



PRIME Therapy  
& Pain Center

3421 Arlington Avenue, Suite 105, Riverside, CA 92506  
Phone: (800) 758-0097 Fax: (951) 934-0555

Today's Date: \_\_\_\_\_

# Patient Express

## 1. Personal Info

Please Fill-Out Entire Form Completely & Legibly

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Employment Status:  Currently Employed  Retired  Disabled (\_\_\_\_ Total or \_\_\_\_ Temporary)  Student (\_\_\_\_ Part Time \_\_\_\_ Full Time)

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Minor: \_\_\_\_\_

Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  Single  Married

Signature (If Patient Minor, of Parent/Guardian: \_\_\_\_\_ Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 2. My Condition Info

\*\* ALL INFO REQUIRED\*\*

### My Injury/ailment is related to . . .

- AUTO/PERSONAL INJURY: Date of Accident \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- WORK INJURY: Complete all information below.  
Date of Injury \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Your company HR person Name: \_\_\_\_\_  
Insurance adjustor name: \_\_\_\_\_  
Insurance adjustor Phone #: \_\_\_\_\_
- NO INJURY: What do you think my have caused it?

### I have already had . . .

- SURGERY: What type? \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- PHYSICAL THERAPY BEFORE: where: \_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- HOME HEALTH: Are you still receiving it? \_\_\_\_ YES \_\_\_\_ NO
- OTHER CARE: What type: \_\_\_\_\_

## 3. Payment Info

hh

### I am paying TODAY by....

(Check one box only"

- INSURANCE** and would like you to:  
\_\_\_\_ Have you deal directly with them. I will assign my benefits to you by completing the "Assignment of Benefits Form" (Fees may apply in some cases).The following information is required prior to 1st visit.  
My coinsurance/copay is \$ \_\_\_\_\_ Allowed # of visits \_\_\_\_\_  
My deductible is \$ \_\_\_\_\_ Deductible met ? Y/N  
Prior Authorization needed? Y/N
- WORKERS COMP:**  
You must have all info under "My Condition..."
- CASH, CHECK, CREDIT** and would like a:  
\_\_\_\_ Up to 20% discount by paying at the time of service. \*Ask for Details  
\_\_\_\_ Payment plan and apply for "Financial Hardship"
- I HAVE AN ATTORNEY** and would like a:  
\_\_\_\_ Up to 20% discount by paying up front, I'll get reimbursed after my case is settled.  
\_\_\_\_ Wait until my case settles before paying, I Will complete the "Attorney Lien" form. (Fees may apply)

## 4. Referral Info

### How did you hear about

- Friend or Family:  Brochure (Details)
- Internet  Physician/Dentist/Chiropractor/Nurse: (Give details below)
- Advertisement: \_\_\_\_\_ Referring Physician's Name: \_\_\_\_\_
- Insurance/Directory: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**PRE-EXAM FORM:** In order to evaluate your condition fully, please be as accurate as possible. Thank you.

PATIENT NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER:  Female  Male

OCCUPATION: \_\_\_\_\_ ARE YOU WORKING NOW?  Yes  No

|  |  |   |  |             |                 |               |  |  |  |
|--|--|---|--|-------------|-----------------|---------------|--|--|--|
| 1.   | Where is your pain/problem?  |   |  |             |                 |               |  |  |  |
| 2.   | What caused your pain/problem?   |   |  |             |                 |               |  |  |  |
| 3.   | Approximately when did it start?   |   |  |             |                 |               |  |  |  |
| 4.   | List ONE ACTIVITY you are unable to do, that you absolutely want to be able to do again: |   |  |             |                 |               |  |  |  |
| 5.   | Have you ever had this same (or similar) pain/problem before?                            | <input type="checkbox"/> Yes (If yes, when and describe?)<br><input type="checkbox"/> No  |  |             |                 |               |  |  |  |
| 6.   | In your understanding, what do you think will make it better?                            |   |  |             |                 |               |  |  |  |
| 7.   | How optimistic are you that you'll get better? (circle one)                              | Not at all.....Mildly optimistic.....Fairly.....Very optimistic.....Extremely   |  |             |                 |               |  |  |  |
| 8.   | What are some potential obstacles to you getting better?                                 |   |  |             |                 |               |  |  |  |
| 9.   | Over the next 30-days, how many hours per week will you commit to getting better?        |   |  |             |                 |               |  |  |  |
| 10.  | What are you expecting from therapy?   |   |  |             |                 |               |  |  |  |
| 11.  | On the scale, circle your worst pain level in the past couple of days:                   | <table style="width: 100%; border: none;"> <tr> <td style="text-align: left;"><i>Mild</i></td> <td style="text-align: center;"><i>Moderate</i></td> <td style="text-align: right;"><i>Severe</i></td> </tr> <tr> <td>0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10</td> <td></td> <td></td> </tr> </table> |  | <i>Mild</i> | <i>Moderate</i> | <i>Severe</i> | 0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10 |  |  |
| <i>Mild</i>  | <i>Moderate</i>  | <i>Severe</i>   |  |             |                 |               |  |  |  |
| 0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10 |  |   |  |             |                 |               |  |  |  |
| 12.  | List any medications you are taking:   |   |  |             |                 |               |  |  |  |
| 13.  | List all past surgeries with dates:  |   |  |             |                 |               |  |  |  |
| 14.  | List all medical conditions you have (or were told you have):                            |   |  |             |                 |               |  |  |  |

