

LeBauer Medical Center
Allergy, Asthma & Sinus Care

RANJAN SHARMA, MD

MEG A. WHELAN, MD

R. CHRISTOPHER VAN WINKLE, MD

PATIENT REGISTRATION SHEET

Patient Last Name _____			First Name _____			M.I. _____		
BIRTH DATE _____			GENDER (M/F) _____			Marital Status _____		
Address _____								
City _____			State _____			Zip Code _____		
Email Address: _____								
Phone #s: H) () _____ C) () _____ W) () _____								
PREFERRED PHONE for Us to Contact You (circle one) Home Cell Work								
Primary Care Physician Name: _____ Referring Physician(if any) _____								
Preferred Pharmacy and Address _____								
Race and Ethnicity Reporting								
Please Circle Race: Hispanic White African American Asian American Indian								
Other Prefer not to report								
Please Circle Ethnicity: Hispanic or Latino Not Hispanic Prefer not to report								
Please Circle Language: English Spanish Indian Russian Other								

Emergency Contact Information								
Relative to Contact in Emergency: _____			Relation: _____			Phone #: _____		
Alternate Emergency Contact: _____			Relation: _____			Phone #: _____		

Primary Insurance Information

Insurance Company Name: _____ Policy Holder Name: _____

Policy Holder Date of Birth: _____ Relationship to Patient _____

Secondary Insurance Information

Insurance Company Name: _____ Policy Holder Name: _____

Policy Holder Date of Birth: _____ Relationship to Patient _____

Authorization of Benefits

Prior to your appointment, you will be asked to pay unmet co-insurance amounts which your insurance company authorizes to be collected and of which we are aware at the time of service. Further, we automatically file insurance claims with your insurance company; therefore, please ensure that your primary and secondary insurance information is current and accurate. By signing below you agree to be responsible for satisfying any unpaid balance left by your insurance company for the services you receive from our office. Until further written notice, I hereby assign all medical and/or surgical benefits, to included major medical benefits to which I am entitled, including Medicare, private insurance, and other health plans to:

LeBauer Medical Center, PLLC Allergy, Asthma & Sinus Care.

E-Billing Authorization

I authorize LeBauer Medical Center to send me a monthly or periodic electronic billing notification by e-mail. This e-mail notification will provide a link to view and also pay your bill on a secure website.

Patient or Responsible Party Signature _____

Today's Date: _____

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Authorizations

Patient Name: _____

Patient Date of Birth: _____

MISSED APPOINTMENT POLICY

I understand that LeBauer Medical Center does REQUIRE 24 hours advanced notice to cancel or re-schedule an appointment. I understand a fee may be charged to my account for missed appointments or appointments cancelled with less than the required notice.

FORM FEES

I understand that LeBauer Medical Center will charge for the completion of forms that require either staff or physician time to complete. The charge for this service will start at \$20 depending on the complexity and time required. This includes, but is not limited to school forms, medication forms, letters, and FMLA forms. The fees may be waived (excludes FMLA) if the form is presented at an appointment to see the doctor or at a visit for the patient to receive an allergy shot and is picked up.

CONSENT TO OBTAIN EXTERNAL PRESCRIPTION HISTORY:

I authorize LeBauer Medical Center and its providers to view my external prescription history via Surescripts prescription service. I understand that prescription history from multiple other unaffiliated medical providers, insurance companies, and pharmacy benefit managers may be viewable to the staff here, and it may include prescriptions for several years. I understand this will allow my providers to better coordinate my care and medication history to maximize the effectiveness and safety of my treatment plan. I understand the scope of my consent and that I authorize the access.

CONSENT TO CONTACT VIA EMAIL:

We may be able to contact you via email to remind you of appointments or to share other pertinent information about your healthcare. I authorize LeBauer Medical Center to use the email address I provided above to contact me in regard to my healthcare. I consent that protected healthcare information may be transmitted to me via this email address.

CONSENT TO COMMUNICATE PROTECTED HEALTH INFO

I also authorize LeBauer Medical Center to communicate my protected health information (including appointment reminders) to me via the following methods: Detailed message on my home answering machine with an individual at that number, personally identifiable voicemail at work, and on a personally identifiable cell phone voicemail

TEXT MESSAGING

It may be possible to contact you via text message for appointment reminders or other important communications. I agree to be contacted by this method.

I Acknowledge and Authorize, until further written notice, the above by signing below.

Patient or Responsible Party Signature _____

Today's Date: _____

Revision date: May-

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Designated Party Release

You may give LeBauer Medical Center, PLLC written authorization to disclose your protected health information to anyone that you designate. That may be a family member or personal representative. If you wish to authorize a person to receive information regarding your care and/or accounting, please complete the form below. I also understand that information released under this agreement is not protected from further distribution by the designated party.

Patient Name: _____ Date of Birth: _____

Today's Date: _____

At my request, I authorize LeBauer Medical Center, PLLC to disclose my protected health information to (Enter below the name of person/entity who you designate to be eligible to receive your protected health information):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

I understand that I have the right to cancel this authorization at any time. If in the future I wish to authorize cancellation I may request so in writing. However, if I cancel this authorization, I also understand that cancellation will not affect any action LeBauer Medical Center, PLLC took in reliance on this authorization before receipt of written notice of cancellation. I also understand that information released under this agreement is not protected from further distribution by the designated party.

Authorized Signature: _____

Today's Date: _____

Revision date: May-20

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PATIENT ACKNOWLEDGMENT OF PRIVACY PRACTICES

Patient Acknowledgment of Understanding of LeBauer Medical Center's Privacy Practices

Patient's name: _____ Date of birth: _____

Any Previous Name: _____

I understand that every patient's health information is private and confidential. I understand that LeBauer Medical Center works very hard to protect the patient's privacy and preserve the confidentiality of the patient's personal health information.

I understand that LeBauer Medical Center may use and disclose any patient's personal health information to help provide health care to the patient, to handle billing and payment issues, and to take care of other health care operations. In general, there will be no other uses and disclosures of this information unless I permit it. I understand that sometimes the law may require the release of this information without my permission. These situations are very unusual.

LeBauer Medical Center has a detailed document called the "Notice of Privacy Practices". It contains more specific information about the policies and practices protecting the patient's privacy and is attached to this Acknowledgment. I understand that I have the right to read the "Notice" before signing this Acknowledgment.

If necessary, LeBauer Medical Center may update this Acknowledgment and "Notice of Privacy Practices". If I ask, LeBauer Medical Center will provide me with a copy of the most current "Notice of Privacy Practices".

Within this Notice of Privacy Practices is contained a complete description of my privacy/confidentiality rights. These rights include, but aren't limited to, access to my medical records; restrictions on certain uses; receiving an accounting of disclosures as required by law; and requesting that communication be by specified methods of communications or to an alternative location.

LeBauer Medical Center has established procedures which help them meet their obligations to patients. These procedures may include other signature requirements, written acknowledgments, and authorizations; reasonable time frames for requesting information; charges for copies and non-routine information needs; etc. I will assist LeBauer Medical Center by following these procedures if I choose to exercise any of my rights described in the "Notice of Privacy Practices".

My signature below indicates that I have been given the chance to review a current copy of LeBauer Medical Center's "Notice of Privacy Practices".

Patient or legally authorized individual signature

Date

Time

Relationship to patient if signed by anyone other than the patient (parent, legal guardian, personal representative, etc.)