

# WARTHAN DERMATOLOGY CENTER

Mandy L. Warthan, M.D.

5971 Virginia Parkway, Suite 100, McKinney, Texas 75071

972-542-4646 fax 972-542-0909

## PATIENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Work phone/daytime phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Best place to leave message, including confidential information: ( ) \_\_\_\_\_ - \_\_\_\_\_ Social Security# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

May we send you our monthly newsletter and current promotions?  Yes  No Co

Pharmacy Name: \_\_\_\_\_ Address: \_\_\_\_\_ Pharmacy# \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State \_\_\_\_\_

Referring Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you hear about us?  Friend \_\_\_\_\_  Family Member \_\_\_\_\_  McKinney Living Ad

Insurance Book  [www.McKinneyDermCenter.com](http://www.McKinneyDermCenter.com)  Google search  Internet site \_\_\_\_\_

Living McKinney Ad  Yellow Pages  Newspaper \_\_\_\_\_  Seminar \_\_\_\_\_  Other \_\_\_\_\_

## PERSON RESPONSIBLE FOR PAYMENT (IF DIFFERENT FROM ABOVE):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Work phone/daytime phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

**INSURANCE INFORMATION \*\*You must present your insurance card/Medicare card, and driver's license at each visit.**

**Primary Insurance Co:** \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Your relationship to insured: Self Spouse Parent

Member ID# \_\_\_\_\_ Group # \_\_\_\_\_

Insured Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Insurance Effective Date \_\_\_\_\_

**Secondary Insurance Co:** \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Your relationship to insured: Self Spouse Parent

Member ID# \_\_\_\_\_ Group # \_\_\_\_\_

Insured Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

# WARTHAN DERMATOLOGY CENTER

Mandy L. Warthan, M.D.

Medical, Surgical, & Cosmetic Dermatology

5971 Virginia Parkway, Suite 100

McKinney, Texas 75071

972-542-4646 fax 972-542-0909

[www.mckinneydermcenter.com](http://www.mckinneydermcenter.com)

## MEDICAL HISTORY

Patient Name (First, Middle, Last): \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male  Female

Reason for today's visit: \_\_\_\_\_

Did a doctor refer you?  Yes  No If yes, please list: \_\_\_\_\_

Are you allergic to any medications?  Yes  No If yes, please list: \_\_\_\_\_

Have you ever had dental anesthesia (Novocaine)?  Yes  No Any bad reaction?  Yes  No

List all medications you are currently taking (including prescriptions, over-the-counter meds, vitamins, herbals):  
\_\_\_\_\_  
\_\_\_\_\_

Do you have now or have you ever had disease, condition, or procedures pertaining to: (Please check YES or NO)

	Yes	No		Yes	No		Yes	No
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	GI/Stomach Problems	<input type="checkbox"/>	<input type="checkbox"/>	Blood Transfusion	<input type="checkbox"/>	<input type="checkbox"/>
Allergic Rhinitis	<input type="checkbox"/>	<input type="checkbox"/>	Bladder	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what year? _____		
Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid	<input type="checkbox"/>	<input type="checkbox"/>	Organ Transplant	<input type="checkbox"/>	<input type="checkbox"/>
Emphysema	<input type="checkbox"/>	<input type="checkbox"/>	Kidney	<input type="checkbox"/>	<input type="checkbox"/>	Tattoo	<input type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	Dialysis	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
Heart Attack	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	Phlebitis	<input type="checkbox"/>	<input type="checkbox"/>
Heart Murmur	<input type="checkbox"/>	<input type="checkbox"/>	Lupus	<input type="checkbox"/>	<input type="checkbox"/>	Cataracts/Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Heartbeat	<input type="checkbox"/>	<input type="checkbox"/>	Artificial Joint	<input type="checkbox"/>	<input type="checkbox"/>	Autoimmune Disease	<input type="checkbox"/>	<input type="checkbox"/>
Blood Clots	<input type="checkbox"/>	<input type="checkbox"/>	Fibromyalgia	<input type="checkbox"/>	<input type="checkbox"/>	Hives	<input type="checkbox"/>	<input type="checkbox"/>
Artificial Heart Valve	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy, Seizures	<input type="checkbox"/>	<input type="checkbox"/>	<b>For Women:</b>		
Pacemaker	<input type="checkbox"/>	<input type="checkbox"/>	Depression	<input type="checkbox"/>	<input type="checkbox"/>	Polycystic Ovaries	<input type="checkbox"/>	<input type="checkbox"/>
Mitral Valve Prolapse	<input type="checkbox"/>	<input type="checkbox"/>	Sexually Transmitted			Hysterectomy	<input type="checkbox"/>	<input type="checkbox"/>
Bleeding Abnormalities	<input type="checkbox"/>	<input type="checkbox"/>	Diseases	<input type="checkbox"/>	<input type="checkbox"/>	Are you pregnant?	<input type="checkbox"/>	<input type="checkbox"/>
Anemia	<input type="checkbox"/>	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>	Are you trying to		
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	become pregnant?	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	If yes, which type? _____			Are you nursing?	<input type="checkbox"/>	<input type="checkbox"/>

