

PATIENT INFORMATION SHEET

(Please give Complete Legal Name)

****If you are not the parent/ legal guardian please do not sign and see a person at our front desk.****

CHILD'S NAME _____
FIRST MIDDLE LAST

Alternate last name _____ Alternate first name _____

DATE OF BIRTH _____ MALE _____ FEMALE _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

BILLING ADDRESS _____

COUNTY _____ HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS: _____ @ _____

EMERGENCY CONTACT:

(Please list someone such as a friend or relative due to the nature of not being able to get in touch with parents)

NAME _____ PHONE _____ Relationship to the child _____

PREFERRED LANGUAGE: ENGLISH SPANISH OTHER _____

ETHNICITY: HISPANIC OR LATINO NOT HISPANIC OR LATINO UNKNOWN

RACE: ASIAN BLACK HAWAIIAN NATIVE WHITE UNKNOWN

MOTHER / GUARDIAN:

****Are you responsible for the bill if Medicaid, Peachcare or insurance does not pay? YES NO**

LAST NAME _____ FIRST NAME _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____

EMAIL ADDRESS: _____ @ _____

EMPLOYER: _____ OCCUPATION _____

CELL PHONE# _____ HOME PHONE # _____ WORK # _____

FATHER / GUARDIAN:

**** Are you responsible for the bill if Medicaid, Peachcare or insurance does not pay? YES NO**

LAST NAME _____ FIRST NAME _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____

EMAIL ADDRESS: _____ @ _____

EMPLOYER: _____ OCCUPATION _____

CELL PHONE# _____ HOME PHONE # _____ WORK # _____

I hereby authorize Peds Care, P.C., its physicians and staff, to render appropriate medical care to my dependent child listed above.

Signature of Parent/Guardian _____ Date _____

***** ONLY the parent or legal guardian of this patient should fill out this form. Please give back to front office receptionist!*****

Consent To Treat Patient Form

By signing this form, I (we) hereby authorize the individuals listed below to consent to any medical care and treatment for:

Child: _____

Date of Birth: _____

This includes, medical treatment, signing for approval for vaccines, picking up prescriptions, and anything else that is recommended by a licensed healthcare provider to whom the child is presented for treatment.

Please list authorized names below:

Spouse / Significant other _____

Grandmother / Grandfather _____

Brother/ Sister _____

Aunt / Uncle _____

Friend / Neighbor _____

Other _____

Cell phone _____

Home Phone _____

Signature of Parent / Legal Guardian _____

Please Print Name of Parent / Legal Guardian _____

Relationship to Patient _____

Date _____

Peds Care, P.C.
HIPAA Privacy Rule
Receipt of Notice of Privacy Practices
Written Acknowledgement Form

Acknowledgement of receipt of Information Practices Notice (§164.520(a))

I, _____, understand that as part of my healthcare, this facility originates and maintains health records describing my health history, symptoms, examination and test results, diagnosis, treatment and any plans for future care or treatment. I acknowledge that I have been provided with and understand that this facility's Notice of Privacy Practices provides a complete description of the uses and disclosures of my health information. I understand that:

- I have the right to review this facility 's Notice of Privacy Practices prior to signing this acknowledgement

- This facility reserves the right to change their Notice of Privacy Practices and prior to implementation of this will mail a copy of any revised notice to the address I've provided if requested.

Signature of Individual _____

Printed Name of Individual _____

Date: _____

FOR OFFICE USE ONLY

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but it could not be obtained because:

- Individual refused to sign
- Communication barrier prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Others (please specify)



www.pedscare.com

Your Information. Your Rights. Our Responsibilities.

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

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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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’ll tell you why in writing within 60 days. |
| Request confidential communications | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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’ve shared information | <ul style="list-style-type: none"> • You can ask for a list (accounting) of the times we’ve 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’ll 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 | <ul style="list-style-type: none"> • 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 |

Choose someone to act for you

provide you with a paper copy promptly.

- 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.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory
- Contact you for fundraising efforts

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your health information? We typically use or share your health information in the following ways.

Treat you

- We can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: We use health information about you to manage your treatment and services.

Bill for your services

- We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services.

How else can we use or share your health information? We are allowed or required to share your information in other ways

– usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone’s health or safety

Do research

Comply with the law

- We can use or share your information for health research.
- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers’ compensation, law enforcement, and other government requests

- We can use or share health information about you:
- For workers’ compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Effective Date of Policy: January 29, 2018

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