**Insurance information**

Please provide your Insurance card and Driver license to the front desk for a Copy.

Insurance Carrier:

Group #:

Policy #:

Effective date:

Primary insurance holder/Grantor name and DOB:

**Insurance Authorization and assignment**

I hereby authorize Lakeview Internal Medicine to Furnish information to insurance carrier concerning my illness and my treatment and I hereby assign to the physician/ Lakeview Internal Medicine all payments for medical services rendered to myself or my dependents. I understand that I am responsible for full amount not covered by insurance. I understand that it is my responsibility to make sure that all services have been pre-authorized. I understand that I am financially responsible to the practice for any and all that may be denied by the insurance company.

I consent to the release of any information required by the insurance carrier with the respect to the course of my medical examination and/or treatment.

Signature:

Date:

**Authorization to release information**

I consent to the release of my applicable medical records, information from any other physician or referring physician as seen necessary by Lakeview Internal Medicine the facility/ Treating physician is permitted to use and disclose my health information to make decisions and plan for my care and treatment, also to refer to a consultant, if necessary, with other health care providers.

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

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Policy tab

**Billing Policy**

Co-payment, deductibles, and balance will be collected at the time of service, these are the patient responsibility, uncollected or extended unpaid balances for deductibles and /or co-payment will be forward to collection agency.

**Billing procedure:**

Lakeview Internal Medicine will bill your insurance company as a courtesy, it is your responsibility to know and understand your benefits and how they apply to your treatment, diagnostic testing and/or procedures.

By signing this form, you certify that you are currently eligible and your status is active with the insurance company listed on the card at the time of each appointment/service.

I, the patient understands that if the above is not true, accurate, current or if I am not eligible under the terms of my medical and subscriber agreement, I am liable for charges for the service rendered.

A patient is considered a cash patient if the patient has no insurance coverage or if the account has been sent to collection due to delinquent balance, should the later be the case, then any future services should be paid in full at the time of service and the office will not bill your insurance, but will provide you with the necessary forms that you may use for reimbursement. The patient will be responsible for any extraordinary costs associated with collection of the funds owned to the practice.

Payment arrangements can be made in advance of services rendered to cash patients.

**No show Policy:**

Patient who fails to be present for a scheduled office visit appointment or procedure and who do not cancel their appointment with 24 hours (one business day) notice, will be charged $25 fee.

**Returned check policy:**

Any returned or denied checks by the bank will be subject to $35 service fee.

I have read, understand and agree to comply with the above policies.

Patient/ Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

New Patient Information

[Download](https://hearttoheartcardiologyandvascular.com/forms/MDO101-1-New-Patient-Information-Sheet%20%281%29.docx)

**NEW PATIENT INFORMATION SHEET**

Date:

Patient’s Name:

 Last First Middle Initial

Date of Birth: Marital Status: \_\_\_\_\_\_

Address:

 Number & Street City State Zip

Phone Numbers: Daytime: Evening:

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Social Security Number:

Insurance:

Policy Number:

**Please Answer the Following Questions**

Are you presently taking any medication?

If yes, please list or provide a list

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Are you allergic to any medication?

 If yes, please list or provide a list

Are you currently under the care of a doctor for any reason?

 If yes, please explain

Have you been hospitalized in the past five years for more than two days?

 If yes, please explain

 Please circle any of the following you have (had):

 Anemia Cardiac Pacemaker Heart Trouble Rheumatic Fever

 Arthritis Convulsions Hepatitis Sinus Trouble

 Asthma Diabetes High Blood Pressure Stroke

 Any Blood Disease Epilepsy Jaundice Tuberculosis

 Bleeding Problems Glaucoma Kidney Problems Ulcers

 Cancer Heart Murmur Psychiatric Treatment X-Ray Treatment

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

description

Payment Policy

LAKEVIEW INTERNAL MEDINE

Phone: (864)985-1122

Fax: (864) 985-1817

WWW.LAKEVIEWINTERNAMEDICINE.COM

LOGO

**PAYMENT POLICY**

Payment for services are due at the time of the visit.

We accept the following forms of payment:

 Cash

Check (made payable to Lakeview Internal Medicine)

Debt card

 Credit Card

 Visa

 MasterCard

 Discover

 American Express

**INSURANCE HOLDERS**

 If you have health insurance, your insurance card must be presented on the first visit. Patients are responsible for their health care charges and should be familiar with the policies of their insurance provider. Please be aware of the amount of your co-pays, which will be due at the time of your visit. If your insurance carrier changes, please notify us on your next visit.

