



Admissions Department
INSTRUCTION SHEET

TO MAKE APPLICATION TO THE GRAYDON MANOR INPATIENT PROGRAM PLEASE FOLLOW THESE INSTRUCTIONS. IF YOU HAVE ANY QUESTIONS, OR ARE UNABLE TO COMPLETE A STEP, PLEASE FEEL FREE TO CALL AND DISCUSS THIS WITH OUR ADMISSIONS COORDINATOR.

1. In order for your application to be fully processed we will need to review available Psychiatric, Psychological, Medical and School reports/evaluations. Complete the Authorization(s) for the Release of Protected Health Information and forward them to the appropriate professionals, requesting that they mail or fax the information to the Admissions Coordinator. You may make copies of this blank form if more are needed.

A. If your child has been hospitalized previously, we will need copies of the Discharge Summary.

B. If your child is classified as needing Special Education Services, we will need a copy of the current individualized Education Program (IEP).

2. Complete and sign the form headed PARENTS' APPLICATION FOR ADMISSION.

3. On a separate sheet of paper, send a legible HISTORY of your youngster from birth to present, including:

A. Why you want your youngster admitted to Graydon Manor, what general objectives you have for your youngster and how you think Graydon Manor's program will be of help.

B. Description of birth, if birth was abnormal.

C. Any abnormalities your youngster was born with or abnormalities developed since birth. Describe when and how they were first noticed.

D. Description of your youngster's early development.

E. Description of your youngster's present personality, behavior, interests and abilities.

F. Description of how your youngster gets along with each of the following: family members, neighbors, teachers, other children.

Any of the above points A-F can be deleted if they are covered in any other documents (i.e. Social History Report) that can be made available to us.

4. Complete the FUNDING/INSURANCE INFORMATION Form. If your youngster is not fully covered by insurance or other funding sources, please call to discuss alternative funding arrangements.

5. If you have any additional reports or information concerning your youngster that you feel may be relevant to his application, please enclose them with your application.

6. Mail or Fax your application to:

*Graydon Manor
801 Children's Center Road, S.W.
Leesburg, VA 20175-2545
(703) 777-3485, Ext. 1378
Fax: (703) 777-4887*



Privacy Notice Required Under Federal Law

This notice describes how personal or medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Graydon Manor has always recognized the importance of keeping any information we have about you secure and confidential. Under applicable law, we are providing you the notice on the reverse side of this page. We will continue to make sure that your personal information is used and disclosed appropriately.

Under various state and federal statutes, different requirements apply to the information we collect, develop, use and disclose. We use the term “health information” to mean individually identifiable information regarding clinical services we provide to you. This information is protected by statute; hence it is referred to as protected health information (PHI). Other personal information (address, telephone number, social security number) that is not related to your clinical treatment, but is necessary for providing services, is also safeguarded as PHI.

Should you have any questions about this policy, wish to comment about a disclosure issue or have concerns about any of our procedures related to information, you should tell your primary therapist or send a written statement to the Executive Director, Graydon Manor, 801 Children’s Center Road, Leesburg, VA 20175, or call the Director, Business and Support Services at (703)777-3485. Complaints about an actual disclosure must be written.

You may also file a complaint with the Secretary of the Department of Health and Human Services at 200 Independence Ave., S.E., Washington DC 20201, or call 1-877-696-6775.

Graydon Manor Health Information Practices and Privacy Rights are printed on the reverse side of this page.



HEALTH INFORMATION PRACTICES and PRIVACY RIGHTS

You or your legal representative (collectively you) have the right to expect that Graydon Manor's communications, treatment records, and education reports will be protected as confidential. You have a right to know how your personal individually identifiable protected health information (PHI) will be used and to whom it is released. You have a right to request that communications and disclosure of information be restricted; you also have a right to know that we are not required to agree to restrict disclosure.

While Graydon Manor protects PHI, we may be required to release or disclose PHI when required by federal or state law and or court order; for health oversight activities such as audits and utilization management; civil, administrative or criminal investigation; inspections, licensure or disciplinary actions; and abuse reporting requirements, with or without your consent.

In providing treatment, the medical, clinical and other direct care staff responsible for providing care will have access to PHI. During the course of treatment, we will release information you specify in writing to whomever you designate. You may revoke any consent or authorization for the release of PHI, except where required by law, by sending written notice to Graydon Manor. Revocation cannot be retroactive.

