

## New Patient Information

Name \_\_\_\_\_ Birthday \_\_\_\_\_

SSN \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Best Phone Number \_\_\_\_\_ Home Work Cell

Second Best Number \_\_\_\_\_ Home Work Cell

Cell Phone Carrier \_\_\_\_\_

Marital Status: Single Married Divorced Widowed

Email Address \_\_\_\_\_

Opt. IN or OUT email reminders (Circle One)

Employment Status \_\_\_\_\_

Employer Name \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_

Phone Number  
\_\_\_\_\_

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

**PLEASE PROVIDE RECEPTIONIST WITH YOUR HEALTH INSURANCE CARD(S) AND DRIVERS LICENCE. THANK YOU.**

**MISSED APPOINTMENT POLICY**

Dear Patient

Your doctor and therapist are working together to get you well. We will do our best to find times that fit into your daily schedule. When you choose your appointment times please pick them so you will not miss your appointments. Please notify us as soon as possible if you need to change/cancel your appointment. Patients are responsible for changing/cancelling their appointments. We only have so many appointment times. We are asking for your understanding, please give us enough time to give your appointment to another patient who needs our help.

Missed appointment fee for not calling minimum 48 hours in advance:

**\$25 each missed appointment**

3rd time an appointment is missed a letter will be sent to your doctor and you will be required to call and schedule a same day appointment

**If your appointment is scheduled for Monday and/or Wednesday and you need to reschedule please be sure to call us on Tuesday or Friday before 12 P.M**

I accept this missed appointment policy? Initial \_\_\_\_\_

Our office gives you the opportunity to choose your appointment days and times, please look these options over and choose which one will work better for you and your schedule. **Please check mark which option you prefer**

\_\_\_\_\_ **Option 1:** Pre schedule (**Please let receptionist know best days and times**)

\_\_\_\_\_ **Option 2:** Schedule your appointments as you go (We will do our best to accommodate you)

NOTE: If you choose to preschedule appointments please pick a time a day that works best for your schedule. If less than 48 hours is given the missed appointment fee WILL apply.

Would you like a reminder call the day before? Yes / No Name Print

NOTE: If you choose to preschedule appointments please pick a time a day that works best for your schedule. If less than 48 hours is given the missed appointment fee WILL apply.

Would you like a reminder call the day before? **Yes / No**

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

Signature: \_\_\_\_\_

**Please read and Initial- sign and date**

We are pleased that you have chosen us for your health care. My staff and I will do our best to ensure this is a beneficial experience for you. In order to give optimum service to all of our patients, the following policies are necessary

1. \_\_\_\_\_ Notify the receptionist if you wish to be called and reminded of an appointment
2. \_\_\_\_\_ Arrive for your appointment on time. If you are more than 10 minutes late we reserve the right to reschedule your appointment to a more convenient time
3. \_\_\_\_\_ A 48 hour notice of cancellation is required. If you do not adhere to this policy there will be a \$25 missed appointment fee owed.
4. \_\_\_\_\_ Payment is due when services are rendered. This includes deductible and/or co payment amounts. There is a \$5.00 charge to send a statement.
5. This office provides insurance billing as a courtesy. If requested, we will contact your insurance company to verify benefits and advise you of the information proved to us. However, we make no guarantee of payment. We also advise the patient to contact your insurance company to know your own benefits
6. \_\_\_\_\_ Checks returned from the bank for any reason are subject to a \$25 return check fee
7. \_\_\_\_\_ If a patient requests any forms to be filled out there will be a charge of \$25 per form.
8. \_\_\_\_\_ Please remember calling to remind you of your appointment is a courtesy. Each patient is responsible for rescheduling/ cancelling their own appointment, please do not have a 3rd party call or wait to have our facility call you.

I have read the above policies and fully understand and agree with them

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

Date: \_\_\_\_\_



Advanced Spinal Rehabilitation, Inc.  
1585 Butte House Road Suite A  
Yuba City, CA 95933  
(530) 751-9340

Effective date of notification: August 1, 2019

# NOTICE OF PRIVACY PRACTICES

NOTICE OF PRACTICES PRIVACY as required by the Privacy Regulations Created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU (As a patient of this practice) IS USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO YOUR individually identifiable health information.

