



IMPORTANT INSTRUCTIONS

- Please fill out **ALL** questions completely
- Please print clearly.
- Send copy of front and back of insurance

PATIENT INFORMATION

FIRST: _____ MI: _____ LAST: _____
PREFERRED NAME _____ DATE OF BIRTH _____ AGE _____
M _____ F _____ Other _____ CHILD LIVES WITH _____
RACE _____ ETHNICITY _____
PHONE NUMBER _____
HOME ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
PRIMARY CARE PHYSICIAN _____ SPECIALIST _____
PREFERRED PHARMACY AND CITY _____

GUARDIAN #1 INFORMATION

FULL NAME _____ M _____ F _____ Other _____
DATE OF BIRTH _____ SOCIAL SECURITY # _____
RELATIONSHIP TO PATIENT _____ PLACE OF EMPLOYMENT _____
HOME ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
PHONE NUMBERS: MOBILE _____ OTHER _____
EMAIL ADDRESS _____

GUARDIAN #2 INFORMATION

FULL NAME _____ M _____ F _____ Other _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____

RELATIONSHIP TO PATIENT _____ PLACE OF EMPLOYMENT _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBERS: MOBILE _____ OTHER _____

EMAIL ADDRESS _____

EMERGENCY CONTACT INFORMATION (Other than Guardian(s) listed above)

FULL NAME _____

PHONE NUMBER: MOBILE _____ OTHER _____

RELATIONSHIP TO PATIENT _____

PATIENT'S INSURANCE INFORMATION

IF THE PATIENT HAS PRIMARY INSURANCE AND SECONDARY INSURANCE, PLEASE PUT BOTH INSURANCES.
IF YOU ONLY PROVIDE PRIMARY INSURANCE, YOU WILL BE RESPONSIBLE FOR ANY REMAINING BALANCE.

PRIMARY INSURANCE COMPANY _____ MEMBER ID # _____

GROUP # _____ EFFECTIVE DATE _____

SECONDARY INSURANCE COMPANAY _____ MEMBER ID# _____

GROUP# _____

**MANDATORY: PLEASE ATTACH COPIES OF FRONT AND BACK
OF INSURANCE CARD(S)**

VIRTUAL VISITS AND MESSAGES

WHICH MOBILE PHONE NUMBER OR EMAIL ADDRESS WOULD YOU LIKE US TO SEND THE VIRTUAL APPOINTMENT LINK? (LIST ONLY ONE) _____

MAY WE LEAVE A CONFIDENTIAL MESSAGE? CHECK ALL THAT APPLY

GUARDIAN #1 HOME ____ CELL ____ WORK ____

GUARDIAN #2 HOME ____ CELL ____ WORK ____

COMPLETE BELOW IF PATIENT IS A FOSTER CHILD

IS PATIENT A FOSTER CHILD? _____ WHAT COUNTY IS CHILD FROM _____

CASE MANAGER'S NAME _____

CASE MANAGER'S PHONE NUMBER _____

CASE MANAGER'S EMAIL ADDRESS _____

EMAIL COMPLETED FORMS TO Intake@doctorzeanah.com

OR FAX COMPLETED FORMS TO 912-681-4379

REMEMBER TO INCLUDE COPIES OF THE INSURANCE CARD'S AND GUARDIAN'S LICENSE.

CONSENT TO USE AND DISCLOSURE OF HEALTH INFORMATION

I understand that as part of my child's healthcare, this medical practice originates and maintains health records describing my health history, examination and test results, diagnoses, treatment, and any plans for future care or treatment. I understand that this information serves as:

- A basis for planning my child's care and treatment.
- A means of communication among the many health professionals who contribute to my child's care.
- A source of information for applying my child's treatment information to my bill
- A means by which a third-party payer can verify that services billed were provided.
- And a tool for routine healthcare operations such as assessing quality of care.

I understand and have been provided with a Notice of Privacy Practices that provides a more complete description of information uses and disclosures. I understand that I have the right to review the notice prior to signing this consent. I understand that the practice reserves the right to change their notice of privacy practices and prior to implementation will email a copy of any revised notice to the address I have provided. I understand that I have the right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment, or healthcare operations and that the practice is not required to agree to the restrictions requested. I understand that I may revoke this consent in writing, except to the extent that the practice has already acted in reliance thereon.

