PATIENT HISTORY

Name:_____Age:_____Date:_____

I am here today because:_____

_____

_____

_____

_____

How would you rate your pain? 0-10 _____

Circle– Is it: Sharp, dull, achey, burning, tingling

How long have you had this problem? _____

Have you tried anything on your own? _____

What makes it better or worse? _____

Primary Care Physician

_____

Last seen:_____

Address

_____

_____

Diet:

☐Regular ☐Vegetarian ☐Diabetic ☐Low sodium

☐Other: _____

☐I do not smoke ☐I used to smoke

☐I quit _____years ago

☐I am a smoker. I have smoked _____packs a day for _____years.

☐I do not drink alcohol

☐I drink alcohol. I drink _____ drinks per

☐Day ☐week ☐month ☐ year

Have you used drugs other than those prescribed for medical reasons? Yes No

If so what drugs? _____

_____

Mental Health Screening

Little interest or pleasure in doing things? Yes No

Feeling down, deperessed or hopeless? Yes No

Females Only

Do you take birth control? Yes No

If so what kind?_____

How did you hear about us?

_____

_____

My pharmacy is: _____

Location: _____

Phone:_____

Privacy (HIPAA)

Please send my consult notes to the following doctors:

Primary Physician:_____

Other:_____

Do you have a power of attorney for healthcare? Yes No

If so please provide their contact information and bring a copy of your documentation.

Name:_____

Address:_____

Phone:_____

Family History

	Mother	Father	Brother	Sister	Child	Maternal Grandmother	Maternal Grandfather	Paternal Grandmother	Paternal Grandfather	Spouse
Deceased										
Heart Disease										
High Blood Pressure										
Diabetes										
Cancer										
Bleeding Disorder										
Thyroid Disease										
Lupus										
Epilepsy/Seizures										
Stroke										
Mental Illness										
Dementia/Alzheimer's										
Parkinson's Disease										
Multiple Sclerosis										
Headaches										
Tremor										

PATIENT HISTORY

Name:_____

Do you have a pacemaker? Yes No
Do you have a Defibrillator? Yes No

Past Medical History
Please check if you have been diagnosed with any of the following medical conditions.

- ☐Asthma
- ☐Atrial Fibrillation
- ☐Cancer
  Type:_____
  Year:_____
- ☐Cardiac Murmur
- ☐Coronary Artery Disease
- ☐Diabetes

Type:_____

Last blood sugar:_____
Last A1C:_____

- ☐High Cholesterol
- ☐High Blood Pressure
- ☐Low Blood Pressure
- ☐High Thyroid
- ☐Low Thyroid
- ☐Lupus
- ☐Irregular Heartbeat
- ☐Osteoporosis
- ☐Psoriasis
- ☐Rheumatoid Arthritis
- ☐Brain Aneurysm (bleed)
- ☐Brain Hemorrhage (bleed)
- ☐Dementia
- ☐Headaches
- ☐Migraines
- ☐Multiple Sclerosis
- ☐Myasthenia Gravis
- ☐Neuralgia
- ☐Optic Neuritis
- ☐Parkinson's Disease
- ☐Seizure Disorder
- ☐Stroke Year:_____

Other:_____

_____

Review of Systems

Constitutional
- ☐Chills
- ☐Fatigue
- ☐Fever
- ☐Headache

Allergy
- ☐Cough
- ☐Hives
- ☐Itching
- ☐Wheezing

Eyes
- ☐Vision changes

Ears, Nose, Throat, Mouth
- ☐Hearing loss
- ☐Loss of smell
- ☐Nosebleed
- ☐Shortness of breath

Cardiovascular
- ☐Chest pain
- ☐Irregular heartbeat

Gastrointestinal
- ☐Diarrhea
- ☐Nausea
- ☐Vomitting

Hematology
- ☐Bleeding problems
- ☐Easily bruising
- ☐Swollen Glands

Musculoskeletal
- ☐Foot pain
- ☐Joint Stiffness
- ☐Leg cramps
- ☐Limping gait
- ☐Muscle aches
- ☐Painful joints

Peripheral Vascular
- ☐Absent pulses
- ☐Blood clots
- ☐Cold extremities
- ☐Pain/cramping
- ☐Ulcers on feet

Drug Allergies ☐ I have no drug allergies

1._____
Reaction:_____
2._____
Reaction:_____
3._____
Reaction:_____
4._____
Reaction:_____
5._____
Reaction:_____

Are you allergic to- (Please circle)

Shellfish Iodine Betadine Bee sting Latex

Medicine List

Please list all of the medications you are taking including over the counter medications and supplements. Please include dosage and directions. Please ask staff if you need more paper.

