

OFFICE POLICY

- We see patients ages 24 months and older. Any patient under the age of 18 must be accompanied by a parent or legal guardian at each visit.
- Please assist us by showing up on time so that we may accommodate everyone in a timely manner. This is especially important if you are scheduled to undergo a surgery or other procedure. If you arrive significantly later than your scheduled appointment time we may need to reschedule, although we will make every attempt to ensure that you are seen in a timely manner. If you arrive too late for your appointment or do not show for your appointment, we may, at our discretion, assign a \$25 out-of-pocket fee. This fee needs to be paid prior to scheduling your next appointment. As surgical or procedural appointments are lengthy and sometimes scheduled months in advance, a fee of up to \$75 may be assessed if you do not show for these appointments. We typically make several attempts to remind you of these appointments.
- Although our goal is to stay on time, many factors influence our ability to adhere to the schedule. Please assist us in our efforts to provide the best care for all of our patients by limiting the number of issues that you would like addressed at each visit. As an example, acute or new onset rashes require time and expertise to diagnose and treat, so scheduling a full skin screening during the same visit may not be possible. A complete and thorough skin examination deserves its own visit. Attempting to address multiple different issues during one visit often leads to inadequate counseling, time delays and patient dissatisfaction.
- We offer cosmetic services such as Botox and dermal fillers and chemical peels. During routine medical dermatology visits, it is often difficult to address all of your cosmetic options during the time allotted. We offer a separate cosmetic consultation, so that all of your concerns can be carefully considered and addressed.
- Existing patients may leave a message with the nursing staff for medical questions, prescription refills and laboratory results. As we are very busy seeing patients during the work day, our staff will return your call as soon as possible, although it may not be until after the clinic has closed. We appreciate your patience.
- Patients are responsible for their co-payments and deductibles at the time of service. Payments may be made with cash, check or credit card.
- Insurance companies do not pay for cosmetic services. They do not pay for removal of benign lesions (skin tags, moles or warty growths) even if they are irritated. If coverage is a question, you will be asked to sign a waiver indicating your financial responsibility in the event of non-payment by your insurance policy.
- If a biopsy or surgery is performed, the tissue is sent to the laboratory facility to processing and interpretation. You and/or your insurance company may receive a separate bill for these services.
- We make every effort to obtain payment from your insurance company. If you have questions about your bill, please contact our billing department at (813) 528-4975. Unpaid balances that are over 60 past due are subject to referral to a collection agency. Please be aware that once your account has been turned over to collections, you will incur a 30% surcharge on your balance.
- All returned checks are subject to a \$25.00 charge.

Our mission is to provide you with the highest quality medical experience in a friendly, comfortable atmosphere. The current medical environment has created special challenges for both the recipients and providers of care. Please know that we are working diligently on your behalf, and we welcome constructive feedback on our services. Thank you for your support

PRINTED NAME

SIGNATURE



Excellence In Dermatology[™]
F E L L O W



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 _____



Your Life. Our Specialty.

FLORIDA MEDICAL CLINIC, P.A.

Your Life, Our Specialty

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, P.A. 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, P.A. I understand that diagnosis or treatment of me by Florida Medical Clinic, P.A. 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, P.A. *Notice of Privacy Practices* prior to signing this document. The Florida Medical Clinic, P.A. *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, P.A. The *Notice of Privacy Practices* for Florida Medical Clinic, P.A. 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, P.A. with respect to my protected health information. Florida Medical Clinic, P.A. 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, P.A.

I may obtain a revised *Notice of Privacy Practices* by requesting in writing from Florida Medical Clinic, P.A. 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, P.A. (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, P.A. (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, P.A. 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, P.A.
Zephyrhills, FL 33542

FLORIDA MEDICAL CLINIC, P.A. 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 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. The first list you request within a 12 month period will be free. For additional lists, we may charge you for the costs of providing the list.
- 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.

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.

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 practices change significantly, we will post the new notice in each FMC location as well as on our Web site: www.floridamedicalclinic.com. You can also request a copy of our notice at any time.