## OUR COMMITMENT TO YOUR PRIVACY

Our practice is dedicated to maintaining the privacy of your individually identifiable health information (IIHI). In conducting our business, we will create records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your IIHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time.

We realize that these laws are complicated, but we must provide you with the following important information:

- \* How we may use and disclose your IIHI
- \* Your privacy right in your IIHI
- \* Our obligations concerning the use and disclosure of your IIHI

The terms of this notice apply to all records containing your IIHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. Our practice will post a copy of our current Notice in our office in a visible location at all times, and you may request a copy of our most current Notice at any time.

### WE MAY USE AND DISCLOSE YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (IIHI) IN THE FOLLOWING WAYS:

The following categories describe the different ways in which we may use and disclose your IIHI.

1. **Treatment.** Our practice may use your IIHI to treat you. For example, we may ask you to place your name on a sign in sheet. Your name may be overheard by others when being

called back for, or during your treatment. Your chart may be placed in a chart holder outside your treatment room or on a counter in a low traffic area to allow the therapist immediate access to your record. You may receive treatment and/or exercise instruction in the presence of others. Many of the people who work for our practice - including, but not limited to, our therapists and aides - may use or disclose your IIHI in order to treat you or to assist others in your treatment. Additionally, we may disclose your IIHI to others who may assist in your care, such as your spouse, children or parents. Finally, we may also disclose your IIHI to other health care providers for purposes related to your treatment.

2. **Payment.** Our practice may sue and disclose your IIHI in order to bill and collect payment for services and items you may receive from us. For example we may contact your health insurer from our front desk (which may be overheard by others) to certify that you are eligible for benefits and for what range of benefits. We may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment. We may discuss financial matters regarding your care which may be overheard by others. We also may use and disclose your IIHI to obtain payment from third parties that may be responsible for such costs, such as family members. Also, we may use your IIHI to bill you directly for services and items. We may call you or leave a message for you in order to collect payment. We may disclose your IIHI to an outside collection agency in order to collect payment. We may disclose your IIHI to other health care providers and entities to assist in their billing and collection efforts.
3. **Health Care Operations.** Our practice may use and disclose your IIHI to operate our business. As examples of the way in which we may use and disclose your information for our operations, our practice may use your IIHI to evaluate the quality of care you received from us or to conduct cost-management and business planning activities for our practice.
4. **Appointment Reminders.** Our practice may use and disclose your IIHI to contact you and remind you of an appointment or call you when an appointment has been missed.
5. **Disclosures Required by Law.** Our practice will use and disclose your IIHI when we are required to do so by federal, state or local law.

## USE AND DISCLOSURE OF YOUR IIHI IN CERTAIN SPECIAL CIRCUMSTANCES

The following categories describe unique scenarios in which we may use or disclose your identifiable health information:

1. **Public Health Risks.** Our practice may disclose your IIHI to public health authorities that are authorized by law to collect information for the purpose of:
  - a. maintaining vital records, such as births and deaths
  - b. reporting child abuse or neglect
  - c. preventing or controlling disease, injury or disability
  - d. notifying a person regarding potential exposure to a communicable disease
  - e. notifying a person regarding a potential risk for spreading or contracting a disease or condition
  - f. reporting reactions to drugs or problems with products or devices

- g. notifying individuals if a product or device they may be using has been recalled
  - h. notifying appropriate government agency(ies) and authority(ies) regarding the potential abuse or neglect of an adult patient (including domestic violence); however, we will only disclose this information if the patient agrees or we are required or authorized by law to disclose this information.
  - i. notifying your employer under limited circumstances related primarily to workplace injury or illness or medical surveillance.
2. **Health Oversight Activities.** Our practice may disclose your IIHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure and disciplinary actions; civil, administrative, and criminal procedures or action; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.
  3. **Lawsuits and Similar Proceedings.** Our practice may use and disclose your IIHI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your IIHI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.
  4. **Workers' Compensation.** Our practice may release your IIHI for workers' compensation and similar programs.

