



FAMILY MEDICINE



Patient Welcome Package

**Dr. Sheereen Timani
&
Dr. Zack Charkawi**

Johns Creek Dermatology & Family Medicine

FINANCIAL POLICY

Effective January, 2011

Johns Creek Dermatology and Family Medicine will collect a self pay fee, co-insurance/co-pay or deductible monies for services being performed.

If you have insurance that covers your procedure we will bill your final charges to your insurance provider for their review and payment.

•We do expect to obtain today the amount of your co-payment, co-insurance, and/or deductible that apply to your insurance out of pocket liability. (Minimum \$75 charge where applicable).

•The amount collected today will be applied towards your '*patient responsibility*' that will be supplied from your insurance company once they have processed your claim.

Co-Pay/Co-insurance, Deductible, or Self Pay Requirements:

Based on the service level of care you receive, you will be given a co-pay/co-insurance/deductible or self pay amount that we will be collecting today.

Cosmetic consultations with the physician will be charged \$150 at check-in. This payment will go to the credit of any procedure you may have that day, the balance if applicable will be paid at check-out.

Surgical patients with unmet deductibles will be required to pay \$250 day of surgery, towards their surgery and pathology reading fees.

Any outstanding patient balance is required to be paid in full at the time of your office visit.

Consultations with the aesthetician are complimentary.

Payment can be made in the form of : Cash, Check, Charge.

If you would like to speak to the Billing Manager, please ask to do so

Patient Name: _____ **Date:** _____

Patient/Guardian Signature: _____

Patient Agreement Information

Name: _____

DOB: _____

Age: _____

Social Security Number: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Numbers (Please list at least 2): _____

Marital Status (circle one): Married Divorced Single Widowed

Employer: _____ Occupation: _____

Emergency Contact: _____ Relationship: _____ Emergency Contact Number: _____

Patient email address: _____

Pharmacy Information (telephone number/location): _____

How did you hear about us? / Name of Physician that referred you? _____

I consent for treatment by the Physicians of Johns Creek Dermatology & Family Medicine, as well as, I agree to allow the Physician to diagnose and treat my condition based on their extensive knowledge and recommendation pertaining to my medical condition.
_____ (Patient Initials)

I acknowledge that all information supplied by myself to Johns Creek Dermatology & Family Medicine is true and correct.
_____ (Patient Initials)

Signature

Date

Patient Financial Agreement Form

I consent that I am responsible for (any and all) charges assigned to me by my insurance company including, but not limited to, yearly deductibles, co-insurances, co-pays, non-plan coverage, etc. _____(Patient Initials)*

Certain insurance companies and/or policies (especially Medicare) do not cover preventive care which may include vaccinations, preventive visits and other procedures. These services, if not covered by your insurance plan, will become your financial responsibility. _____(Patient Initials)*

I consent that I do understand and will abide by the below listed administrative fees which are enforced by Johns Creek Dermatology and Family Medicine. I agree to pay for fees accordingly_____ (Patient Initials)*

Administrative Fees

- | | |
|---|-----------|
| 1) Appointment cancelled with less than 24 hour notice = | \$30.00 |
| 2) Patient "NO SHOWS" for appointment = | \$40.00 |
| 3) Returned payment for Non Sufficient Funds = | \$35.00 |
| 4) If patient account(s) is unpaid for greater than 90 days, a
6.5% interest charge will be applied to unpaid claim/total(s) owed. | % of Bill |
| 5) Patient account placed with collection agency = | \$45.00 |
| 6) Request for release of medical records (paper or electronic) = | \$30.00 |

*Signature: _____ Date: _____

Note: * = Patient understands Financial requirement.



HIPAA – Privacy Policy

It is the policy of our practice that all physicians and staff members preserve the integrity and the confidentiality of protected health information (PHI) pertaining to our patients. The purpose of this policy is to ensure that our entire practice have the necessary medical and PHI to provide our patients the highest quality medical care possible patients should not be afraid to provide information to our practice, physicians, staff members for purposes of treatment, payment, and healthcare procedures. Our HIPPA policy in its entirety can be obtained through our office at any time. Let us know if you would like to receive a copy prior to signing this consent.

Office Policy on managed Care Insurers

We are pleased to meet the needs of our patients and referring physicians by enrolling with various managed care insurance programs. While we are able to provide you with this service, it is extremely difficult to keep track of all the individual requirements of each plan. Even with the same insurance company, plans often may differ. Providing quality medical care for our patients is our primary concern, and we are more than willing to provide that care based on your insurance contract guidelines. We request at each visit that you advise us of your guideline requirements.

