

PATIENT INFORMATION

Name: _____ Social Security#: _____
First Middle Last
 Address: _____ Suite/Apt. #: _____ City/State: _____ / _____ Zip: _____
 Email address: _____ Web Portal: Y N Gender: F M DOB: ___/___/___ Marital Status: _____
 Home#: _____ Work#: _____ Cell#: _____

May Leave Confidential/detailed message regarding: (check all that apply)

	Home	Work	Cell	Text	Email/ Portal
Appointments					
Lab Results					
Health Maintenance					
Rx confirmations					
General Messages					

Race: American Indian/Alaska Native Hispanic
 Black/African American Asian White
 Native Hawaiian/Other Pacific Islander
 Other _____ Unreported/Refused to Report

Ethnicity: Hispanic/Latino Not Hispanic/Latino Refused to Report

Insurance Company Name(s): _____ Preferred Language _____
(if other than English)

Pharmacy Name and Address: _____ Phone #: _____

RESPONSIBLE PARTY (PLEASE COMPLETE IF OTHER THAN SELF)

Relationship to Guarantor: Self Spouse Child Other _____ DOB: ___/___/___

Name: _____ Social Security#: _____
First Middle Last
 Address: _____ Suite/Apt. #: _____ City: _____ State: _____ Zip: _____
 Home#: _____ Work#: _____ Cell#: _____ May leave message at: Home Work Cell

EMERGENCY CONTACT

Name: _____ Relationship to Patient: _____
First Middle Last
 Address: _____ Suite/Apt. #: _____ City: _____ State: _____ Zip: _____
 Home#: _____ Work#: _____ Cell#: _____ May leave message at: Home Work Cell

E-PRESCRIBING MEDICATION HISTORY CONSENT

I understand that Virginia Physicians, Inc. has implemented e-prescribing for its patients. I also understand that e-prescribing involves the ability for the practice to send prescriptions electronically to pharmacies, eliminating the need for a more time-consuming, and sometimes more costly, approach to prescribing through paper, phone and fax. E-Prescriptions are fast, convenient, legible, secure, cost-effective and safe. The e-prescribing process also allows the health care provider to access critically important information about their patient's current and past medications from pharmacy benefit managers and community pharmacies. This information helps alert the provider to other potential medication issues with their patients and can improve safety and quality.

have been given an opportunity to ask questions about the e-prescribing process and have had those questions answered to my satisfaction. I hereby consent to the practice requesting and using my medication history from other health care providers or third party pharmacy benefit payors for treatment purposes in connection with the e-prescribing process.

NOTICE OF PRIVACY PRACTICES WRITTEN ACKNOWLEDGEMENT

Our Notice of Privacy Practices (available upon arrival to our office) provides information about how we may use and disclose protected health information (PHI) about you. As provided in our notice, the terms of our notice may change. If we change our notice, you may obtain a revised copy.

I have received a copy of Virginia Physicians, Inc.'s Notice of Privacy Practices. I understand that I may ask questions to the Medical Practice if I do not understand any information contained in the Notice of Privacy Practices.*

If you are completing this form prior to your scheduled appointment please note that the Notice of Privacy Practices will be made available to you upon arrival to our office.

Please complete front and back



AUTHORIZATION AND ASSIGNMENT- REQUIRED FOR ALL PATIENTS

I authorize Virginia Physicians, Inc. to release information required by my insurance company. I authorize payment of benefits directly to Virginia Physicians, Inc. I understand that I am financially responsible to Virginia Physicians, Inc. for charges not covered by this assignment and in the event of default; I agree to pay all costs of collections including reasonable attorney's fees. This authorization and assignment will remain in effect until a notification of change is received by Virginia Physicians, Inc.

Medicare Assignment Agreement- Medicare Patients Only

I authorize Virginia Physicians, Inc. to release information needed for Medicare claims to the Centers for Medicare & Medicaid Services or its intermediaries or carriers.

FINANCIAL POLICY

Thank you for choosing Midlothian Family Practice as your healthcare provider. We are committed to your treatment being successful. Please understand that payment of your bill is considered a part of your treatment. The following is a statement of our Financial Policy which we require you to read and sign prior to any treatment. All patients must complete this information before seeing the doctor.

General Information: Payment in full is due at the time of service. We accept cash, check/debit, Amex, Discover, MasterCard, and Visa.

