

**PATIENT INFORMATION**

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST NAME \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ SEX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

ETHNICITY: \_\_\_ NOT HISPANIC/LATINO \_\_\_ HISPANIC/LATINO \_\_\_ REFUSED HOME PHONE ( ) \_\_\_\_\_

RACE: \_\_\_ AMERICAN INDIAN/ALASKA NATIVE \_\_\_ ASIAN \_\_\_ WHITE WORK PHONE ( ) \_\_\_\_\_

\_\_\_ BLACK/AFRICAN AMERICAN \_\_\_ NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER REFERRING PHYSICIAN \_\_\_\_\_

\_\_\_ OTHER \_\_\_ OTHER SPECIFIED \_\_\_\_\_ PRIMARY PHYSICIAN \_\_\_\_\_

PREFERRED LANGUAGE \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

\_\_\_ MARRIED \_\_\_ SINGLE \_\_\_ WIDOWED \_\_\_ DIVORCED EMPLOYER \_\_\_\_\_

\_\_\_ EMPLOYED \_\_\_ RETIRED \_\_\_ FULL TIME STUDENT ADDRESS \_\_\_\_\_

**PERMANENT ADDRESS**

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**EMERGENCY CONTACT**

NAME \_\_\_\_\_ HOME PHONE ( ) \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ WORK PHONE ( ) \_\_\_\_\_

**IS THE PATIENT THE FINANCIALLY RESPONSIBLE PARTY?  YES  NO IF NO PLEASE COMPLETE THIS SECTION**

RELATIONSHIP \_\_\_\_\_ SEX \_\_\_\_\_ DAYTIME PHONE ( ) \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ EMPLOYER \_\_\_\_\_

LAST NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**IS THE REASON FOR YOUR VISIT THE RESULT OF AN ACCIDENT?  YES  NO IF YES PLEASE COMPLETE THIS SECTION**

**NOTE: NOT ALL FMC OFFICES ACCEPT AUTO OR WORKMAN COMPENSATION PATIENTS.**

PLEASE CHECK WHICH TYPE OF ACCIDENT:  WORKMAN COMPENSATION  AUTOMOBILE  OTHER

DATE OF ACCIDENT \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of accident \_\_\_\_\_ How did accident happen? \_\_\_\_\_

CLAIM # \_\_\_\_\_ CLAIM REPRESENTATIVE/ADJUSTER \_\_\_\_\_

**IF WORKMAN COMPENSATION PLEASE COMPLETE THIS SECTION**

EMPLOYER NAME \_\_\_\_\_ EMPLOYER PHONE( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**INSURANCE INFORMATION**

*PLEASE PROVIDE YOUR INSURANCE CARD TO THE RECEPTIONIST*

INSURANCE COMPANY \_\_\_\_\_ INSURED'S DOB \_\_\_\_\_

INSURANCE/CARD HOLDER'S NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ID# \_\_\_\_\_ GROUP # \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

**SECONDARY INSURANCE INFORMATION**

INSURANCE COMPANY \_\_\_\_\_

INSURANCE/CARD HOLDER'S NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ID# \_\_\_\_\_ GROUP # \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## FLORIDA MEDICAL CLINIC, LLC

### Consent for Purposes of Treatment, Payment and Health Care Operations

I consent to the use or disclosure of my protected health information by Florida Medical Clinic, LLC for the purpose of diagnosing or providing treatment to me, obtaining payment for my health care bills or to the conduct health care operations of Florida Medical Clinic, LLC I understand that diagnosis or treatment of me by Florida Medical Clinic, LLC may be conditioned upon my consent as evidenced by my signature on this document.

My “protected health information” means health information, including my demographic information, collected from me and created or received by my physician, another health care provider, a health plan, my employer or a health care clearinghouse. This protected health information relates to my past, present or future physical or mental health or condition and identifies me, or there is a reasonable basis to believe the information may identify me.

