensive clinical experience and wisdom, sound judgment and guidance from The Holy Spirit. Close adherence to our office policies and pearls of wisdom agreement is vitally important to us as a Christian-centered medical practice, which helps us to ensure the safety of the patients we have been called by God to treat. X\_\_\_\_\_



**Appointment Reminders for Established Patients:** It is always the patient's responsibility to remember the date and time of an appointment. However, as a courtesy we will provide an appointment reminder card at the conclusion of appointments. Also, at the bottom of the superbill receipt we send to patients via email, we will write the date, time and length of the next appointment. And, within the body of these emails, we will write the date, time and length of the next appointment. If you miss an appointment due to receiving an email with incorrect information, or because your email goes to junk/spam and never reaches your inbox, you will be held responsible and will be charged the full cost for that session. **Therefore, always write down the date and time of your next appointment.** X\_\_\_\_\_

**Payment Options:** We operate on a fee-for-service basis. We accept cash, checks, most major credit cards (American Express, Discover, MasterCard and Visa), debit cards and health savings / flex spending cards. Full payment is expected at the time services are rendered. A \$35 fee will be assessed for any returned checks. More than 1 bad check will result in revocation of all check-writing privileges. X\_\_\_\_\_

**Initial Diagnostic Evaluations & Consultations:** Initial Diagnostic Evaluations and Consultations are typically conducted in the morning on Tuesdays, Wednesdays and Thursdays. If you choose to cancel your appointment, you must do so at least **48-business hours to the exact date and time of the appointment in order to avoid being charged the full cost. A cancellation made less than 48-business hours to the exact date and time of the appointment will be charged the full cost for the session.** **Because we are closed on Fridays, Friday is not counted as a business day.** All no-shows are charged the full cost for the session and are not granted another appointment with us. X\_\_\_\_\_

The Initial Diagnostic Evaluation is always considered an evaluation, not a patient appointment. The decision of whether or not a doctor-patient relationship will be established and whether or not subsequent appointments are scheduled is a decision made by Dr. Fortuchang and The Fort Christian Psychiatric Center. In the event that the initial evaluation does not result in a doctor-patient relationship being formed, names of other mental health professionals will be provided. The individual or their designated guarantor will be responsible for the full payment at the time of the evaluation. X\_\_\_\_\_

**Cancellation Policy for Established Patients:** We have 2 categories for appointment cancellations:  
**#1. Appointments scheduled for less than 12 weeks in the future.** These appointments must be canceled by **48 business hours to the date and exact time of the scheduled appointment**, otherwise patients will be charged the full cost for the session. **Because we are closed on Fridays, Friday is not counted as a business day.** For example, a 4 PM Monday appointment must be canceled by 4 PM on the previous Wednesday, and a 9 AM Tuesday appointment must be canceled by 9 AM on the previous Thursday. A 1:30 PM Wednesday appointment must be canceled by 1:30 PM on the previous Monday, and a 5:15 PM Thursday appointment must be canceled by 5:15 PM on the previous Tuesday. X\_\_\_\_\_  
**#2. Appointments scheduled for 12 weeks or more in the future.** **This is calculated by counting 12 weeks ahead from the date of the scheduled appointment.** These appointments must be canceled by 1 week to the date of the appointment, **during or before business hours**, otherwise patients will be charged the full cost for the session. Therefore, a Monday appointment must be canceled by the previous Monday, a Tuesday appointment must be canceled by the previous Tuesday, a Wednesday appointment must be canceled by the previous Wednesday, and a Thursday appointment must be canceled by the previous Thursday. Additionally, these appointments **must be canceled before or during business hours (by 7 PM when we close)** otherwise patients will be charged the full cost. X\_\_\_\_\_

**No-Shows:** No-shows occur when a patient does not contact us to cancel their appointment and does not show up for it. No-shows are always charged the full fee for the missed session and will jeopardize a patient's standing at The Fort Christian Psychiatric Center. Repeat no-shows will result in termination from the practice. Please note that insurance companies do not reimburse these fees. X\_\_\_\_\_