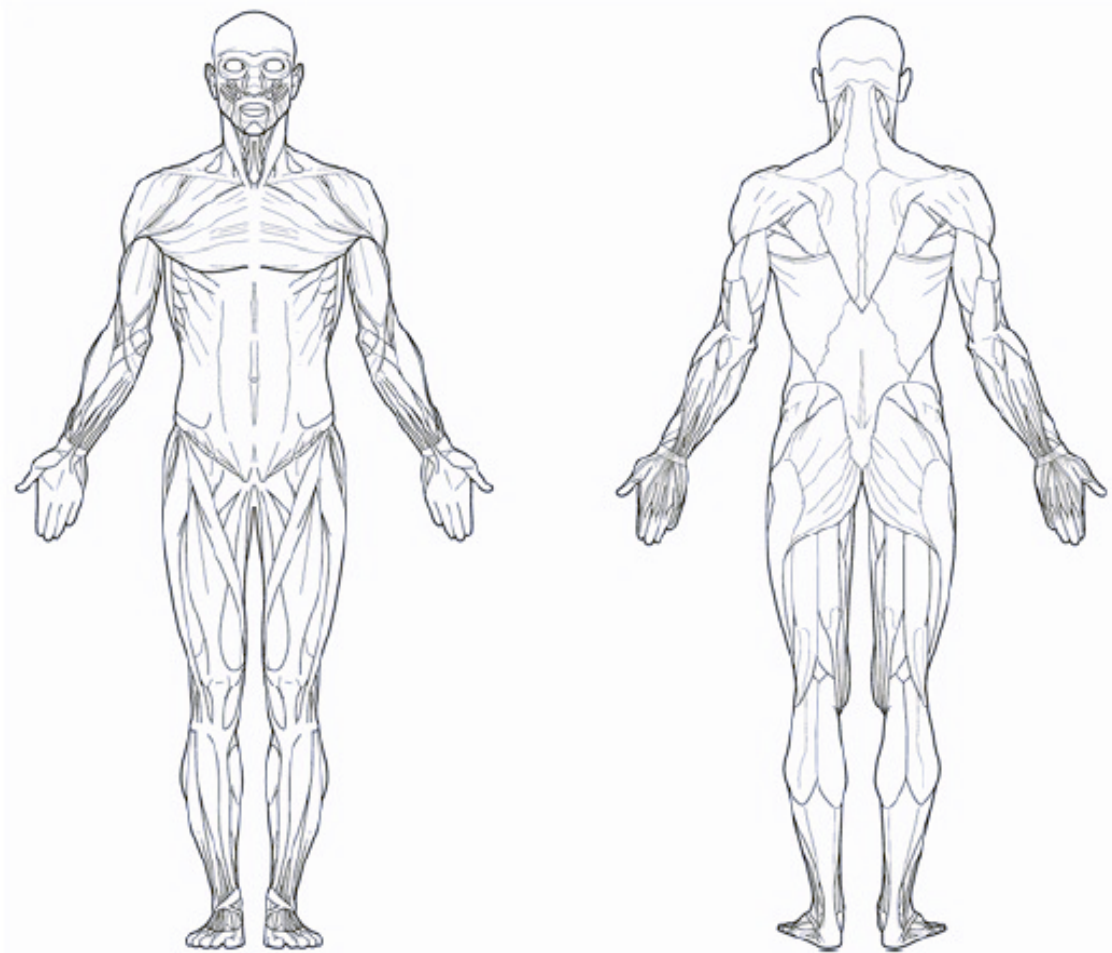
Total:

I understand that my candidacy for a rehabilitation program will be dependent upon my ability and willingness to improve. I have answered the questions above honestly and accurately to the best of my ability. The doctor/therapist will determine whether or not I am a viable candidate for a rehabilitation program and that my approval into their program is not guaranteed.

