

# **PATIENT REGISTRATION**

# **PLEASE PRINT**

Date of Birth Social Security No Sex:	LAST NAME	FIRST NAM	E		MI
We use this information strictly for the purposes of communicating with you more efficiently. Our goal is to provide you with oxcellent treatment as we and satisfaction. We may disclose patient health information (Pill) to third parties that performs envices for this practice in the administration of your benefits. Our affiliates do not send any e-mail or other communications without your permission, and do not send any e-mail or other communications without your permission, and do not send any e-mail or other communications without your permission, and do not send any e-mail or other communications without your permission, and do not send aspam.    Marital Status (check one):	Date of Birth Social Sec	curity No	Sex:	□Male	Female
and satisfaction. We may disclose patient health information (PHI) to third parties that perform services for this practice in the administration of your be with HIPAA. These parties are required by law to sign a contract agreeing to protect the confidentiality of your PHI. Your PHI may be disclosed to an affilia services for this practice in the administration of your benefits. Our affiliates do not seld span.  Marital Status (check one): Single Married Divorced Marital Status (check one): Single Married Divorced Married Divorced Married Divorced Married Divorced Married Divorced Married Ma	Email	(by providing an en	nail, I consent to rece	eive email con	nmunication from o
Legally Separated	and satisfaction. We may disclose patient health information (Phwith HIPAA. These parties are required by law to sign a contract services for this practice in the administration of your benefits. C	HI) to third parties that per agreeing to protect the co Our affiliates do not sell, sh	form services for this prac nfidentiality of your PHI. Y are or rent our users' pers	tice in the admin our PHI may be o	istration of your benefi disclosed to an affiliate t
City State Zip	,				
Home Phone No	Address				
Work Phone No Ext	ity	State		Zip	
Pharmacies: (Retail) (Mail Order)   Name: Name:   Cross Streets: City:   Phone No.: Phone No.:   Fax No.: Fax No.:   City: OK to leave message at home   Previous PCP: Tel. #:   Ethnicity Language   Race (optional)   Responsible Party Information: (statements will be addressed to the responsible party)   Name Address   City, State, Zip Work Phone No.   Home Phone No. Work Phone No.	lome Phone No	Cell Phone	No		_
Pharmacies: (Retail) (Mail Order)   Name: Name:   Cross Streets: City:   Phone No.: Phone No.:   Fax No.: Fax No.:   City: OK to leave message at home   Previous PCP: Tel. #:   Ethnicity Language   Race (optional)   Responsible Party Information: (statements will be addressed to the responsible party)   Name Address   City, State, Zip Work Phone No.   Home Phone No. Work Phone No.	Vork Phone No	Ext			
Cross Streets: City:	harmacies: (Retail)	(Mail Order)			
Phone No.: Phone No.: Phone No.: Fax No.:					
Fax No.:					
City: OK to leave message at home OK to leave message on cell phone  Previous PCP: Tel. #: Fax #:  Ethnicity Language Race (optional)  Responsible Party Information: (statements will be addressed to the responsible party)  Name  Address  City, State, Zip Work Phone No					
OK to leave message at home  Previous PCP: Tel. #: Fax #:  Ethnicity Language Race (optional)  Responsible Party Information: (statements will be addressed to the responsible party)  Name  Address  City, State, Zip  Home Phone No Work Phone No					
Ethnicity Language Race (optional)  Responsible Party Information: (statements will be addressed to the responsible party)  Name  Address  City, State, Zip  Home Phone No Work Phone No		☐ OK to le	eave message on co	ell phone	
Responsible Party Information: (statements will be addressed to the responsible party)   Name	revious PCP:	Tel. #: _		Fax #:	
NameAddress	thnicity Lan	nguage	Rac	ce (optional)	
NameAddress	Responsible Party Information: (statements wi	ill be addressed to t	he responsible par	tv)	
Address  City, State, Zip Work Phone No				,,	
City, State, Zip Work Phone No	iame				
Home Phone No Work Phone No	nddress				
	city, State, Zip				
Date of Birth: Social Security No.:	lome Phone No		Work Pho	one No	
	Pate of Birth:	Social Secu	ırity No.:		
Sex: ☐ Male ☐ Female ☐ OK to leave message	ex: 🗆 Male 🗀 Female		☐ OK to leave mes	ssage	