Unfortunately, if you do not inform us of any special requirements in your contract and we subsequently provide services, or order services such as label work or hospitalization that are not covered, we or the medical facility will have no choice but to bill you directly for all said charges. All fees submitted and denied by your insurance carrier will become your responsibility.

Our practice will file insurance claims as a courtesy for you, however, office visit co-pays and deductibles are payable on the day of your visit. Remember that you are responsible for all fees, regardless of your insurance coverage. Some insurance plans require prior authorization and/or referral documentation. This is your responsibility. If we do not receive the authorization and/or referral documentation in advance, payment is due at the time of service.

With your cooperation, you should be able to receive all benefits offered by your insurance plan, and we will be able to concentrate on caring for your medical needs.

Authorization

Please initial and sign below:

_____ I understand HIPAA and its policies.

_____ I have read and understand the office policy stated above and agree to accept responsibility as described.

_____ I authorize the release of medical information necessary to process a claim, to health care professionals requesting consultation, and third party payers responsible for payment of medical and surgical benefits to Johns Creek Dermatology and Family Medicine.

Patient Name: _____ **Date:** _____

Signature of Patient or Personal Representative: _____ **Date:** _____

If Personal Representative, give relationship to patient: _____



MUTUAL AGREEMENT

Johns Creek Dermatology and Family Medicine, PC (collectively labeled “Practice”) agree to provide treatment to: _____ (“Patient”). The Practice takes pride in being able to extend a greater degree of privacy than is required by law.

Nothing in the form prevents Patient from speaking privately about his or her care to another physician, a family member, or a friend. Indeed, the patient can speak to any third party; however, should the information intended to be released into the public domain, written pre-authorization is required from our office. That’s it. The language, then balances the legitimate rights of Patient with Practice.

Federal and State privacy laws are complex. Unfortunately, some medical offices try to find loopholes around these laws. For example, physicians are forbidden by law from receiving money for selling lists of patients or medical information to companies to market their products or services directly to patients without authorization. Some medical practices, though, can lawfully circumvent this limitation by having a third party perform the marketing. While personal data is never technically in the possession of the company selling its products or services, the patient can still be targeted with unwanted marketing information. Our Practice believes this is improper and may not be in the patients’ best interest. Accordingly, our Practice agrees not to provide medical information for the purpose of marketing directly to Patient. Regardless of legal privacy loopholes, our Practice will never attempt to leverage its relationship with Patient by seeking Patient’s consent for marketing products for others.

In consideration for treatment and the above noted patient protection, Patient agrees to refrain from directly or indirectly publishing or airing commentary about our Practice, expertise-and/or treatment-the sole exceptions being communication to the confidential medical-peer review body; to another healthcare provider; to a licensed attorney; to a governmental agency; in the context of a legal proceeding; or unless mandated by law. Publishing is intended to include attribution by name, by pseudonym, or anonymously. If patient does prepare commentary for publication about Practice, the Patient exclusively assigns all Intellectual Property rights, including copyrights, to our Practice for any written, pictorial, and/or electronic commentary. This assignment shall be operative and effective at the time of creation (prior to publication) of the commentary. Practice has invested significant financial and marketing resources in developing our practice. Published comments on web pages, blogs, and/or mass correspondence, however well intended, could severely damage Practice’s office.

Our Practice feels strongly about the offices’ right to control its public image. Both Practice and Patient will work to prevent the publishing or airing of commentary about the other party from being accessed via Internet, blogs, or other electronic, print, or broadcast media without prior written consent. Patient will use all reasonable efforts to prevent any member of their immediate family or acquaintance from engaging in any such activity. Finally, this Agreement shall be in force and enforceable for a period of five years from Practice’s last date of service to Patient. As a matter of office policy, our Practice is requiring all patients in its office to sign the Mutual Agreement so as to establish that any anonymous or pseudonymous publishing or airing of commentary will be covered by this agreement for all Practice’s patients. Furthermore, this Agreement will survive for a minimum of three years beyond any termination of Practice-Patient relationship.

Patient and Practice acknowledge that breach of this Agreement may result in serious, irreparable harm. In addition to compensation for consequential damages, Patient and Practice agree to the right of equitable relief (including but not limited to injunctive relief). Should a breach of the Agreement result in litigation, the prevailing party in the litigation shall be entitled to reasonable cost, expenses, and attorney fees associated with the litigation.

