

CHANTILLY FAMILY MEDICINE LLC

PATIENT REGISTRATION

PATIENT INFORMATION

Last Name:		First Name:		M.I.		Date Of Birth:	
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		SSN:		Ethnicity: <input type="checkbox"/> Declined		Preferred Language: <input type="checkbox"/> Declined	
Home Address:						Apartment#	
City:		State:		Zip Code:		Marital Status (circle One) Single/Married/Widowed/ Separated/Divorced	
Home Phone: <input type="checkbox"/> Preferred		Cell Phone: <input type="checkbox"/> Preferred		Work Phone:		Race: <input type="checkbox"/> Declined	
Email:				Employer:			
Where did you hear about us?							

PRIMARY INSURANCE INFORMATION

Insurance Name:			Effective Date:		
Subscriber Name:		ID#:		Group #:	
Subscriber DOB:		Email:			
Relation to Patient:		Subscriber Employer:		Subscriber Work Phone:	

SECONDARY INSURANCE INFORMATION

Insurance Name:			Effective Date:		
Subscriber Name:		ID#:		Group #:	
Subscriber DOB:		Email:			
Relation to Patient:		Subscriber Employer:		Subscriber Work Phone:	

EMERGENCY CONTACT INFORMATION

Name:		Relationship to patient:		Home Phone:		Cell Phone:	
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I authorize Chantilly Family Medicine LLC to test my blood for hepatitis and/or the AIDS virus, if in their opinion; an employee has suffered an exposure incident as a result of my treatment, as defined by the Occupational Safety and Health Administration.

I, _____ as the financially responsible party to the above named patient agree to the aforementioned statements and authorize payment of medical benefits to Chantilly Family Medicine LLC for services rendered.

Patient/Guardian signature

Date

NOTICE OF PRIVACY PRACTICES SUMMARY (Effective May 25, 2015)

THIS NOTICE DESCRIBES HOW CHANTILLY FAMILY MEDICINE LLC USES AND DISCLOSES YOUR MEDICAL INFORMATION AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE OF PRIVACY PRACTICES (NPP). IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE, PLEASE CONTACT DR KANIKA GOVIL, PRIVACY OFFICIAL FOR CHANTILLY FAMILY MEDICINE LLC AT 703-956-6757. This NPP applies to CHANTILLY FAMILY MEDICINE LLC and all its locations, employees. All entities, sites and locations follow the terms of this notice. In addition, these entities, sites and locations may share medical information with each other for treatment, payment, or healthcare operations.

OUR PLEDGE REGARDING HEALTH INFORMATION: We understand that health information about you and your healthcare is personal. We are committed to protecting health information about you. We create a record of the care and services you receive from us. We need this record to provide you with quality healthcare and to comply with certain legal requirements. This notice applies to all of the records of your healthcare services by CHANTILLY FAMILY MEDICINE LLC, whether made by your personal doctor or others working in this office. This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights to the health information we keep about you, and describe certain obligations we have regarding the use and disclosure of your health information. We are required by law to (1) make sure health information that identifies you is kept private; (2) give you this notice of our legal duties and privacy practices with respect to medical information about you; and (3) follow the terms of this notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU: The following categories describe different ways that we use and disclose medical information. By submitting to our care you give us the right to use your information for treatment, to be reimbursed for the services rendered in order to care for you, and to operate our organization within the parameters of legality. We may use or disclose your information for the following reasons: appointment reminders; to evaluate the quality of the medical care we provide; to coordinate reimbursement for the services we provide to you; to fulfill requirements of subpoenas, lawsuits, and disputes; various uses as required by law or to avert a serious threat to health or safety. We coordinate some of your services by telephone. While every attempt is made to maintain quiet, private modes of conversation, passersby may overhear words or phrases regarding you or your treatment.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU: You have the following rights regarding the medical information we maintain about you: right to inspect and copy; right to amend; right to an accounting of disclosures; right to request restrictions; right to request confidential communications; and the right to a paper copy of this notice. Information about how to exercise these rights can be obtained from Dr. Kanika Govil, Privacy Official for CHANTILLY FAMILY MEDICINE LLC, at 703-956-6757.

CHANGES TO THIS NOTICE: We reserve the right to change this notice. We reserve the right to make the revised notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in our facility. The notice will contain the effective date. In addition, each time you register for medical treatment, we will offer you a copy of the current notice.