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10._____

Surgical History Include Year

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7._____

Hospitalizations– Include date and reason

Do not include surgeries, please list above.

1. _____
2. _____
3. _____
4. _____
5._____

Patient Registration

First Name _____ M.I. _____ Last Name _____

Preferred Name _____ Birth Date _____/_____/_____ Gender _____ SS# _____

Marital Status: Single / Married / Other Doctor who referred you to our office _____

Patient Address _____ Apt# _____ City _____ ST _____ Zip _____

Home Phone _____- _____- _____ Cell Phone _____- _____- _____

Email Address _____

Employment Status: ☐ Employed ☐ FT Student ☐ PT Student ☐ Self Employed ☐ Retired

Employer Name: _____ Employer Phone: _____-_____-_____

Emergency Contact Name: _____ Emergency Contact Phone: _____-_____-_____

Guarantor (Complete if patient is under age of 18 years)

Name: _____ SS#: _____ DOB: _____

Relationship to Patient: _____

Address (if different from patient): _____

Home Phone _____- _____- _____ Cell Phone _____- _____- _____

Guarantor Employment Status: ☐ Employed ☐ FT Student ☐ PT Student ☐ Self Employed ☐ Retired

Employer Name: _____ Employer Phone: _____-_____-_____

The information below is being collected pursuant to the requirements of the TN Department of Health in compliance with Tennessee state law.

Race: ☐ White/Black/American Indian ☐ Eskimo or Aleut ☐ Asian or Pacific Islander
☐ Other Race ☐ Unknown Race

Ethnicity: ☐ Hispanic Origin ☐ Not Hispanic Origin ☐ Unknown Hispanic Origin

Please check the appropriate box in answer to the following question. Have you executed an Advance Health Care Directive, a Living Will or a Power of Attorney? ☐ Yes ☐ No

On the Job Injury: ☐ Yes ☐ No Motor Vehicle Accident: ☐ Yes ☐ No Accident/Injury Date: _____ State: _____

Workers' Compensation Insurance - If work related injury, please provide us the following information:

WComp Insurance Name: _____ WComp Phone: _____-_____-_____

Claim Number: _____ Case Manager: _____

Adjuster: _____ Authorized by: _____

If this is a Motor Vehicle Accident see our Financial Policy regarding handling of claims.

PREMIER FOOT&ANKLE
Centers of Tennessee

HEALTH INSURANCE INFORMATION

☐ Check here to indicate you do **NOT** have Health Insurance Coverage as of this date.

Primary Insurance _____ Policy/Member Number _____

Plan Name _____ Group Number _____

Relationship: Self/Spouse/Child/Other Subscriber Name _____

Subscriber Date of Birth _____/_____/_____ Subscriber SS# _____

Secondary Insurance _____ Policy/Member Number _____

Plan Name _____ Group Number _____

Relationship: Self/Spouse/Child/Other Subscriber Name _____

Subscriber Date of Birth _____/_____/_____ Subscriber SS# _____

If you are enrolled with Medicare, please *check* your Medicare Enrollment Type:

☐ 12 - Working Age beneficiary/spouse with an employer group health plan
☐ 13 - End-Stage Renal Disease (ESRD) beneficiary in Medicare coordination period with an employer health plan
☐ 14 - No-Fault, including auto/other
☐ 15 - Workers' Compensation
☐ 16 - Public Health Service or other federal agency
☐ 41 - Black Lung
☐ 42 - Veteran's Administration
☐ 43 - Disabled beneficiary under age 65 with large group health plan
☐ 47 - Other Liability Insurance

In order to maintain an accurate and up to date medical record we request permission to query outside resources to obtain a list of your current medications.

Request or Consent for Release of Medical Information or Records

I hereby authorize the following person(s) to have access to my medical and billing information as indicated on the HIPAA consent form which I signed.

Name: _____ Relationship to patient: _____

Name: _____ Relationship to patient: _____

In addition to sending my medical report to the ordering doctor, I also authorize the following physicians/practitioners/hospital to have access to my medical records for continuum of healthcare.

