

PATIENT INTAKE FORM:
PLEASE GET BACK TO ME AS SOON AS POSSIBLE!!!
PLEASE FILL OUT THIS FORM IN AS MUCH DETAIL AS POSSIBLE!
SO I CAN HELP YOUR CHILD AS MUCH AS POSSIBLE!!

Date _____ Childs Full Name _____

Parent's Full Name _____

Email _____ @ _____

Child's Home Address with *City or Town & Zip Code* _____

(Please include full address including town and zip code)

Mother's Tel. #s: Home _____ Cell _____ Work _____

Father's Tel. #s: Home (If Separated) _____ Cell _____ Work _____

Child's School & Grade _____ DOB _____ Age _____

How did you find Dr. Sussman? Insurance Company List Psychology Today Website

(Circle all that apply) Healthgrades.com Internet Search Sussmankids.com

Referral From _____

Are you or someone close to you a psychotherapist? If yes, in private practice? _____

I am bringing my child for help because _____

My child is in or receives regular classes an IEP 504 Plan

accommodations pullout classes resource room special education therapeutic school

home schooling speech therapy occupational therapy physical therapy tutoring

What does the teacher(s) say about your child? _____

What are your child's school issues, if any? _____

FAMILY: Name DOB Education/Employment Personality How Do They Get Along with Patient?

(PLEASE ANSWER ALL OF THE CATEGORIES)

Mother _____

Father _____

Step-Parents (If Any) _____

Parents are- Living Together? _____ Separated? _____ Divorced? _____

How are the child's parents getting along? Explain-- _____

What nationalities or religions, if any, does your child's family identify with aside from American? Are you particularly religious? _____

Siblings (Indicate Brother/Sister and/or Step-Sibling, Age, Grade, Personality, Getting Along w Patient?)

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

HOW WERE THE CHILD'S BIOLOGICAL PARENTS WHEN THEY WERE HIS OR HER AGE? SIMILAR? DIFFERENT? THE SAME? _____

My child's home life and emotional climate is best described as _____

IS YOUR CHILD ADOPTED? If Yes, Age & Circumstances of the Adoption _____

PSYCH. HISTORY OF CHILD'S BLOOD RELATIVES (Indicate YES or No and Relation)

Alcohol Abuse _____ Drug Abuse _____
ADD or AD/HD _____ Anxiety _____
Regular Depression _____ Bi-Polar _____
Obsessive/Compulsive _____ Eating Disorder _____
Aspergers or Autism _____ Schizophrenia _____
Suicide or Homicide _____ Other _____

DEVELOPMENTAL HISTORY

Pregnancy/Delivery Problems (If Any) _____

Describe Infancy (Temperament, Eating, Sleeping, Crying Etc.) _____

Walking, Talking, & Toilet Training (At What Age? Any Problems?) _____

Early Childhood Personality (Toddler/PreSchool) _____

Current Personality _____

Social Skills & Popularity _____

MEDICAL HISTORY (Complete all that apply)

Pediatrician & Office Address & Telephone _____

Past & Present Medical Conditions & Medications (Include Any Food/Drug Allergies) _____

Child Neurologist or Psychiatrist, Medications & Dosages _____

DOES YOUR CHILD HAVE ANY SIGNIFICANT DOCTOR APPTS COMING UP?

MANY INSURANCE COMPANIES REQUIRE THAT WE COORDINATE CARE WITH YOUR CHILD'S PHYSICIANS.
PLEASE SIGN BELOW IF YOU GIVE YOUR PERMISSION TO DO SO
I GIVE DR. SUSSMAN PERMISSION TO SHARE INFORMATION WITH MY CHILD'S PHYSICIANS

(SIGNATURE)

(DATE)

PSYCHOLOGICAL TRAUMA: (Has Your Child Ever Been Abused or Traumatized?)

__No or Yes__ or Maybe__ (Explain)_____

HAS YOUR CHILD BEEN INVOLVED (OR LIKELY TO BE) IN ANY LEGAL CASES? (If Yes - Explain e.g., custody, visitation, abuse, accident related, immigration disability, etc. Do you foresee your lawyer or a court wanting your child's treatment records?_____

HAS YOUR CHILD PREVIOUSLY RECEIVED PSYCHOTHERAPY?

With Whom? _____ When? _____

For What Issues? _____

Were you in the sessions? _____ What was the therapist's approach and method(s)? _____

How did your child respond? Did they like it? Did they improve and/or change? _____

What did you learn from the therapy? _____

Have Mom/Dad/Sibs Been in Therapy? __ If Yes, With Whom? _____

Since When? _____ For What Issues? _____

DESCRIBE YOUR CHILD'S

Appearance _____ Height/Weight _____

Athleticism _____ Intelligence _____

Moods _____ Self-Esteem _____

Judgment _____ Insight (Into Self & Others) _____

SUMMARIZE YOUR CHILD'S PERSONALITY (Include Strengths and Weaknesses):

(STRENGTHS) _____

(WEAKNESSES) _____

GOALS (What Should Your Child Learn From Coming to The Child & Teen Success Center?)

