Schwartz Physical Therapy

PATIENT CONTACT INFORMATION:

EMAIL: _____

First Name: _____ Last Name: _____ MI: _____

Age: _____ DOB: _____ Social Security #: _____

Street: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

If Patient is a Minor; Parent Guardian Name: _____ Contact #: _____

In the even we need to contact you, which number would you like us to call? CELL_____ HOME_____ WORK_____

Student Status: _____ Who may we thank you for referring you to our office? _____

EMERGENCY INFORMATION:

In case of an emergency who should be notified? _____ Phone #: _____

Relationship to patient_____ Additional phone #: _____

Please list your medications, dose and frequency (please include any vitamins or over the counter medications):

Medication Name: _____ Dosage: _____ Frequency: _____

Medication Name: _____ Dosage: _____ Frequency: _____

Medication Name: _____ Dosage: _____ Frequency: _____

_____ _____

Patient Signature **Date**

ASSIGNMENT OF BENEFITS

Provider:

Schwartz Physical Therapy
422 Morris Ave, Suite 5
Long Branch, NJ 07740

In consideration of services rendered, I hereby assign to the provider and or his/her assignees so much of my first party insurance benefits and rights shall equal the full amount of the bill for such services and the provider and his/her assignees may secure in my name. If the above provider is an in-network provider of my primary insurance then my financial liability is limited to that which these insurance companies require to pay (i.e. co-payments, deductibles coinsurance, etc). Also by signing this form I understand that I authorize this office to release all information regarding my condition for payment purposes of my claims if my insurance company requires such. This authorization will be void once all claims are paid in full.

X _____

Signature of Patient (if patient is minor parent/guardian must sign) **Date**

I HEREBY STATE THAT THE INJURY WHICH I AM RECEIVING TREATMENT FOR IS NOT DUE TO A WORKMAN'S COMPENSATION CASE OR NO FAULT ACCIDENT.

X _____

Signature of Patient **Date**

IT IS THE PATIENTS RESPONSIBILITY TO INFORM US IF YOUR INSURANCE CARRIER CHANGES DURING YOUR TREATMENT HERE. IF YOU FAIL TO INFORM US YOU WILL BE HELD RESPONSIBLE FOR ALL CHARGES NOT COVERED.

X _____

Signature of Patient **(if patient is a minor parent/guardian must sign)** **Date**

PRIVACY POLICY

As a healthcare provider our office is required by HHS (Department of Health and Human Services) and HIPAA to adopt a privacy policy for our office effective April 14, 2003. We are legally bound to enforce this policy as healthcare providers. This policy is to protect our patient's right to confidentiality. HIPAA and the Administrative Simplification Requirement allows for "incidental disclosure" including but is not limited to treatment in our general treatment area as well as healthcare providers sharing information needed to treat a patient, all to be done with reasonable safeguards. Our employees have been counseled and trained in regards to the confidentiality of a patient's medical record.

I. Penalties

Any employee found violating this policy will be reprimanded up to and/or including termination of employment. Violation of a patient's privacy if found guilty will be subject to civil liability and/or criminal penalties. We are required to report any employee found violating this policy to the Department of Civil Rights. Penalties are as follows: Civil Federal criminal penalties are $100 per violation, up to $25,000 per person per year each requirement of prohibition violated. Federal criminal penalties are up to $50,000 and one year in prison for obtaining protected health information; up to $100,000 and up to five years in prison for obtaining or disclosing protected health information under "false pretenses"; and up to $250,000 and up to 10 years in prison for obtaining or disclosing protected health information with intent to sell, transfer or use it for commercial advantage, personal gain and malicious harm.

II. Patient Charts

Staff members such as PT Aides, front desk staff and Therapists all have access to patient charts for the following reasons; to treat the patient, to set up for a patients treatment plan, request authorization, as well as follow up on claims for payment due at our office, filling out paperwork; maintaining & securing records and communication with the insurance companies and governmental agencies. This will be done in a discrete manner with as little incidental disclosure as possible. A patient or their qualified representative has the right to inspect their patient information within 30 days of our office receiving a written request with the patient's original signature or qualified representative's original signature. Copies of the patients chart may be furnished to the patient at a charge of $75/per page. A patient's chart may not be copied or reviewed by a third party without written authorization from the patient or a qualified representative. This request may be written within 30 days of the patient's/representative's dated signature. Copies will not be released with a Photostat copy of the patient's/representative's signature unless the authorization states otherwise. A patient or their qualified representative may challenge the accuracy of their information and may require their own brief statement be inserted as a permanent part of their patient information and released whenever the information is released. This individual's right only pertains to factual statements and not to a provider's observations, inferences or conclusions. You have the right to receive an accounting of disclosures of protected health information. Patients have the right to make restrictions or transfers of their protected health information at any time.

III. Insurance Companies

A patient's progress notes will only be released to an insurance company when it is necessary to prove medical necessity for additional visits and or payment of claims. When this information is released to such companies, only the necessary information will be released. Information that does not support the medical necessity for continued treatment will not be released. This will be determined by the treating provider's own discretion. No Fault cases require copies of patient's progress notes with each claim. When this information is released to such companies only the necessary information will be released. (Workman's Compensation cases are excluded from the HIPAA privacy policies.)

Our patients have the right to feel confident that our office will keep their healthcare information confidential. There will be periodical updates to this policy, as the law requires as well as this office deems necessary. We reserve the right to revise this policy at any time. You also have the right to request a copy of this notice at any time. Questions that a patient has about our privacy policy may be directed to the privacy officer. For more information about the HIPPA or to file a complaint you may contact:

The US Department of Health & Human Services

Office of Civil Rights

200 Independence Avenue

Washington, D.C. 20201

Patient Name _____ Signature _____ Date _____