Insurance Information: (Primary Insurance)					
Insurance Name:				 	
Address:				 	
Phone No.:					
Subscriber's Name:					
Subscriber ID No.:					
Patient relationship to Subscriber (check one):	□ Self				
Subscriber's Date of Birth :	_Co-Pay	ment Amoui	nt:		_
Insurance Information: (Secondary Insurance)	)				
Insurance Name:					
Address:					
Phone No.:					
Subscriber's Name :					
Subscriber ID No.:					
Patient relationship to Subscriber (check one):					
Subscriber's Date of Birth:		-	nent Amo		
	_	arty's Emplo			
Company:					
Address					
Emergency Contact #1		ency Contact			
Name:		Name:		 	-
Phone:		Address:		 	-
Address:					<u>-</u>
Relationship:		Relationshi	p:		-



LAST NAME	FIRST NAME	DOB

# **HIPAA Consent Form**

The Health Insurance Portability and Accountability Act (HIPAA) provides safeguards to protect your privacy. Patient information will be kept confidential except as is necessary to provide services or to ensure that all administrative matters related to your care are handled appropriately. This specifically includes the sharing of information with other healthcare providers, laboratories, and/or health insurance payers as is necessary and appropriate for your care. Patient hereby waives his/her confidentiality rights should collection action become necessary. You have the right to request restrictions in the use of your protected health information and to request changes in certain policies used within the office. However, we are not obliged to alter internal policies to conform to your request.

request changes in certain policies used within policies to conform to your request.	the office. However	, we are not oblig	ged to alter internal	
My protected health information can be release	sed to the following	people:		
Name:	Relationship:		Phone:	
Address:				
Name:	Relationship:		Phone:	
Address:				
Name:	Relationship:		Phone:	
Address:				
				_
HIV/AIDS/STD: This form authorizes release of related information is any information indicated.		_		
infection, HIV-related illness or AIDS, or any ir exposed to HIV. I DO DO NOT con	nformation that could	indicate a perso	n has been potentially	
AIDS/HIV or STD infection, antibodies to AIDS	or infection with any	other causative	agent of AIDS with the rest	
of my medical records. Initial: Da	te:			
With this consent, I give Bestcare Internal Med in the patient information form and leave a de	-	•	•	ovided
above in reference to the items that assist the	Practice in carrying o	ut treatment, pay	ment, and health care	
operations, such as appointment reminders, in lab and test results. You may revoke this authorized	•	•	· ,	S
Patient Signature (or parent, guardian or lega	I representative)		 Date	



LAST NAME	FIRST NAME	DOB

Date of last physical :	Date:
Your	Medical History
Hay fever (allergies)	<u>ENDOCRINE</u>
Hearing loss	Diabetes
☐ Cataracts	PreDiabetes
Other eye diseases	Menopause
LUNGS	Polycystic Ovarian Disorder
Asthma	Hypothyroidsm(low thyroid)
COPD	Other Endocrine disorders
Lung nodule	<u>KIDNEYS</u>
Other lung diseases	Kidney diease
HEART	☐ Kidney stones
☐ HTN (high BP pressure)	☐ Enlarged Prostate
Heart attack (MI)	Frequent Urinary infections
Heart Failure	Other Kidney diseases
Heart arrythmias	<u>NEUROLOGICAL</u>
Atrial Fibrillation	Stroke/TIA (ministroke)
High cholesterol or triglycerides	Migraine Headaches
Other heart disease	Other headaches
GASTRIC	Seizures
Acid Reflux	☐ Dementia
Crohn's disease	Parkinson's
Ulcerative Colitis	Other Neurological issues
∐IBS	<u>SKIN</u>
Hepatitis	Skin cancer
BONE/MUSCULAR	Eczema
☐ Osteoarthritis	Other skin issues
☐ Rheumatoid arthritis	BLOOD
□Fibromyalgia	Anemia
Lupus	Leukemia
☐ Osteoporosis	Lymphoma
☐ Osteopenia	Blood clot
Other rheumatoid disorders	Other blood disorders