List any other diseases or conditions: \_\_\_\_\_

List any surgical procedures you have had in the last 6 months: \_\_\_\_\_

Completed by: \_\_\_\_\_ (please print) Date: \_\_\_\_\_ Physician Initials: \_\_\_\_\_

Patient Name (First, Middle, Last): \_\_\_\_\_

### SKIN

- Have you ever had skin cancer?  Yes  No If yes, what type? \_\_\_\_\_
- Has anyone in your family had skin cancer?  Yes  No If yes, what type? \_\_\_\_\_
- Do you have a history of any specific skin diseases?  Yes  No If yes, what type? \_\_\_\_\_
- Do you ever have problems with healing?  Yes  No
- Do you develop keloids (scars) after surgery?  Yes  No
- Do you bleed easily?  Yes  No
- Have you ever had a full body skin exam?  Yes  No If yes, when? \_\_\_\_\_
- Number of blistering sunburns as a child: \_\_\_\_\_
- Do you wear sunscreen daily?  Yes  No
- Do you go to the tanning bed?  Yes  No
- Do you develop skin rashes in reaction to:  Medications  Food  Bandages  Tape  Topical Neosporin  
 Other \_\_\_\_\_

### REVIEW OF SYSTEMS (Please mark which of the following you are currently having)

- |                       |                          |                        |                          |                          |                          |
|-----------------------|--------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Prone to infection    | <input type="checkbox"/> | Rash                   | <input type="checkbox"/> | Penile/vaginal discharge | <input type="checkbox"/> |
| Weight change         | <input type="checkbox"/> | Dry skin               | <input type="checkbox"/> | Irregular menstruation   | <input type="checkbox"/> |
| Fever/sweats          | <input type="checkbox"/> | Itchy skin             | <input type="checkbox"/> | Painful urination        | <input type="checkbox"/> |
| Chronic Cough         | <input type="checkbox"/> | Skin sores             | <input type="checkbox"/> | Frequent urination       | <input type="checkbox"/> |
| Shortness of Breath   | <input type="checkbox"/> | Hearing problems       | <input type="checkbox"/> | Bad scarring/keloids     | <input type="checkbox"/> |
| Wheezing              | <input type="checkbox"/> | Dizziness              | <input type="checkbox"/> | Nausea/vomiting when     |                          |
| Chest Pain            | <input type="checkbox"/> | Fainting               | <input type="checkbox"/> | taking antibiotics       | <input type="checkbox"/> |
| Palpitations          | <input type="checkbox"/> | Joint/muscle pain      | <input type="checkbox"/> | (frequency/urgency)      | <input type="checkbox"/> |
| Easy bleeding         | <input type="checkbox"/> | Back pain              | <input type="checkbox"/> | Yeast Infection when     |                          |
| Blood clots           | <input type="checkbox"/> | Headaches              | <input type="checkbox"/> | Taking Antibiotics       | <input type="checkbox"/> |
| Vision changes        | <input type="checkbox"/> | Stuffy Nose            | <input type="checkbox"/> | Moodiness                | <input type="checkbox"/> |
| Weakness of body part | <input type="checkbox"/> | Sinus pain             | <input type="checkbox"/> | Anxiety                  | <input type="checkbox"/> |
| Numbness of body part | <input type="checkbox"/> | Sore throat/mouth pain | <input type="checkbox"/> | Depression               | <input type="checkbox"/> |

### FAMILY HISTORY (Please check if someone in your family has these conditions)

- |                         |                          |                   |                          |                    |                          |
|-------------------------|--------------------------|-------------------|--------------------------|--------------------|--------------------------|
| Basal Cell Carcinoma    | <input type="checkbox"/> | Psoriasis         | <input type="checkbox"/> | Hay fever          | <input type="checkbox"/> |
| Squamous Cell Carcinoma | <input type="checkbox"/> | Actinic keratosis | <input type="checkbox"/> | Sinus problems     | <input type="checkbox"/> |
| Melanoma                | <input type="checkbox"/> | Eczema            | <input type="checkbox"/> | Autoimmune disease | <input type="checkbox"/> |