Physician or Hospital Name: _____

Address: _____ Phone: _____

***DELINQUENT ACCOUNTS:** We review past due accounts frequently and at every statement cycle. Your communication and involvement to ensure your balance is paid timely is important to us. It is imperative that you maintain communications and fulfill your financial agreement and arrangements to keep your account active and in good standing.*

If your account becomes sixty (60) days past due, further steps to collect this debt may be taken. If you fail to pay on time and we refer your account(s) to a third party for collection, a collection fee will be assessed and will be due at the time of the referral to the third party. The fee will be calculated at the maximum percentage permitted by applicable law, not to exceed 18 percent. In addition, we reserve the right to deny future non-emergency treatment for any and all debtor-related unpaid account balances.

***CONSENT TO CONTACT:** I grant permission and consent to AdvancedHEALTH and its agents, assignees, and contractors (which may include third party debt collectors for past due obligations): (1) to contact me by phone at any number associated with me, if provided by me or another person on my behalf; (2) to leave messages for me and include in any such messages amounts owed by me; (3) to send me text message or emails using any email address I provided or any phone number associated with me, if provided by me or another person on my behalf; and (4) to use prerecorded/artificial voice messages and/or an automated telephone dialing system (an auto dialer) as defined by the Telephone Consumer Protection Act in connection with any communications made to me as provided herein or any related scheduled services and my account. I understand that my refusal to provide the consent described in this paragraph will not affect, directly or indirectly, my right to receive healthcare services.*

MY SIGNATURE INDICATES THAT ALL INFORMATION REFLECTED ON THIS FORM IS TRUE AND ACCURATE

_____ _____/_____/_____

Signature of patient, responsible party or patient's representative **Date**

Front Desk Initials _____

Notice Of Privacy Practices Acknowledgment

I understand that under the Health Insurance Portability & Accountability Act of 1996 ("HIPAA"), I have certain rights to privacy regarding my protected health information (PHI). I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among the multiple healthcare providers who may be involved in the treatment directly and indirectly
- Obtain payment from third-party payers
- Conduct normal healthcare operations such as quality assessments and physician certifications

I received, read and understand your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my PHI. I understand that this organization has the right to change its Notice of Privacy Practices from time to time and that I may contact this organization at any time to obtain a current copy of the *Notice of Privacy Practices.*

Patient Name or Legal Guardian: _____

Signature: _____

Date: _____

PRACTICE USE ONLY

I attempted to obtain the patient's signature in acknowledgment of the Notice of Privacy Practices Acknowledgment but was unable to do so as documented below:

Date: _____ Initials:_____

Reason: _____

_____

General Consent For Treatment

As the patient, you have the right to be informed about your conditions and the recommended surgical, medical, or diagnostic procedure to be used so that you may make the decision whether or not to undergo any suggested treatment or procedure after knowing the risks and hazards involved. At this point in your care, no specific treatment plan has been recommended. This consent form is simply an effort to obtain your permission to perform the evaluation necessary to identify appropriate treatment and/or procedure for any identified condition(s).

I request and authorize medical care as my provider, his assistant or designees (collectively called "the providers") may deem necessary or advisable. This care may include, but is not limited to, routine diagnostics, radiology and laboratory procedures, administration of routine drugs, biological and other therapeutics, and routine medical and nursing care. I authorize my provider(s) to perform other additional or extended services in emergency situations if it may be necessary or advisable in order to preserve my life or health. I understand that my (the patient) care is directed by my provider(s) and that other personnel render care and services to me (the patient) according to the provider(s) instructions.

I understand that I have the right and the opportunity to discuss alternative plans of treatment with my provider and to ask and have answered to my satisfaction any questions or concerns.

In order to maintain an accurate and up to date medical record we request permission to query outside resources to obtain a list of your medications. _____ **(initial)**

In the event that a healthcare worker is exposed to my blood or bodily fluid in a way which may transmit HIV (human immunodeficiency virus), hepatitis B virus or hepatitis C, I consent to the testing of my blood and/or bodily fluids for these infections and the reporting of my test results to the healthcare worker who has been exposed. _____ **(initial)**

I HAVE READ OR HAD READ TO ME AND FULLY UNDERSTAND THIS CONSENT; I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS AND HAD THESE QUESTIONS ADDRESSED.

Name of Patient: _____

Signature of Patient: _____ Date: _____

☐ Consent of Legal Guardian, Patient Advocate or Nearest Relative **if patient is unable to sign**

☐ Consent Caregiver **if patient is unable to sign**

Name of Legal Guardian, Patient Advocate, Nearest Relative or Other: _____

Relationship: _____ Telephone: _____

Address: _____

Signature of the above: _____ Date: _____ Time: _____

Signature of Witness: _____ Date: _____

PREMIER FOOT&ANKLE
Centers of Tennessee

Patient Financial Policy

This is an agreement between AdvancedHEALTH, as creditor, and the Patient/Debtor named on this form and indicated by patient/debtor signature below.