Patient has been given the opportunity to ask questions and receive satisfactory and adequate explanations.

SO AGREED THIS ____ DAY OF _____, 201____. _____ (PATIENT)



Medical Records Release Policy

All record(s) requests that come into the office either written or verbal will initially be directed to our Medical Records Coordinator and Office Manager. From that point, requesting information will be forwarded to Dr. Timani or Dr. Charkawi for approval and signature. No records are to be released without Dr.(s) approval.

This office chooses to follow the OIG Records Release Guidelines and therefore we charge all requestors for the process of copying the records. Please see charge chart below:

Pursuant to O.C.G.A. 31-33-3, effective July 1 of each year, the costs related to medical records retrieval, certification, and copying may be adjusted in accordance with the medical component of the consumer price index. **The Office of Planning and Budget (OPB)** is responsible for calculating this annual inflation adjustment and publishing the revised rates. However, in response to consumer and provider concerns over existing medical records costs, OPB has opted to freeze rates for the upcoming year and in the interim will review this issue to determine the appropriate methodology for rates.

Administrative Costs:	\$24.86 (e.g. search, retrieval, and other labor costs)
Costs of Postage:	Set by Post Master Annually
Pages 1-20:	\$.93 per page
Pages 21-100:	\$.80 per page
Pages 101 and up:	\$.63 per page

No records will be released until a payment is received in full to the billing department. Upon collection of required fees the Manager will process the records and assure that they are sent where they need to go.

Please note that there are some agencies that are not required to pay for copies of records. SSI, Health Insurance Companies. But those requests will be sent directly to our office with required Federal and State documentation.

Patient Name: _____

Date Of Birth: ____/____/____

Reason For Records Request: Relocation Insurance Change Patient Discontent
 Second Opinion Employment Request

Patient Signature Of Release: _____ Date: ____/____/____

Address To Send Records To: _____

_____ Date Completed



Fax Signed Copy to: 770-771-6599
Or Mail to 6300 Hospital Parkway,
Suite 100, Johns Creek, GA 30097

Authorization for Use or Disclosure of Protected Health Information

Patient Name _____

Last

First

Middle Initial

Date of Birth: ____/____/____ SS#: ____ - ____ - ____ Medical Record #: _____

Address: _____

Street

City

State

Zip Code

Home Phone: _____ Cell Phone: _____

I authorize Johns Creek Dermatology and Family Medicine to use or disclose my protected health information as indicated below to: _____

Name of entity to receive the information

Address

City

State

Zip Code

I authorize: _____

Name of entity to receive the information

To release my protected health information to Johns Creek Dermatology and Family Medicine as indicated below.

I understand that I may revoke this authorization at any time by notifying Johns Creek Dermatology and Family Medicine in writing. This authorization will cease to be effective on the date notified except to the extent that the practice has acted in trust upon this authorization.

Signature of Patient or Legal Guardian

Date

Effective Date



Patient Health Questionnaire – Family Medicine

Name _____ Date _____

Date of Birth _____

Personal Profile

- Are you employed Yes No Have you recently retired? Yes No
If yes, where? _____
- Are you: (Circle all that apply) Single Married Divorced Widowed Living Together
- How many adults live in your home? _____ How many children? _____
- What is your living situation (check one)
Rent or own your home _____ Rent an Apartment _____ Senior Center _____
Live in someone else's home (friend/relative) _____ Hotel or Rooming House _____
- Highest Grade in school _____
- Have you ever served in the Military? _____
- Religious Preference _____

Hospital/Surgical History

How many times have you stayed overnight in a hospital? _____

List hospitalizations (starting with the most recent)

Year	Operation or Illness	Hospital

Medications

Please list any medications you are taking now. (Include over the counter medicines, vitamins, eye drops, etc.)

Medication	Dose	Medication	Dose
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Are you allergic to any medicine? Yes No

Which ones? _____

What happens when you take them? _____

Johns Creek Dermatology and Family (JCDFM) has a very strict policy on addictive medications and you are not likely to get the following medications from our offices: Xanax, Soma, Oxycontin, Percocet, Vicodin, or Methodone.