Printed name (Parent)

Signature

Date

Printed name (Patient)

Date of Birth

OFFICE POLICIES

Services Provided

- Care is only provided for behavioral and developmental pediatric problems.
- This office does not provide well child check-ups, vaccines, sports physicals, etc.
- We do not diagnose or treat contagious illnesses or infectious diseases. If your child has a fever, please call to see if your child should be rescheduled.
- Your child needs to have a medical home for primary care.
- Behavioral Pediatrics of Rural Georgia is happy to work with your existing medical home.
- If you or your child has special needs, please notify us so that we can try to accommodate your family.

Office Hours

- Behavioral Pediatrics of Rural Georgia is open 8:30am to 5pm Monday - Friday.

Appointment Policy

- All appointments are scheduled.
- Please be on time. If you are late, you may be considered a “no show” or your child’s appointment will be shortened.
- Please provide at least 24 hours’ notice if you cannot keep your child’s appointment.
- Two “no-shows” within 12 months (per family) or a new patient “no show” is grounds for dismissal from the practice.
- Patients receiving a new Schedule II prescription will be scheduled for follow up in 30 days or less.
- Patients receiving Schedule II medications must be seen every 90 days even if they are stable.

Initial _____

Prescriptions

- All prescriptions will be sent electronically to your pharmacy with the help of a pharmacy benefits manager. If your current pharmacy does not fully participate in electronic prescribing, you will need to choose a different pharmacy.
- Prescriptions will be ready 2 business days after we receive your request. We will only notify you if there is a problem with your request. We strongly encourage all patients to utilize our patient portal for all refill requests. This reduces errors and speeds up the process.
- Doctor shopping will not be tolerated. Any patient receiving prescriptions at Behavioral Pediatrics of Rural Georgia, is managed by our team. Medications being received from other physician offices will be discharged from this practice.
- I understand that all mental health prescriptions should either be written by Behavioral Pediatrics of Rural Georgia or by my child’s PCP but only one office should write these prescriptions.

Initial _____

Insurance Policy

- Please remember that your insurance coverage is a contract between you and your insurance company, not between you and this office. We make every effort to work with you and your insurance company, however, if there is a dispute over what your insurance company paid and what they determine is patient responsibility, please contact your insurance company before calling us.
- Your insurance contract requires us to collect specific amounts. It is a contract violation for us to waive copayments, coinsurance, deductibles etc.
- If the patient is covered under a state funded program (Amerigroup, Care Source, or Medicaid) you are required to report if you have additional primary insurance. Failure to do so is insurance fraud. These state funded programs can require the patient to pay back money for the paid claims in error. Please let us know if you have primary commercial insurance at check in.
- It is the patient's responsibility to notify our office if your insurance has changed, or you have added an additional insurance policy. Failure to notify us of an insurance change can result in denials. Patients will be responsible for any balance occurred as a result of a denial due to an insurance change we were not informed of.

Initial _____

Financial Policy

- Effective January 1st, 2024, all amounts deemed patient responsibility are due at time of service. You should be prepared to pay this amount before your visit begins on the day services are rendered or your appointment may be cancelled. These payments include but are not limited to co-pay, co-insurance, deductible, self-pay visits, past-due balances, etc.
- Nonpayment will result in your account being turned over to an outside collection agency. You will incur an additional collection fee of 25% added to your bill.
- For patients, whose accounts have been turned over to outside collections-we will be happy to see your child as soon as the account balance is paid in full.
- Any account with a returned check will incur a \$35 NSF fee from our practice and you will no longer be able to use a check as a form of payment in our office.
- Time-consuming forms will only be completed as part of an office visit. Please provide us with the form in advance for your visit so that we can assist you appropriately.

Initial _____

Expectations for Behavior of Patients and Families

- You are responsible for your child's behavior in this office. You are also responsible for the behavior of any guests you bring here.
- Children should not be left unattended in the waiting room, exam room or parking lot.
- You are responsible for cleaning up any mess made by your child or guest. This includes food, drink, etc.
- Being rude or threatening staff is grounds for dismissal from the practice.
- Be courteous. Please do not use your cell phone while interacting with staff.

Initial _____

Professionalism Policy

- Our staff strives too always be courteous. If you feel you have received poor customer service, please notify us.
- If you have a suggestion of how we can improve, please tell us.

Phone Call Policy

- Please use our patient portal for any non-emergency tasks or questions, especially refill requests.
- Our answering service is not able to refill medications.
- Phone calls with our providers must be scheduled and are considered an office visit.
- Staff will try at least two times to return your call. Staff will attempt to return all calls before leaving for the day.