In this agreement the words "you", "your" and "yours" mean the Patient/Debtor. The word "account" means the account that has been established in your name to which charges are made and payments credited. The words "we", "us" and "our" refer to AdvancedHEALTH. By executing this agreement, you are agreeing to pay for all services that are rendered.

Effective Date: Once you have signed this agreement, you agree to all of the terms and conditions contained herein and the agreement will be in full force and effect. A copy of your signed financial agreement will be provided to you.

HEALTH INSURANCE - It is YOUR responsibility to:

- Ensure we have been provided with the most current insurance information relative to filing your claim including insurance card, ID number, employer, birth date and patient address. This information will be located on our patient registration form.
- Ensure we are contracted with your insurance carrier to receive maximum benefits.
- Pay your co-payment or patient portion at the time of service.
- Inform us of any insurance changes made after this signed agreement/date of service. Insurance carriers have specific timely filing guidelines and pre-authorization requirements for certain services. If revised insurance information is not provided to us within your insurances' timely filing limits, you will be required to pay for services in full. If prior authorization was required for services already received and your claim is denied for lack of authorization, you will be required to pay for services in full.
- Contact your insurance company if no correspondence is received by you within 45 days of the date of service.

It is OUR responsibility to:

- Submit a claim to your health insurance carrier based on the information provided by the patient/debtor at the time of service or as updated information is provided.
- Provide your health insurance carrier with information necessary to determine benefits. This may include medical records and/or a copy of your insurance card.
- Provide MVA patients a courtesy health insurance claim form for their records upon request.

PAYMENT OPTIONS: Per our contracted agreement with your insurance carrier, we are required to collect your co-payment on the day of service. If you do not have insurance, you are required to pay for treatment at the time of service unless other arrangements have been formally made. A separate self-pay financial agreement will be provided to you. Our office collects all copays plus estimated coinsurance and deductibles at the time of service

We accept the following: Cash Check Credit Card *(Visa, MasterCard, Discover, American Express)*

A twenty-five dollar ($25.00) returned check fee will be assessed to the patient account per incident.

For convenience, payments may be made online at **www.ePayItOnline.com.** To utilize this service you will need your account number, access code, and Code ID. This information can be found on the patient statement you will receive reflecting your balance. ***Patients who no-show may be subject to a no-show fee.***

PENDING APPROVALS FOR SERVICES: In the event we are unable to obtain approval for services and you wish to proceed, we will not bill your insurance. Services will be reduced to the in-network insurance allowable amount and will apply to the patient's responsibility.

_____ Initials

Patient and/or Debtor Signature: _____ Date _____/_____/_____

Additional financial explanations are continued on the back side of this page

PREMIER FOOT&ANKLE Centers of Tennessee

WORKERS' COMPENSATION INJURIES: Written approval/authorization by your employer and/or workers' compensation carrier prior to your initial visit is needed. We will contact your case manager and/or supervisor to confirm your workers' compensation injury. If this claim is denied, for any reason by your employer or your employer's workers' compensation carrier, you will be responsible for payment in full. If denial is made by workers' compensation, health insurance can be filed for these denied services and you will be held responsible for the account.

MOTOR VEHICLE ACCIDENTS (MVA's) – Yes, I was involved in a MVA on _____/ _____/ _____. Unless prior agreement has been reached or I am a Medicare recipient, my **health insurance** will be filed for services related to this accident. In the event I do not provide insurance information upon initial visit, I understand insurance denials may occur depending on type of service(s) received or carrier specific filing requirements. I agree, as the patient or patient's guardian, I am ultimately responsible for all balance(s) due to this facility and/or its physician(s) for services rendered regardless of insurance denial(s) or unfavorable case outcomes. If I have chosen an attorney to oversee my case, this financial agreement will serve as a Letter of Protection to my attorney. I further understand my account may be handled by an outside entity that specializes in attorney lien accounts at the facilities discretion.