1) _____

2) _____

3) _____

ADDITIONAL QUESTIONS ABOUT YOUR CHILD

REPEATING Do you have to repeat yourself constantly to get your child to do something? _____

WAKING UP Do you have trouble getting your child to wake up? If yes I recommend a sleep apnea study _____

HOMEWORK/STUDY Do you have trouble getting your child to do their homework and/or study? _____

SLEEPING Do you have trouble getting your child to go to bed and stay in their bed? Fall asleep? _____

MESSY Does your child leave stuff all over the house? Is their room messy and disorganized? _____

SIBLING(S) Does your child target one or more of his siblings? _____

TANTRUMS Does your child throw temper tantrums often? What do they do? How long does it take for them to calm down? _____

MEALS Does your child frequently get up from the dinner table? Do they take a long time to finish their meal? _____

SPECIAL INTERESTS Does your child have strong interest(s) in any particular sports team, hobby, collectible cards, toys, music, skills, etc.? _____

CHILD SYMPTOM CHECKLIST

CHILD'S NAME _____ YOUR NAME _____

CHILD'S DOB _____ SCHOOL ATTENDING _____ GRADE _____

Please check all items that apply to child for at least the past 6 months.

- ___ often fails to give close attention to details or makes careless mistakes
- ___ often has difficulty sustaining attention in tasks or play activities
- ___ often does not seem to listen when spoken to directly
- ___ often does not follow through on instructions and fails to finish schoolwork or chores, which is not due to oppositional behavior or lack of understanding
- ___ often has difficulty organizing tasks and activities
- ___ often avoids, dislikes, or is reluctant to engage in tasks that require sustained mental effort (such as schoolwork or homework)
- ___ often loses things necessary for tasks/ activities (i.e. toys, books, pencils, assignments)
- ___ is often easily distracted by extraneous stimuli
- ___ is often forgetful of daily activities or routines

(6 or more suggests Attention Deficit Disorder-Inattentive Type)

- ___ often fidgets with hands or feet or squirms in seat
- ___ often leaves seat in classroom situation or in other situations in which remaining seated is expected
- ___ often runs about or climbs excessively in situations in which it is inappropriate (for adolescents this may be limited to feelings of restlessness)
- ___ often has difficulty in playing or engaging in leisure activities quietly
- ___ is often "on the go" or acts as if "driven by a motor"
- ___ often talks excessively

- ___ often blurts out answers before questions have been completed
- ___ often has difficulty waiting his turn
- ___ often interrupts or intrudes on others (butts into conversations or games)

(6 or more Suggests Attention Deficit Disorder- Hyperactive/Impulsive Type)

Have you and/or a professional thought your child has an Attention Deficit Disorder? If yes, Who and When? _____

___ often loses temper
___ often argues with others
___ often actively defies or refuses to comply with adults' requests or rules
___ often deliberately annoys others
___ often blames others for his/her mistakes or behavior
___ is often "touchy" or easily annoyed by others
___ is often angry or resentful
___ is often spiteful and vindictive
___ often throws or breaks objects
___ often hits or physically threatens-(Circle) mother, father, grandparents, siblings
(4 or more suggests Oppositional Defiant Disorder)

___ often bullies, threatens, or intimidates other children
___ often initiates physical fights
___ has deliberately destroy other's property
___ has broken into someone's house, car or building
___ often lies to obtain goods, favors, or to avoid obligations (e.g. cons others)
___ has stolen items of value without facing the victim (e.g. shoplifting, forgery)
___ often stays out at night despite parental prohibitions
___ has run away from home overnight at least twice
___ often cuts classes and/or truant from school
___ shows little remorse: and even then, it is to obtain a lesser punishment
(3 or more after age 14 suggests Antisocial Personality)

___ often has rages that last for hours at a time
___ often displays or expresses excessive fears or worries about many things,
especially bad fortune to him or herself or family members
___ often unable to engage in activities or play due to nervousness or worries
___ does not seem interested in the activities that once brought pleasure
___ is often moody, tearful, and/or overly sensitive to perceived criticism or imagined slights
___ has experienced significant weight gain or loss in past 12 months
___ has sleep difficulties (e.g. falling asleep or staying asleep, early morning awakenings,
or trouble getting up in morning)
___ often exhibits social anxiety (i.e., avoids interacting with anyone other than friends or family)
(3 or more Indicators of Anxiety and/or Depression)