Initial _____

Alternate Caregiver Policy

- In consideration of working parents, Behavioral Pediatrics of Rural Georgia allows alternate caregivers to bring established patients to follow-up appointments. For example, an aunt could bring a patient while a mother is at work.
- Alternate caregivers will be responsible for any balance due such as co-pays, co-insurance, and deductible, if applicable, if they bring the patient. Parents/guardians should plan and inform the alternate caregiver that payment will be collected at the time of service.

Initial _____

I give permission to the following individuals to bring my child and make medical decisions on my behalf and/or in my absence.

Alternate caregiver: _____ Relationship to patient: _____

Alternate caregiver: _____ Relationship to patient: _____

I have read the office policies of Behavioral Pediatrics of Rural Georgia and agree to follow them.

I authorize the healthcare providers of this practice and/or their designees to provide medical care for my child. I authorize payment of medical benefits directly to the providers of Behavioral Pediatrics of Rural Georgia for services provided. I authorize the practice to release any information required to process my claims. I understand that it is my responsibility to pay all amounts due at the time of service and that I am financially responsible for all charges not covered by insurance.

I understand that office policies may be updated from time to time and that a current version is available at www.DoctorZeanah.com or on the Athena Patient portal <https://27415.portal.athenahealth.com/>.

Patient Name: _____ Patient's Date of Birth: _____

Parent/Guardian: _____ Date: _____

ACCESS TO HEALTHCARE INFORMATION

The name(s) listed below can access my child's healthcare information.

The above listed individuals can:

- Speak with clinical staff over the phone.
- Speak with non-clinical staff over the phone.
- Bring my child to appointments.
- Retrieve lab or testing results via phone or in person.

Behavioral Pediatrics of Rural Georgia sometimes works directly with schools to assist patients.

Is this office permitted to share my child's healthcare information with your child's school?

- Yes
- No

School name/city: _____

The office can provide:

- Diagnosis List
- Treatment Plan
- Recommendations for accommodations at school
- Date of Next appointment

Please check who the physician or office staff can speak with:

- Teachers
- Guidance Counselor
- School Administrators
- Special Education Professionals
- School Psychologists
- School Nurses

Patient Name: _____ Date of Birth: _____

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship: _____

RELEASE OF MEDICAL RECORDS

Patient's Name: _____

Date of Birth: _____

Address: _____

Phone number: _____

I hereby authorize Behavioral Pediatrics of Rural Georgia to obtain records from:

Name of physician: _____

City: _____

State: _____

Phone: _____

Name of School: _____

County: _____

This Authorization expires: _____ (If no date is inserted, it expires one year after signed)

I agree to the following:

- Healthcare information relating to treatment and condition may be sent.
- First mental health/behavioral/developmental office visit, psychological testing results, last 3 office visits and any recent lab results may be sent.
- IEP, educational records, psychological testing data, assessments requested from teacher, and other educational records may be sent.
- I authorize the use/ and or release of my child's protected health information as described above.
- I understand that there may be medical records from another doctor or facility in my chart.
- I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment or payment or my eligibility for benefits.
- I understand that I may revoke this authorization in writing at any time by submitting a written notice of my revocation, except to the extent that action has been taken in reliance on this authorization.
- I understand that if the person or the entity that receives the information is not covered by the federal privacy regulations, the information described above may no longer be protected by those regulations.

Parent/Guardian Signature: _____ Date: _____

Telehealth Informed Consent Form

PATIENT NAME: _____

DATE OF BIRTH: _____

1. PURPOSE: The purpose of this form is to obtain your consent to participate in a telehealth care provided by Behavioral Pediatrics of Rural Georgia.
2. NATURE OF TELEHEALTH CONSULT: During the telehealth care:
 - a. Details of your medical history, examinations and test will be discussed with you or other health professionals using interactive video, audio, and telecommunication technology.
 - b. A physical examination of you may take place.
 - c. A non-medical technician may be present in the telehealth studio to aid in the video transmission.
 - d. Video, audio and/or photo recordings may be taken of you during the procedure(s) or service(s)
3. MEDICAL INFORMATION & RECORDS: All existing laws regarding your access to medical information and copies of your medical records apply to this telehealth care. Please note, not all telecommunications are recorded and stored. Additionally, dissemination of any patient- identifiable images or information for this telehealth interaction to researchers or other entities shall not occur without your consent.
4. CONFIDENTIALITY: Reasonable and appropriate efforts have been made to eliminate any confidentiality risks associated with the telehealth care, and all existing confidentiality protections under federal and Georgia state law apply to information disclosed during this telehealth care.
5. RIGHTS: You may withhold or withdraw consent to telehealth care at any time without affecting your right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled.
6. DISPUTES: You agree that any dispute arising from the telehealth care will be resolved in Georgia, and that Georgia law shall apply to all disputes.
7. RISKS, CONSEQUENCES & BENEFITS: You have been advised of all the potential risks, consequences, and benefits of telehealth. Your health care practitioner has discussed with you the information provided above. You have had the opportunity to ask questions about the information presented on this form and the telehealth care. All your questions have been answered, and you understand the written information provided above.
8. REQUEST: If you need to request a trial of how videochat works, please contact our front office several days prior to your scheduled appointment.
9. IMPORTANT: The patient cannot be in a moving vehicle during videochat.

