

# Patient Information



Reason for Treatment: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Referring Physician: \_\_\_\_\_

## PATIENT INFORMATION

Patient Name: First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Sex:  M  F

Marital Status:  Married  Single  Divorced  Widowed

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Home #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Mobile: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## INSURANCE INFORMATION

Primary Insurance: \_\_\_\_\_ Policy #: \_\_\_\_\_

Holder Name: \_\_\_\_\_ Holder DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Secondary Insurance: \_\_\_\_\_ Policy #: \_\_\_\_\_

Holder Name: \_\_\_\_\_ Holder DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*To our patients: We ask all patients to show their insurance cards and photo ID\*\***

Signature of Patient or Authorized Rep: \_\_\_\_\_ Date: \_\_\_\_\_

# Your Health Profile



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

**PLEASE LIST ANY ALLERGIES:**

\_\_\_\_\_

\_\_\_\_\_

**HEALTH HISTORY:**

**Cardiovascular      Endocrine      Neurology      Allergy & Immunology**

- High Blood Pressure
- Low Blood Pressure
- Congestive Heart Failure
- Heart Attack
- Stroke/TIA
- Pacemaker or Defibrillator
- Heart Disease
- Other \_\_\_\_\_

- Diabetes
  - Type I    Type II
- Thyroid Disease
  - Hyper    Hypo
- Grave's Disease
- Other: \_\_\_\_\_

- Multiple Sclerosis
- Myasthenia Gravis
- Seizures
- Migraines
- Parkinson's Disease
- Other: \_\_\_\_\_

- Allergic Rhinitis
- C I D P
- Primary Immunodeficiency
- Systemic Lupus Erythematosus
- Other: \_\_\_\_\_

**Respiratory**

- C O P D
- Chronic Cough
- Bronchitis
- Asthma
- Emphysema

**Skin Conditions**

- Eczema
- Psoriasis
- Hives/Urticaria
- Other: \_\_\_\_\_

**Musculoskeletal**

- Osteoporosis
- Loss of sensation, tingling, numbness
- Other: \_\_\_\_\_

**Blood/Immune/Cells**

- Iron deficiency anemia
- Hemophilia
- Easy bruising
- HIV/AIDS
- Other: \_\_\_\_\_

**Rheumatology**

- Gout
- Rheumatoid Arthritis
- Plaque Psoriasis
- Psoriatic Arthritis

**Women**

- Currently pregnant
- Hyperemesis
- Endometriosis
- Fibroids
- Other: \_\_\_\_\_

**G I**

- Crohn's Disease
- Ulcerative Colitis
- GERD/reflux
- Other: \_\_\_\_\_

**Chronic Kidney Disease**

- Stage 1
- Stage 2
- Stage 3
- Stage 4

**Psychological**

- Anxiety
- Depressions
- Other: \_\_\_\_\_

**Cancer**

- Breast
- Prostate
- Other: \_\_\_\_\_

# Your Health Profile Continued...



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

## MEDICATIONS / SUPPLEMENTS / VITAMINS

Name:	Dose:	Frequency:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

See Attached

## SMOKING / DRINKING

Smoker?  No  Yes      Former Smoker?  No  Yes      Pks/day: \_\_\_\_\_      Year quit: \_\_\_\_\_

Drink Alcohol?  No  Yes      Type:  Wine  Beer  Other      Drinks per week: \_\_\_\_\_

## INJURIES / ACCIDENTS / SURGERIES

Year:	Description:
_____	_____
_____	_____
_____	_____

# IFH PC Financial Policy



We would like to thank you for choosing Infusion for Health as your healthcare provider. Infusion for Health is committed to providing you with the best possible medical care. The following information outlines your financial responsibilities related to payment for professional services. By signing this document, you agree to the terms and conditions outlined in our financial policy.

## For Our Patients with Medical Insurance Benefits:

We participate in most major health plans. We have contracts with many PPO's, insurance companies and government agencies including Medicare. Our business office will submit claims for any services rendered to a patient who is a member of one of these plans and will assist you in any way we reasonably can to help get your claims paid. It is the patient's responsibility to provide all necessary information before leaving the office. If you have a secondary insurance, we will automatically file a claim with them as soon as the primary carrier has paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request.

