

This consent is required by the Health Insurance Portability and Accountability Act of 1996 to inform you of your rights for privacy with respect to your health care information.

I hereby give my consent to Medical and Surgical Associates, Inc. to use and disclose my protected health information for the purpose of treatment, payment and operations of my health care and this practice.

Consent for treatment: I, with my signature, authorize (this practice), and any employee working under the direction of the physician, to provide medical care for me, or to this patient for which I am the legal guardian. This medical care may include services and supplies related to my health (or the identified person) and may include (but not limited to) preventative, diagnostic, therapeutic, rehabilitative, maintenance, palliative care, counseling, assessment or review of physical or mental status/function of the body and the sale or dispensing of drugs, devices, equipment or other items required and in accordance with a prescription. This consent includes contact and discussion with other health care professionals for care and treatment.

Consent for release of information for payment and operations: I also authorize this practice to furnish information to the identified insurance carrier(s) for any and all payment activities. I further consent to the use for any practice operational needs as identified in the practice privacy notice. This release may include information about drug use/abuse, alcohol use/abuse, mental health issues or concerns, AIDS or HIV status as pertinent to my medical care.

Consent related to the Privacy Notice: I have had a chance to review the Practice Privacy Notice as part of this registration process. I understand that the terms of the Privacy Notice may change and I may obtain these revised notices by contacting the practice by phone or in writing. I understand I have the right to request how my protected health information (PHI) has been disclosed. I also have the right to restrict how this information is disclosed, but this practice is not required to agree to my restrictions. If it does agree to my restrictions on PHI use, it is bound by that agreement.

I understand that this practice may refuse me services if I refuse to sign this consent. I may revoke this consent at any time, but the practice may refuse further services at that time. If I revoke this consent, the revocation does not take effect until the practice receives it.

Patient/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_ If not patient, relationship \_\_\_\_\_

Revocation: I hereby revoke the consent given above:

Patient/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name printed \_\_\_\_\_ If not patient, relationship \_\_\_\_\_

**PATIENT FINANCIAL AGREEMENT**

We are committed to providing you with the best possible care. To avoid any questions or problems, we need your assistance and understanding of our financial policy.

1. All co-pays are due at time of service. There is a \$5.00 fee for any co-pay not paid on the date the services are provided. Even if you have a secondary insurance that picks up your copay, you are responsible for paying the co-pay. We will abide by the contract we have with your primary insurance company.
2. There is a \$25.00 fee for any appointment that is not cancelled 4 hours before your scheduled appointment time. Three consecutive "NO SHOW" appointments will be grounds for dismissal from the practice.
3. Insurance is a contract between you and your insurance company. We will file your insurance claims as a courtesy to you. You agree to pay any portion of the charges not covered by insurance. We will file your insurance claims on time. If not payment is made, the balance is your responsibility. We emphasize that as a medical provider, our relationship is with YOU and NOT your insurance company. We cannot be responsible for any loss of benefits. It is YOUR responsibility to know your policy.
4. Not all services are covered benefits in all insurance contracts. Some insurance companies select certain services they will not cover and regardless of our participation with a plan, payment for any non-covered services will be the patient's responsibility.
5. In the case of divorce or separation, the parent authorizing treatment for a child will be the parent responsible for any charges or co-pays. It is the authorizing parent's responsibility to collect from the other parent if necessary.
6. There is a \$40.00 fee for any returned check. Payment will need to be made by cash, credit card, or cashier's check within 14 days for the amount due, and the returned check fee.
7. Accounts over 60 days old are subject to a billing fee.
8. Accounts 90 days old are subject to a \$5.00 delinquent fee. Balances will need to be paid in full at this time to avoid dismissal from the practice and the account being sent out to collection.
9. Accounts over 120 days old or accounts for whatever reasons are dismissed from the practice are subject to a \$15.00 dismissal fee.
10. Accounts that are sent to collection are subject to the collection agency's fees that are charged to Medical and Surgical Associates, which is usually 30% of the balance sent to collection. The balance includes any interest added, delinquent and dismissal fees.
11. There is a \$10 fee for any records transferred to another physician. The fee increases to \$25 if you have an unpaid balance at the time of transfer. Once your records have been transferred, no further appointments will be made with our office.
12. There is a \$20 fee for any medication prior authorization your insurance requires.
13. There may be a charge for forms filled out by a physician.

Signature of Patient or Guardian \_\_\_\_\_

Date \_\_\_\_\_