I understand I have a right to review the Florida Medical Clinic, LLC *Notice of Privacy Practices* prior to signing this document. The Florida Medical Clinic, LLC *Notice of Privacy Practices* has been provided to me. The *Notice of Privacy Practices* describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills or in the performance of health care operations of Florida Medical Clinic, LLC The *Notice of Privacy Practices* for Florida Medical Clinic, LLC is also provided at 38135 Market Square, Zephyrhills, FL 33542. This *Notice of Privacy Practices* also describes my rights and the duties of Florida Medical Clinic, LLC with respect to my protected health information. Florida Medical Clinic, LLC reserves the right to change the privacy practices that are described in the *Notice of Privacy Practices*.

Lifetime Authorization: By signing below I authorize any holder of medical or other information about me to release to the Social Security Administration and Health Care Financing Administration or its intermediaries or carriers, or to the billing agent or this physician or supplier, any information needed for this or a related Medicare claim. I permit a copy of this authorization to be used in place of the original, and request payment of medical insurance benefits to myself or to the party who accepts assignment. The original authorization will be kept on file by Florida Medical Clinic, LLC

I may obtain a revised *Notice of Privacy Practices* by requesting in writing from Florida Medical Clinic, LLC or asking for one at the time of my next appointment.

### Financial Responsibility

I understand that insurance billing is a service provided as a courtesy and that I am at all times financially responsible to Florida Medical Clinic, LLC (FMC) and or its affiliated entities for any charges not covered by healthcare benefits. It is my responsibility to notify FMC of any changes in my healthcare coverage. In some cases exact insurance benefits cannot be determined until the insurance company receives the claim. I am responsible for the entire bill or balance of the bill as determined by FMC and/or my healthcare insurer if the submitted claims or any part of them are denied for payment. I understand that by signing this form that I am accepting financial responsibility as explained above for all payment for medical services and/or supplies received.

### Assignment of Benefits

I authorize direct remittance of payment of all insurance benefits, including Medicare, if I am a Medicare beneficiary, to Florida Medical Clinic, LLC (FMC) for all covered medical services and supplies provided to me during all courses of treatment and care provided by FMC and/or its affiliated entities or otherwise at its direction. I understand and agree this Assignment of Benefits will constitute a continuing authorization, maintained on file with FMC, which will authorize and allow for direct payment to FMC of all applicable and eligible insurance benefits for all subsequent and continuing treatment, services, supplies and/or care provided to me by FMC.

Initials \_\_\_\_\_



### Ownership Disclosure

I understand that Florida Medical Clinic, LLC is a physician-owned medical practice comprised of the offices of primary care physicians, specialty care physicians and associated ancillary services. These ancillary services include laboratory, pathology, radiology/diagnostic, physical therapy, pharmacy and ambulatory surgery center services. During the course of my care, I may be referred to one or more of these ancillary departments. I have the right to choose where to receive these services. I understand I am not obligated to receive these services at a Florida Medical Clinic ancillary department.

### Acknowledgement of Receipt Notice of Privacy Practices

**I acknowledge that I have received a copy of Florida Medical Clinic's Notice of Privacy Practices, which describes how FMC will use and protect my health information. This Notice describes my rights under the Health Insurance Portability and Accountability Act (HIPPA) and FMC's policies on use and disclosure of my protected health information.**

\_\_\_\_\_  
Name of Patient

\_\_\_\_\_  
Name of Guardian or Personal Representative

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_  
Signature of Guardian or Personal Representative

\_\_\_\_\_  
Date

Florida Medical Clinic, LLC  
Zephyrhills, FL 33542

# **FLORIDA MEDICAL CLINIC, LLC NOTICE OF PRIVACY PRACTICES**

**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.**

If you have any questions about this notice, please contact our Privacy Officer at 352-567-0188.

Florida Medical Clinic understands your privacy is important. This Privacy Notice describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to control your protected health information. Protected health information (PHI) is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health condition or payment.