### SOCIAL HISTORY

- Do you drink alcohol?  Yes  No If Yes, \_\_\_\_\_ drinks per day
- Do you or have you used IV drugs?  Yes  No If Yes, what? \_\_\_\_\_ How often? \_\_\_\_\_
- Do you smoke?  Yes  No If Yes, how many per day? \_\_\_\_\_
- Do you chew tobacco?  Yes  No
- Have you ever been exposed to HIV/AIDS?  Yes  No
- What is your occupation? \_\_\_\_\_ Hobbies? \_\_\_\_\_
- Marital Status:  Single  Married  Divorced  Separated  Widowed

Completed by: \_\_\_\_\_ (please print) Date: \_\_\_\_\_ Physician Initials: \_\_\_\_\_

**WARTHAN DERMATOLOGY CENTER**

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION TO FAMILY MEMBERS**

Under HIPPA requirements, we are not allowed to give any of your health information to anyone else without your consent. Please sign below if you wish to have us leave of discuss information regarding your appointment, test results, or procedures with a member of your family. Signing this form will only allow us to discuss appointment information, test results, and procedure information with the persons listed below.

I authorize Warthan Dermatology Center to release appointment information, test results, and procedure information to the following individuals:

- 1. \_\_\_\_\_ Relation to patient: \_\_\_\_\_
- 2. \_\_\_\_\_ Relation to patient: \_\_\_\_\_
- 3. \_\_\_\_\_ Relation to patient: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION TO LEAVE A MESSAGE ON ANSWERING MACHINE**

Under HIPPA requirements, we are not allowed to give any of your health information to anyone else without your consent. Please sign below if you wish to have us leave information regarding your appointment, test results, or procedures on a voicemail or answering machine. Signing this form will only allow us to discuss appointment information, test results, and procedure information on the phone numbers listed below.

I authorize Warthan Dermatology Center to leave a message regarding appointment information, test results, or procedure information on the following answering machines/voicemails.

- 1. ( \_\_\_\_\_ ) \_\_\_\_\_
- 2. ( \_\_\_\_\_ ) \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION TO SEND AN EMAIL MESSAGE**

Under HIPPA requirements, we are not allowed to give any of your health information to anyone else without your consent. Please sign below if you wish to have us send information regarding your appointment, test results, or procedures in an email.

I authorize Warthan Dermatology Center to send an email regarding appointment information, test results, or procedure information to the following email address:

Email: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WARTHAN DERMATOLOGY CENTER FINANCIAL POLICY

Thank you for selecting our practice for your dermatological needs. Our goal is to provide you with the highest quality of treatment and service. Your complete understanding of your financial responsibilities is an essential element of your care.

1. Patients are responsible for all payments including, but not limited to co-pays, co-insurance, deductibles, and past due balances at the time of service. We accept cash, check, debit cards, Mastercard, and Visa.
2. Insurance Policies: We are contracted providers with many insurance plans and will accept assignment of benefits. As a courtesy, we will bill you primary insurance policy to the plans with which we participate. If your insurance company denies your bill, you are ultimately responsible for payment of services not covered by your insurance plan and will be held financially responsible. It is your responsibility to call and check with your insurance as to which services are covered prior to being seen and treated. We do not file on secondary insurances, other than Medicare.
3. All health plans are not the same and do not cover the same services. In the event your insurance plan determines a service to be "not covered," or "not medically necessary" you do not have an authorization, you will be responsible for the complete charge.
4. If you are out-of-network, payment is still due in full at the time of service. We will prepare a receipt for you at the time of service with all the necessary information needed for you to file the claim.
5. You must inform the office of all insurance changes, authorization referral requirements, and address changes. In the event the office is not informed before care is rendered, you will be responsible for any charges that are denied.
6. In cases of divorce or separation, the parent authorizing treatment for a child will be the parent responsible for those charges on the date of the child's office visit. If the divorce decree requires the other parent to pay all or part of the costs, it is the authorizing parent's responsibility to collect from the other parent.
7. You may receive a separate bill for laboratory or pathology services from an off-site lab for any tests your physician orders. Or, you may receive a separate pathology bill from Dr. Warthan, as she is also a dermatopathologist and may read your pathology slides herself. In the case you receive a bill from an outside lab, you may discuss any bills with that lab.
8. Cosmetic services must be paid at the time of your visit. These services cannot be billed to your insurance. Cosmetic services include, but are not limited to: skin tag removal, benign growth removal, Botox, Restylane, Juvederm, chemical peels, and laser treatments.
9. Please call us at least 24 hours before your appointment time if you need to reschedule, change, or cancel an appointment. **A \$50 charge will be applied for any appointment that is not cancelled at least 24 hours prior to your appointment time. A deposit of \$500 may be required for all surgical appointments.** If the appointment is missed and not cancelled at least 24 hours before your appointment time, the deposit will not be refunded. **A deposit equal to half of the cost of a cosmetic appointment is required and the same cancellation policy applies.** Patients with multiple missed appointments or cancellations will be discharged from Warthan Dermatology Center.
10. A \$40 returned check fee will be charged for all returned checks.
11. If your account is past due, it will be turned over to our collection agency, and you will be responsible for the collection fee charged to us by the agency, all attorneys' fees (including litigation, if necessary) in addition to your outstanding balance.