I agree to participate in a telehealth consultation/care for the procedure(s) described above.

I understand that the patient must be in the State of Georgia during Telehealth Services.

Signature: _____

Today's Date: _____ Time: _____

Relationship to Patient: (mom, guardian, etc.) _____

Client email address: _____

Witness Signature: _____ Date: _____

8

Privacy Practices/HIPAA Disclosure

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.

Your Rights:

You have the right to:

- Get a copy of your paper or electronic medical record.
- Correct your paper or electronic medical record.
- Request confidential communication.
- Ask us to limit the information we share.
- Get a list of those with whom we've shared your information.
- Get a copy of this privacy notice.
- Choose someone to act for you.
- File a complaint if you believe your privacy rights have been violated.

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition.
- Provide disaster relief.
- Provide mental health care.

Our Uses and Disclosures

We may use and share your information as we:

- Treat you.
- Run our organization.
- Bill for your services
- Help with public health and safety issues.
- Do research.
- Comply with the law.
- Address law enforcement and other government requests
- Respond to lawsuits and legal actions

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

- Get an electronic or paper copy of your medical record.
- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.

- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record.

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we will tell you why in writing within 60 days.

Request confidential communications.

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share.

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we have shared information.

- You can ask for a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice.

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you.

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated.

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.



Acknowledgement of Receipt of HIPPA Disclosure

I, _____ have read Behavioral Pediatrics of Rural Georgia's Notice of Privacy Practices.

Print Name: _____

Signature: _____

Date: _____

*You may refuse to sign this acknowledgement.

GARS – PATIENT INFORMATION

PATIENT NAME: _____

PATIENT'S DATE OF BIRTH: _____

PATIENT'S SCHOOL: _____

PERSON'S NAME FILLING OUT FORM: _____

RELATIONSHIP TO PATIENT: _____

On the next two pages, circle the number between 0 and 3 that best describes your child's behavior.

0 is not at all like the individual

1 is not much like the individual (2 times in 6 hours)

2 is somewhat like the individual

3 is very much like the individual (more than half of their time)

Section 5: Ratings

Directions: On a scale of 0 to 3, rate the following items in terms of how adequately the item describes the individual's behavior. Circle the number that best describes your observations of the person's typical behavior under ordinary circumstances (i.e., in most places, with people he or she is familiar with, and in usual daily activities). Remember to rate every item. If you are uncertain about how to rate an item, delay the rating and observe the person for a 6-hour period to determine your rating.

- 0 Not at all like the individual
- 1 Not much like the individual
- 2 Somewhat like the individual
- 3 Very much like the individual

PLEASE RATE EVERY ITEM

Restricted/Repetitive Behaviors

1.	If left alone, the majority of the individual's time will be spent in repetitive or stereotyped behaviors.	0	1	2	3
2.	Is preoccupied with specific stimuli that are abnormal in intensity.	0	1	2	3
3.	Stares at hands, objects, or items in the environment for at least 5 seconds.	0	1	2	3
4.	Flicks fingers rapidly in front of eyes for periods of 5 seconds or more.	0	1	2	3
5.	Makes rapid lunging, darting movements when moving from place to place.	0	1	2	3
6.	Flaps hands or fingers in front of face or at sides.	0	1	2	3
7.	Makes high-pitched sounds (e.g., eee-eee-eee-eee) or other vocalizations for self-stimulation.	0	1	2	3
8.	Uses toys or objects inappropriately (e.g., spins cars, takes action toys apart).	0	1	2	3
9.	Does certain things repetitively, ritualistically.	0	1	2	3
10.	Engages in stereotyped behaviors when playing with toys or objects.	0	1	2	3
11.	Repeats unintelligible sounds (babbling) over and over.	0	1	2	3
12.	Shows unusual interest in sensory aspects of play materials, body parts, or objects.	0	1	2	3
13.	Displays ritualistic or compulsive behaviors.	0	1	2	3
Subtotals					+
Restricted/Repetitive Behaviors Raw Score					

