



Community Group Participant Consent and Policies

This form is only to be completed by individuals seeking to participate in our Community Groups, which are open to the general public.

Community Groups offered by Northwest ADHD Treatment Center are meant to help individuals seeking self improvement. Community Groups do not aim to diagnose or treat a medical or mental health condition.

As Community Groups are to promote wellness and are not intended to treat a condition, Community Groups are not covered by insurance and may not be reimbursed by a health spending account.

Participant Information

Name: _____

Age: _____

Phone: _____

E-Mail: _____

Address: _____

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Privacy

The privacy of your information is important to us. **As Community Groups are not a health service, it is important that you know that your information is not subject to the protections of HIPAA.** We understand individuals often seek self improvement for personal reasons, and while there are not HIPAA related protections, our staff are committed to the privacy of your information. Group participants are encouraged to respect the privacy of other participants. Any information obtained through enrollment or participation in community groups is stored on user restricted Northwest ADHD Treatment Center systems. We are committed to safeguarding any information about your participation including appointment and billing information. We do not provide records of community groups to outside organizations. We can provide records of attendance and billing records to you upon request.

Safety

It is important to know that our Community Group facilitators may have professional obligations to take action and provide certain information should they become aware of situations that indicate a person may be at risk, even if they are presented with situations outside of their professional role. Situations that may cause our facilitators to take action to help ensure a person's safety would include:

- If there is reason to believe you may be in danger of harming yourself or another person.
- If there is reasonable cause to believe abuse or neglect of a child, elder, or someone with disabilities has occurred.
- If a court order is received.
- When an emergency situation requires sharing of information.
- Other situations required by law.

Your Experience As a Participant

As a participant in our Community Groups, you are considered to be engaging in a wellness group activity. This is not mental health treatment, and as such it is important to know that you are not considered a patient of Northwest ADHD Treatment Center. Engaging in Community Groups is not related to any treatment services offered by Northwest ADHD Treatment Center. Participation in Community Groups is not in any way related to accessing treatment services at Northwest ADHD Treatment Center. If you wish to also pursue services as a patient at Northwest ADHD Treatment Center, please speak with your doctor or mental health provider, and request that they complete and submit a referral form. Referral forms can be found on our website.

Community Group Appointments

Community Groups are offered at the scheduled times only. Community Groups may be offered in person or virtually. You must attend in the format that the group is offered; it is not possible to attend virtually if the group is planned to meet in person.

Attendance and Cancellation Policy

For most Community Groups, your regular attendance will help you get the most out of the experience.

Repeated missed group appointments may result in your withdrawal from the group.

It is the policy of Northwest ADHD Treatment Center that if you are not going to be able to attend your scheduled group appointment, please call our office to cancel at least 48 hours in advance of the scheduled appointment. **If you do not attend a group, or if you cancel with less than 48 hours notice, you will be charged the full amount for the group appointment.**

It is important for you and other participants that you arrive for the group on time. If you arrive more than 10 minutes late, you may be refused admission to the group. **If you are refused admission to the group due to late attendance, you will be charged the full amount for the group appointment.**

If an emergency circumstance occurs that impacts your ability to attend the group, please contact our office as soon as possible. It is possible to reverse charges due to missed attendance related to an emergency circumstance.

Communications

Phone is the primary method for communication with Northwest ADHD Treatment Center and group facilitators. Attempting to communicate with group facilitators via e-mail is discouraged.

Our office can be reached during regular business hours. Please only contact Northwest ADHD Treatment Center at our published numbers. Group facilitators working remotely may make calls from blocked numbers. Please ensure your phone is able to accept calls from blocked numbers, and is able to receive voicemails, so your group facilitator can reach you. Typically, calls will be returned within two business days.

If your phone number, address, or insurance has changed please update the front office staff before your next group appointment. You can also call our office office to update your billing information.

Mutual Respect Policy

It is the expectation of Northwest ADHD Treatment Center that all individuals engaging in Community Groups, group facilitators, and Northwest ADHD Treatment Center staff regard one another with respect.

This includes being respectful of one another's time and communicating appropriately. Northwest ADHD Treatment Center does not tolerate aggressive, intimidating, abusive, or controlling behavior. If you have concerns about your interactions with Northwest ADHD Treatment Center staff, please inform our office manager to ensure your concerns are addressed. Northwest ADHD Treatment Center reserves the right to end Community Groups participation for anyone who exhibits threatening, intimidating, abusive, or otherwise inappropriate behavior toward staff, group facilitators, or others.

Feedback Procedures

If you have feedback or concerns about your experience at Northwest ADHD Treatment Center, we encourage you to discuss this with your group facilitator so they can resolve the issue. Northwest ADHD Treatment Center also has a feedback procedure. The feedback form is available upon request at the front desk, or on our website, and all feedback forms are reviewed by our management team.

End of Group Participation

Each Community Group has its own guidelines regarding expected duration and commitment. If the group you are participating in is open ended, you are encouraged to discuss with the group facilitator when ending participation may be right for you. You can also choose to end participation at any time. To end participation, you must contact our office staff. If you contact our office to end participation within less than 48 hours of a scheduled group appointment, a late cancellation fee will still apply.

There are additional circumstances which may result in an end to your participation:

If you provide no notice and do not attend three consecutive group appointments.

If you are not making regular efforts to engage with the group, or miss appointments frequently.

If you engage behavior that is in any way abusive to the group facilitator or staff.

If you attempt to participate in groups under the influence of a substance.

If the group facilitator identifies a conflict of interest, or that they determine that your participation in the community group is not in yours or others best interests.

Billing

Participating in Community Groups at Northwest ADHD Treatment Center requires having a method of electronic payment on file. To enroll in community groups, a valid electronic payment method must be shared in order to be given access to group participation. Your electronic payment method will be saved, and can be changed and updated by you at any time. Please contact our office to update your payment method.

Billing typically occurs within 48 hours of the scheduled group time, and is typically an automated process. Payments may be run the same day as the group, prior to the start time. If you are unable to attend a group appointment, it is very important that you inform our office with at least 48 hours notice before the scheduled group start time so that the automatic payment can be cancelled in time.

If you do not inform our office that you plan to no longer attend the group, we have no way of knowing to cancel your payments, and you will be charged for each missed group appointment until you have three consecutive missed groups. After three consecutive missed groups, your enrollment will be cancelled.

Acknowledgment

(please initial the following):

I have received, read, understood, and agreed to the policies as outlined in the Community Groups Consent and Policies document. Having understood these policies, I elect to participate in Northwest ADHD Treatment Center's Community Groups.

I understand I have the right to end my participation at any time.

I have been made aware that Community Groups are a wellness program, and the Community Groups provided by Northwest ADHD Treatment Center are not a form of medical or mental health treatment, and they are not intended to diagnose or treat a medical or mental health condition.

I understand that threatening, intimidating, abusive, aggressive, controlling, or inappropriate behavior will result in termination of my treatment at Northwest ADHD Treatment Center.

I understand that Community Groups require having a form of electronic payment on file for the duration of my engagement in the group.

I understand that if I am unable to attend a group, I must inform Northwest ADHD Treatment Center at least 48 hours before the scheduled start time of the group. I realize that if I provide less than 48 hours notice of a cancellation, or if I do not attend a scheduled group appointment, I will be charged the full group amount.

I have read and reviewed all of the above, and I consent to enroll and participate in Community Groups at Northwest ADHD Treatment Center.

Signature

Date

Participant Name