Past Illnesses Have you ever had any of the following problems? (Circle Yes or No)

Allergies	Yes	No	Bowel Problems	Yes	No
Anemia/Weak Blood	Yes	No	Emotional Problems/Depression/Anxiety	Yes	No
Arthritis/Rheumatism/Gout	Yes	No	Alcohol/Drug Use	Yes	No
Back Injury	Yes	No	Tuberculosis	Yes	No
Bleeding Problems/ Unusual Bruising	Yes	No	Hepatitis/Liver Disease/Cirrhosis	Yes	No
Diabetes/sugar	Yes	No	Stomach Trouble/Ulcers	Yes	No

Epilepsy/Fits/Seizures	Yes	No	Cancer/Tumors	Yes	No
Glaucoma	Yes	No	High Cholesterol	Yes	No
Heart Problems/ Heart Murmur	Yes	No	Gallbladder disease/Gallstones	Yes	No
High Blood Pressure	Yes	No	Rheumatic Fever	Yes	No
Stroke	Yes	No	Thyroid Disease/Goiter	Yes	No

Family History (Please check Yes if anyone in your family has had the following conditions)

History	Relationship to Patient	Age	Living?	Deceased?
Yes Heart Disease				
Yes Heart Attack before they were 50 year old				
Yes High Blood Pressure				
Yes Cancer	What type?			
Yes Diabetes				
Yes High Cholesterol				
Yes Suicide				
Yes Mental Illness				
Yes Alcohol/Drug Abuse				
Yes Osteoporosis (Weak Bones)				

Psychosocial In the **Past year** have you noticed any of the following conditions?

1. Felt depressed, "Blue", or had trouble sleeping or sleeping a lot? Yes No
2. Had difficulty relaxing or calming down, been anxious, worried a lot? Yes No
3. Felt like you (or others) would be better off if you were dead? Yes No
4. Are there concerns about home, family, work, money, or legal issues you would like to speak with someone about? Yes No

The following questions are very personal and you may feel uncomfortable answering them. If you prefer, simply skip those questions.

Sexual History

Age when you had intercourse for the first time _____
 Do you use condoms when you have sex? _____
 Are you sexually active now? _____
 Do you ever fight with your partner about sex? _____
 Have you ever been forced to have sex? _____
 What are you using for birth control? _____
 Are you happy with it? Yes NO

For Women Only

How old were you when you started having periods? _____
 When was your last Pap Smear? _____
 Where? _____
 When was your last Mammogram? _____
 Where? _____
 Do you know how to examine your breasts? _____
 Do you examine your breasts every month? _____
 Have you ever had an abnormal Pap Smear? _____
 Number of Pregnancies? _____ Live Births? _____ Miscarriages _____ Abortions _____ Living Children _____
 Any problems with any of your pregnancies? _____

For Men Only

Do you examine your testicles every month? _____
 Do you ever have problems passing your urine (passing your water)? Yes No
 Have you ever noticed problems achieving or maintaining an erection? Yes No

Domestic risks Please check "yes" if any of the following are true

- ____Yes 1. Has your partner ever hit or physically hurt you?
- ____Yes 2. Has your partner ever threatened to hurt you or someone close to you?
- ____Yes 3. Has your partner ever kept you from doing something important?
- ____Yes 4. Does your partner frequently put you down, insult you, or blame you for things?
- ____Yes 5. Does your partner control the money in your house?

Habits

How many cigarettes do you smoke a day? _____ Are you interested in quitting? Yes No

Do you ever smoke cigars or pipes? Yes No Used Chewing Tobacco? Yes No

How much alcohol do you drink each day? _____ Each Week? _____ Each Weekend? _____

(Include Beer, Whiskey, Wine, Shots)

Have you ever used any narcotics, street drugs, or other addictive substances? Yes No

If so, which substance? _____

Have you ever had a blood transfusion Yes No When? _____

In the past ten years, have you ever participated in any "High Risk" behaviors like sharing needles, had more than 5 sexual partners, had sexual activity with someone of the same sex, or with someone who has, multiple partners? Yes No

Risk Assessment

Do you wear a seatbelt? _____

Do you exercise? _____ How often? _____ What type of Exercise? _____

Do you have smoke detectors in your home? _____ A fire extinguisher? _____

Are there guns in your home? _____ Are they kept locked away? _____

Do you think you are overweight? _____ Underweight? _____ Just about right? _____

Do you diet frequently? _____ What types have you tried? _____

Do you salt your food? _____ Are you on a special diet for health reasons? _____

Immunizations When was your last...

Tetanus shot? _____ TB Test _____ Result _____ Hepatitis B Shot _____ Flu Shot _____

Pneumonia Shot _____

Have you traveled outside the country in the past two years? Yes No

Reviewed by: _____ with _____
Provider Signature Patient Signature

Thank you for your time in filling out this form