**Reason for Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PATIENT NAME: FIRST M.I. LAST | DATE OF BIRTH | SOCIAL SECURITY # |  | MALE / FEMALE?M or F |
| HOME ADDRESS APT # | CITY | STATE | ZIP | HOME PHONE  |
| EMPLOYER ADDRESS | WORK PHONE |
| OCCUPATION | REFERRED BY: FIRST and LAST NAME | CELL PHONE |
| ALLERGIES TO MEDICATIONS | PERSONAL PHYSICIAN: FIRST and LAST NAME (Give address and Phone if known) | MARITAL STATUS\_\_\_\_\_S \_\_\_\_\_M \_\_\_\_\_W \_\_\_\_\_D |
| SPOUSES NAME | WORK PHONE: | OCCUPATION |
| PERSON TO CONTACT IN CASE OF EMERGENCY (NOT RESIDING WITH YOU) | TELEPHONE |
| POLICY HOLDER NAME | SOCIAL SECURITY NUMBER | DATE OF BIRTH | FINANCIALLY RESPONSIBLE PERSON\_\_\_\_PATIENT \_\_\_\_SPOUSE \_\_\_\_PARENT \_\_OTHER |
| EMPLOYER ADDRESS | WORK PHONE |
| **Primary Insurance Billing Information** | **Secondary Insurance Billing Information** |
| **Ins. Co. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****City, State & Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ID.No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Group Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Group #\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Subscriber:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Person's Name)**Subscribers Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Subscriber's Social Security #** | **Ins. Co. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****City, State & Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ID.No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Group Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Group #\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Subscriber:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Person's Name)**Subscribers Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Subscriber's Social Security #** |

**PAYMENT POLICY**

All professional services rendered are charged to the patient. Necessary forms will be completed to help expedite insurance carrier payments. However, the Patient is responsible for all fees, regardless of insurance coverage. It is also customary to pay for services when rendered unless other arrangements have been made in advance with our office. In the event my account is turned over to an attorney for collections, I will pay any fee/costs incurred during the collection process.

**INSURANCE AUTHORIZATION AND ASSIGNMENT**

I hereby authorize Giath Alshkaki, MD, to furnish information to insurance carriers (including Medicare/Medigap) concerning my illness and treatments and I hereby assign to the physician(s) all payments for medical services rendered to myself or my dependents. I understand that I am responsible for any amount not covered by insurances.

**The information I provided above is correct.**

**I understand that I will be responsible for a charge of $25.00 for missed appointments without at least 24 hour prior cancellation notice and a charge of $100.00 for any missed procedure without at least 48 hour prior cancellation notice; and a $10 Processing fee will be charged if I don't pay my copay at the time of my visit. I certify that the information I provided above is correct.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date* *Signature of Subscriber or Beneficiary*

Please present you insurance card(s) and your driver’s license to the front office staff so they may make a copy to place in the medical record.

**Insurance Waiver and Financial Notification Statement**

All co-pays and deductibles are expected at the time of service by cash, or credit card. Insurance benefits applicable to this service will be filed by our billing office provided you furnish the necessary identification numbers with the mailing address. All referrals and pre-certification are the responsibility of the patient to make sure they are received by our office before being seen by the physician. If insurance payment is not received in 45 days from the date of filing, it become your responsibility to pay the account in full and look directly to the insurance company for resolution of the claim. Accounts that are not paid in full by 60 days are considered delinquent and are subject to collection by an outside agency. In the event this account is released for collection, any collection and/or attorney’s fees will become the responsibility of the guarantor of the account.

I agree that **Infinity Surgical Associates** are not to file a claim when the insurance information is given after the services are performed and the patient will be fully responsible to pay the amount due.

I agree to pay for services for which I have not provided the correct insurance information prior to the service.

I agree to pay for any services for which I have not obtained a proper referral.

I agree to pay for non-covered services under my insurance plan.

I agree to pay any deductibles, co-pays, or out of pocket expenses per my insurances policy as requested by **Infinity** **Surgical Associates** in a timely fashion.

I agree to pay for any service for which I have not answered my own insurance company’s inquires.

I certify that I have provided complete, current and accurate information regarding my personal, medical and insurance information.

I take responsibility for understanding my coverage by communicating with my insurance company and/or benefits coordinator. Also, I agree that it is my responsibility to make sure that Infinity Surgical Associates are paid for this service.

**Guarantor Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Assignment of Insurance Benefits**: I hereby authorize payment directly to Infinity Surgical Associates of any and all insurance benefits for this visit, hospital inpatient or outpatient stay, otherwise payable to or on behalf of the patient or to me, and authorize release of information requested by the patient’s insurance company(ies).

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Patient or authorized representative)

**Assignment of Medicare and/or Medicaid Benefits**: I certify that the information given by me in applying for payment under Titles XVIII and XIX of the Social Security Act is correct. I authorize any holder of medical or other information about me to release to the Center for Medicare and Medicaid Services or its intermediaries or carriers any information needed for this or a related Medicare and/or Medicaid claim. I request that the payment of authorized benefits be made on my behalf. I assign the benefits payable for physician services to the physician or organization furnishing the services and authorize such physician or organization to submit a claim to Medicare and/or Medicaid for payment to me.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Patient or authorized representative)

# REQUEST FOR MEDICAL RECORDS/ RELEASE OF INFORMATION FORM

The undersigned patient or patient representative agrees to the following terms regarding all general and specific information transmission, and/or requests that medical records are delivered to the specified location. I understand that a fee may apply for specific requests.