_____ Yes, I have chosen to retain an attorney. Signed: _____ Date: _____/_____/_____

Attorney Name: _____ Phone: _____

BILLING INFORMATION

STATEMENTS: A statement of account will be provided to you if insurance has paid leaving a patient portion, denied or no response is received. Due to the type of service we provide, you may receive billing from more than one practice, otherwise known as split billing. The balance on your statement is due and payable within 30 days of receipt unless other arrangements are made with our billing department. The statement will be sent to the address provided at the time of service. In the event your mailing address changes after your service date and your account has not been paid in full, you are required to notify our billing office of this change by email at Billing@OurAdvancedHEALTH.com or call 615.239.2018. In case of divorce or separation, the party responsible for the account prior to the divorce or separation remains responsible for the account. After a divorce or separation, the parent authorizing treatment for a child at time of service will be the parent responsible for those subsequent charges. If the divorce decree requires the other parent to pay all or part of the treatment costs, court documentation is required for any guarantor address changes, otherwise, it is the authorizing/custodial parent's responsibility to collect from the other parent. Any account with a credit balance of less than <$5.00> will not be refunded without specific request from the patient/debtor.

DELINQUENT ACCOUNTS: We review past due accounts frequently and at every statement cycle. Your communication and involvement to ensure your balance is paid timely is important to us. It is imperative that you maintain communications and fulfill your financial agreement and arrangements to keep your account active and in good standing.

If your account becomes sixty (60) days past due, further steps to collect this debt may be taken. If you fail to pay on time and we refer your account(s) to a third party for collection, a collection fee will be assessed and will be due at the time of the referral to the third party. The fee will be calculated at the maximum percentage permitted by applicable law, not to exceed 18 percent. In addition, we reserve the right to deny future non-emergency treatment for any and all debtor-related unpaid account balances.

CONSENT TO CONTACT: I grant permission and consent to AdvancedHEALTH and its agents, assignees, and contractors (which may include third party debt collectors for past due obligations): (1) to contact me by phone at any number associated with me, if provided by me or another person on my behalf; (2) to leave messages for me and include in any such messages amounts owed by me; (3) to send me text message or emails using any email address I provided or any phone number associated with me, if provided by me or another person on my behalf; and (4) to use prerecorded/artificial voice messages and/or an automated telephone dialing system (an auto dialer) as defined by the Telephone Consumer Protection Act in connection with any communications made to me as provided herein or any related scheduled services and my account. I understand that my refusal to provide the consent described in this paragraph will not affect, directly or indirectly, my right to receive healthcare services.

WAIVER OF CONFIDENTIALITY: You understand if your account is submitted to an attorney or collection agency, if we have to litigate in court, or if your past due status is reported to a credit reporting agency, the fact that you received treatment at our office may become a matter of public record.

MEDICAL RECORDS: You will be required to request in writing or sign a medical authorization form for the release of your medical records to any organization or physician. We charge a **$20 flat rate** for 1-5 pages plus .50 per additional page and postage.

PREMIER FOOT&ANKLE
Centers of Tennessee

Patient Rights

The patient's rights include:

- The right to receive a copy of the Notice of Privacy Practices
- The right to request confidential communications
- The right to request a restriction on the use and disclosure of PHI
- The right to know that the covered entity is not required to agree with the requested restriction unless the request is for a restriction of information to the health plan for a service or item which the patient pays for out of pocket, with no health plan involvement
- The right to inspect and copy the PHI
- The right to request amendments and corrections to the PHI
- The right to request an accounting of PHI disclosure

These are included in the Notice of Privacy Practices. Most require the patient to express their requests in writing. Forms for those requests are in this section of the manual. Providers have the authority to deny certain requests based on professional judgment.

Confidential Communications
Patients may request that the covered entity communicate with them through a method different than normally used, or to an alternate address or phone number, or through electronic means. However, the covered entity may require the patient to provide an effective means of contact, such as an address, phone number, or e-mail address, and may require the patient to explain how any additional costs to the practice will be paid. If the patient is unable to provide this information, the practice may deny the request.

If the patient prefers or requests electronic communications, he or she should be reminded that the PHI may not be secure. They should use the Electronic Communication Form to acknowledge the risk involved in this communication format.

Restrictions
Patients may request restrictions on how their PHI may be used. However, covered entities are not required to agree to the requested restriction. Patients may not request restrictions for uses required by law or for workers' compensation purposes. If the provider, using professional judgment, determines that agreeing to the restriction would not be in the best interest of the patient, the request may be denied.

Covered entities are required to grant a request for a restriction disclosure to the patient's health plan for a service or item for which the individual pays for totally out of pocket. This request must be made in writing. Another individual, such as a friend or family member, may pay for the service or item, but the patient cannot have another plan contribute toward the payment.