___ has few friends and has little interest in having friends
___ has excessive interest in things as opposed to people
___ prefers to be alone
___ often gets teased or bullied - by whom? _____
___ has excessive knowledge, like an encyclopedia, about an unusual topic
___ has little interest in the latest popular fad in toys, clothes and music
___ has an unusual tone of voice and/or lacks inflection
___ has an exceptional memory for events that occurred long ago
___ lacks empathy and understanding of others
___ lacks the ability for social imaginative (pretend) play
___ has a tendency to flap or rock when distressed
___ does "stemming" - wringing of hands and/or fingers
(3 or more Indicators of Pervasive Developmental Disorders)

Has any professional suggested or diagnosed your child with Oppositional Defiant Disorder, Autistic Spectrum Disorder, Pervasive Developmental Disorder, Aspergers' Disorder, Anxiety, Depression?

If yes, Who and When? _____

If no, do you suspect your child has any of the above?

IF YOU ARE COMFORTABLE, GIVE THIS FORM TO AT LEAST ONE OF YOUR CHILD’S TEACHER(S).

THE TEACHER(S) SHOULD BE THE ONE(S) WHO KNOWS YOUR CHILD WELL. IT IS BEST IF THE TEACHER(S) HAS BEEN WORKING WITH YOUR CHILD FOR AT LEAST TWO MONTHS.

NOTE: FROM JULY THRU OCTOBER TRY TO GET LAST YEAR’S TEACHER(S) TO FILL IT OUT.

TEACHER’S RATING SCALE

TO BE COMPLETED BY TEACHER(S) WHO KNOWS THE CHILD BEST.

PLEASE READ EACH ITEM AND **COMPARE THE CHILD’S BEHAVIOR WITH THAT OF THEIR CLASSMATES.** CIRCLE THE NUMBER THAT MOST CLOSELY CORRESPONDS WITH YOUR EVALUATION. THANK YOU FOR YOUR HELP.

CHILD’S NAME _____ TEACHER _____ DATE _____

ATTENTION **Almost Never>>>>>>>>>Almost Always**

1.	Works well independently	1	2	3	4	5
2.	Persists with task for reasonable amount of time	1	2	3	4	5
3.	Completes assigned task satisfactorily with little help	1	2	3	4	5
4.	Follows simple directions accurately	1	2	3	4	5
5.	Follows a sequence of instructions	1	2	3	4	5
6.	Functions well in the classroom	1	2	3	4	5

HYPERACTIVITY/IMPULSIVITY **Almost Never>>>>>>>>Almost Always**

1.	Extremely overactive (out of seat, “on the go)	1	2	3	4	5
2.	Overreacts	1	2	3	4	5
3.	Fidgety (hands always busy)	1	2	3	4	5
4.	Impulsive (acts or talks without thinking)	1	2	3	4	5
5.	Restless (squirms in seat)	1	2	3	4	5
6.	Invades others’ personal space	1	2	3	4	5

OPPOSITIONAL **Almost Never>>>>>>>>Almost Always**

1.	Tries to get others in trouble	1	2	3	4	5
2.	Starts fights over nothing	1	2	3	4	5
3.	Makes malicious fun of people	1	2	3	4	5
4.	Defies authority	1	2	3	4	5
5.	Picks on others	1	2	3	4	5
6.	Mean and cruel to other children	1	2	3	4	5

SOCIAL SKILLS **Almost Never>>>>>>>>Almost Always**

1.	Is able to admit fault and apologize if necessary	1	2	3	4	5
2.	Is considered well-liked and/or popular	1	2	3	4	5
3.	Is respectful of other children and their belongings	1	2	3	4	5
4.	Has trouble making and maintaining friendships	1	2	3	4	5
5.	Bullies other children	1	2	3	4	5
6.	Is a sore loser	1	2	3	4	5

You may give to parent or email to stevensussman75@gmail.com or mail to Dr. Steven Sussman 615 Sherwood Pkwy, Mountainside, NJ 07092. Any questions or concerns you may call Dr.Sussman at (908) 217-8106.

**STEVEN SUSSMAN, PHD
LICENSED NJ & NY PSYCHOLOGIST**

615 Sherwood Parkway

Mountainside, N.J. 07092

(908) 217 8106

HIPPA PRIVACY NOTIFICATION

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 ("HIPPA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This act gives you, the patient, significant new rights to understand and control how your health information is used. "HIPPA" provides penalties for covered entities that misuse personal health information.

As required by "Hippa," we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment, and health care operations.

Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include a physical examination.

Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.

Health care operations include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all reference to individually identifiable information.

We may contact you to provide appointment reminders or provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization. You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree, we must abide by it unless you agree in writing to remove it.

- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and provide you with notice of our legal duties and privacy practices with respect to protected health information.

We are required to abide by the terms of this Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please contact us for more information or to file a complaint:

The U.S. Department of Health & Human Services

Office of Civil Rights

200 Independence Avenue S.W.

Washington, D.C. 20201

1-202-619-0257 or Toll Free: 1-877-696-6775

**STEVEN SUSSMAN, PHD
LICENSED NJ & NY PSYCHOLOGIST**

615 Sherwood Parkway

Mountainside, N.J. 07092

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE HIPPA (SEE PREVIOUS TWO PAGES)
PRIVACY NOTICE FOR THE OFFICE OF STEVEN SUSSMAN, PhD

PATIENT NAME _____

DATE OF BIRTH _____

PARENT NAME _____

SIGNATURE _____

DATE _____

PLEASE SIGN FORM.

ATTENDANCE AGREEMENT

I, _____, the parent of _____ am aware of the attendance policy. I understand the importance of regular attendance and punctuality. I realize that if I do not honor my commitment to attendance, it conveys to my child that therapy and other commitments (e.g. schoolwork, homework, promises, etc.) are not important.

I am aware that if my child misses their first appointment for any reason other than sickness Dr. Sussman will not be able to give them another one. Once treatment starts if my child has inconsistent attendance, especially in the beginning of therapy, Dr. Sussman will need to reassign my child's spot to another child.

The only reason my child will miss a session is for illness or something unavoidable. I understand that having too much homework, needing to study for a test, wanting to take a family member or friend out to dinner, etc. are not appropriate reasons to miss therapy.

If I have a job that periodically requires overtime, preventing me and my child from attending, I will let Dr. Sussman know at the beginning of therapy. I understand that such a situation may result in Dr. Sussman not being able to treat my child.

To prevent absences, I will always check my upcoming schedule and try to reschedule any upcoming events or appointments that conflict with my child's therapy appointments.

If my child is in (or going to be in) a sport or activity that will conflict with therapy, I will notify Dr. Sussman as soon as possible. *I understand this will require a switch to another session provided one is available.*

I agree to give Dr. Sussman advanced notice (by cell 908-2106, voicemail or text, or email stevensussman75@gmail.com) of any sessions my child will miss and the reason.

Mentioning it verbally to Dr. Sussman before, during or after a therapy session is insufficient as Dr. Sussman needs to focus on the children at these times.

I understand that if my child misses 2 consecutive sessions their spot may need to be reassigned to another child on the wait list. If my child misses 3 consecutive sessions my child's spot will immediately be reassigned.

If weather is inclement, I will call Dr. Sussman at (908) 217-8106 before leaving for my appointment. His voicemail will announce if the office is closed due to weather.

Dr. Sussman reserves the right to charge for excessive missed appointments.

Signature

Date

WHY I DEVELOPED THIS UNCONVENTIONAL APPROACH

I developed this approach in 1997 because difficult uncooperative kids did not cooperate adequately in traditional therapy. I have obtained much better results with this approach than traditional talk or play therapy.

There are over 120 parent reviews on Healthgrades.com. The reviews attest to the approach's efficacy as well as my therapeutic use of "edgy and outrageous" humor to keep everyone entertained and interested.

IF YOU ARE EVER UNCOMFORTABLE WITH MY HUMOR, PLEASE LET ME KNOW ASAP, SO WE CAN DISCUSS IT AND DETERMINE IF WE CAN WORK TOGETHER. IF NOT, I WILL GLADLY REFER YOU TO A MORE CONVENTIONAL THERAPIST.

DURING THE CORONA VIRUS SITUATION

GROUP SESSIONS IN THE OFFICE REQUIRE CHILDREN AND PARENTS TO SIT CLOSELY TOGETHER (NOT 6 FEET APART). I EXPECT TO ONLY BE DOING VIDEO CONFERENCING SESSIONS UNTIL IT IS TOTALLY SAFE TO DO SO.

For the video conference sessions the link is

[https://doxy.me/drstevensussman \(do not underline in browser.\)](https://doxy.me/drstevensussman)

[I am told that Chrome or Safari are the best browsers for the app as opposed to Firefox and others.](#)

[When you first log on you will be in a "waiting room." I will admit you when I begin the session.](#)

[Please try to be on time.](#)

Please keep on mute if you are not speaking...so we do not get any background noise from your home (kids, animals, televisions, etc.)

If you have trouble getting into the session, call my cell 908 217 8106 and you can participate by cell.if you have an I Phone call me on Facetime.

If you are in a session and start to have reception problems such as audio or video, etc. ...try going out and then coming back in. Sometimes it solves the problem(s).