LAST NAME	FIRST NAME	DOB

	HEALTH HISTOR	Y QUESTIONNAIRE	
ANY CANCER		PSYCHIATRIC Depression Anxiety ADD Bipolar Eating disorders	□Other Psych issues
<u>Surgeries</u>			
Year	Reason		Hospital
Other hospitaliza	 ations		
Year	Reason		Hospital

☐ Yes □No Have you ever had a blood transfusion?



LAST NAME	FIRST NAME	DOB

# **Immunizations**

Immunization	Date	Immunization	Date
☐Influenza		☐ Pneumovax	
☐Shingles (zotavax)		☐Gardisil	
☐Hepatitis B		☐Tetanus	
☐Hepatitis A		□dTap	
<b>□</b> MMR		☐ Any other Vaccines	
Screening Male and Female	Date		
☐ Stool Cards		□Normal □Al	onormal
☐Colonoscopy		□ Normal □ Al	onormal
☐ Bone Density		□Normal □Al	onormal
Which imaging center:			
Screening Male	Date		
□PSA		□ Normal □ Al	onormal
☐Testicular Exam		□Normal □Al	onormal
Screening Female	Date		
☐ Pap Smear		□ Normal □ Al	onormal
Mammogram		□ Normal □ Al	onormal
Which imaging center:			



LAST NAME	FIRST NAME	DOB
LASI NAINL	III31 NAIVIL	 DOB

Name of the Drug	Strength	Frequency Taken	
Allergies to medications Name of the Drug	Reaction you h	ad	
value of the blug	ineaction you in	au	
Allergies to all other agents inclu	iding food		
Name of agent or food	Reaction you h	ad	
	,		



TAST NAME DOR DOR	LAST NAME DOB
-------------------	---------------

Drugs	Do you cu	urrently use recreational or stre	eet drugs?		□Yes	□No
	Have you	ever given yourself street drug	gs with a needle?		□Yes	□No
Sex	Are you s	exually active?			□Yes	□No
	If yes, are	you trying for a pregnancy?			□Yes	□No
	If not tryi	ng for a pregnancy list contrace	eptive or barrier me	thod used:		
			<del></del>			
	1	mfort with intercourse?			☐ Yes	□No
	1 -	ou like to speak with your prov	rider about your risk	s of	_	
	HIV/AIDS				□Yes	□No
Personal	Do you liv				TYes	□No
Safety	1 -	ave frequent falls?			☐ Yes	☐ No
	Do you ha	ave vision or hearing loss?			☐ Yes	□No
	Do you ha	ave an advanced directive or liv	ving will?		□Yes	□No
	Would yo	u like information for the prep	aration of these?		□Yes	□No
	Physical a	and/or mental abuse have also	become major pub	lic health is	sues in thi	S
	country.	This often takes the form of ve	erbally threatening l	pehavior or	actual phy	sical or
	sexual ab	use. Would you like to discuss	this issue with you	r provider?	☐ Yes	□No
Family H	lealth His	<u>story</u>				
_	Age	Significant Health Problems	Age	Significar	nt Health Pr	oblems
Father			Children			
			Male			
Mother			☐ Female			
			☐ Male			
Siblings			□Female			
□Male			☐ Male			
<b>□</b> Female	2		□Female			
☐Male			□Male			
☐ Female	2		□Female			
□Male			Maternal	-		
□Female	2					
			Grandmother			
□Male			Grandmother Grandfather			
□Male □Female	2					
	2		Grandfather			



LAST NAME	FIRST NAME	DOB	
-----------	------------	-----	--

# **Bestcare Internal Medicine Practice Policies**

Please read each section carefully, initial each section and sign at the bottom.