Patient’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Records Requested:

Any records requested deemed necessary for the pre-operative and post-operative evaluation and management of a patient’s case. Records may be sent to referring physicians, specialists, hospitals, pre-op centers, insurance or financing agencies, or any other entity that needs such information for the patient’s care or other financial purposes. The modality of record delivery may include phone conversation, fax, e-mail, US mail, UPS, or other courier service. I understand that any of these delivery modalities is not perfect and that the records may reach persons or entities other than those requested. I understand that Dr. Alshkaki and his employees are acting in good faith and I certify that I will indemnify and hold Dr. Alshkaki and his employees harmless for any such delivery errors.

**I agree to receive e-mail/faxes regarding my medical condition from my doctor or Dr. Alshkaki. I understand that when I communicate via e-mail, that response times may be significantly slow and delayed and that I will not depend on this modality for time sensitive communication or urgent problems.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient’s Printed Name Patient’s Signature Today’s Date

### OR

I certify that I am legally entitled to sign on behalf of the patient.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Name Rep.’s Signature Date

6400 Arlington Blvd, Suite 940 Tel: 703-942-8770

Falls Church, VA 22042 Fax: 703-942-8709

**PATIENT RESPONSIBILITY WAIVER**

**NON-COVERED PROCEDURES/SURGERY OR NO REFERRAL**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been made aware

that my insurance company/ies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NAME OF INSURANCE COMPANY/IES)

May not cover the following procedures:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I am and will be financially responsible for all charges/amounts due at the time of service unless other arrangements are made for a payment plan with our office manager and/or billing service.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient/ Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Personal Signature Date

**Alternative Arrangements for Payment**

Payment for services provided to the patient will be made as follows:

(Describe payment arrangements.)

**PATIENT IS TOTALLY RESPONSIBLE FOR PAYMENT IF SEEN BY PHYSICIAN WITHOUT PROPER REFERRAL. PCP WILL NOT AND CANNOT BACKDATE**

**REFERRALS FOR OFFICE VISITS/PROCEDURES/SURGER**

**Notice of Privacy Practices**

As required by the privacy regulations created as a result of the Health Insurance Probability and Accountability Act of 1996(HIPAA).

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU (AS A PATIENT OF INFINITY SURGICAL ASSOCIATES) (ISA) MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION.**

**PLEASE REVIEW THIS NOTICE CAREFULLY**.

This Notice describes ISA’s privacy practices and those of:

🙜 Any health care professional authorized to enter information into your ISA chart.

🙜 All locations of ISA.

🙜 All employees, staff and other ISA personnel.

🙜 All of these locations follow the terms of this notice. They may share medical information with each other for treatment, payment or ISA operations purpose described in this notice.

🙜 Any business associate of ISA that performs services for or on behalf of these entities is required by us to enter into a contact in which it undertakes to accord the same level of confidentiality to medical information that we afford.

OUR PRIVACY PRACTICES REGARDING MEDICAL INFORMATION

In order to provide you with quality care and to comply with legal requirements, we create a record of the care and services you receive from us. We understand that medical information about you and your health is personal. We are committed to maintaining the confidentiality of medical information about you. This notice applies to all of the records of your care generated by us. We are required by law to:

* Make sure that medical information that identifies you is treated confidentially;
* Give you this Notice of Privacy Practice with respect to medical information about you; and
* Follow the terms of this Notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU

The following categories describe different ways that we use and disclose medical information. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

🙜 **For Treatment**. We may use your medical information to treat you. For example, we may ask you to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. We may use your medical information in order to write a prescription for you, or we might disclose your medical information to a pharmacy when we order a prescription for you. Many of the people who work for ISA including, but not limited to , our doctors and nurses may use or disclose your medical in order to treat you or to assist others in your treatment. Additionally, we may disclose your medical information to others who may assist in your care, such as your spouse, children or parents. Finally, we may also disclose your medical information to others health care providers for purposes related to your treatment.

🙜 **For Payment.** We may use and disclose your medical information in order to bill and collect payment for the services and items you may receive from us. For example, we may contact your health insurer to certify that you are eligible for benefits (and for what range of benefits), and we may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment. We also may use and disclose your medical information to obtain payment from third parties that may be responsible for such costs, such as family members. Also we may use your medical information to bill you directly for services and items. We may disclose your medical information to other health care providers and entities to assist in their billing and collection efforts.

6400 Arlington Blvd, Suite 940 Tel: 703-942-8770

Falls Church, VA 22042 Fax: 703-942-8709

**Medical History Questionnaire**

Please answer the following questions to the best of your ability; this information is needed so the Doctor will be fully informed of your health history. All information is confidential.

Place an (X) next to what applies to you.

1. Do you have? □ Thyroid Problems

□ Stroke

□ High Blood Pressure □ Asthma

□ Heart Problems

□ Diabetes Have you ever had?

□ Hepatitis □ Rheumatic fever

□ HIV

□ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ None

1. If you are allergic to the following place(X) next to it:

□ Penicillin

□ Iodine

□ Codeine

□ Betadine

□ Latex

□ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list any other Medical problems Or Previous operative interventions

 Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_