



The Treatment and Learning Centers  
**TLC**

*a family of services where caring comes first*

2092 Gaither Rd., Suite 100  
Rockville, Maryland 20850  
301.424.5200  
Fax 301.424.8063  
TTY 301.424.5203  
www.ttlc.org

**TUTORING SERVICES  
BACKGROUND INFORMATION**

Date: \_\_\_\_\_

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

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

Sex: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Current School: \_\_\_\_\_ Grade \_\_\_\_\_

1. Has student ever repeated a grade? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you been seen by any department at TLC previously? If so, which department? \_\_\_\_\_
3. Tutoring needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Has testing related to tutoring and/or other needs been completed?  
If so, by whom and when? \_\_\_\_\_  
Any diagnoses (related to educational needs) \_\_\_\_\_  
\_\_\_\_\_

5. Any special services provided at school or elsewhere?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are there any health or medical concerns we should be aware of at TLC? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What days and times are you available for tutoring? \_\_\_\_\_

8. Any further information you would like to include about yourself or your child? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Form Completed: By Phone \_\_\_\_\_ In Person \_\_\_\_\_

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**Informed Consent and Authorization  
for Services  
Authorization to Use, Obtain, and / or Disclose  
Protected Health Information**

**Consumer Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Consent for Services**

I hereby authorize, consent, and direct TLC - The Treatment and Learning Centers, or its agents, officers, employees, and representatives to use procedures, methods, and materials that it deems prudent, reasonable, and appropriate to provide the requested services indicated below.

**Authorization to Use, Obtain and / or Disclose Protected Health Information**

I authorize my TLC professional and / or administrative staff to Use, Obtain, and / or Disclose the following protected health information.

**Select the Service to be provided and / or the Protected Health Information to be used, obtained and/or disclosed**

**(check all that apply)**

- |                                                        |                                            |                                            |
|--------------------------------------------------------|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Audiology                     | <input type="checkbox"/> Medical           | <input type="checkbox"/> Psychological     |
| <input type="checkbox"/> Occupational/Physical Therapy | <input type="checkbox"/> Tutoring/Coaching | <input type="checkbox"/> Other: (describe) |
| <input type="checkbox"/> Speech-Language Therapy       | <input type="checkbox"/> Educational       | _____                                      |

**Type of Information (check all that apply)**

I further authorize TLC to use, obtain and / or disclose Protected Health Information in the following form(s):

<input type="checkbox"/> Written	<input type="checkbox"/> Verbal Exchange	<input type="checkbox"/> Video / Audio Records	<input type="checkbox"/> Text Message	<input type="checkbox"/> Other:
<input type="checkbox"/> Fax	<input type="checkbox"/> Voice Mail	Email Yes <input type="checkbox"/> No <input type="checkbox"/> (see page 2 if you checked Yes)		
		Email: _____		

I authorize TLC to exchange information with the following:

NAME	FULL ADDRESS [Include PHONE, if applicable]
<b>Self/Parent</b> <i>[you must be listed if you want a copy of reports]:</i>	
<b>Physician:</b>	
<b>School or Funding Agency:</b>	
<b>Other:</b>	

**TURN OVER, PLEASE**



This protected health information is being used or disclosed at your request for follow-up by participating professionals, and / or for insurance / reimbursement purposes, and research. (If used for research, no identifying information will be released.)

I hereby release TLC, its agents, officers, employees, and representatives from legal responsibility or liability for services provided or information released pursuant to this Authorization.

**NOTE REGARDING INSURANCE:** TLC is not a participating provider with any HMO, PPO, or POS, or any other INSURANCE plan except for the following:

- (1) CIGNA (**occupational therapy, physical therapy, speech therapy, and audiology**)
- (2) United Healthcare (**audiology only**)
- (3) Medicare (**audiology only**).

I authorize TLC to submit claims for plan-eligible services to my insurance carrier; TLC will submit claims to the listed plans only. I understand that I will be required to pay copayments, amounts applied to deductibles, and any charges not paid in accordance with the benefits of the insurance plan in effect at the time services are rendered. In the event of nonpayment of submitted claims, I agree to pay the full billed charges for all services rendered.

I understand that I have the right to revoke this authorization at any time by sending written notification to

**Director of Administrative Services, TLC  
2092 Gaither Road, Suite 100  
Rockville, MD 20850**

Unless revoked in writing, this authorization shall be in force and effect for 1 year from the date of this document, at which time this authorization to use and / or disclose this protected health information will expire.