Inspect and Copy
Patients have the right to access, inspect, or copy routine PHI. However, they do not have the right to access, inspect, or copy psychotherapy notes or records restricted by another law, such as CLIA. The right to access PHI is suspended during participation in clinical trials. The patient usually agrees to this prior to the participation, and access is restored at the end of the trial.

Access may be denied to personal representatives if the provider, using professional judgment, has reason to believe that the access would not be in the patient's best interest, especially if the provider suspects that the patient may be subject to domestic violence, abuse, or neglect, or if the access may in any way endanger the patient or another individual. Access will also be denied to individuals other than the patient if the patient has requested a restriction and that request has been granted. In the case of inmates, access may be denied if it may endanger anyone there or if it might compromise the work of the facility.

A request for access must be acted upon within 30 days. If the records are not easily accessible (stored off-site, for example), the practice may have 30 more days to allow the access.

If the request is denied, this must be documented and communicated to the patient. The patient may appeal. This information must be added to the patient's medical record.

We are required to provide the information in electronic format if available. The format (examples: e-mail, disk, flash drive) must be acceptable to the requesting individual. We cannot use media provided by the patient due to security risks, and cannot require the patient to purchase media from us.

We will charge the patient the allowable rate for providing copies in any format.

Amendment
Patients may request an amendment to their medical record. The provider must review this request to determine whether the amendment is appropriate. The request may be denied -

- If the provider determines that the records are complete and accurate, the request may be denied
- If the correction does not apply to information in the designated record set
- If the information was not created by that covered entity (unless the provider who created the record is no longer available to make the correction)
- If it is part of a designated record set that is not available for access

The covered entity must act upon this request within sixty days. If it is unable to meet that response to the patient requesting the amendment, a copy of that response becomes part of the designated record set.

If the covered entity agrees to the amendment, the amendment must be made part of the designated record set and must be provided to any other agency or individual who was provided with the original information.

If the provider denies the amendment, the covered entity must communicate this information to the patient. The patient may submit a letter of disagreement and may request that the letter become part of the designated record set.

Accounting of Disclosures
Patients have the right to request an accounting of disclosures – incidents involving the use of their protected health information. At this time, the changes proposed in 2011 (and in the HITECH rule) were not incorporated. However, we are following those at this time, as they are the most current guidelines available.

For paper charts, this excludes disclosures for the purposes of treatment, payment, and health operations. The request may go back as far as six (6) years from the date of the request. The report must include -

- The date of the disclosure
- The name and address (if available) to whom the information was disclosed
- A description of the PHI disclosed
- The purpose of the disclosure

The report must be provided to the requesting individual within sixty days of the request. A one-time extension is allowed if the situation prevents a timelier reporting, but the practice must explain in writing the reason for the delay.

If the accounting includes multiple disclosures to the same entity or individual, a summary log may be used. If the disclosure is for research involving more than fifty individuals, the accounting must include the research protocol or activity, a description and criteria of the activities or protocols, a description of the PHI disclosed and the date of the disclosure, the name and address of the sponsor and the researcher, and a statement that the information could not be used for any additional purpose.

For electronic health records, the accounting includes disclosures for the purposes of treatment, payment, and health operations. This request may go back only three (3) years from the date of the request. For practices using electronic health records prior to January 1, 2009, the compliance date is January 1, 2014. For those acquiring electronic health records after January 1, 2009, but before January 1, 2011, the compliance date is January 1, 2011. For practices that implement electronic health records after January 1, 2011, compliance is required upon installation. However, the Secretary of HHS may delay these compliance dates.

At the time this document was developed, the Secretary of HHS had not yet published the required information to be included in the accounting.

The following disclosures are exempted from all accounting reports.

- Incident to a permitted or required disclosure
- Pursuant to a signed authorization
- To people involved in the patient's care
- For purposes of national security or intelligence
- To correctional institutes or law enforcement agencies
- Limited data sets
- Prior to the covered entity's compliance date
- With a written statement from an agency requesting information for health oversight or law enforcement that states that including the disclosure would impede their activities

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability and Accountability Act (HIPAA; "Act") of 1996, revised in 2013, requires us as your health care provider to maintain the privacy of your protected health information, to provide you with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information. We are required to maintain these records of your health care and to maintain confidentiality of these records.

The Act also allows us to use your information for treatment, payment, and certain health operations unless otherwise prohibited by law and without your authorization.