COMPLAINTS: If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the Department of Health and Human Services. To file a complaint with us, contact Dr. Kanika Govil, Privacy Official for CHANTILLY FAMILY MEDICINE LLC, at 703-956-6757. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

OTHER USES OF MEDICAL INFORMATION: Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission we will no longer use or disclose health information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

Initial _____ Date _____

NOTICE OF PRIVACY PRACTICES PATIENT

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge that I have received the *Notice of Privacy Practices* for Chantilly Family Medicine LLC. I consent to the use or disclosure of my protected health information for the purpose of diagnosing or providing treatment to me, and obtaining payment for my healthcare. I understand that my medical record is property of Chantilly Family Medicine LLC, who will follow recordkeeping guidelines of the Commonwealth of Virginia, Virginia Board of Medicine, Title of Regulations: 18 VAC 85-20-16; Statutory Authority: 54.1-2400 and Chapter 29 of Title 54.1 of the *Code of Virginia*.

I may be contacted by telephone or text messaging at the following phone numbers or emails. Messages to return the office call and appointment reminders can be left at these numbers. (Sensitive Personal Health Information such as abnormal test results WILL NOT be left on an answering machine. Personal Health Information can only be shared with other people authorized by the patient.)

HOME# _____

CELL# _____

WORK# _____

EMAIL _____

EMAIL _____

I authorize the following people to receive my Personal Health Information (test results, prescription information, appointment information, specialist appointments, diagnostic testing, treatment plan, hospital care, etc.):

NAME _____ RELATIONSHIP _____ PHONE _____

EMAIL: _____

NAME _____ RELATIONSHIP _____ PHONE _____

EMAIL: _____

NAME _____ RELATIONSHIP _____ PHONE _____

EMAIL: _____

This authorization will remain in effect from today until I request in writing that it be amended.

Signature of Patient or Guardian

Date

PRINT Name of Patient or Guardian

Payment Policy

Thank you for choosing us as your primary care provider. We are committed to providing you with quality and affordable health care.

1. Insurance. We participate in most insurance plans, including Medicare. If you are not insured by a plan we do business with, payment in full is expected at each visit. If you are insured by a plan we do business with, but don't have an up-to-date insurance card, payment in full for each visit is required until we can verify your coverage. Knowing your insurance benefits is your responsibility. Please contact your insurance company with any questions you may have regarding your coverage.

2. Co-payments and deductibles. All co-payments and deductibles must be paid at the time of service. This arrangement is part of your contract with your insurance company. Failure on our part to collect co-payments and deductibles from patients can be considered fraud. Please help us in upholding the law by paying your co-payment at each visit.

3. Non-covered services. Please be aware that some – and perhaps all – of the services you receive may be noncovered or not considered reasonable or necessary by your insurance. You must pay for these services in full at the time of visit.

4. Proof of insurance. All patients must complete our patient information form before seeing the doctor. We must obtain a copy of your driver's license and current valid insurance to provide proof of insurance. If you fail to provide us with the correct insurance information in a timely manner, you may be responsible for the balance of a claim.

5. Claims submission. We will submit your claims and assist you in any way we reasonably can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request. Please be aware that the balance of your claim is your responsibility whether or not your insurance company pays your claim. Your insurance benefit is a contract between you and your insurance company; we are not party to that contract.

6. Coverage changes. If your insurance changes, please notify us before your next visit so we can make the appropriate changes to help you receive your maximum benefits. If your insurance company does not pay your claim in 45 days, the balance will automatically be billed to you.

7. Nonpayment. If your account is over 90 days past due, you will receive a letter stating that you have 15 days to pay your account in full. Partial payments will not be accepted unless otherwise negotiated. Please be aware that if a balance remains unpaid, we may refer your account to a collection agency and you and your immediate family members may be discharged from this practice. If this is to occur, you will be notified by regular and certified mail that you have 30 days to find alternative medical care. During that 30-day period, our physician will only be able to treat you on an emergency basis.

8. Missed appointments. Our policy is to charge for missed appointments not canceled within a reasonable amount of time i.e 24 hours prior to your appointment. These charges will be your responsibility and billed directly to you. Please help us to serve you better by keeping your regularly scheduled appointment.

Our practice is committed to providing the best treatment to our patients. Our prices are representative of the usual and customary charges for our area.

9. DBA (Doing Business As). Our office also operates under the names of Aldie Family Medicine, Stonesprings Pediatrics and Chantilly Pediatrics. Though you make an appointment at one of these, your insurance EOBs and Super Bill might show the name as Chantilly Family Medicine or the Physician's name.

Thank you for understanding our payment policy. Please let us know if you have any questions or concerns.

I have read and understand the payment policy and agree to abide by its guidelines:

Signature of patient or responsible party

Date _____