**Appointment Cancellation Method:** All appointment cancellations must be made via email to [dr.fortuchang@thefortchristian.com](mailto:dr.fortuchang@thefortchristian.com) or [office@thefortchristian.com](mailto:office@thefortchristian.com), and/or through our website [www.thefortchristian.com](http://www.thefortchristian.com). Therefore, please do not call our office to cancel an appointment. X\_\_\_\_\_

**To cancel an appointment via email:** you may either write to us (you are solely responsible for ensuring that our email address is entered correctly) or you may reply to an email from us. Please include the date and time of the appointment you are choosing to cancel in the body of the email and in the subject line. **We will not contact you to confirm receipt of the cancellation.** X\_\_\_\_\_

**To cancel an appointment via our website:** simply log onto it, go to the CONTACT page and submit the form. Please include the date and time of the appointment you are choosing to cancel in the body of the email and in the subject line. **We will not contact you to confirm receipt of the cancellation.** X\_\_\_\_\_  
Appointment cancellations must be made during business hours. X\_\_\_\_\_

**Rescheduling a Cancelled Appointment:** You must call our office to reschedule a canceled appointment for a new date and time. All appointments are scheduled by telephone. X\_\_\_\_\_

**Telephone Policy:** To provide quality care to her patients, Dr. Fortuchang prefers to personally return their calls. Messages left between the hours of 7am and 7pm on Mon through Thurs will be returned within 24 hours. Messages left after 7pm on Thurs will be returned on the next business day (Mon). X\_\_\_\_\_

**After Hours, Urgent Matters and Emergencies:** An urgent matter is anything requiring Dr. Fortuchang's attention, which can be fully addressed in the office or via telephone (prescription refill, medication questions, a recent non-life-threatening stressor, etc.), but something that cannot wait until the next business day. In other words, it is not an emergency but not something that can wait. X\_\_\_\_\_

An emergency is any life-threatening situation in need of immediate attention, typically requiring a call to 911 or a trip to the nearest emergency room. \*Patients must be seen soon after any emergency. X\_\_\_\_\_

During normal business hours, please call the office (770-376-6726) for any urgent matters. X\_\_\_\_\_

**For urgent matters occurring after business hours that cannot wait until the next business day to be addressed, please call our after-hours line (fax line) at 770-376-6727.** Your call will be routed to a private voicemail. Please leave a brief message including your name, the patient's name (if different), your telephone number, and the issues concerning you/the patient. If Dr. Fortuchang is unable to answer immediately, you must leave a message if you expect a call back. Your call will be returned as soon as possible from a blocked number. **Do not call the after-hours line for a medication refill.** X\_\_\_\_\_

\*\*Also available to you is the Georgia Crisis and Access Line 1-800-715-4225, and the National Suicide Prevention Lifeline at 800-273-8255. X\_\_\_\_\_

\*\*If you are experiencing a life-threatening emergency call 911 or go to the emergency room. X\_\_\_\_\_

\*\*Patients are expected to contact us immediately AFTER contacting emergency services. X\_\_\_\_\_

**Medication Refill Policy:** While we make every effort during your appointment to provide enough medication refills to last until your next appointment, patients share the responsibility of monitoring their need for a medication refill. Patients should either bring their medication bottles to each appointment OR write down how many pills are left in each bottle AND whether or not any refills remain. X\_\_\_\_\_

\*\*We charge \$25/medication for all medication refill requests made between appointments. A good way to avoid this is to either bring your medication bottles to every appointment, OR write down how many pills are in each bottle AND whether or not any refills remain. X\_\_\_\_\_

\*\*Prescriptions are only "called in" for current patients of The Fort Christian Psychiatric Center who maintain their regularly scheduled appointments. X\_\_\_\_\_

WE WILL NOT HONOR MEDICATION REFILL REQUESTS FAXED TO US FROM YOUR PHARMACY. PATIENTS MUST CALL OUR OFFICE DURING NORMAL BUSINESS HOURS TO REQUEST MEDICATION REFILLS. X\_\_\_\_\_

Medication refills will not be called in after hours, over the weekend, or on holidays. X\_\_\_\_\_

\*\*Again, we strongly urge you to pay close attention to your medication supply. We encourage you to make prescription requests during your appointment in order to avoid being charged a \$25 fee. X\_\_\_\_\_