## YOUR RIGHTS REGARDING YOUR IIHI

You have the following rights regarding the IIHI that we maintain about you:

1. **Confidential Communications.** You have the right to request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. In order to request a type of confidential communication, you must make a written request to Jose Solis PT, DPT / Advanced Spinal Rehabilitation INC specifying the requested method of contact, or the location where you wish to be contacted. Our practice will accommodate reasonable requests. You do not need to give a reason for your request.
2. **Requesting Restrictions.** You have the right to request a restriction in our use or disclosure of your IIHI for treatment, payment or health care operations. Additionally, you have the right to request that we restrict our disclosure of your IIHI to only certain individuals involved in your care or the payment for your care, such as family members and friends. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you. In order to request a restriction on our use or disclosure of your IIHI, you must make your request in writing to Jose Solis PT, DPT / Advanced Spinal Rehabilitation INC. Your request must describe in a clear and concise fashion:
  - a. the information you wish restricted;

- b. whether you are requesting to limit our practice's use, disclosure or both; and
- c. to whom you want the limits to apply.

3. **Inspection and Copies.** You have the right to inspect and obtain a copy of the IIHI that may be used to make decisions about you, including patient medical records and billing records. You must submit your request in writing to Jose Solis PT, DPT / Advanced Spinal Rehabilitation INC in order to inspect and/or obtain a copy of your IIHI. Our practice may charge a fee for the cost of copying, mailing, labor and supplies associated with your request. Our practice may deny your request to inspect and/or copy in certain limited circumstances; however, you may request a review of our denial. Another licensed health care professional chosen by us will conduct reviews.
4. **Amendment.** You may ask us to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to Jose Solis PT, DPT / Advanced Spinal Rehabilitation INC. You must provide us with a reason that supports your request for amendment. Our practice will deny your request if you fail to submit your request (and the reason supporting your request) in writing. Also, we may deny your request if you ask us to amend information that is in our opinion: (a) accurate and complete; (b) not part of the IIHI kept by or for the practice; (c) not part of the IIHI which you would be permitted to inspect and copy; or (d) not created by our practice, unless the individual or entity that created the information is not available to amend the information.
5. **Accounting of Disclosures.** All of our patients have the right to request an accounting of disclosures. An accounting of disclosure is a list of certain non-routing disclosures our practice has made of your IIHI for non-treatment, non-payment or non-operations purposes. Use of your IIHI as part of the routine patient care in our practice is not required to be documented. In order to obtain an accounting of disclosures, you must submit your request in writing to Jose Solis PT, DPT / Advanced Spinal Rehabilitation INC. All requests for an accounting of disclosures must state a time period, which may not be longer than six (6) years from the date of the disclosure and may not include dates before April 1, 2016. The first list you request within a 12-month period is free of charge, but our practice may charge you for additional lists within the same 12-month period.
6. **Right to a Paper Copy of this Notice.** You are entitled to receive a paper copy of our Notice of Privacy Practices. You may ask us to give you a copy of this notice at any time. To obtain a paper copy of this notice, contact Jose Solis PT, DPT / Advanced Spinal Rehabilitation INC.
7. **Right to File a Complaint.** If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact Brandi Gibson / Advanced Spinal Rehabilitation INC. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
8. **Right to Provide an Authorization for Other Uses and Disclosures.** Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding the use and disclosure of your IIHI may be revoked at any time in writing. After you revoke

your authorization, we will no longer use or disclose your IIHI for the reasons described in the authorization. Please note, we are required to retain records of your care.

9. **Contact Jose Solis PT, DPT / Advanced Spinal Rehabilitation INC with any questions at: 1585 Butte House Road Suite A Yuba City, CA 95993 (530) 751-9340**



Effective date of notice: August 1, 2019

We are committed to protect your healthcare information and will not release information to anyone without your consent. It is standard medical practice to provide your physical therapy evaluation and progress reports to your referring physician(s) and authorization insurance agents. Please list any other people whom we have your permission to release information to anyone other than yourself, your referring physician, and/or authorizing insurance agents?

YES / NO (please circle one and indicate below whom)

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_



I have had the opportunity to review and receive the Notice of Privacy Practices. I give my permission to *Advanced Spinal Rehabilitation* to use and disclose my health information in accordance with the notice.

**Patient, Parent/Guardian Signature:** \_\_\_\_\_

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