### ACKNOWLEDGEMENTS

#### EMAIL CONSENT NOTICE (If you checked Yes to email on page 1)

Your signature below is your request to communicate personally identifiable information concerning your / your child's services by e-mail without the use of encryption. Sending personally identifiable information by e-mail has a number of risks that you should be aware of prior to giving your permission. These risks include, but are not limited to, the following:

- E-mail can be forwarded and stored in electronic and paper format easily without prior knowledge of the Client or other responsible party.
- E-mail senders can misaddress an e-mail and personally identifiable information can be sent to incorrect recipients by mistake.
- E-mail sent over the Internet without encryption is not secure and can be intercepted by unknown third parties.
- E-mail content can be changed without the knowledge of the sender or receiver.
- Backup copies of e-mail may still exist even after the sender and receiver have deleted the messages.
- Employers and online service providers have a right to check e-mail sent through their systems.
- E-mail can contain harmful viruses and other programs.

#### Acknowledgement and Agreement

I acknowledge that I have read and understand the items above that describe the inherent risks of using e-mail to communicate personally identifiable information. Nevertheless, I authorize TLC – The Treatment and Learning Centers and members of my treatment team to communicate with me at my e-mail address concerning services provided to me / my child, including but not limited to, communication regarding service delivery, my / his / her progress towards goals, and any other related matters. I

understand that use of e-mail without encryption presents the risks noted above and may result in an unintended disclosure of such information.

I further agree that I will not use e-mail to communicate with TLC, and will use other means of communication (e.g., telephone, in-person visit, etc.) for the following:

- Emergencies or other time-sensitive issues that require immediate action
- Inquiries that deal with sensitive information
- Situations in which TLC does not / is unable to respond to an e-mail communication (e.g., offices closed, power outage)

I understand that TLC will make a reasonable attempt to return all e-mail messages received within two (2) business days; however, if I do not receive a response by the close of business on the second business day following my e-mail communication, I agree to use other means of communication to contact TLC. I further understand that e-mail communications with TLC is offered as a convenience to me, and agree to not hold TLC responsible for any expense, loss, or damage caused by or resulting from the following:

- A delay in TLC’s response, or any damage to me / the Client resulting from such delay, including, but not limited to the following: therapist absence, therapist inability to respond, technical failures attributable to TLC’s internet service provider, power outages, failure of TLC’s electronic messaging software, failure by TLC or me / the Client to properly address e-mail messages, failure of TLC’s computers / computer network, or faulty telephone / cable data transmission
- Any interception of my or TLC’s e-mail communications by a third party
- My failure to comply with the guidelines regarding use of e-mail communications set forth above

**HIPAA PRIVACY NOTICE**

By signing this form, you acknowledge that The Treatment & Learning Centers / KTS has provided you access to a copy of its HIPAA Privacy Notice, which explains how your health information will be handled in various situations. By law, we are required to have you sign this acknowledgement on your first date of service with us.

The Practice has provided me access to its Privacy Notice. I understand I may request a copy of this Privacy Policy for my personal use.

**GENERAL ACKNOWLEDGEMENT**

I acknowledge that I have read, understand, and agree to the contents of this document.  
I understand and agree to the policies, procedures and fees related to the services that I have requested.

\_\_\_\_\_  
Signature of Person Receiving Services or Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Person Receiving Services

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Date: \_\_\_\_\_

Dear Consumer,

Because we are a nonprofit that accepts government funding and foundation grants for some of our services, we are asked to keep certain demographic statistics about the clients we serve.

Your answers to the question below are totally voluntary and confidential. This form will not be a part of, nor ever identified with, the consumer's file.

Thank you for your assistance.

Consumer Ethnic Background:

Native American: \_\_\_\_\_

Black/African American: \_\_\_\_\_

Asian: \_\_\_\_\_

Hispanic/Latino: \_\_\_\_\_

White: \_\_\_\_\_

Other Ethnicity: \_\_\_\_\_

Pacific Islander: \_\_\_\_\_

Two or more races: \_\_\_\_\_

Reviewed/Revised: 11/14

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A Non-Profit Organization Serving Individuals With Special Needs Since 1950

The Outcomes Service • The Family Hearing Center • The Katherine Thomas School  
The Outpatient Services • The Testing and Tutoring Service • TLC's Summer Programs