

~Patient Information~

Last Name: _____ First Name: _____ M.I: _____

Street Address: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell: _____

Work Phone: _____ EXT: _____ Email Address: _____

Birth Date: _____ Social Security #: _____

Gender: Male Female Transgender

Marital Status: Married Single Divorced Widowed

Student : Not a student Full-time student Part-Time Student

Employer Name: _____

Employer Address: _____

~Emergency Contact~

Name: _____ Relation: _____

Home Phone: _____ Cell: _____ Work: _____

*****If the person resides with you please give us a second contact person*****

2nd Name: _____ Relation: _____

Home Phone: _____ Cell: _____ Work: _____

~Insurance~

Guarantor:

Last Name: _____ First Name _____ MI: _____

Date of Birth: _____ Social Security: _____

Telephone: _____

Primary Insurance Name: _____

Address: _____

Effective Date: _____ Subscriber Number: _____

Group Number: _____

Secondary Insurance Name: _____

Address: _____

Effective Date: _____ Subscriber Number: _____

Group Number: _____

~Primary Care Provider's~ Name _____ Ph# _____

~Preferred Pharmacy~

Name: _____ Address: _____

NORTHEAST FLORIDA FOOT & ANKLE

Please check the appropriate box if you or any of your blood relatives have ever had any of the listed conditions:

CONDITION	YOU	LIST RELATIVE	CONDITION	YOU	RELATIVE
DIABETES			ANEMIA		
HIGH BLOOD PRESSURE			LEUKEMIA		
STROKE			SICKLE CELL		
HEART ATTACK			BLEEDING PROBLEMS		
ASTHMA			STOMACH ULCER		
MIGRAINE HEADACHES			GALLSTONES		
CANCER			SEIZURES		
EMPHYSEMA			TUBERCULOSIS		
KIDNEY PROBLEMS			ALCOHOLISM		
ARTHRITIS			SUICIDE		
GLAUCOMA / EYE PROBLEMS			DEPRESSION		
SKIN RASH			MENTAL ILLNESS		
OTHER			OTHER		

OPERATIONS / SURGERIES: _____

OTHER HOSPITALIZATIONS: _____

BLOOD TRANSFUSIONS: _____

MEDICATIONS: _____

ALLERGIES: (Any reaction to any medication of any kind?) _____

OCCUPATION / WORK HISTORY: _____

Any exposure to pesticides, chemicals, or other hazards? YES _____ NO _____

If yes, What kind? _____

Family / Household: (Who lives at home with you?) _____

HABITS: Cigarettes: _____ PPD ___ X _____ years Quit in _____ (year)
 Other Tobacco Products? _____ Alcohol _____
 Drug Use _____ Caffeine (coffee/colas) _____
 Seat Belt Use: Yes: _____ No _____ Exercise: _____

FOR WOMEN ONLY

Date of last menstrual period _____ Was it normal? _____

Are you nursing?

Are you pregnant?

Method of Preventing Pregnancy _____

Pregnancies _____ Births _____ Abortions/Miscarriages _____

Any other concerns? _____

Name: _____

Social Security: _____

Birth Date: _____

Authorization of Use and Disclosure of Protected Health Information

Patient Name: _____

Date of Birth: _____ SSN: _____

I. My Authorization

You, Northeast Florida Foot & Ankle may use or disclose the following health care information:

- ALL** my health information maintained by you.
- My health information relating to the following treatment or condition: _____
- My health information for the date(s): _____
- Other: _____

You may disclose this health information to:

Name (or title) and organization: _____

Relationship: (parent, child, sibling, legal guardian, etc.): _____

Name (or title) and organization: _____

Relationship: (parent, child, sibling, legal guardian, etc.): _____

Name (or title) and organization: _____

Relationship: (parent, child, sibling, legal guardian, etc.): _____

This Authorization ends: on (date) _____

When the following event occurs _____

II. My Rights

I understand I do not have to sign this authorization in order to receive treatment. However, I may be required to sign this authorization form:

- To take part in a research study; or
- To receive health care when the purpose is to create health information for a third party.

I may revoke this authorization at any time, in writing, sent to Northeast Florida Foot and Ankle at the address provided below. If I do, it will not affect any actions already taken by Northeast Florida Foot and Ankle based upon this authorization; uses and disclosures already made cannot be taken back. I may not be able to revoke this authorization if its purpose was to obtain insurance.

- 130 Health Park Blvd. St. Augustine, FL 32086
- 315 W Town PL. Unit 1, St. Augustine, FL 32092

Once the office discloses health information, the person or organization that receives it may re-disclose it. Privacy laws may no longer protect it.