**I have read and understand the financial policy of Warthan Dermatology Center, and I agree to be bound by its terms. I understand and agree that such terms may be amended in the future by the practice.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# WARTHAN DERMATOLOGY CENTER

## PAYMENT OF INSURANCE DEDUCTIBLE

If we have a contract with your insurance company, our office will file on your insurance for your office visit(s) and any surgical procedure(s) that you may have had done. Most insurance policies have a yearly deductible, the amount of which varies with each policy. After your insurance company pays its share, we request you sign an authorization with a credit card so we can bill your credit card for any outstanding balance that your insurance does not pay. We do accept Medicare, so this same policy applies to Medicare patients. This policy is similar to having a credit card on file for incidentals during a hotel stay or in the case when you are renting a car.

You hereby acknowledge receipt of the services, authorize us to bill the credit card for dermatology services, and agree to take all further actions required to pay the charges in full and to perform the obligations set forth in your agreement with the credit card issuer.

A copy of the charges and current statement will be sent to you for your records if desired. You may choose to have a copy mailed to you or emailed to you for your records.

\_\_\_\_\_ I request a paper copy of my credit card charges to be mailed to my home address.

\_\_\_\_\_ I request an electronic copy of my credit card charges be emailed to my email address on file.

\_\_\_\_\_ I do not want a copy of my credit card charges.

Please complete the following information:

Circle one: Visa    Master card    American Express    Other \_\_\_\_\_

Name on Card: \_\_\_\_\_

Number on Card: \_\_\_\_\_

Expiration date: \_\_\_\_\_

PIN # (3 digits on back of card) \_\_\_\_\_

Address of cardholder: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

After Dr. Warthan files my charges with my insurance company, and after my insurance pays its maximum share, I agree to allow Dr. Warthan to file on my credit card listed above for any outstanding balance that my insurance company does not pay, and is then due by me.

Print Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARTHAN DERMATOLOGY CENTER  
COSMETIC QUESTIONNAIRE**

***\*\*Follow us on Twitter at Warthan Derm  
And stay updated on the latest cosmetic specials\*\****

***Become a Fan of Warthan Dermatology Center on Facebook***

Would you be interested in learning more about any of the following procedures?

\_\_\_ Botox Cosmetic

\_\_\_ Spider Veins

\_\_\_ Dysport

\_\_\_ Treatment of Brown Age Spots

\_\_\_ Juvederm/Restylane/Perlane

\_\_\_ Chemical Peels

\_\_\_ Latisse

\_\_\_ Photofacial

\_\_\_ Fraxel Laser Resurfacing (Wrinkles  
and Acne Scars

\_\_\_ Skin Care Products

\_\_\_ Laser Hair Removal

\_\_\_ Sunscreen advice

What cosmetic procedures, if any, have you had in the past?

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Were you pleased with the outcome? If not, why?

---

In our office, we hold cosmetic open houses and parties to learn more about certain cosmetic procedures, specials, and promotions. Would like an invitation to these events? Yes No

What topics would be of interest to you?

---

May we notify you by email with about our practice and events? Yes No

If yes, please print your email address: \_\_\_\_\_

May we mail you information about our practice, special, promotions, and events?  Yes No

If yes, print address: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WARTHAN DERMATOLOGY CENTER

**BENEFITS ASSIGNMENT:** I hereby authorize the assignment of benefits (payments) directly to Warthan Dermatology Associates, PA, for all my insurance claims including Medicare, private insurance and any other health/medical plan related to services received. I agree to pay any and all charges that exceed, or are not covered by my insurance. I understand that co-pays, deductibles, and non-covered services are due at the time of service.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