Social Interaction

14.	Does not initiate conversations with peers or others.	0	1	2	3
15.	Pays little or no attention to what peers are doing.	0	1	2	3
16.	Fails to imitate other people in games or learning activities.	0	1	2	3
17.	Doesn't follow other's gestures (cues) to look at something (e.g., when other person nods head, points, or uses other body language cues).	0	1	2	3
18.	Seems indifferent to other person's attention (doesn't try to get, maintain, or direct the other person's attention).	0	1	2	3
19.	Shows minimal expressed pleasure when interacting with others.	0	1	2	3
20.	Displays little or no excitement in showing toys or objects to others.	0	1	2	3
21.	Seems uninterested in pointing out things in the environment to others.	0	1	2	3
22.	Seems unwilling or reluctant to get others to interact with him or her.	0	1	2	3
23.	Shows minimal or no response when others attempt to interact with him or her.	0	1	2	3
24.	Displays little or no reciprocal social communication (e.g., doesn't voluntarily say "bye-bye" in response to another person saying "bye-bye" to him or her).	0	1	2	3
25.	Doesn't try to make friends with other people.	0	1	2	3
26.	Fails to engage in creative, imaginative play.	0	1	2	3
27.	Shows little or no interest in other people.	0	1	2	3
Subtotals					+
Social Interaction Raw Score					

Social Communication

28.	Responds inappropriately to humorous stimuli (e.g., doesn't laugh at jokes, cartoons, funny stories).	0	1	2	3
29.	Has difficulty understanding jokes.	0	1	2	3
30.	Has difficulty understanding slang expressions.	0	1	2	3
31.	Has difficulty identifying when someone is teasing.	0	1	2	3
32.	Has difficulty understanding when he or she is being ridiculed.	0	1	2	3
33.	Has difficulty understanding what causes people to dislike him or her.	0	1	2	3
34.	Fails to predict probable consequences in social events.	0	1	2	3
35.	Doesn't seem to understand that people have thoughts and feelings different from his or hers.	0	1	2	3
36.	Doesn't seem to understand that the other person doesn't know something.	0	1	2	3

Subtotals

+	+	+
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Social Communication Raw Score

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Emotional Responses

37.	Needs an excessive amount of reassurance if things are changed or go wrong.	0	1	2	3
38.	Becomes frustrated quickly when he or she cannot do something.	0	1	2	3
39.	Temper tantrums when frustrated.	0	1	2	3
40.	Becomes upset when routines are changed.	0	1	2	3
41.	Responds negatively when given commands, requests, or directions.	0	1	2	3
42.	Has extreme reactions (e.g., cries, screams, tantrums) in response to loud, unexpected noise.	0	1	2	3
43.	Temper tantrums when doesn't get his or her way.	0	1	2	3
44.	Temper tantrums when told to stop doing something he or she enjoys doing.	0	1	2	3

Subtotals

+	+	+
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Emotional Responses Raw Score

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Is the individual mute? **Yes** **No** If your answer is yes, do not complete the next two subscales.

Cognitive Style

45.	Uses exceptionally precise speech.	0	1	2	3
46.	Attaches very concrete meanings to words.	0	1	2	3
47.	Talks about a single subject excessively.	0	1	2	3
48.	Displays superior knowledge or skill in specific subjects.	0	1	2	3
49.	Displays excellent memory.	0	1	2	3
50.	Shows an intense, obsessive interest in specific intellectual subjects.	0	1	2	3
51.	Makes naïve remarks (unaware of reaction produced in others).	0	1	2	3

Subtotals

+	+	+
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Cognitive Style Raw Score

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Maladaptive Speech

52.	Repeats (echoes) words or phrases verbally or with signs.	0	1	2	3
53.	Repeats words out of context (repeats words or phrases heard at an earlier time).	0	1	2	3
54.	Speaks (or signs) with flat tone, affect.	0	1	2	3
55.	Uses "yes" and "no" inappropriately. Says "yes" when asked if he or she wants an aversive stimulus or says "no" when asked if he or she wants a favorite toy or treat.	0	1	2	3
56.	Uses "he" or "she" instead of "I" when referring to self.	0	1	2	3
57.	Speech is abnormal in tone, volume, or rate.	0	1	2	3
58.	Utters idiosyncratic words or phrases that have no meaning to others.	0	1	2	3

Subtotals

+	+	+
---	---	---

Maladaptive Speech Raw Score

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