Patient or legally authorized signature

Date

Patient is unable to sign because of (minor, disabled, etc.) _____



FINANCIAL POLICY

Thank you for choosing us as your health care provider. We are committed to your treatment. Please understand that payment of your bill is considered a part of your treatment. The following is a statement of our **Financial Policy**, which we require you to read and sign prior to any treatment:

1. All patients must complete our information and insurance form before seeing the doctor.
2. For your convenience we accept cash, check, Visa, MasterCard, American Express and Discover.

We have contracts with most commonly used insurance companies. Please check to see if we accept your insurance. If we do not accept your insurance policy, as a courtesy, we will bill your company. Your insurance policy is a contract between you and your insurance company. We are not a party of that contract. If we bill your insurance company and they have not paid your account in full within 45 days, the balance may be automatically transferred to your credit card or billed directly to you. Any subsequent visits must be paid in full at the time the services are rendered. Please be aware that some insurance companies, including Medicare, may determine treatment to be non-covered or find it not to be reasonable or necessary. If such a determination is made, you will be responsible for such services. Such services will be billed and payment is due upon receipt of bill.

Regarding insurance plans where we are a participating provider: All co-pays and deductibles are due at the time of treatment. If there are any additional procedures performed, they may be subject to an additional **Co-Payment, Deductible or Co-Insurance**. Please refer to your HealthCare Plan for additional information. In the event that your insurance coverage changes to a plan where we are not a participating provider, refer to the above paragraph.

Usual and customary rates: Our practice is committed to providing the best treatment for our patients and we charge what is usual and customary for our area. You are responsible for payment regardless of any insurance company's arbitrary determination of what constitutes a usual and customary rate.

Minor patients: The adults accompanying a minor and the parents (or guardians of the minor) are responsible for full payment. For unaccompanied minors, non-emergency treatment will be denied unless charges have been pre-authorized to an approved credit plan, Visa, MasterCard, Discover or payment by cash or check at the time of service has been verified.

Missed appointment: Unless canceled at least 24 hours in advance, you may be subject to \$35.00 no show fee. Please help us serve you by keeping scheduled appointments.

Forms: A \$35.00 fee will be charged for each form requested to be filled out.

Co-pays and Balances: Co-pays are due at the time of service. If we need to bill you for the co-pay, there will be an additional \$5.00 processing fee. You will also be asked to pay any outstanding patient balance.

Insufficient Fund Fee: Checks that are returned will be charged a \$45.00 insufficient funds fee.

Collection Fee: Unpaid balances may be turned over to an outside collection agency. In the event your account is turned over for collections, you as the patient will be responsible for all fees and costs associated with collecting the balance.

Thank you for understanding our **Financial Policy**. Please let us know if you have any questions or concerns.

I have read the *Financial Policy* and I understand and agree to its provisions.

Signature of patient or responsible party

Date_____

E-PRESCRIBING/MEDICATION HISTORY CONSENT FORM

e-Prescribing is defined as a physician's ability to electronically send an accurate, error free, and understandable prescription directly to a pharmacy from the point of care. Congress has determined that the ability to electronically send prescriptions is an important element in improving the quality of patient care. E-Prescribing greatly reduces medication errors and enhances patient safety. The Medicare Modernization Act (MMA) of 2003 listed standards that have to be included in an e-Prescribe program. These include:

- **Formulary and benefit transactions** — Gives the prescriber information about which drugs are covered by the drug benefit plan.
- **Medication history transactions** - Provides the physician with information about medications the patient is already taking to minimize the number of adverse drug events.
- **Fill status notification** - Allows the prescriber to receive an electronic notice from the pharmacy telling them if the patient's prescription has been picked up, not picked up, or partially filled.

By signing this consent form you are agreeing that Northeast Florida Foot & Ankle can request and use your prescription medication history from other healthcare providers and/or third party pharmacy benefit payors for treatment purposes.

Understanding all of the above, I hereby provide informed consent to Northeast Florida Foot & Ankle to enroll me in the e-Prescribe Program. I have had the chance to ask questions and all of my questions have been answered to my satisfaction.

Print Patient Name

Patient DOB

Signature of Patient or Guardian

Date

Relationship to Patient

ACKNOWLEDGMENT OF OUR NOTICE OF PRIVACY PRACTICES

I hereby acknowledge that I have received or have been given the opportunity to receive a copy of (Northeast FL foot and Ankle) Notice of Privacy Practices. By signing below I am “only” giving acknowledgment that I have received or have had the opportunity to receive the Notice of our Privacy Practices.

Patient Name (Type or Print)

Patient’s Date of Birth

Signature of Patient or Parent/Legal Guardian

Date

HIPAA Notice of Privacy Practices

Revised 2013

Effective as of April/14/2003
Revised March/26/2013

[Northeast FL Foot and Ankle](#)
[Phone-904-429-4736](#)

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.

