



Welcome to our office. Please fill out the information requested as completely as possible. A copy of your driver's license or a photo ID And your insurance card is required for identification.

**PATIENT INFORMATION:**

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN# \_\_\_\_\_ Gender: Male      Female

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Secondary/Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_

**Marital Status:** MARRIED    DIVORCED    SEPARATED    SINGLE    WIDOWED    CHILD

**RESPONSIBLE PARTY INFORMATION:** *(For insurance and billing purposes)*

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN# \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to patient: SELF    SPOUSE    FATHER    MOTHER    CHILD    STEP PARENT    GUARDIAN

Primary Insurance: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_  
Signature of patient or parent/guardian

\_\_\_\_\_  
Date

## CHILD HEALTH HISTORY FORM

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

Date of birth: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL MEDICAL HISTORY:** (Check all that apply)

Allergies	Chicken pox	Pneumonia
Anemia	Croup	RSV
Asthma	Ear Infections-Frequent	Rotovirus
Attention Deficit Disorder	Fractures	Skin Dryness
Bed wetting	Obesity	Urinary Tract Infection-frequent

**FAMILY MEDICAL HISTORY:** (Check all that apply for immediate family)

\_\_ **Adopted**

Allergies	Heart attack	Renal Failure
Alzheimer's Disease	High blood pressure	Seizure
Arthritis	High cholesterol	Sleep Apnea
Asthma	Hypertension	Stroke
Cancer-type _____	Leukemia	Sudden Death
Congestive heart failure	Loss of vision	Suicide
Coronary artery disease	Lymphoma	Thyroid disorder
COPD	Malignant melanoma	Ulcerative colitis
Depression/anxiety	Obesity	Varicose veins
Diabetes	Osteoporosis	Vision problems
Hearing loss	Pancreatitis	Other:

**SURGERIES:** (Check and write year)

Appendix	Hernia repair	Strabismus
Biopsy	Joint surgery	Tonsils
Circumcision	Pyloric stenosis	Other:
Ear tubes	Scoliosis surgery	Other:

**HOSPITALIZATIONS/INJURIES:** (Not including above surgeries)

\_\_\_\_\_

\_\_\_\_\_

**MEDICATIONS:** (List all medicines/doses taken regularly)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEDICAL ALLERGIES:** (Include reaction)

\_\_\_\_\_

\_\_\_\_\_

## **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 READ CAREFULLY**

This notice of Privacy Practices is being provided to you as a requirement of the Health Insurance Portability and Accountability Act (HIPAA). This Notice describes how we may use and disclose your protected health information to carry out treatment, payment or health care options and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information in some cases. Your “protected health information” means any of your written and oral health information, including demographic data that can be used to identify you. This health information that is created or received by your health care provider, and that relates to your past, present or future physical or mental health or condition.

### **Uses and disclosures of your protected health information:**

- Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual.
- Demographic information could include your name, address, telephone number, social security number and any other means of identifying you as a specific person.
- Protected health information contains specific information that identifies a person or can be used to identify a person. Protected health information is health information created or received by health care provider, health plan, employer, or health care clearinghouse. Brown Road Family Medicine, can act as each of the above business types. This medical information is used by Brown Road Family Medicine, in many ways while performing normal business activities.
- Your protected health information may be used or disclosed by Brown Road Family Medicine, for purposes of treatment, payment, and health care operations. Health care professionals use medical information in the clinics or hospital to take care of you. Your protected health information may be shared, with or without your consent, with another health care provider for purposes of your treatment. Brown Road Family Medicine, may use or disclose your health information for case agreement and services. Brown Road Family Medicine may send the medical information to insurance companies, Medicaid, or community agencies to pay for services provided to you.
- Your information may be used by certain department personnel to improve the department’s health care operations. The department also may send you appointment reminders, information about treatment options or other health-related benefits and services.
- Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include:
  - Reporting abuse of children, adults, or disabled persons.
  - Investigations related to a missing child.
  - Internal investigations and audits by the department’s divisions, bureaus, and offices.
  - Investigations and audits by the state are inspector General and Auditor General and the legislature’s Office of Program Policy Analysis and government Accountability.
  - Public health purposes including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals.
  - District medical examiner investigations.
  - Research approved by the department.
  - Court orders, warrants, or subpoenas.
  - Law enforcement purposes, administrative investigations, and judicial and administrative proceedings.

### **Individual Rights**

**You have the right to request Brown Road Family Medicine, to restrict the use and disclosure of your protected health information** to carry out treatment, payment, or health care operations. You may also limit disclosures to individuals involved with your care. The BRFM privacy department is not required to agree to any restriction.

**You have the right to inspect and receive a copy of your protected health information.** Brown Road Family Medicine may mail or call you with health care appointment reminders. We will make contact with you in the manner and at the address or phone number you select. You may be asked to put your request in writing. If you are responsible to pay for services, you may provide an address other than your residence where you can receive mail and where we may contact you.

