

PATIENT REGISTRATION & HIPAA COMPLIANT CONTACT INFORMATION - PLEASE PRINT

Patient Name: _____ Date of Birth: _____ Marital Status: S M D W

I authorize Desert Endocrinology to leave messages regarding my general care, appointment and billing information at the contact information provided on this agreement. email: _____

Cell phone: _____ Home phone: _____ Work phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Emergency Contact: _____ Phone: _____

Additional Contact: _____ Phone: _____

Pharmacy Name/Address: _____ Phone: _____

_____ I give Desert Endocrinology my consent to access my Rx history as available, through pharmacy databases.
initials

Referring MD, DO, PA-C, APN: _____

Primary Care Provider: _____

Primary Insurance

Secondary Insurance

Insurance: _____

Insurance: _____

Insured's Name: _____

Insured's Name: _____

Relationship to Patient: _____

Relationship to Patient: _____

Insured's DOB: _____

Insured's DOB: _____

Insured's Insurance ID#: _____

Insured's Insurance ID#: _____

Insured's employer: _____

Insured's employer: _____

BILLING AND OPERATIONAL AGREEMENTS

I have read, understood and agree with Desert Endocrinology's Information Disclosure Policy. I AUTHORIZE DESERT ENDOCRINOLOGY TO COMMUNICATE /LEAVE MESSAGES regarding my general care, appointment and billing information at any of the contact information provided above and with any contact information I may verbally provide in the future as my address and contact numbers may change from time to time.

All co-payments, deductibles, co-insurance and cash based appointment payments are due at the time of your appointment.

We reserve the right to collect on Health Reimbursement Plans.

Your insurance company may not cover all of the services your doctors provide; it is your responsibility to know what is and is not covered by your plan.

If your health plan requires a referral or written authorization for specialists visits, it is your responsibility to obtain a referral. It is your responsibility to make sure we are participating providers with your insurance. Moreover, you agree it is your responsibility to check with your insurance company if any facility or physician we refer you to is in your carrier's network and you accept financial responsibility for the cost of those services.

In the event you are unable to keep your appointment, please call 24 hours prior to your appointment time to cancel or reschedule. By doing this, we can accommodate other patients waiting for appointment openings. A fee up to \$75 may be billed to your account for all appointments NOT cancelled or rescheduled 24 hours prior to your appointment.

Insurance companies may be billed as a courtesy to you. You are responsible for any amounts not paid by your insurance company, such as, but not limited to amounts applied to deductibles, insurance non-payments, payment denials and shortages up to contracted allowables. Should this account become delinquent, you are responsible for any and all legal fees, court costs, late fees and collection charges involved as a result of any collection activity, plus 18% interest. You agree to pay all fees derived from canceled or reversed electronic transactions.

The terms of this agreement supercedes any prior agreements made by either party with insurance, self funded carriers, networks or third party administrator companies. I have read, understood and agree to comply with the above terms. I authorize my insurance benefits to be paid directly to Desert Endocrinology or its physicians and I understand and agree that I am financially responsible for non-covered or denied services. I authorize this office to release any information required in the processing of this claim.

Signature

Date

Notice of Privacy Practices

DESERT ENDOCRINOLOGY

**8925 West Sahara Ave.; Las Vegas, Nevada 89117; (702) 387-8868
2415 West Horizon Ridge, #100; Henderson, Nevada 89052; (702) 434-8400**

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 describes how we 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 or condition and related health care services.

1. Uses and Disclosures of Protected Health Information

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, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. 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 activities, employee review activities, training of medical students, licensing, 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.

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, and Organ Donation: Research: Criminal Activity: Military Activity and National Security: Workers' Compensation: Inmates: Required Uses and Disclosures: Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

Other Permitted and Required Uses and Disclosures Will Be Made Only With Your Consent, Authorization or Opportunity to Object unless required by law.

You may revoke this 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

Following is a statement of your rights with respect to your protected health information.

You have the right to inspect and copy your protected health information. Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.

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 a restriction that you may request. If physician believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. You then have the right to use another Healthcare Professional.

You have the right to request to receive confidential communications 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 may have the right to have your physician amend 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 we have made, if any, of your protected health information.

We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

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 privacy contact of your complaint. **We will not retaliate against you for filing a complaint.**

This notice was published and becomes effective on/or before April 14, 2003.

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. If you have any objections to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our Main Phone Number.

Signature below is only acknowledgement that you have received this Notice of our Privacy Practices:

Print Name: _____ Signature _____ Date _____