## **Prescription Policy**

## **Phone Policy**

Our office staff can answer general questions. If you need to speak with one of the providers, please inform the front desk of the nature of your call. Except for emergencies, our first priority is to patients in the office, so the message will be reviewed after the provider is done seeing patients. If you feel very ill we advise all of our patients to call 911 or go to the emergency where you can be treated promptly. \_\_\_\_\_\_initials

### **Referral Request Policy**

### Results of Diagnostic/Lab Tests Policy

If you have a test performed, please schedule a follow up within 10 days of the test to go over results. It is your responsibility to call and schedule an appointment to go over all results. \_\_\_\_\_initials.

### **Copay Policy**



LAST NAME	FIRST NAME	DOB
Special Letters & Forms	Policy	
•	nies, and others sometimes ask that we prepa	re letters or forms containing detailed
	al care we provide. There are fees for these fo	
	nited to, completing disability forms, health qu	·
	s please call our office to ask what the fee may	
	ne varies by form <mark>initials</mark>	
Missed Appointments/L	ate Cancellation Policy	
We appreciate your consider	ation of the provider's schedule. When patien	ts do not show for an appointment it hinders
our ability to efficiently mana	age the schedule and impacts other patients <u>. </u>	We require 24 hour advance notice of
cancellation. A \$50.00 fee w	ill be applied to your account for short-notice	cancellations or missed appointments. If you
have scheduled a first appoir	tment of the day, you <u>MUST</u> come 20 minutes	s before your appointment. Patients who
miss several appointments w	ithout calling may be discharged from our pra	cticeinitials
Same Day Appointment	Policy	
Our office has blocked appoin	ntment times so we are able to accommodate	our patients with same day urgent
appointments. Please call ou	r office before going to an urgent care clinic or	r the hospital. When using an urgent care
clinic or a hospital your out-c	f-pocket expense will be greaterinitia	ls .
Dismissal Policy		
If you are "dismissed" from o	ur practice it means you can no longer schedu	lle appointments, get medication refills or
consider us your medical pro	vider. Common reasons for dismissal are failu	ire to keep appointments
(frequent no shows), noncom	pliance, abusive to staff, failure to pay your bi	illi <mark>nitials</mark>
Lab Fee Policy		
There is a \$25 lab convenience	ce fee when our office staff draws your blood.	For those who cannot afford the time and
hassle of waiting at a lab draw	w station. It is understood that this convenien	ce fee is not for the drawing and handling of
you blood and that it is not a	"Covered Service" by your insurance compan	y. Therefore, this fee is not reimbursable by
you insurance company	initials	
	MANDATORY Annual Exam/Wellness Visit	<u>Policy</u>
An annual physical exam visi	t is mandatory once yearly for all of our patie	ents under the age of 65. The annual
wellness visit is mandatory o	fall patients over the age of 65. Questionnain	re for your annual visit is available at
www.bestcareaz.com. The ar	nnual visit is a designated time to review all pr	oblems,
medications and ensure that	all cancer screening and other preventive mea	sures are up to date. The annual visit does
not deal with new or existing	health problems. That would be a separate se	rvice and requires a longer appointment and
possibly a copay. Please let ou	ır scheduling staffs know if you need the provi	iders help with a health problem, a

medication refill or something else. We need to schedule a separate appointment. \_\_\_\_\_\_initials