## **Understanding Your Health Record/Information**

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains personal demographic information, your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment;
- Means of communication among the many health professionals who contribute to your care;
- Legal document describing the care you received;
- Means by which you or a third party payer can verify that services billed were actually provided;
- A tool in educating health professionals;
- A source of data for medical research;
- A source of information for public health officials charged with improving the health of the nation;
- A source of data for facility planning and marketing; and
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to:

- Ensure its accuracy;
- Better understand who, what, when, where and why others may access your health information;
- Make more informed decisions when authorizing disclosure to others.

## **Your Health Information Rights:**

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522. However, we are not required to agree to the restriction;
- Inspect and copy your health record as provided for in 45 CFR 164.524 and Florida law. Usually this includes medical and billing records, but does not include psychotherapy notes. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.
- Amend your health record as provided in 45 CFR 164.526. To request an amendment, your request must be in writing and must provide a reason that supports your request. We may deny your request if you ask to amend information that:
  - Was not created by us;
  - Is not part of the medical information kept by FMC;
  - Is not part of the information which you would be permitted to inspect or copy; or
  - Is accurate or complete.
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528. To request this list or accounting of disclosures, your request must be in writing and must state the time period which may not be longer than six years and may not include dates before April 13, 2003.
- Request communications of your health information by alternative means or at alternative locations;
- Receive confidential communications of protected health information as provided in 45 CFR 164.522 (b), as applicable;
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.
- Restrict the release of protected health information to your health plan if you are paying out of pocket in full. 45 CFR 164.522(a)(1)(vi).
- Restrict disclosure related to genetic testing for insurance underwriting purposes.

Copies of the regulations cited above may be requested from the Privacy Officer by calling 352-567-0188.

## **Our Responsibilities:**

Florida Medical Clinic is required to:

- Maintain the privacy of your health information;
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you;
- Abide by the terms of this notice;
- Notify you if we are unable to agree to a requested restriction;
- Accommodate reasonable requests you may have to communicate health information by

- alternative means or at alternative locations.
- Notify affected individuals following a breach of unsecured protected health information in writing.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information change significantly, we will post the new notice in each FMC location as well as on our Web site: [www.floridamedicalclinic.com](http://www.floridamedicalclinic.com). You may also request a copy of our notice at any time.

### **For More Information or to Report a Problem**

If have questions and would like additional information, you may contact the FMC Privacy Officer at (352) 567-0188.

If you believe your privacy rights have been violated, you can file a complaint by contacting the FMC Privacy Officer at 352-567-0188 or you may send a written complaint to the Secretary, U.S. Department of Health and Human Services. The FMC Privacy Officer can provide you with the appropriate address upon request. There will be no retaliation for filing a complaint.

### **Examples of Disclosures for Treatment, Payment and Health Care Operations**

*We will use your health information for treatment.* For example, information obtained by a nurse, physician or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Different departments within Florida Medical Clinic may share medical information about you in order to coordinate different services you need, such as prescriptions, lab work and X-rays. We may also disclose medical information about you to people outside FMC who may be involved in your medical care, such as hospitals, long-term care facilities, ambulatory surgery centers or home health agencies.

We will also provide a referring physician or a subsequent healthcare provider with copies of various reports that should assist him/her in treating you.

*We will use your health information for payment.* For example, a bill may be sent to you or an insurance company (third party payer). The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

*We will use your health information for regular healthcare operations.* For example, in day-to-day business practices, trained staff may handle your physical medical record in order to have the record assembled or for filing reports into your record. Certain data elements are entered into our

computer system that processes most billing, schedules your appointments and for statistical reporting. As part of our improvement efforts to provide the most effective services, your record may be reviewed by professional staff to assure accuracy, completeness and organization.

This information may be shared by facsimile transmission.