Patient Signature (or guardian): \_\_\_\_\_ Date: \_\_\_\_\_

## Functional Outcome Measures

Please mark the areas where you feel your symptoms:



1. How have your symptoms changed? getting better about the same getting worse

2. What makes your symptom better? \_\_\_\_\_

3. What makes your symptom worse? \_\_\_\_\_

4. **Patient Specific Functional Scale:** Identify up to 3 important activities that you are unable to do or have difficulty with as a result of your problem:

### Scoring Scheme:

0 1 2 3 4 5 6 7 8 9 10

("0" Means "unable to perform activity")

("10" Means "able to fully perform activity")

| Activity   | Score |
|--|-------|
| a.   |       |
| b.   |       |
| c.   |       |
| Overall average level of functions you can perform ----- |       |

## **24 Hour Cancellation & “No-Show” Fee Policy**

It has been proven that consistent treatment attendance provides the greatest opportunity for faster improvement & recovery. Each time a Patient misses an appointment without providing proper notice, another Patient is prevented from receiving timely care in that appointment slot. Therefore, PRIME Therapy & Pain Center reserves the right to charge a fee of \$50 for all missed appointments (No-Shows) which lack a compelling reason and are not cancelled with a 24-hour advance notice.

“No-Show” fees will be billed to the Patient. This fee is not covered by Insurance and must be paid prior to your next appointment. Multiple “No-Shows” in any 12 month period may result in termination from our practice.

We do understand that emergencies arise and that it may not be possible to give such a notice. Exceptions to the No-Shows/Late Cancellations policy will be determined by the Director of Rehabilitation.

Thank you for your understanding and cooperation as we strive to best serve the needs of all of our Patients.

PRIME Therapy & Pain Center reserves the right to modify the 24 hour advance cancellation notice and amount of No-Show/Late Cancellation charge, as deemed necessary.

By signing below, you acknowledge that you have received this notice and understand this policy.

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

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

\_\_\_\_\_  
Date

**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AND PARENTAL CONSENT AGREEMENT ("AGREEMENT")**

IN CONSIDERATION of being permitted to participate in the PHYSICAL THERAPY PROGRAM ("Activity") I, for myself for family, friends, representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of PHYSICAL THERAPY Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. FULLY UNDERSTAND THAT: PHYSICAL THERAPY ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inaction's, the actions or inaction's of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.
3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE PRIME Therapy and Pain Center OR their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owner and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

**Name of PATIENT/PARTICIPANT** (Please Print): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

PATIENT/PARTICIPANT Signature (If Minor, Please See Below): \_\_\_\_\_ Date: \_\_\_\_\_

**MINOR RELEASE**

AND I, THE MINOR'S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OF PHYSICAL THERAPY ACTIVITIES AND THE MINOR'S EXPERIENCE AND CAPABILITIES AND BELIEVE THE MINOR TO BE QUALIFIED, IN GOOD HEALTH, AND IN PROPER PHYSICAL CONDITION TO PARTICIPATE IN SUCH ACTIVITY. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS EACH OF THE RELEASEE'S FROM ALL LIABILITY CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON THE MINOR'S ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATION AND FURTHER AGREE THAT IF, DESPITE THIS RELEASE, I, THE MINOR, OR ANYONE ON THE MINOR'S BEHALF MAKES A CLAIM AGAINST ANY OF THE RELEASEES NAMED ABOVE, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE, OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.

**Name of PARETN/GUARDIAN** (Please Print): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**PARENT/GUARDIAN** (only if participant is under the age of 18):

PARENT/GUARDIAN Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Informed Consent and Policies Agreement

## Medical Necessity

All treatments must be justified and medically necessary in order for us to treat and bill your insurance. Some of the factors that determine whether or not treatment is medically necessary are:

Does your condition interfere with the quality of your life?

Does your condition interfere with your ability to perform work or daily activities?

Are you motivated and able to participate in your treatment program and follow home and self-care instruction?

Is there potential for your condition to improve and/or resolve? If not, is there potential for your function or ability to perform daily activities to improve through modified movement, assistive devices, etc.?

Are there specific goals set that are measurable and track-able?

If the above criteria are not met, you are welcome to participate in our elective services such as 830laser, massage, myofascial treatments, fitness/exercise training, Pulsetron, Posture Program, etc. payable out-of-pocket by cash, check or credit card.