This Notice of Privacy Practices is NOT an authorization. This Notice of Privacy Practices describes how we, our Business Associates and their subcontractors, may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and 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 and related health care services.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the physician's practice, and any other use required by law.

Treatment: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission.

Healthcare Operations: We may use or disclose, as-needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment, employee review, training of medical students, licensing, fundraising, and conducting or arranging for other business activities. For example, we may disclose your protected health information to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment, and inform you about treatment alternatives or other health-related benefits and services that may be of interest to you. If we use or disclose your protected health information for fundraising activities, we will provide you the choice to opt out of those activities. You may also choose to opt back in.

We may use or disclose your protected health information in the following situations without your authorization. These situations include: as required by law, public health issues as required by law, communicable diseases, health oversight, abuse or neglect, food and drug administration requirements, legal proceedings, law enforcement, coroners, funeral directors, organ donation, research, criminal activity, military activity and national security, workers' compensation, inmates, and other required uses and disclosures. Under the law, we must make disclosures to you upon your request. Under the law, we must also disclose your protected health information when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements under Section 164.500.

USES AND DISCLOSURES THAT REQUIRE YOUR AUTHORIZATION

Other Permitted and Required Uses and Disclosures will be made **only with your consent, authorization** or opportunity to object unless required by law. Without your authorization, we are expressly prohibited to use or disclose your protected health information for marketing purposes. We may not sell your protected health information without your authorization. We may not use or disclose most psychotherapy notes contained in your protected health information. We will not use or disclose any of your protected health information that contains genetic information that will be used for underwriting purposes.

You may revoke the authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

YOUR RIGHTS

The following are statements of your rights with respect to your protected health information.

You have the right to inspect and copy your protected health information (fees may apply) – Pursuant to your written request, you have the right to inspect or copy your protected health information whether in paper or electronic format. Under federal law, however, you may not inspect or copy the following records: Psychotherapy notes, information compiled in reasonable anticipation of, or used in, a civil, criminal, or administrative action or proceeding, protected health information restricted by law, information that is related to medical research in which you have agreed to participate, information whose disclosure may result in harm or injury to you or to another person, or information that was obtained under a promise of confidentiality.

You have the right to request a restriction of your protected health information – This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. Your physician is not required to agree to your requested restriction except if you request that the physician not disclose protected health information to your health plan with respect to healthcare for which you have paid in full out of pocket.

You have the right to request to receive confidential communications – You have the right to request confidential communication from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively i.e. electronically.

You have the right to request an amendment to your protected health information – If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures – You have the right to receive an accounting of disclosures, paper or electronic, except for disclosures: pursuant to an authorization, for purposes of treatment, payment, healthcare operations; required by law, that occurred prior to April 14, 2003, or six years prior to the date of the request.

You have the right to receive notice of a breach – We will notify you if your unsecured protected health information has been breached.

You have the right to obtain a paper copy of this notice from us even if you have agreed to receive the notice electronically. We reserve the right to change the terms of this notice and we will notify you of such changes on the following appointment. We will also make available copies of our new notice if you wish to obtain one.

COMPLAINTS

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our Compliance Officer of your complaint. **We will not retaliate against you for filing a complaint.**

HIPAA COMPLIANCE OFFICER

Phone-904-826-3469 ex 111

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. We are also required to abide by the terms of the notice currently in effect. If you have any questions in reference to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our main phone number. Please sign the accompanying "Acknowledgment" form. Please note that by signing the Acknowledgment form you are only acknowledging that you have received or been given the opportunity to receive a copy of our Notice of Privacy Practices.

Provided By HCSI- Revised March 2013



Patient Portal Policy and Procedures

DO NOT use Portal to communicate if there is an emergency.

Proper subject matter:

- Prescriptions refills, medical questions, lab results, appointment reminders, routine follow-up questions, etc.
- Sensitive subject matter (HIV, Hepatitis panels etc.) are not permitted
- We do not refill controlled substance medications drugs on the patient portal. You can request a refill but **MUST** come in to pick up the prescription or contact your pharmacy.
- Please be concise when typing a message.

Current functionality of Patient Portal:

- ✓ Email and secure messaging for non-urgent needs.
- ✓ Refill request (*must* include pharmacy information)
- ✓ Viewing of lab results that have been sent to you.
- ✓ Viewing and printing of continuity of health record.
- ✓ Viewing and updating of health information.
- ✓ Viewing of selected health information (allergies, medications, current problems, past medical history). * Note- You can make changes/additions to your health records, medication list, etc. but this will not change your permanent record without our review of the information.
- ✓ Referral requests
- ✓ Appointment request
- ✓ Billing questions
- ✓ Updating your demographic information (address, phone # etc.) and updating insurance information.