 Any questions regarding your bills may be directed to our billing manager.

HIPAA Authorization

LAKEVIEW INTERNAL MEDICINE, PA

223 MAIN STREET, SC 29678

WWW.lakeviewinternalmedicine.com

 HIPAA AUTHORIZATION FORM

**1. I hereby authorize the use or disclosure of my protected health information as described below.**

##### Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Persons or organizations providing information: Persons or organizations receiving information:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of information to be disclosed (including dates of service): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe the purpose or intended use of information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: “at the request of the individual” is adequate if the individual initiated authorization without a stated purpose.)

2. COMPLETE THIS SECTION IF HEALTHCARE PROVIDER REQUESTED AUTHORIZATION.

Healthcare provider: Will the healthcare provider receive financial or in-kind compensation in exchange for using or disclosing the health information described above? Yes\_\_\_\_ No\_\_\_\_

Individual: I understand that I get a copy of this form after I sign it. Initials: \_\_\_\_\_\_\_\_

**3. YES**, YOU MAY DISCLOSE INFORMATION ABOUT ALCOHOL/SUBSTANCE ABUSE, HIV/AIDS, OR MENTAL HEALTH: **YES Initial: \_\_\_\_\_\_\_\_\_ NO**, **DO** **NOT** **Initial: \_\_\_\_\_\_\_\_\_**

4. I understand I have the right to refuse to sign this form and that my refusal will not result in the physician conditioning the provision of Healthcare with two exceptions: 1. Refusal to sign this authorization, if it is for disclosure of information created for research that includes treatment, may result in the physician declining to provide the research-related treatment. 2. Refusal to sign this authorization, if it is for disclosure of information created for the sole purpose of disclosure to a third party, may result in the doctor declining to provide the healthcare which is for the sole purpose of creating protected health information for disclosure to a third party. **Initial: \_\_\_\_\_\_\_**

5. I understand that this authorization will expire on the following date\_\_\_/\_\_\_/\_\_\_\_ (D/MM/YR) or with the following event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. I understand that I may revoke this authorization at any time by notifying the healthcare provider in writing. The revocation will only be effective from the date it is received in this office and will not apply retroactively. **Initial: \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### 7. Signature of patient or patient’s representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the patient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS FORM MUST BE FULLY COMPLETED BEFORE SIGNING**

**Note that signature or initials are required in four places.**

***A copy of this completed, signed and dated form must be given to the Individual or other signatory.***

**LAKEVIEW INTERNAL MEDICINE**

**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.**

This Notice explains the ways in which we may use and disclose medical information about you. It describes your rights and certain obligations we have regarding the use and disclosure of your medical information. The law requires us to (1) Ensure your medical information is protected; (2) Provide you with this Notice describing our legal duties and privacy practices with respect to medical information about you; (3) Follow the current terms of the Notice in effect.

WAYS WE MAY USE
AND DISCLOSE
YOUR MEDICAL INFORMATION

The following sections describe different ways that we may use and disclose your medical information. For each category of uses or disclosures, we will explain what we mean and try to give some examples. Not every use or disclosure will be listed. All of the ways we are permitted to use and disclose information, however, will fall within one of the following categories.

Some information such as certain drug and alcohol information, HIV information and mental health information is entitled to special restrictions related to its use and disclosure. Our office shall abide by all applicable state and federal laws related to the protection of this information.

**1. Treatment**. We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, or other personnel who are involved in your care. For example, a doctor treating you may need to know if you have diabetes because diabetes may slow the healing process. We may also share medical information about you with our office personnel or other providers, agencies or facilities in order to provide or coordinate such things as prescriptions, lab work and x-rays. We also may disclose medical information about you to people outside our office who may be involved in your continuing medical care after you leave our office such as other health care providers, transport companies, community agencies and family members.

**2. Payment**. We may use and disclose medical information about the treatment and services you receive at our office so that payment may be collected from you, an insurance company or a third party. For example, we may need to give information to your health plan about treatment you received at our office so your health plan will pay us or reimburse you. We may also tell your health plan about a proposed treatment in order to obtain prior approval or to determine whether your plan will cover the treatment.

**3. Health Care Operations**. We may use and disclose medical information about you to support our office operations. These uses and disclosures are made to improve our quality of care. Your medical information may also be used or disclosed to comply with laws and regulations, for contractual obligations, patients. claims, grievances or lawsuits, health care contracting, legal services, business planning and development, business management and administration, the sale of all or part of our office to another entity, underwriting and other insurance activities. For example, we may review medical information to find ways to improve treatment and services to our patients. We may also disclose information to doctors, nurses, technicians, and other personnel for performance improvement and educational purposes.

