

**PATIENT INFORMATION SHEET**

Patient Legal Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ S M W D Male / Female  
 Race:  American Indian or Alaska Native  Asian  White  Hispanic  
 (Please check one)  Black or African American  Native Hawaiian or Other pacific Islander  
 Other Race  Other Pacific Islander  Refuse to Report  
 Ethnicity:  Hispanic or Latin  Not Hispanic or Latin  Refused to report  
 Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Primary Care Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 \*Advanced Directive  
 (Power of Attorney): YES or NO Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Preferred Pharmacy: \_\_\_\_\_ Cross streets: \_\_\_\_\_

**INSURANCE INFORMATION**

Primary Insurance: \_\_\_\_\_  
 Name of Guarantor: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Group #: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Relationship to Patient: \_\_\_\_\_  
 Secondary Insurance: \_\_\_\_\_  
 Name of Guarantor: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Group #: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Relationship to Patient: \_\_\_\_\_

\_\_\_\_\_  
 Patient Signature / Parent or Guardian

\_\_\_\_\_  
 Date

### AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

PATIENT'S FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**THIS AUTHORIZES:**

*Lee R. Goldberg, M.D. • Stanley Goldberg, M.D.*

*Joseph DeBoe, DNP • Jennifer Ward, DNP*

*3955 E. Fort Lowell Rd, Suite 113 • Tucson, AZ 85712*

RELEASE INFORMATION TO: (PRIMARY CARE, OTHER PROVIDERS, FAMILY MEMBERS)

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

THIS AUTHORIZATION RELEASES Lee R. Goldberg, M.D., Stanley Goldberg, M.D., Joseph DeBoe, DNP, Jennifer Ward, DNP AND ANY STAFF, EMPLOYEES AND AGENTS OF ANY RESPONSIBILITY FOR INFORMATION CONTAINED IN SUCH RECORDS RELEASED IN CASE OF LOSS OR THEFT FROM MY PERSON, OR DISTRESS ANY TYPE CAUSED TO ME OF OTHER, Lee R. Goldberg, M.D., Stanley Goldberg, M.D., Joseph DeBoe, DNP, WILL NOT BE HELD LIABLE FOR ANY MISUSE OR MISUNDERSTANDING OF THE INFORMATION CONTAINED HEREIN AS A RESULT OF THIS RELEASE.

I AUTHORIZE THE RELEASE OF ALL MY MEDICAL RECORDS, INCLUDING ALL HIV AND COMMUNICABLE DISEASE RELATED INFORMATION.

\_\_\_\_\_  
Patient Signature, Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## PRACTICE GUIDELINES AND PATIENT FINANCIAL POLICIES

1. **INFORMATION:** You agree to provide your correct name, current and correct address, cellular or other phone number, insurance information, Social Security number, driver's license, or picture identification at the time of registration, or as requested by the practice, and additionally as any of the above information changes at any time.

Initials \_\_\_\_\_

2. **FINANCIAL RESPONSIBILITY:** By these initials and your signature below, you accept financial responsibility for all charges for services rendered to you. If a minor or under guardianship, the parents or guardian accompanying the patient assumes this liability.

Initials \_\_\_\_\_

3. **PAYMENT METHODS:** We accept cash, check, and several major credit cards. Front office staff may be contacted regarding credit cards accepted or insurance companies in which the practice participates with.

Initials \_\_\_\_\_

4. **APPOINTMENTS:** Our office will schedule appointments as a common courtesy for patients and in consideration of your time. Minors must be accompanied by a parent or guardian to be seen; unless special arrangements have been made with the office. We require a minimum of 48 hours (or the Friday before a Monday appointment) notice of cancellation, as a courtesy to other patients seeking services. A fee of \$50.00 for office visits or \$100 for ultrasounds will be charged for non-cancelled and missed appointments. A pattern of non-cancelled, and or missed appointments may result in discharge from the practice.

Initials \_\_\_\_\_

5. **FORM FEES:** Our office charges for additional paperwork outside of the completion of the medical record. The following fees apply and are subject to change: (a) FMLA, immigration, disability, and drivers license's forms- \$25.00

Initials \_\_\_\_\_

6. **MEDICAL RECORDS:** The medical chart is the property of the practice. However, copies of your pertinent medical information are available upon request. We will charge a fee of \$25.00 for copies of your medical records.

Initials \_\_\_\_\_

7. **INSURANCE CO-PAYMENTS, DEDUCTIBLES, AND CO-INSURANCE:** Insurance companies do not pay all fees and may exclude certain services from coverage. It is your responsibility to understand your insurance plan. All copayments, deductibles, and coinsurance, or non-covered services are to be paid in a timely fashion according to office policies. All copayments, deductibles, and coinsurance for testing, are to be paid at time of services rendered to you.

Initials \_\_\_\_\_

8. **COLLECTION AND BANK FEES:** Accounts more than 90 days old are subject to transfer to an outside collection agency. These agencies charge fees. In the event a lawsuit is necessary for collection, prevailing party is awarded attorney's fees. In addition, banks charge for checks that do not clear or cannot be cashed. You agree to be liable for all such fees with a minimum charge of \$25.00.

Initials \_\_\_\_\_

9. **PATIENT DISCHARGE:** The practice reserves the right to discharge a patient for any reason. Please note that discharges may occur for failure to meet your obligations under this document. In addition, because of care quality considerations, the practice may discharge you for failure to comply with treatment plan(s) as outlined by your practitioner.

Initials \_\_\_\_\_

10. **INSURANCE CLAIMS:** If applicable, our office will submit insurance claims. You agree to allow our practice to "accept assignment" of benefits and receive payment directly from your insurance company. In the event your insurer sends payment for a claim from our office to you directly, you agree to endorse the payment to our practice in fulfillment of any amounts due within 10 days of postmark.

Initials \_\_\_\_\_

**I have read and understand all the terms of this policy and by my initials and my signature below, I attest that I fully understand each item and agree to the terms above.**

\_\_\_\_\_  
 Patient Signature, Parent/Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witness Signature

\_\_\_\_\_  
 Date

## ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I understand that under the Health Insurance Portability and Accountability Act of 1996 ("HIPPA") I have the right to privacy regarding my protected health information. I understand that this information will be used to carry out treatment, payment and health care operations.

*You may refuse to Sign this Acknowledgement*

I, \_\_\_\_\_ have received a copy of the office's Notice of Privacy Practices.  
(Please print name)

Signature: \_\_\_\_\_

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

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### For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Communication barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (please specify): \_\_\_\_\_

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