In the conduct of health care operations, we may release selected PHI to individuals or other organizations that provide necessary services, including but not limited to: pharmacy for medications; laboratory for analysis; pediatric and/or special medical providers for specific procedures; statistical organizations for accreditation; and to your health care or insurance plan for case management and payment. By health care or insurance plan, we include governmental entities that are or may be asked to pay for Graydon Manor's services.

Upon written request, Graydon Manor will provide you a list of those individuals or entities, not included in treatment or health operations, to whom we have provided your PHI.

Graydon Manor will not disclose PHI for fund raising activities, marketing, or research without your written authorization.

Finally, you have a right to see, read and get a copy of those records maintained on you by Graydon Manor. You may request that the record be amended or corrected. Should Graydon Manor not agree to make changes, upon your request, a statement explaining your position will be filed in the record. If needed, Graydon Manor will help you write your statement.

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BEHAVIORAL HEALTH SERVICES

Admissions Department **FEES AND SERVICES**

We are non-profit, private and committed to quality. Because we are not-for-profit, our financial management is directed solely toward increasing program services with quality. Our experience is available to help you through the maze associated with arranging funding. An inclusive daily fee is charged - this means parents know all costs at the time their child is admitted.

Services included in the daily rate are physical exams, psychiatric care, neurological care, nursing care, and pediatric, psychological, psychoeducational, therapeutic recreation services and parent counseling. Room and board, laundry supplies and recreation equipment are also included.

But certain costs are not covered, such as clothing, personal account, transportation to and from home, and medical treatment costs arising from injuries, illness, eyeglasses and dental work. As a rule, costs are separate for treatments that are not for the condition for which the child was admitted. The individual professional or treating facility bills those charges directly to you.

A personal account is maintained for each youngster and used for such items as hair styling, purchases at local stores and allowance. Parents are billed monthly for the amount necessary to maintain a balance. When Graydon Manor must make special clothing purchases, parents are billed at the time of purchase. Parents pay transportation costs as they arise.

Graydon Manor is fully accredited by the Joint Commission on Accreditation of Health Care Organizations. We are a licensed psychiatric residential treatment center and health care insurance is used when it covers this type of treatment. We are approved for special education fees through both the Virginia and Maryland Departments of Education. We admit some patients by contract arrangements through the Virginia Community Services Boards placement system, and District of Columbia, Virginia and West Virginia Medicaid.

Graydon Manor gets no grants from the Federal Government or individual states. Monies that are received as grants from private sources are used, when necessary and available, to cover the difference between the total funds the family may have at its disposal and actual costs.

It is important that funding for a patient be determined prior to admission, and information necessary for proper billing be ascertained. Graydon Manor will be happy to check your insurance, discuss costs, methods of payment and sources of payment.

Every effort is made to accommodate individual financial circumstances as a private, non-profit organization, we have greater flexibility than expected.



Admissions Department
**FUNDING/INSURANCE
INFORMATION**

Name of Child _____

Date _____ DOB _____

It is important that complete information be given to verify insurance benefits.

If the patient is covered by more than one insurance policy, please list the same information as below on the additional policies on the reverse side of this form. Please note which policy is the primary carrier.

Insured's name: _____ Relationship to child: _____

Effective date of policy: _____ Insured's Social Security No.: _____

Insurance company: _____ State located: _____

Policy/contract #: _____ Group #: _____

Employer's name and address: _____

Please check one: File with insurance company
 File with employer

Insurance company or business address for filing claims:

Is there any dollar or time limitation in your policy for this type of coverage? Yes No

If yes, what are the limitations? _____

Have you used any of the time or dollar amounts stated in your policy? Yes No

If yes, what amount of time do you have left? _____

If yes, what amount of dollar coverage is still available? _____

This information is used for notification purposes only. Parents or guardians remain guarantors for all costs associated with admissions and treatment.