## **Other Uses or Disclosures**

*Business Associates:* There are some services provided in our organization through contacts with business associates. Examples include our using an outside transcription service to type physicians' dictated notes or a copy service we may use when making copies of your health record. When these services are contracted, we may disclose your health information to our business associates so that they can perform the job we've asked them to do. So that your health information is protected, however, we require the business associate to agree in writing to appropriately safeguard your information.

*Communication with Family:* Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

*Research:* We may disclose information to researchers when their research has been approved by an Institutional Review Board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

*Coroners, Medical Examiners and Funeral Directors:* We may disclose health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients to funeral directors consistent with applicable law to carry out their duties.

*Organ Procurement Organizations:* If you are an organ donor, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

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

*Fundraising:* We will not use or disclose PHI for fundraising purposes.

*Food and Drug Administration (FDA):* We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects or post marketing surveillance information to enable product recalls, repairs or replacement.

*Workers Compensation:* We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law. These programs provide benefits for work-related injuries or illness.

*Public Health:* As required by law, we may disclose your health information to public health or legal authorities for public health activities. These activities generally include the following:

- To prevent or control disease, injury or disability;
- To report births or deaths;
- To report reactions to medications or problems with products;

- To notify people of recalls of products they may be using;
- To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
- To notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure when you agree or when required or authorized by law.

*Correctional Institution:* If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may disclose to the institution or agents thereof, health information necessary for your health, and the health and safety of other individuals.

*Law Enforcement:* We may disclose health information for law enforcement purposes as required by law:

- In response to a court order, valid subpoena, warrant, summons or similar process;
- To identify or locate a suspect, fugitive, material witness, or missing person;
- About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
- About a death we believe may be the result of criminal conduct;
- About criminal conduct at the Clinic; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

*Disaster Relief:* We may disclose your PHI to disaster relief organizations that seek your PHI to coordinate your care, or notify family or friends of your location or condition in a disaster. We will provide you with an opportunity to agree or object to such a disclosure whenever we practically can do so.

*Health Oversight Agency:* Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a workforce member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

We will not use or disclose your health information without your authorization, except as described in this notice.

### **Other Uses and Disclosures of Your Information by Authorization Only**

We are required to receive your authorization to use or disclose your PHI for any use other than treatment, payment or health care operations, and those specific circumstances outlined above. We use an Authorization to Use/Disclose form that specifically states what information will be given to whom, for what purpose, and is signed by you or your legal representative. You have the ability to revoke the signed authorization at any time by a written statement given to us to that effect.

The following uses and disclosures of your Protected Health Information will be made only with your written authorization:

- Uses and disclosures of PHI for marketing purposes;



- Disclosures that constitute a sale of your Protected Health Information.
- Psychotherapy notes if maintained by the provider.

This Notice of Privacy Practices is effective April 14, 2003, and revised September 1, 2013.



## Financial Responsibility

This is an agreement between Florida Medical Clinic, LLC, a Florida Corporation, as a creditor, and the Patient/Debtor named on this form.

In this agreement the words "I", "you," "your," and "yours" mean the Patient/Debtor. The word "account" means any account that has been established in your name to which charges are made and payments credited. The words "we," "us," and "our" refer to Florida Medical Clinic, LLC (FMC) and/or its affiliated entities.

**Insurance:** Insurance is a contract between you and your insurance company. In some cases exact insurance benefits cannot be determined until the insurance company receives the claim. Although we may **estimate** what your insurance company may pay, it is the insurance company that makes the final determination of your eligibility and benefits. Please understand that insurance reimbursement can be delayed for multiple reasons. In fact, insurers will routinely stall, deny, and reduce payment. Insurers routinely process claims resulting in additional invoicing at no fault of FMC. We will NOT under any circumstance falsify or change a diagnosis or symptom in order to convince an insurer to 'pay' for care that is not covered, nor do we delete or change the content in the record that may prevent, or cause, it to be considered covered.

\_\_\_\_\_ Initials HMO Plans: Any co-payments required by an insurance company must be paid at the time of service.