- **Treatment:** We may disclose your protected health information to you and to our staff or to other health care providers in order to get you the care you need. This includes information that may go to the pharmacy to get your prescription filled, to a diagnostic center to assist with your diagnosis, or to the hospital should you need to be admitted. If necessary to ensure that you get this care, we may also discuss the minimum necessary with friends or family members involved in your care unless you request otherwise.

- **Payment:** We may send information to you or to your health plan in order to receive payment for the service or item we delivered. We may discuss the minimum necessary with friends or family members involved in your payment unless you request otherwise.

- **Health operations:** We are allowed to use or disclose your protected health information to train new health care workers, to evaluate the health care delivered, to improve our business development, or for other internal needs.

- We are required to disclose information as required by law, such as public health regulations, health care oversight activities, certain law suits and law enforcement.

Certain ways that your protected health information could be used disclosed require an authorization from you: disclosure of psychotherapy notes, use or disclosure of your information for marketing, disclosures or uses that constitute a sale of protected health information, and any uses or disclosures not described in this NPP. We cannot disclose your protected health information to your employer or to your school without your authorization unless required by law. You will receive a copy of your authorization and may revoke the authorization in writing. We will honor that revocation beginning the date we receive the written signed revocation.

You have several rights concerning your protected health information. When you wish to use one of these rights, please inform our office so that we may give you the correct form for documenting your request.

- You have the right to access your records and/or to receive a copy of your records, with the exception of psychotherapy notes. Your request must be in writing, and we must verify your identity before allowing the requested access. We are required to allow the access or provide the copy within 30 days of your request. We may provide the copy to you or to your designee in an electronic format acceptable to you or as a hard copy. We may charge you our cost for making and providing the copy. If your request is denied, you may request a review of this denial by a licensed health care provider.

- You have the right to request restrictions on how your protected health information is used for treatment, payment, and health operations. For example, you may request that a certain friend or family member not have access to this information. We are not required to agree to this request, but if we agree to your request, we are obligated to fulfill the request, except in an emergency where this restriction might interfere with your care. We may terminate these restrictions if necessary to fulfill treatment and payment.

- We are required to grant your request for restriction if the requested restriction applies only to information that would be submitted to a health plan for payment for a health care service or item for which you have paid in full out-of-pocket, and if the restriction is not otherwise forbidden by law. For example, we are required to submit information to federal health plans and managed care organizations even if you request a restriction. We must have your restriction documented prior to initiating the service. Some exceptions may apply, so ask for a form to request the restriction and to get additional information. We are not required to inform other covered entities of this request, but we are not allowed to use or disclose information that has been restricted to business associates that may disclose the information to the health plan.

- You have the right to request confidential communications. For example, you may prefer that we call your cell phone number rather than your home phone. These requests must be in writing, may be revoked in writing, and must give us an effective means of communication for us to comply. If the alternate means of communications incurs additional cost, that cost will be passed on to you.
- Your medical records are legal documents that provide crucial information regarding your care. You have the right to request an amendment to your medical records, but you must make this request in writing and understand that we are not required to grant this request.
- You have the right to an accounting of disclosures. This will tell you how we have used or disclosed your protected health information. We are required to inform you of a breach that may have affected your protected health information.
- You have the right to receive a copy of this notice, either electronic or paper or both.
- You have the right to opt out of fund raising communications.

If you have any questions about our privacy practices, please contact our Privacy Officer at the number below.

You have the right to file a complaint with us or with the Office for Civil Rights. We will not discriminate or retaliate in any way for this action. To file a complaint, please contact the applicable party:

Privacy Officer:	Ryan D. Brown
Mailing Address:	28 White Bridge Pike, Suite 111, Nashville, Tennessee 37205
Telephone:	615.986.6153
Fax:	615.234.1515
Email	Ryan.Brown@OurAdvancedHEALTH.com

Office for Civil Rights

http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html

We are required to abide by the policies stated in this Notice of Privacy Practices, which became effective on 10/01/09.

Request For Confidential Electronic Communications

Name of Patient: _____

Date of Request: _____ Date of Birth: _____

I request that all of the following communications from the practice be delivered to me by the provided electronic means for the specified period of time.

Communications: _____

☐ E-mail address: _____

☐ Texting phone number: _____

☐ Other: _____

Time period for this method: _____

Acknowledgement and Agreements: I understand and agree that if this request could limit the practice's ability to collect payment, I will be responsible for paying the bill in full, and that my failure to pay within 30 days will constitute my agreement that the practice may contact me at any other known address or phone number. I further understand and agree that the requested mean(s) of communications may not be secure, increasing the risk that an unauthorized person may receive or intercept my protected health information.