		Internal Medicine
LAST NAME	FIRST NAME	DOB
Financial Policy		
If you have no Insurance: Pay	ment will be due at the time of service, ask the f	ront desk for cash-pay prices. If you have
insurance: Although we are co	ontracted with several insurance companies, it is	your responsibility to make sure that our
provider is in your plan and if	you are in an HMO plan which requires an assign	ned primary care provider, make sure this
is done before your scheduled	appointment. (Please note some plans take long	ger than others for this change to take
effect). It is also your responsi	bility to know your insurance benefits.	
At the time of service you will	be responsible for all fees that are not covered be	by your insurance, including co-pays, co-
insurance, deductibles and no	n-covered services or items received. The co-pay	y cannot be waived by our practice, as it is
a requirement placed on you b	by your insurance carrier. We strive to be as accu	urate as possible in calculating your
responsibility but, with so mar	ny variations in policies and fee schedules, we are	e not always exact. You may receive a
statement from our office for	any balance due. For your convenience we accep	ot cash, checks, credit cards (Visa,
MasterCard, American Express	s and Discover). Payments are also accepted by p	phone and at www.bestcareaz.com
Auto Accident: If your injury is	s a result of an auto accident, you are required to	pay for services and then collect from
the auto carrier. We will not fi	le your insurance but will provide you with a rec	eipt to do so.
Liability Injury: If your injury is	s a result from another party's negligence, you a	re required to pay for services and then
collect from the responsible p	arty. We will not file your insurance but will prov	ride you with a receipt to do so.
Worker's Compensation: If yo	our injury is due to an accident in your work place	e, please inform the front desk
immediately. You will need to	contact your supervisor for instructions on how	to file a worker's compensation claim.
We regret any inconvenience	this may cause.	
Billing: If you receive a bill fro	m us, it is because we believe the balance is your	r responsibility. Please contact our billing
department, if you think there	e is a problem. If you cannot pay your entire bala	nce, please call to make payment
arrangements.		
Collections: Accounts that are	not paid within 30 days begin our in house colle	ection process. If your balance becomes
90 days old, your provider will	be notified and you may be subject to dismissal	from the practiceinitials
Please note all of these police	es have been created for your own safety, healt	h and well-being as well as requirements

PATIENT SIGNATURE:	
NAMF:	DOR:

by health insurance plans. We thank you for your cooperation and choosing Bestcare Internal Medicine as your

medical provider. A COPY OF THIS FORM WILL BE PROVIDED AT YOUR REQUEST, PLEASE INFORM FRONT DESK.



### **SUMMARY PRIVACY PRACTICES**

As a patient of Bestcare Internal Medicine, we want to inform you of an important protection for patient privacy that is effective as of April 14, 2003. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 permits the federal government to give practices, such as ours, specific rules about the storage and transmission of personal health care information. The Privacy Rule portion of the Act tells us how to use "individually identifiable health information" (IIHI) about patients within our practice and how to disclose it outside our practice.

HIPAA requires that we adopt a Notice of Privacy Practices and provide you a copy. This is a lengthy Notice, so to make it easier for you to understand, we have listed the patient rights that are detailed in the attached Notice of Privacy Practices:

- Patients have the right to receive copies of our Notice Privacy Practices
- Patients can give permission to the practice to use and disclose IIHI for certain purposes and for psychotherapy notes
- Patients can ask for restrictions on certain uses and disclosures of IIHI
- Patients can ask for restrictions on the way(s) in which we communicate IIHI to them
- Patients can ask us to change the IIHI that is contained in their medical records
- Patients can ask to inspect and copy IIHI
- Patients can ask for a list of disclosures of IIHI made by the practice
- Patients have the right to complain to our practice and to the department of Health and Human Services about alleged violations of the Privacy Practice

We fully support HIPAA and the Privacy Rule. As our patient, we ask you to sign the following Receipt Acknowledgement of our Notice of Privacy Practices, and we will be glad to provide you with a personal copy of the complete Notice if you would like to have it for your records.