\_\_\_\_\_ Initials PPO Plans: FMC has agreed to accept the discounted rate from your plan, and we will **estimate** balances to the best of ability. However, since these are **estimates** only, I understand that any remaining balances due to deductibles, co-insurance, and non-covered claims are my responsibility to pay FMC. Your appointment may be rescheduled if your estimated amount due is not paid at check in.

\_\_\_\_\_ Initials Missed Appointment Fee: I understand that *Appointment Reminders are a courtesy*. Failure to show up for, or cancellation of an appointment with less than 24 hour notice (48 hour notice for FMC Ambulatory Surgery Center procedures), may result in a no show fee assessed to my account. The no show fee varies by FMC practice location and is subject to change. This fee must be paid before a new appointment is scheduled. Patients with three missed appointments may be discharged from the FMC practice location.

\_\_\_\_\_ Initials After Hours Services: Please be advised additional fees may be subject for services rendered after hours, which includes evenings (after 5pm), weekends, and holidays.

\_\_\_\_\_ Initials Administrative Charges: I understand that additional administrative charges may apply for items such as the completion of medical forms, telephone consultations, and physician letters.

*(This is not an exhaustive list)*

### **Guarantee of Payment:**

For value received, including but not limited to the services rendered, I agree to guarantee and promise to pay FMC all charges and expenses incurred in my treatment, including those expenses not covered by any insurance policy presently in force, including any co-payment and/or deductible. Unless specifically agreed in writing, all charges shall be paid at discharge or upon presentation of the first bill by FMC. Unpaid accounts shall bear interest at the maximum rate provided by Florida law. I understand and agree that if FMC is required to bring a claim or file an action to enforce this agreement, FMC shall be entitled to recover from me its reasonable attorney's fees, expert fees, court costs, and any other costs of collection, in addition to the amount owed FMC for its services. Based on permissible purpose under the Fair Credit Reporting Act, FMC reserves the right to run a credit report for the sole purpose of determining my ability to meet incurred expenses directly related to my treatment.



**Payments received will be posted to the oldest outstanding balance on your account.**

Returned Checks: A Returned check will result in a service fee based on the face value of the check and may require all future payments to be made by cash or credit card. A collection agency may be used in the recovery of debt attributed to returned checks, in addition to the payment of the check plus any court cost, reasonable attorney fees and any bank fees incurred by the payee in taking action as pursuant to *Florida Statute 68.065*.

Divorce, Dependent and Child Custody Cases: Regarding divorce, the presenting guardian accompanying the person (minor or disabled adult) who receives care at FMC is responsible for payment of copays, co-insurance and/or deductibles at the time of service.

**Assignment of Benefits:**

I hereby assign, grant and transfer to FMC, now and in the future, all of my rights and interest in the following: (a) Any and all benefits now or in the future owed or receivable by me or on my behalf from any insurer, health maintenance organization, PPO, employer health benefit plan or other third-party payer for those costs I incur in receiving services from FMC. The included insurance policies and insurer would include, but are not limited to, health, auto, UM and PIP; and (b) Any and all monies or other benefits paid or payable to me and/or my attorneys from any settlement, judgment or verdict which is obtained as a result of the injury or medical condition for which my debt to FMC was or is to be incurred. I further authorize, request and direct any and all assigned insurers to pay directly to FMC the amount due me in any potential or pending claim for medical benefits under the respective policies, expressly including all PIP policies. I agree that should the amount received by FMC be insufficient to cover the entire expense of service, including the co-payment and the deductible, I will be personally responsible for payment of the difference. I also understand and agree that if the nature of the services rendered by FMC are not covered by said insurance policy, I am responsible to FMC for payment of the entire bill.

Patient/Guarantor (*Print*): \_\_\_\_\_

Patient/Guarantor (*Signature*): \_\_\_\_\_ Date: \_\_\_\_\_