Regarding Insurance: We accept most major insurance plans, but you are responsible for checking with your carrier to see if services at our office will be covered. We *do not* participate with any Medicaid- HMO plans. We may accept assignment of insurance benefits; however we do require that all co-payments be made at the time of service. The balance is your responsibility whether your insurance company pays or not. It is your responsibility to notify us of any changes in your policy information. Your insurance policy is a contract between you and your insurance company. We are not a party to that contract. Please be aware that some, and perhaps all, of the services provided may be non-covered and not considered reasonable and necessary under the Medicare Program and/or other medical plans. You will be responsible for these balances. Additionally, it is your responsibility to obtain and track referrals for your visits.

Minor Patients: The adult accompanying a minor and/or the parents (or guardians of the minor) are responsible for full payment.

Returned Checks: There will be a \$25 fee on all returned checks. Future payments must be made by cash or credit card only.

Collection Fees: In the event that your account is turned over to a collection agency, you will be responsible for all collection costs including reasonable attorney's fees.

Missed Appointments: Unless cancelled at least 24 hours in advance, our policy is to charge for missed appointments at the minimum rate of \$50 per missed appointment. Please help us serve you better by keeping your scheduled appointments.

Fees for Letters and Forms: Your physician will be happy to fill out any necessary form that you may need. Please be advised that due to the time required to dictate and complete letters and forms there will be a fee for this service. These costs are considered non-covered by insurance companies and will be your personal responsibility.

Patient Signature (or Authorized Patient Representative)**

Date

**This signature is applicable to all items covered on this form, both front and back



New Patient Questionnaire

Patient Information	
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Patient Name:	Date of Birth:
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Current Medications (Please include dose, frequency and quantity)
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Medication Allergy:

Immunizations

Diphtheria/Tetanus within 10 years: Date: _____	Tuberculin PPD: Date: _____
Measles/ Mumps/ Rubella: Date: _____	Pneumonia: Date: _____
Hepatitis A & B: Date: _____	Zostavax: Date: _____
T-DAP (Diphtheria/Pertussis/Tetanus: Date: _____	Other: Date: _____

Past Medical History (dates):

Medical Illnesses: _____ _____ _____ _____	Surgeries: _____ _____ _____ _____
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Blood Transfusion? Yes No Date: <i>(If yes)</i>

Social History:

Occupation: _____	Smoking (amount): _____
Alcohol (amount): _____	Exercise (amount): _____
Caffeine (amount): <i>(include all coffee, tea soda)</i>	

Family History:

Mother: living, age _____ <i>If deceased, age at death</i> _____	Current Medical Problems: _____ Cause of Death: _____
Father: living, age _____ If deceased, age of death _____	Current Medical Problems: _____ Cause of Death: _____
Brothers: age _____ age _____	Medical Problems: _____ Medical Problems: _____
Sisters: age _____ age _____	Medical Problems: _____ Medical Problems: _____
Children: age _____ age _____	Medical Problems: _____ Medical Problems: _____

Other Patient Related Medical information:

Patient Signature (or Authorized Patient Representative)

Date



Authorization for Release of Protected Health Information

Name of Patient: _____ Date of Birth: _____

The office of Virginia Physicians, Inc is authorized to release protected health information as described below for the identified patient.

Entity to Receive Information.

Check each person or class of persons that you approve to receive information.

Description of information to be released. Check each that can be given to person/entity on the left in the same section.

Voice Messages on _____ number.

Appointment Reminders

Lab Results

Other

Spouse or Significant Other:

Phone Number: _____

Appointment Reminders

Lab Results

Treatment Notes and Record

Discuss Treatment

Other Person

Relationship: _____

Phone Number: _____

Appointment Reminders

Lab Results

Treatment Notes and Record

Discuss Treatment

Other Person:

Relationship: _____

Phone Number: _____

Appointment Reminders

Lab Results

Treatment Notes and Record

Discuss Treatment

Patient Rights:

1. I have the right to revoke this authorization at any time.
2. I may inspect or copy the protected health information to be disclosed as described in this document.
3. Revocation is not effective in cases where the information has already been disclosed but will be effective going forward.
4. Information used or disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law.
5. I have the right to refuse to sign this authorization and that my treatment will not be conditioned on signing.

This authorization will remain in effect until I revoke it in writing.

_____ Date _____

Signature of Patient or Personal Representative

*Description of Personal Representative's Authority (attach necessary documentation)