Please bring your insurance card with you at the time of your appointment.

If you are insured by a plan we do business with but don't have an insurance card with you, payment in full for each visit is required until we can verify your coverage.

If a patient is a member of an insurance plan with which we do not participate, payment in full is due at the time of service.

**If there is a change in your insurance, it is your responsibility to inform us of this change immediately. Lack of communication in change of insurance will be your responsibility and require a payment in full before the next treatment is rendered.**

## Deductable / Co-Insurance:

We require the collection of your applicable deductible or co-insurance, as required by your insurance at the time of service. For your convenience, we accept cash, checks or the following credit cards: Visa, MasterCard, Discover and American Express. If you do not have your agreed upon payment, your appointment may be rescheduled. This amount will be estimated before your appointment and will be collected at the time of service. Any outstanding balance on your account, after adjusting for all your insurance's responsibilities, will be billed to you. **Enrollment in a medication co-pay assistance program is the only exception to this policy.**

### **Waiver of Patient Responsibility:**

It is the policy of Infusion for Health to treat all patients in an equitable fashion related to account balances. The practice will not waive, fail to collect, or discount coinsurance, deductibles, or other patient financial responsibilities in accordance with state and federal law, as well as participating agreements with payers. Full or partial financial responsibility may only be waived in accordance with the practice's Charity/Free Care Policy.

### **Non-Covered and Out of Network Services:**

Medical services that are considered by your insurance company to be non-covered, out of network, or not medically necessary will be your responsibility.

### **Coverage Changes:**

If your insurance changes, please notify us before your next visit so we can make the appropriate changes to help you receive the maximum benefits.

### **For Our Patients with No Medical Insurance:**

If you do not have group or individual medical insurance, payment for all professional services is expected at the time of your visit. Please note, we do offer discounted fees for patients without health insurance.

- **PAYMENT PLAN OPTIONS:** Please let us know if you are having difficulty paying your account. We may be able to help you by setting up a payment plan based on your financial hardship - call (805) 413-9000 for assistance.

### **Late Arrivals:**

A patient who arrives more than 15 minutes after his/her appointment is considered a late arrival. A late arrival, not considered to be the responsibility of Infusion for Health, will be registered and worked into the schedule as soon as possible. If the patient is more than 30 minutes late, the appointment may be rescheduled.



## Appointment No-Shows:

Any patient who fails to arrive for a scheduled appointment without canceling the appointment at least 24 hours prior to the scheduled time is considered a "no-show". **Please allow 24 hrs. to change or cancel your appointment to avoid a \$50.00 cancellation fee.** A patient who fails to present themselves two times for scheduled appointments is considered a chronic no-show. A patient who is a no-show three times may be dismissed by Infusion for Health.

## Delinquent Balance Appointment:

Patients with a delinquent balance are required to make payment in full for future services. A delinquent account is defined as a patient balance **in excess of 120 days** if the patient has not made any payment or sought assistance via financial hardship during this time. If such payment is not made, services may be refused.

## Non-Payment:

All patient responsible balances that remain delinquent after 90 days, with no response to our requests for payment, may be referred to a collection agency. Please be aware that if a balance remains unpaid, you and/or your immediate family members may be discharged from this practice. If this is to occur, you will be notified by regular and certified mail that you have 30 days to find alternative medical care. During that 30-day period, we will only be able to treat you on an emergency basis.

**Thank you for understanding our financial policy. Please let us know if you have any questions or concerns.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Insurance Responsibilities