## Authorization for Release of Records

**Assignment of Benefits** (for insurance patients) **Please refer to the Assignment of Benefits form.**

## Results

The purpose of physical/occupational therapy is to maximize your body's own healing potential through natural means and promote your ability to perform daily, work, and leisure and sports activities through increased strength, flexibility, agility, and movement strategies. It is not possible to predict the results or outcomes of treatment. Sometimes benefits are realized immediately and sometimes it's more gradual over time.

## Insurance Patients

It is your responsibility to know your benefit and insurance coverage for physical therapy services, including any maximums or exclusions. You are responsible for all charges whether paid by insurance or not. Any balances that exceed 30 days may incur fees and collection costs.

## Medicare Patients

If you do NOT have supplemental insurance, you will be responsible for the twenty percent (20%) co-insurance portion not paid by Medicare as well as any deductible amounts not yet met. It is your responsibility to keep track of therapy cost totals for the purpose of not exceeding the Therapy Cap (unless your diagnosis is exempt from the Cap).

## Minors and Parents

If patient is a minor (under 18 years of age), the parent or legal guardian is responsible for all charges and decisions made by the minor. We do not assume any liability for the minor while on premises or not, and it is the responsibility of the parent or guardian to supervise the minor before, during and after treatments.

## Informed Consent

By signing below, the patient gives the therapist permission to the evaluation and treatment. It is your right to accept or refuse any treatment offered. There are no guarantees made as to the results that may be obtained from our treatment(s). If you have any questions about your care, be sure to ask the therapist.

It is up to patient/caretaker to inform the therapist/staff about any health problems or allergies patient may have. Patient/caretaker must also tell the therapist/staff about drugs or medications being taken as well as any medical conditions and/or surgeries. Please discuss any questions or problems with the therapist before signing this statement of understanding and consent for care.

## Patient Declaration

The therapist has explained to me the type of treatments ideal for my condition and the benefits of therapy, along with the risk of NOT receiving treatment. I have been given an opportunity to ask questions, and all my questions have been answered to my satisfaction. I confirm that I have read and fully understand this consent and policies form.

I have read and understand the foregoing explanation of rehabilitation/therapy care given to me. I hereby give my consent for the therapist to render treatments to me.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient's Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Date

## Important Company Policies

### Financial Hardship

If you are experiencing financial difficulties and are unable to afford the cost of our services we have a "Financial Hardship Form" which may be filled out. If you qualify for financial assistance according to the Federal guidelines, we may legally assist you by waiving or discounting your (patient responsibility) portions of the bill.

### Important Notice from the Federal Government:

"It is unlawful to routinely avoid paying your copay, deductible or coinsurance payments, even if your doctor allows it. Unless you complete a "Financial Hardship" form and qualify for financial assistance under Federal Standards, you may NOT routinely evade paying your responsibility portions for medical care as outlined in your insurance plan, even if your doctor allows it. You may both be charged with breaking the law. This includes services deemed as "professional courtesy" and TWIP's – take what insurance pays". Failure to comply places you in violation of the following laws: Federal False Claims Act, Federal Anti-Kickback Statute, Federal Insurance Fraud Laws, State Insurance Fraud Laws. Failure to comply may result in civil money penalties (CMP) in accordance with the new provision section 1128 A (a)(5) of the Health Insurance Portability and Accountability Act of 1996 (section 231(h) of HIPAA). Exceptional cases do apply.

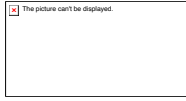
Please see contact info for more information:

Office of Inspector General,  
Department of Health and Human Services.  
Phone: 202-619-1343, by fax 202-260-8512,  
Email:paffairs@oig.hhs.gov,  
Mail:  
Office of Inspector General,  
Office of Public Affairs,  
Dept. of Health and Human Services,  
Room 5541 Cohen Building 333 Independence Ave,  
S.W., Washington, D.C. 20201,

Joel Schaer,  
Office of Counsel to the Inspector General  
Phone: 202-619-0089."

***We look forward to building a relationship with you that will last a lifetime!***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Prime Therapy & Pain Center**

**TO: ATTORNEY:**

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**RE: OUR PATIENT YOUR CLIENT:**

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**D.O.I.** \_\_\_\_\_

**PHYSICAL THERAPY LIEN FOR SERVICES RENDERED**

I hereby authorize Physical Therapist to furnish you, my attorney, with a Full report of his examination, diagnosis, medical treatment and prognosis of my Injuries, arising out of the above dated mishap.

By this document, I further Authorize and Direct my attorney to pay directly to said Physical Therapist, such billing and fees for those medical services, treatment and care, which have been rendered to me by reason of this accident and by reason of any other bills which I may owe to that office.