SIGNED: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____

Personal Representative: _____

Request Received By/Date: _____

PREMIER FOOT&ANKLE
Centers of Tennessee

Authorization to Leave Patient Messages

The HIPAA Privacy Rule permits health care providers to communicate with patients regarding their health care. This includes communicating with patients at their homes, whether through the mail, by phone, or in some other manner. In addition, the Rule does not prohibit covered entities from leaving messages for patients on their answering machines. However, to reasonably safeguard the individual's privacy, covered entities should take care to limit the amount of information disclosed on the answering machine. For example, a covered entity might want to consider leaving only its name and number and other information necessary to confirm an appointment or ask the individual to call back.

A covered entity also may leave a message with a family member or other person who answers the phone when the patient is not home. The Privacy Rule permits covered entities to disclose limited information to family members, friends, or other persons regarding an individual's care, even when the individual is not present; however, professional judgment should be exercised.

The HIPAA Privacy Rule also prohibits the practice from using or disclosing patient protected health information (PHI) outside the Notice of Privacy Practice without the authorization of the patient. Messages that contain patient PHI require the patient to sign an authorization form to receive messages by phone, fax, e-mail, voice mail, or any other means by which someone other than the patient might reasonably have access to the message, thereby potentially violating the patient's privacy rights under HIPAA. For example, messages that contain PHI would be test results, medication information, payment information, treatment plans, patient condition information, and anything else that is considered patient condition, treatment, or payment related.

You may elect to have your PHI provided to you by a message from the physician's office by signing this form in the space provided below. Once you have signed the form, future communication with you concerning your PHI may be provided to the designated relative or friend, sent by e-mail, fax or left on your voice mail at the number you provide to this office.

I understand my HIPAA rights and I request that this office of leave messages, including those containing PHI, for me with either of the two individuals listed below or by e-mail, fax or voice mail at the numbers noted below. I understand that it is my responsibility to keep the practice informed of any changes to this information.

_____ _____

Patient Name Date

Relative/Friend

1) _____ _____

Name Phone

2) _____ _____

Name Phone

Fax # _____ Voice mail # _____

Patient e-mail: _____

PREMIER FOOT&ANKLE
Centers of Tennessee

Authorization For Release Of Protected Health Information (PHI)

SECTION A: This section must be completed for all Authorizations for Release or Right to Access

Patient Name: _____ DOB: _____ SSN: _____

Requestor's Name / Address / Phone No. (Who is receiving PHI):

_____

_____

_____

Recipient's Name / Address / Phone No. (Who receives this form)

_____

_____

_____

Patient Address: _____

This authorization will expire on the following Date: _____/_____/_____

Purpose of Disclosure: _____

SECTION B: DESCRIPTION OF INFORMATION TO BE USED OR DISCLOSED

Is this request for psychotherapy notes? ☐ **YES**, then this is the only item you may request on this authorization.
YOU MUST SUBMIT another authorization for other items below. ☐ **NO, then you may check as many items below as you need.**

DESCRIPTION	DATE(S)	DESCRIPTION	DATE(S)	DESCRIPTION	DATE(S)
☐ All PHI in Psychotherapy Medical Record		☐ Laboratory		☐ Demographics	
☐ All PHI in Medical Record		☐ Imaging/Radiology		☐ Itemized Bill	
☐ History & Physical		☐ Pathology		☐ Claim Form	
☐ All Progress Notes		☐ Operative Notes		☐ Other:	
☐ Discharge Summary					

I acknowledge, and hereby consent to such, that the released information may contain alcohol, drug abuse, psychiatric, HIV or AIDS results, testing or information. _____ (Initial)

I understand that:

1. I may refuse to sign this authorization and that it is strictly voluntary.
2. If I do not sign this form, my health care and the payment for my health care will not be affected.
3. I may revoke this authorization at any time in writing, but if I do, it will not have any affect on any actions taken prior to receiving the revocation. Further details may be found in the Notice of Privacy Practices.
4. If the requester or receiver is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations and may be redisclosed.
5. I understand that I may see and obtain a copy of the information described on this form, for a reasonable copy fee, if I ask for it.
6. I will receive a copy of this form after I sign it.

SECTION C: SIGNATURES

I have read the above and authorize the disclosure of the protected health information as stated.

_____ _____
Signature of Patient/Guardian/Patient Representative DATE:

_____ _____
Print Name of Patient's Guardian/Representative Relationship to the Patient