AUTHORIZATION FOR THE RELEASE OF INFORMATION

I authorize _____
(Name and/or Title, Organization)

(Address)

(Phone)

(Fax)

to release the following information to Graydon Manor at the address below for the purpose of application/admission assessment and/or residential treatment of

(Name of youngster)

(Date of Birth)

- _____ Written Information
- _____ Psychiatric Evaluations/History
- _____ Medical History
- _____ Discharge Summary

- _____ Verbal Exchange
- _____ Progress Notes
- _____ Psychological Testing
- _____ Other (Specify: _____)

**RELEASE TO: Admissions Coordinator, Graydon Manor, 801 Children's Center Road,
Leesburg, VA 20175-2545 Phone: 703-777-3485, ext. 1378
Fax: 703-777-4887**

I have been informed of the type of information requested, the benefits/disadvantages of releasing this information, that substance abuse information may be contained in the reports requested, and understand that the provision of services is not contingent on the release of this information. I voluntarily consent to the release of the requested information. I understand this information will be kept for one year or, on admission, become part of the referral record. This authorization can be revoked at any time, and will automatically expire in one year.

Signed _____
(Parent/Guardian)

(Date)

Signed _____
(Witness) (Required)

(Date)

Any redisclosure of information by the recipient is prohibited except when implicit in the purpose of this disclosure.



AUTHORIZATION FOR THE RELEASE OF INFORMATION

I authorize _____
(Name and/or Title, Organization)

(Address)

(Phone)

(Fax)

to release the following information to Graydon Manor at the address below for the purpose of application/admission assessment and/or residential treatment of:

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Signed _____
(Parent/Guardian)

(Date)

Signed _____
(Witness) (Required)

(Date)

Any redisclosure of information by the recipient is prohibited except when implicit in the purpose of this disclosure.



Graydon Manor School
801 Children's Center Road
Leesburg, Virginia 20175-2545

TO: _____
Agency Name

Address

City, State, Zip

Phone Number _____ Fax Number

Contact Person

REQUEST FOR RELEASE OF CONFIDENTIAL INFORMATION

I hereby give my consent for the above-named person or agency to consult with and/or release the following records related to my child,

STUDENT NAME: _____ DOB: _____

- | | |
|--|-----------------------------------|
| _____ Current IEP (if Special Education) | _____ Verbal Information Exchange |
| _____ Education Evaluations | _____ Current Grades |
| _____ Transcripts | _____ SOL Test Scores |

TO BE RELEASED TO: **Graydon Manor School**
801 Children's Center Road
Leesburg, Virginia 20175-2545
Phone: (703) 777-3485, ext. 1358; FAX: (703) 777-4887

Signed _____ (Parent/Guardian) _____ (Date)

Signed _____ (Parent/Guardian) _____ (Date)

Any redisclosure of information by the recipient is prohibited except when implicit in the purpose of this disclosure.



DIRECTIONS TO GRAYDON MANOR

◆ 801 Children's Center Road, SW, Leesburg, VA 20175 ◆ 703-777-3485 ◆

FROM RICHMOND & POINTS SOUTH:

1. Rt 95 North to Rt 17 (Fredericksburg).
2. Rt 17 North to Rt 15 (Warrenton)
3. Rt 15 North to Leesburg (Don't go onto Bypass)
4. Left on Catoctin Circle (7th stoplight from Rt. 50).
5. Left on Children's Center Road (1 mile).
6. Over bridge and left into Graydon Manor.

FROM CHARLOTTESVILLE:

Rt 29 North to Rt 15 (Culpeper)
Rt 15 North to Leesburg.
Follow # 4, 5, 6 above.

FROM ROANOKE & POINTS WEST:

Rt 81 North to Rt 66 (Strasburg).
Rt 66 East to Rt 15.
Rt 15 North to Leesburg.
Follow # 4, 5, 6, above.

Alternate: Rt 81 North to Rt 7 East (Winchester).
Rt 7 East to Leesburg.
Take "Leesburg Business" exit.
Right at Catoctin Circle (1st stoplight).
Right at Children's Center Road (1/4 mile).
Over bridge and left into Graydon Manor.

FROM WASHINGTON DC AND POINTS EAST:

Rt 66 West to Rt 267 (Dulles Toll Road & Greenway)
Rt 267 to end, Exit 1, Leesburg Exit Ramp.
Take immediate "Leesburg" Exit, and right at end.
Take left on Catoctin Circle (2nd stoplight).
Follow # 5 & 6 above.

Alternate: Rt 7 West to Leesburg.
Take left at Catoctin Circle (2 left turn lanes).
Take left at Children's Center Road (2 miles).
Over bridge and left into Graydon Manor.

FROM FREDERICK, MD AND POINTS NORTH:

Rt 15 South to Leesburg.
Through town on Rt. 15 Business (King St.).
Right on Catoctin Circle (4th stoplight).
Follow # 5 & 6 above.