Respective of the agreement and the above named Physical Therapist extension of medical services to myself at this time and in the future, my attorney is Expressly Directed to withhold such sums in his/her CLIENT TURST ACCOUNT, from any payments, settlements, dispositions, proceeds and/or verdicts received in my behalf, as may be required to adequately protect and pay Physical Therapist for his services to me.

My attorney Is further directed to pay from said Trust Account to Physical Therapist that amount which is due and owing to him for those medical services, examination, treatments and reports which he has extended in my behalf, in anticipation of my final settlement.

I do fully realize and understand that I remain personally responsible for these medical billing and that this obligation is Not Contingent upon receiving any settlement for my claim. With this understanding in-mind I agree to give said Physical Therapist, information concerning any and all insurance policies, which may cover my medical treatment. I further agree to notify said Physical Therapist, and pay billings at such time as I may personally receive payments made directly to myself from my own medical insurance carrier.

If my attorney decides not to represent me, I agree that the Physical Therapist name shall appear on my draft(s) issued on my case whether by settlement or verdict. In the event (1) Attorney shall withdraw or be terminated as the attorney for my case, and another attorney is Not substituted in to represent me within 30 days of such withdrawal or termination (In Pro per), (2) my case shall be discontinued due to failure to prosecute or as the result of a dismissal, or an abandonment of my case, or (3) a settlement, verdict, or Judgment shall be reached in connection with my case, all sums owing Physical Therapist shall be Immediately due and payable. I understand and acknowledge that I shall be subject to Physical Therapist process If all such sums are not paid to Physical Therapist within 30 days of an event set forth In clauses (1, 2, 3) above.

\_\_\_\_\_  
**DATED**

\_\_\_\_\_  
**PATIENT (PARENT SIGNATURE IF MINOR)**

The undersigned acknowledges that he/she, In consideration of the above named Physical Therapist extension of medical services to this patient, agrees to observe all of those terms of this medical lien. Counsel further agrees that In the event of Substitution of Attorneys on this case or if the client's status becomes "In Pro per" that he/she shall, prior to surrendering that client's file, notify the above named Physical Therapist in writing and acquire the new attorney's signature on this lien.

If he/she withdraws as counsel, and the patient is representing himself/herself, counsel agrees to notify the physical Therapist and provide the Physical Therapist with the name, address and telephone number of the Insurance company(ies) Involved as well as the claim numbers. Counsel also agrees to provide the Physical Therapist with the patient's/client's current or then known home and or employment addresses and telephone numbers.

Should he/she not perform the above, then he/she will be personally liable for amounts remaining unpaid to said Physical Therapist.

\_\_\_\_\_  
**Attorney (Print Name)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# Statement of Privacy Notice

Effective August 1, 2010

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.

We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations.

We may disclose your health information to your insurance provider for the purpose of payment or health care operations.

We may disclose your health information as necessary to comply with State Workers' Compensation Laws.

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease or infection exposure.

We may disclose your health information in the course of any administrative or judicial proceeding.

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

We may disclose your health information to coroners or medical examiners.

We may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues.

We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board.

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

We may disclose your health information for military, national security, prisoner and government benefits purposes.

We may leave a message on an automated answering device or person answering the phone for the purposes of scheduling appointments. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment."

We may contact you by phone, mail, or email. "It is our practice to participate in charitable and marketing events to raise awareness, food donations, gifts, money, etc. During these times, we may send you a letter, post card, invitation or call your home to invite you to participate in the charitable activity.

In the event that we are sold or merged with another organization, your health information/record will become the property of the new owner.

You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that we are not required to agree to the restriction that you requested.

You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.

You have the right to inspect and copy your health information.

You have a right to request that we amend your protected health information. Please be advised, however, that we are not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.

You have a right to receive an accounting of disclosures of your protected health information made by us.

You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

We reserve the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, we are required by law to comply with this Notice.

We are required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact us by calling this office at **(800) 758-0097**. If our Privacy Officer is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

Complaints about your Privacy rights, or how we have handled your health information should be directed to our Privacy Officer by calling this office at **(800) 758-0097**. If our Privacy Officer is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, DC 20201

I have read the Privacy Notice and understand my rights contained in the notice.

By way of my signature, I provide the company above with my authorization and consent to use and disclose my protected health care information for the purposes of treatment, payment and health care operations as described in the Privacy Notice

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Patient's Name (print)

---

Patient's Signature

Date

---

Authorized Facility Signature

Date