**RECORDS RELEASE:** I authorize the release of any medical information necessary for the purpose of processing claims with my insurance company. I permit a copy of this authorization to be used in place of the original.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

**HIPPA:** Warthan Dermatology Center complies with the Health Insurance Portability and Accountability Act. By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment and health care operation. This also means we may not disclose information, including medical diagnosis, test results or treatment plans to anyone other than you for example spouse, child over the age of 18 or any other relation without your written consent. \_\_\_\_\_ initials

**AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR:**  N/A

Name of Minor: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I, parent or guardian of the above named minor, do hereby authorize providers of Warthan Dermatology Center to administer dermatologic medical care to my child. It is my intention that this authorization be effective during my absence. \_\_\_\_\_ initials

**AUTHORIZATION FOR PHOTOGRAPHY:**

I understand that photography may be taken for the purpose of diagnosis and treatment of your condition, as well as medical education and is considered part of your medical record. \_\_\_\_\_ initials

**REFERRALS:**

If your insurance requires a referral from your primary care physician, it is your responsibility to obtain a referral for your visit **PRIOR** to your appointment. If we do not have the authorization on file, you will not be seen and may be charged a cancelled appointment fee. If you choose to be seen without your referral, you will be responsible for payment in full at the time of service.

**FEMALE PATIENTS OF CHILD BEARING POTENTIAL:**

I understand that if I am trying to get pregnant or I become pregnant, I will stop all oral and topical medications you have prescribed and contact this office. \_\_\_\_\_ initials



# WARTHAN DERMATOLOGY CENTER

## Privacy Policies

It is the policy of our practice that all physicians and staff preserve the integrity and the confidentiality of protected health information (PHI) pertaining to our patients. The purpose of this policy is to ensure that our practice and its physicians and staff have the necessary medical and PHI to provide the highest quality medical care possible while protecting the confidentiality of the PHI of our patients to the highest degree possible. Patients should not be afraid to provide information to our practice and its physicians and staff for purposes of treatment, payment, and healthcare operations (TPO). To that end, our practice and its physicians and staff will:

- ✓ Adhere to the standards set forth in the Notice of Privacy Practices.
- ✓ Collect, use and disclose PHI only in conformance with state and federal laws and current patient covenants and/or authorizations, as appropriate. Our practice and its physicians and staff will not use or disclose PHI for uses outside of practice's TPO, such as marketing, employment, life insurance applications, etc. without an authorization from the patient.
- ✓ Use and disclose PHI to remind patients of their appointments only within their consent.
- ✓ Recognize that PHI collected about patients must be accurate, timely, complete, and available when needed. Our practice and its physicians and staff will implement reasonable measures to protect the integrity of all PHI maintained about patients.
- ✓ Recognize that patients have a right to privacy. Our practice and its physicians and staff respect the patient's individual dignity at all times. Our practice and its physicians and staff will respect patient's privacy to the extent consistent with providing the highest quality medical care possible and with the efficient administration of the facility.
- ✓ Act as responsible information stewards and treat all PHI as sensitive and confidential. Consequently, our practice and its physicians and staff will:
  - Treat all PHI data as confidential in accordance with professional ethics, accreditation standards, and legal requirements.
  - Not disclose PHI data unless the patient (or his or her authorized representative) has properly consented to or authorized the release or the release is otherwise authorized by law.
- ✓ Recognize that, although our practice "owns" the medical record, the patient has a right to inspect and obtain a copy of his/her PHI. In addition, patients have a right to request an amendment to his/her medical record if he/she believe his/her information is inaccurate or incomplete. Our practice and its physicians and staff will:
  - Permit patients access to their medical records when their written requests are approved by our practice. If we deny their request, then we must inform the patients that they may request a review of our denial. In such cases, we will have an on-site healthcare professional review the patients' appeals.
  - Provide patients an opportunity to request the correction of inaccurate or incomplete PHI in their medical records in accordance with the law and professional standards.
- ✓ All physicians and staff of our practice will maintain a list of all disclosures of PHI for purposes other than TPO for each patient. We will provide this list to patients upon request, so long as their requests are in writing.
- ✓ All physicians and staff of our practice will adhere to any restrictions concerning the use or disclosure of PHI that patients have requested and have been approved by our practice.
- ✓ All physicians and staff of our practice must adhere to this policy. Our practice will not tolerate violations of this policy. Violation of this policy is grounds for disciplinary action, up to and including termination of employment and criminal or professional sanctions in accordance with our practice's personnel rules and regulations.
- ✓ Our practice may change this privacy policy in the future. Any changes will be effective upon the release of a revised privacy policy and will be made available to patients upon request.