**4. Appointment Reminders**. We may contact you to remind you that you have an appointment at our office.

**5. Treatment Alternatives**. We may tell you about or recommend possible treatment options or alternatives that may be of interest to you.

**6. Health-Related Benefits and Services**. We may contact you to tell you about benefits or services that we provide.

**7. Others Involved in Your Care.** We may release medical information to anyone involved in your medical care, For example, a friend, family member, personal representative, or an individual you identify. We may give information to someone who helps pay for your care or we may tell your family or friends about your general condition.

**8. Research**. Your medical information may be important to further research efforts. We may use and disclose your medical information for research purposes, subject to the confidentiality provisions of state and federal law.

**9. As Required By Law**. We will disclose medical information about you when required to do so by federal or state law; If asked to do so by law enforcement in response to a court or administrative order, subpoena, discovery request, warrant, summons or other lawful process; or for intelligence, counterintelligence, and other national security activities authorized or required by law.

**10. To Avert a Serious Threat to Health or Safety**. We may use and disclose medical information about you for public health purposes or when necessary to prevent or lessen a serious and imminent threat to your health and safety or the health and safety of the public or another person. Any disclosure would be to someone able to help stop or reduce the threat

**11. Workers' Compensation**. We may use or disclose medical information about you for Workers' Compensation or similar programs as authorized or required by law. These programs provide benefits for work-related injuries or illness.

**12. Inmates**. If you are an inmate of a correctional institution or under the custody of law enforcement officials, we may release medical information about you to the correctional institution as authorized or required by law.

YOUR RIGHTS REGARDING
MEDICAL INFORMATION
ABOUT YOU

Although the medical information we obtain about you is the property of our office, you do have the following rights:

1. **Inspect and Copy**. With certain exceptions, you have the right to inspect and/or receive a copy of your medical and billing information. To inspect and/or to receive a copy of your information, you must submit your request in writing to our **Office Manager [PO Box 577, Seneca SC 29679]**. If you request a copy of the information, we may charge a fee for these services. We may deny your request to inspect and/or to receive a copy in certain limited circumstances. If you are denied access to medical information, in most cases, you may have the denial reviewed. Another licensed health care professional chosen by the Our office will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.
2. **Request an Amendment or Addendum**. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information or add an addendum (addition to the record). You have the right to request an amendment or addendum for as long as the information is kept by or our office. To request an amendment, your request must be made in writing and submitted to our **Office Manager**. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that: Was not created by our office; Is not part of the medical information kept by or for Our office; Is not part of the information which you would be permitted to inspect and copy; or Is accurate and complete in the record. An addendum must not be longer than 250 words per alleged incomplete or incorrect item in your record.
3. **Accounting of Disclosures**. You have the right to receive a list of the disclosures we have made of medical information about you that were for purposes other than treatment, payment, health care operations and certain other purposes. To request this accounting of disclosures, you must submit your request in writing to our **Office Manager**. Your request must state a time period that may not be longer than the six previous years and may not include dates before April 14, 2003. You are entitled to one accounting within any 12-month period at no cost. If you request a second accounting within that 12-month period, we may charge you for the cost of compiling the accounting. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.
4. **Right to Request Restrictions**. You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, such as a family member or friend. For example, you could ask that we not use or disclose information to a family member about a surgery you had. ***We are not required to agree to your request*.** If we do agree, our agreement must be in writing, and we will comply with your request unless the information is needed to provide emergency treatment. To request a restriction, you must make your request in writing to our **Office Manager**. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.
5. **Right to Request Confidential Communications**. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing to our **Office Manager**. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.
6. **Right to a Paper Copy of This Notice**. You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice.

CHANGES TO OUR
PRIVACY PRACTICES
AND THIS NOTICE

We reserve the right to change our office’s privacy practices and this Notice. We reserve the right to make the revised or changed Notice effective for medical 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 at our office. The Notice will contain the effective date on the first page in the top right-hand corner. In addition, at any time you may request a copy of the current Notice in effect.

# COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with our **Office Manage, PO Box 577, Seneca, SC 29679.**  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 medical 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 medical 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 medical 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 will retain our records of the care provided to you as required by law.

Patient’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Party’s Signature (if patient is a dependent, is incapacitated, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_