If you have....	You are Responsible	Our Staff Will
<p><b>Commercial Insurance</b> Also known as indemnity, "regular" insurance, certain % split between patients and insurance companies.</p>	<p>For payment of the patient responsibility for all infusion, injection, and or any other charges. <b>This is requested at the time of the office visit.</b></p>	<p>Call your insurance company ahead of time to determine deductibles and coinsurance. File an insurance claim as a courtesy to you.</p>
<p><b>PPO plans with which we have a contract.</b></p>	<p>If the services you receive are covered by the plan: <b>All applicable deductibles and co-insurance are requested at the time of the office visit.</b> If the services you receive are not covered by the plan: Payment in full is requested at the time of the visit.</p>	<p>Call your insurance company ahead of time to determine deductibles, co-insurances, and non-covered services for you. File an insurance claim on your behalf.</p>
<p><b>Point of Service Plan or Out of Network PPO</b></p>	<p>For payment of the patient responsibility-deductible, co-insurance, non-covered services. <b>This is requested at the time of the visit.</b></p>	<p>Call your insurance company ahead of time to determine out of network benefits, deductibles, co-insurance, and non-covered services. File an insurance claim on your behalf.</p>
<p><b>Medicare PPO</b> We are not contracted with Medicare HMO</p>	<p>If you have Regular Medicare, and have not met your \$183 deductible, <b>this is requested at the time of the office visit.</b></p> <p>Any services not covered by Medicare payment is <b>requested at the time of the visit.</b></p> <p>If you have Medicare as primary, and also have a secondary insurance: <b>No payment is necessary at the time of the visit.</b></p> <p>If you have Medicare as primary, but no secondary insurance: <b>Payment of your 20% co-pay is requested at the time of the visit.</b></p>	<p>File the claim on your behalf, as well as any claims to your secondary insurance.</p>
<p><b>No Insurance</b></p>	<p><b>Payment in full at the time of the visit.</b></p>	<p>Work with you to settle your account. Please ask to speak with the Billing Office staff if you need assistance.</p>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# HIPAA Privacy Practice



HIPAA privacy rules give individuals the right to request a restriction on uses and disclosure of their protected health information (PHI). The individual is also provided the right to request confidential communication or that a communication PHI is made by alternative means, such as sending correspondence to the individual's office instead of the individual's home.

My signature below constitutes my acknowledgment that I have been advised of the HIPAA privacy rule.

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

**Printed Name:** \_\_\_\_\_

**If not signed by Patient, please indicate relationship:** \_\_\_\_\_

## Please advise us with whom we may share your information directly.

Your medical records and health information are confidential and protected under HIPAA. We take the responsibility to secure your medical information seriously. No information will be given to any person unless they have your expressed authorization below: **PLEASE CHECK AND INDICATE NAME(S):**

MARK	RELATIONSHIP	NAME & PHONE #
<input type="checkbox"/> Yes	Spouse	_____
<input type="checkbox"/> Yes	Parent	_____
<input type="checkbox"/> Yes	Guardian	_____
<input type="checkbox"/> Yes	Child	_____
<input type="checkbox"/> Yes	Partner	_____
<input type="checkbox"/> Yes	Other:	_____

I wish to be contacted in the following manner (check all that apply):

MARK	LEAVE MESSAGE?	METHOD	PLEASE ENTER PHONE, FAX, OR EMAIL
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Home Phone	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work Phone	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cell Phone	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fax	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other	_____

**Preferred language:**  English  Spanish  Other: \_\_\_\_\_



# Consent to Treatment



**Patient Name:** \_\_\_\_\_

I hereby request services of Infusion for Health, and I consent to such treatment, medications, and procedures as are ordered by my Physician and my Physician's associates to be provided by Infusion for Health. I agree that Infusion for Health is not liable for any act or omission when following a Physician's instructions. I also understand that if I am a condition to need hospitalization or special services during the course of my care, which are not provided by Infusion for Health, the services and hospitalization must be arranged by me, my legal guardian/representative or my Physician, are my responsibility.

- I will comply with all medically necessary procedures and treatments performed at the center.
- If my account balance becomes overdue and is placed with a collection or legal agency, I agree to pay all attorney or collection agency fees associated with my delinquent account.

I, the undersigned, give the authorization to Infusion for Health, to obtain any of my medical records, mailed or faxed, pertinent to my medical condition.

Authorization to Test and Release Information - You are hereby notified pursuant to California Law that as patient of this facility, you may be tested for the presence of HIV or an HIV antibody without your consent if any health care professional or other city employee sustains percutaneous, mucous membrane, or open wound exposure to your blood or other body fluids. This test is permitted by California Law, and is for your protection as well as the protection of the physicians, nurses and other employees of the center.

I certify the information herein is correct to the best of my knowledge. I will not hold my doctor or any members of his / her staff responsible for any errors or omissions that I may have made in the completion of this form.

**Signature of Patient or Authorized Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_