**Outside Food & Beverages:** Because this is a physician's office, we do not allow outside food and beverages (excluding water) in our office. **Please do not bring these items with you.** X\_\_\_\_\_

**Photocopies:** I agree that photocopies and electronic copies of this form are as valid as the original. X\_\_\_\_\_

**Email Policy:** We use email to receive appointment cancellations and to send superbill receipts. Email containing clinical information is strictly prohibited and goes directly against our office policy. Clinical concerns and urgent matters are to be addressed via telephone by calling our office. X\_\_\_\_\_

**Note:** By choosing to communicate via Email or Internet, you are assuming a certain degree of risk of breach of privacy. The Fort Christian Psychiatric Center cannot ensure the confidentiality of our electronic communications against purposeful or accidental network interception. We will save email correspondence with you and they will be considered part of the medical record. Therefore, you should consider that any electronic communication may not be confidential and will be included in your medical chart. X\_\_\_\_\_

**Policy for Termination of Treatment:** Patients are under no obligation to continue services should they choose to terminate treatment. However, it is required that we be notified, *in writing*, in order to properly begin the termination process. Similarly, The Fort Christian Psychiatric Center reserves the right, under any circumstances (including choosing to go against medical advice, failure to adhere to the treatment plan, office policies and pearls of wisdom agreement, etc.) to terminate the doctor-patient relationship at the discretion of Dr. Fortuchang. Patients with inactive charts for 6 months and longer are subject to termination. A formal letter of termination will be mailed to the home address on file. X\_\_\_\_\_.

Terminations occur for a reason. Therefore, it is our policy not to re-establish the doctor-patient relationship—regardless of how the termination process was initiated. \*\*Please note that patients are fully responsible for any and all outstanding balances at the time of termination. X\_\_\_\_\_

**Policy Changes:** The Fort Christian Psychiatric Center reserves the right to change/modify/amend/update our office policies at any time. You will be notified of any changes. The updated version will always be available on our website and at our front desk for your review. X\_\_\_\_\_

**Prior-Authorization, Records, Forms and Other Fees:** Medical records: \$25/request. X  
Completion of forms (school, work, jury duty, insurance companies, prior auth, etc.): \$35/form. X  
Requests for medication refills made between appointments: \$25/refill. X  
Use of the credit card form on file for payment of services will result in a surcharge of \$2/use. X

**Session Fees:** Our fees are subject to change to keep pace with inflation, business overhead, and other factors to the discretion of Shaw Wendi Fortuchang, M.D, P.C. / The Fort Christian Psychiatric Center. X

**Consent for Treatment at a Christian-Centered Medical/Psychiatric Facility:** I have read and initialed the office policies of The Fort Christian Psychiatric Center (TFCPC). I understand them and I agree to adhere to them. I understand that TFCPC is a Christian, Bible-based practice. I understand that The Bible, Scripture and prayer are used as the foundation for the treatment—as is dictated by The Holy Spirit. I hereby consent to be treated by physicians and/or mental health professionals associated with The Fort Christian Psychiatric Center and Shaw Wendi Fortuchang, M.D., P.C. I understand this consent does not constitute a guarantee about the results of my treatment. I understand that I can terminate this consent for treatment at any time. I also understand that my doctor, prescribing provider, therapist or counselor may terminate consent for treatment at any time, and will discuss the reasons with me if this should occur. Potential reasons include misuse of prescribed medications or mental health services, failure to reimburse for services rendered, failure to keep appointments or repeated cancellations of appointments, etc. I agree that I am personally responsible for ensuring that all charges for services rendered are paid by me, at the time services are rendered. X

**Statement of Confidentiality:** Under Georgia law communications between patients and psychiatrists are confidential, and under ordinary circumstances, only the patient may waive this privilege. However, there are three clear exceptions in which a psychiatrist is legally and ethically bound to break confidentiality: (1) the patient is imminently dangerous to him or herself, (2) the patient is imminently dangerous to others and/or has made specific threats to harm an identifiable third person, (3) actual or suspected incidents of child abuse. Although legally and ethically bound to break confidentiality under these circumstances, we will attempt to discuss with you first. X

I authorize The Fort Christian Psychiatric Center (TFCPC) to provide information concerning my treatment to any physician or therapist who referred me to TFCPC, as well as to my primary care physician for the sole purpose of collaborating fasting baseline lab work when needed. X

**ACCEPTANCE OF THE OFFICE POLICIES OF TFCPC:** We are committed to providing professional services of the highest quality and standards, and we consider it an honor to serve you. In order to provide our patients with the most efficient and responsible care, we require agreements be made to the policies stated above.