Receipt Acknowledgement of Notice of Privacy Practices

# I, \_\_\_\_\_\_\_, have received a copy of Bestcare Internal Medicine, Patient Name Notice of Privacy Practices. www.bestcareaz.com/privacypractices PATIENT SIGNATURE Date



LAST NAME	FIRST NAME	DOB
L/ (S) TV/ (TVIL	THIST IN LIVIE	000

### **PATIENT CONSENT FORM**

I consent to the use or disclosure of my protected health information by BESTCARE INTERNAL MEDICINE, PLLC for the purpose of my diagnosis, treatment, payment, or to conduct health care operations.

I understand the following:

- Diagnosis or treatment of me by BESTCARE INTERNAL MEDICINE staff providers may be conditioned upon my consent as evidenced by my signature on this consent.
- I have the right to request a restriction on the uses of my protected health information; the physician's practice may not agree with the restrictions. However, if they do agree, the restriction is binding.
- I have the right to revoke this Consent, in writing, at any time; all future disclosures will subsequently cease. Any disclosures previously made from my prior consent, will not be affected by this revocation.
- Prior to signing this consent, I have the right to review Bestcare Internal Medicine, PLLC Notice of Privacy Practices & Financial Policy, which have been provided to me.

My "protected health information" means health information, including my demographics information, collected from me and created or received by my physician, another health care provider, a health plan, my employer, or a health care clearinghouse. This protected health information relates to my past, present, or future physical or mental health condition and identifies me, or there is a reasonable basis to believe the information may identify me.

Bestcare Internal Medicine, PLLC has a Notice of Privacy Practices. The Notice of Privacy Practices describes how we may use and disclose protected health information about you. The Notice of Privacy Practices also describes patient rights under the law.

Bestcare Internal Medicine, PLLC may change the privacy practices as described in the Notice of Privacy Practices. I may contact the office to receive a revised copy.

This document is provided in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As a courtesy to our patients, we will file up to 2 insurance companies. Because we are Medicare Providers, we must first file to the insurance companies of all Medicare patients.

### **Medical Information Release-Direct Physician Payment Release**

By Signing below, I authorize the release of all medical information necessary for filing my insurance claims. I also authorize my insurance company to make direct payment to my physician. A copy of this release may be used in place of the original. I understand that I am responsible for any balance due on my account after my insurance carriers(s) have paid, including my yearly deductibles, co-payments and coinsurance. I also understand that any overpayment will be refunded if authorized by my insurance company.

Patient Signature	Date
Parent/Legally Authorized Representative	Relationship to Patient

BESTCARE INTERNAL MEDICINE, PLLC 13945 W. GRAND AVE SUITE A-105 SURPRISE, AZ 85374 T. 623.546.0007 F. 623.584.6915



# **AUTHORIZATION TO RELEASE MEDICAL RECORDS**

PATIENT NAME:	
DATE OF BIRTH:/	
ADDRESS	
CITY, STATE, ZIP	
PHONE (HOME)	(WORK)
,	AME AND FAX, WE CANNOT SEND A REQUEST WITHOUT
THIS INFORMATION)	
Provider Name:	
Fax No. (REQUIRED)	
to send/release photocopies of my medica	records to: BESTCARE INTERNAL MEDICINE, PLLC  13945 W. GRAND AVE SUITE A-105 SURPRISE, AZ 85374
	Phone: (623) 546-0007 Fax: (623) 584-6915
COMMUNICABLE DISEASE-RELATED INFORMATION INFORMATION (AS DEFINED IN 42 CFR SECTION 2 ET	
Progress Notes (1 year)	Laboratory Reports (1year)
Colonoscopy/Mammogram/Dexa/EKG	
Consultation Reports (1 year) Other:	Vaccinations
revoke this authorization at any time prov was made prior to my revocation in compl	he signed date below. I have given my consent freely and voluntarily. I may ded I notify my PCP in writing to that effect. I understand that any release which ance with this authorization shall not constitute a breach of my rights to opy of this authorization is considered acceptable in lieu of the original.
Patient Signature	Date
Parent/Legally Authorized Representative	Relationship to Patient

Page 14