All communication via portal will be included in your chart.

Privacy:

- All messages sent to you will be encrypted.
- Messages from you to the staff should be through this portal or they will not be secure.
- We will keep all email lists confidential and will not share this with other parties.
- Any member of our staff may read your messages or reply in order to help the Physician that has been e-mailed. This is similar to how a phone message is handled.
- Our system will check when messages are viewed, so you do not need to reply that you have read it.

Response Time:

- We will normally respond to non-urgent message inquires within a timely manner. Please contact the office if you need an immediate response.

Patient and Family Request for Patient Portal

I hereby request access to the Patient Portal maintained by Northeast Florida Foot Ankle for the patient named below. I understand that Northeast Florida Foot Ankle takes seriously its responsibility to safeguard the privacy of its patients and protect the confidentiality of their protected health information. Therefore, I will only access the patient portal in a matter consistent with these terms. I will keep safe the sign-on and password that I am assigned and will not share my log-in information with anyone else. I agree that Northeast Florida Foot Ankle will not be liable for any disclosure of information due to unauthorized use of my sign-on and password. If I feel my sign on and password combination has been compromised, I will contact Northeast Florida Foot Ankle immediately or go to the portal and request a new password.

I understand that the Patient Portal will only allow me to view my records for the patient. If I accidently gain access to another patient’s information, I will cease to view it and notify Northeast Florida Foot Ankle immediately. In no event will I deliberately attempt to access information for any person other than myself. I represent to Northeast Florida Foot Ankle that I am a personal representative of the Patient with the right to access the Patient’s health information, or that the patient has expressly authorized me to have access. If my status as personal representative changes so that I no longer have such rights, or if the Patients authorization expires or is revoked, I will immediately cease using the Patient Portal to access the Patient’s information and will notify Northeast Florida Foot Ankle.

Patient Name (print): _____ DOB: _____

Email Address: _____

Patient Name (signature): _____

-OR-

Parental Guardian: _____

Elective Surgery Scheduling Policy

Our goal is to make your surgical experience a pleasant one. For your convenience, and to avoid any future confusion, we would like to outline our policies and procedures for you.

Consultation

A surgical consultation will be scheduled for you. This consultation is designed for you and Dr. Weed, to meet and discuss your non-surgical and surgical needs and outline the planned procedure. We will determine what other pre-operative requirements you may have, such as any other specialty consultations for surgical clearance. Our Patient Care Coordinator will inform you of any surgical fees. If insurance is involved, we will attempt to assist you in determining any costs to you from our practice. Exact out of pocket charges as well as surgery center/ hospital and anesthesia fees may not be able to be determined if the surgery is to be done under insurance.

Scheduling Surgery

Once you have decided to proceed with surgery, we will schedule your surgery and inform you of the date, to ensure it will meet your preferences. You will also be scheduled for a surgery center/ hospital pre-operative visit. This is sometime preformed via telephone interview.

Surgery Deposit

There is a \$500.00 scheduling fee deposit required before the date selected can be reserved exclusively for you. This fee is used to cover the booking and scheduling expenses involved with your surgery. This amount will be deducted from your total surgical cost.

Pre-Operative Consult

Typically, 1 week prior to surgery you will meet with Dr. Weed to review your surgical procedure, post-operative instructions and pain medications. Post-operative appointments are scheduled at this time. You should have completed your medical clearance with your primary care doctor with all results received at our office before your surgery center/ hospital pre-operative appointment. Any questions you may have will be answered at this consult.

Final Payment

The remaining balance on your account will be due at the pre-operative consult, unless insurance is involved. In that case, we will submit claims to your insurance and bill you for any remaining balance, copays etc. after settling with your insurance. We accept: Visa, MasterCard, Money Orders, Cashier's Checks and cash. Personal checks are accepted only if paid at least (2) weeks prior to surgery. No postdated checks will be accepted. There is a standard charge for all returned checks.

As a courtesy to Northeast Florida Foot and Ankle, we ask if plans change, we be given a 2 week notice of cancellation. This allows time to schedule another patient in the space originally reserved for you.

If you cancel in less than 10 days prior to your surgery date, you will forfeit your \$500 deposit for expenses incurred. If you cancel (1) day before your scheduled surgery, you will forfeit the entire surgery fee.

Refunds, if applicable, will be issued by check only, and may take up to 2 weeks (or longer if insurance is involved).

If you have any questions, the staff will be happy to assist you. We look forward to caring for you.

Signature: _____ Date: _____