I have read and initialed the office policies of The Fort Christian Psychiatric Center (TFCPC) in their entirety. I understand them, I agree with them, and I will adhere to them. X

I have read and signed the Pearls of Wisdom of The Fort Christian Psychiatric Center (TFCPC) in their entirety. I understand them, I agree with them, and I will adhere to them. X

Signature of Patient/Guardian: \_\_\_\_\_

\*This must be the signature of the person signing. It is illegal in the state of Georgia to sign another person's name without Power of Attorney

Printed Name of Patient/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(Power of Atty Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_)



**TFCPC PEARLS OF WISDOM COVENANT AGREEMENT**

Please read the following pearls very closely and in entirety before signing..

1. I will notify The Fort Christian Psychiatric Center / Dr. Fortuchang, immediately, if there are any significant changes in my child’s psychiatric symptoms and/or medical condition (pregnancy, etc.).
2. If I am concerned that my child is having thoughts of hurting him/herself I will notify Dr. Fortuchang immediately. If my child is suicidal or has a medical emergency needing immediate attention, I will call 911 or go to the nearest ER.
3. If my child ever requires psychiatric treatment in an ER and/or hospitalization, I will make sure that Dr. Fortuchang is notified within 24 hours. I will call TFCPC on the next business day to schedule a follow-up appointment. I will inform Dr. Fortuchang of any medication changes at the hospital and/or hospitalization.
4. My child will take medication as prescribed. If I want to increase, decrease, or discontinue the medication, I will discuss with Dr. Fortuchang first. I understand that making changes without Dr. Fortuchang’s permission and guidance is strictly prohibited, potentially dangerous and will affect my child’s standing as a patient at TFCPC.
5. I understand that it is extremely important for my child not to share his/her medication with anyone, and not to take any medication prescribed to someone else. I understand that such actions are strictly prohibited.
6. I understand that obtaining psychiatric medications for my child from any doctor(s) other than Dr. Fortuchang (except during hospitalization) violates the trust and open communication essential to a functional doctor-patient relationship. Such actions are strictly prohibited and may result in termination from TFCPC.
7. I understand that it is dangerous for my child to drink alcohol, misuse prescription medication or use illegal drugs— especially when taking psychiatric medication. I understand that substance abuse/dependence may result in termination of treatment with referral to an addictions specialist, as Dr. Fortuchang is not an addictions specialist.
8. I will notify Dr. Fortuchang if there are any changes to my child’s contact information.
9. I fully understand that The Fort Christian Psychiatric Center does not engage in email correspondence with patients and/or their families. Therefore, I will not expect to receive a response to any email(s) I choose to send, and I will not send emails containing urgent/clinical questions or information regarding the treatment.
10. Because safety is extremely important, my child and I will follow the treatment plan outlined by Dr. Fortuchang, and I will ask questions when I do not understand something regarding the psychiatric treatment.
11. I understand that it is my responsibility to keep track of my child’s medication and request medication refills during the appointment. I am fully aware that refill requests made between appointments result in a \$25 fee.
12. I will not allow my child to take any over-the-counter supplements (diet pills, herbal supplements, etc)— especially if being prescribed medication, without first discussing it with Dr. Fortuchang. Such supplements may have adverse effects, may interact with prescribed medication and could worsen certain psychiatric disorders.
13. I fully understand that signing this form does not create a doctor-patient relationship between my child and Shaw Wendi Fortuchang, M.D., and that it is not until after the initial evaluation when it may be mutually agreed upon to create such a doctor-patient relationship.
14. I have read, understand, and agree with the above Pearls of Wisdom and the office policies for TFCPC, and I understand that failure to comply with them could result in termination of my child’s treatment at The Fort Christian Psychiatric Center/Shaw Wendi Fortuchang, M.D., P.C., once becoming a patient.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\*This must be the signature of the person signing. It is illegal in the state of Georgia to sign another person's name without Power of Attorney.