**You have the right to inspect and receive a copy of your protected health information.** Your inspection of information will be supervised at an appointed time and place. You may be denied access as specified by law. If access is denied, you have the right to request a review by a licensed health care professional who was not involved in the decision to deny access. This licensed health care professional will be designated by BRFM privacy department.

**You have the right to correct your protected health information.** Your request to correct your protected health information must be in writing and provide a reason to support your requested correction. Brown Road Family Medicine may deny your request, in whole or part, if it finds the protected health information:

- Was not created by the department,
- Is not protected health information,
- Is by law not available for your inspection, or
- Is accurate and complete.

If your correction is accepted, the department will make the correction and tell you and others who need to know about the correction. If your request is denied, you may send a letter detailing the reason you disagree with the decision. The department will respond to your letter in writing. You also may file a complaint, as described below in section titled Complaints.

**You have the right to receive a summary of certain disclosures** Brown Road Family Medicine, may have made of your protected health information. The summary does **not** include:

- Disclosures made to you.
- Disclosures to individuals involved with your care.
- Disclosures authorized by you.
- Disclosures made to carry out treatment, payments, and health care operations.
- Disclosures for public health.
- Disclosures for health professional regulatory purposes.
- Disclosures to report abuse of children, adults, or disabled.
- Disclosures prior to [Practice decides date here].

This summary **does** include disclosures made for:

- Purposes of research, other than those you authorized in writing.
- Responses to court orders, subpoenas, or warrants.

You may request a summary for not more than 6-year period from the date of your request if you received this Notice of Privacy Practices electronically, you have the right to a paper copy upon request.

### **Complaints**

You have the right to express complaints to the provider and to the Secretary of Health and Human Services if you believe that your privacy rights have been violated. You may complain to the provider by contacting the provider's Privacy Officer verbally or in writing, using the contact information below. We encourage you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint.

### **Contact Person**

The provider's contact person for all issues regarding privacy and your rights under the Federal privacy standards is the Privacy Officer. Information regarding matters covered by this notice can be requested by contacting the Privacy Officer. Complaints against the provider can be mailed to the Privacy Officer by sending it to: **2310 E. Brown Rd. Mesa, AZ 85213**

### **Effective Date**

This Notice of Privacy Practices is effective beginning March 28, 2011, and shall be in effect until a new Notice of Privacy Practices is approved and posted.

By signing below you acknowledge that you have read and understand the privacy practices of Brown Road Family Medicine.

**Patient Printed Name:**

\_\_\_\_\_

**Patient Date of Birth:** \_\_\_\_\_

**Patient/Guardian Signature:**

\_\_\_\_\_

**Today's Date:** \_\_\_\_\_

## **OFFICE POLICIES**

This is written for your information and hopefully will answer any questions you may have about our policies and procedures. Please read and sign, then return this form to our staff.

- Payment is expected as services are rendered unless prior financial arrangements have been made. We accept cash, checks, Visa and Mastercard.
- A charge of \$25.00 will be made for personal checks drawn insufficient funds.
- A charge of \$5.00 will be added to co-pays that are not paid at time of service.
- There will be a charge of \$25.00 for missed appointments or appointments not cancelled 24 hours in advance.
- If you do not provide current insurance information at the time of visit, you will be responsible for the bill. If your insurance company denies payment for our services for any reason, you are responsible for the bill. Patient accounts are expected to be paid within 60 days.
- Our staff will be happy to answer any questions you may have in reference to these issues.
- Please inform us immediately of any changes in your address, phone number, or insurance.

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

\_\_\_\_\_  
Date

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2310 E. Brown Road  
Mesa, AZ 85213

Main Line (480) 649-9000  
[www.brownroadfm.com](http://www.brownroadfm.com)

Main Fax (480) 248-9213  
Nurse Fax (480) 248-9206

## **Promise to pay note**

- All patients are required to sign this form upon the first visit and it will remain in place as long as you are a patient in this office.
- We will send claims to all insurance companies that we are contracted with. If you have an insurance company that we are not contracted with, we will let you know before you are seen by a provider so you can make other arrangements for payment.
- We verify the eligibility of every patient before they are seen. However, if at a later date you become ineligible and the claim is denied by your health plan, you will be responsible for the bill. Ultimately, it is the responsibility of patient to be sure they have adequate insurance for doctor's office visits.
- We expect that your account will be paid in full within 90 days of the date of service. We expect that you will be actively involved in facilitating the claims being processed by watching for statements from our office and from you insurance company.

*My signature below indicates that I have read and understand the above changes in policy and consider this form to be a promise to pay note.*

**Printed patient name** \_\_\_\_\_ **Patient DOB** \_\_\_\_\_

**Patient/Guardian Signature** \_\_\_\_\_

**Relationship to patient** \_\_\_\_\_

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

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