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

For More Information or to Report a Problem

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

If you believe your privacy rights have been violated, you can file a complaint by contacting FMC's Privacy Officer at 352-567-0188 or you may send a written complaint to the Secretary, U.S. Department of Health and Human Services. FMC's 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.

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.

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.

Other Uses and Disclosures of Your Information by Authorization Only

When you request information to be disclosed to another party or yourself, we will respond according to federal and state law.

We are required to get your authorization to use or disclose your protected health information 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.

This Notice of Privacy Practices is effective April 14, 2003.

Date: _____

Patient Name: _____ Minor Accompanied by : _____

DOB: _____ Sex: _____ Height: _____ Weight: _____

Reason for today's visit: _____ Referred by: _____

Allergies to medications or foods: _____

List all current medications: _____

Dermatologic History - Please check if any of the following are applicable:

___ Basal Cell Carcinoma: Site _____

___ Squamous Cell Carcinoma: Site _____

___ Malignant Melanoma: Site _____

___ Pre-cancers ___ Atypical moles ___ Blistering Sunburn ___ Hives

___ Herpes simplex ___ Psoriasis ___ Eczema ___ Acne

___ Keloid scars ___ Cosmetic Surgery ___ Flaking or Itchy Scalp

Do you have a family history of skin cancer? ___ Yes ___ No If yes, which type and whom? _____

Do you wear sun sunscreen? ___ Yes ___ No If yes, daily or as needed? _____

What sun protection do you use? ___ Hats ___ Protective Clothing ___ None

Have you ever used topical chemotherapy creams or light treatments for pre-cancers ___ Yes ___ No

Have you ever had a reaction to numbing medications? ___ Yes ___ No

Have you ever had a reaction to adhesive or bandages? ___ Yes ___ No

Have you ever used tanning beds? ___ Yes ___ No

Personal Medical History - Please check if any of the following are applicable and explain

Family History

___ AIDS or HIV Risk

___ Heart murmur

___ Phlebitis/Blood clots

___ Arthritis

___ Anemia

___ Hepatitis

___ Pregnant now

___ Asthma

___ Arthritis

___ High blood pressure

___ Breastfeeding now

___ Atypical moles

___ Artificial joint

___ Internal cancer

___ Rheumatic fever

___ Diabetes

___ Diabetes

Type: _____

___ Seizures

___ Eczema

___ Easily Bleed

___ Irregular periods

___ Stroke

___ Cancer

___ Fainting

___ Kidney disease

___ Thyroid disease

___ Lupus

___ Glaucoma

___ Lupus

List other medical condition(s)

___ Psoriasis

___ Hay fever

___ Neurologic disease

___ Heart disease

___ Pacemaker/ Defibrillator

Social History: Marital Status: (circle one) Married Divorced Separated Widowed Never Married

Do you smoke? _____ How many packs per day? _____ Do you drink? _____ How much per day? _____

Patient Signature: _____ Date: _____

Reviewed by Physician: _____ Date: _____

Florida Medical Clinic, P.A.
Authorization to Share Protected Health Information

Patient Name:	Second Form of Identification (DOB/Account#)
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I authorize the physicians and staff of:

- All FMC Departments
- The following FMC Departments

Specify:

to share protected health information with the following persons:

	Relationship _____
	Relationship _____
	Relationship _____

This includes (please check all areas that apply)

- | | |
|---|--|
| <input type="checkbox"/> All Medical Information | <input type="checkbox"/> Hospital Information |
| <input type="checkbox"/> Lab Results | <input type="checkbox"/> Insurance Information |
| <input type="checkbox"/> X-ray Results | <input type="checkbox"/> Dialysis Clinic Information |
| <input type="checkbox"/> Medication (RX Renewal and Pickup) | <input type="checkbox"/> Appointment Information |
| <input type="checkbox"/> Telephone Consults | <input type="checkbox"/> Other (please specify) |

This authorization will be in effect until authorization is revoked.

Patient's Signature _____

Date _____

Witness _____