

Rancho Obstetrics and Gynecology, Inc.
25395 Hancock Avenue, Suite 210 ♦ Murrieta, California 92562
(951) 600-7066 ♦ (951) 600-7783 FAX

Our Office ONLY ACCEPTS CASH, CREDIT, OR DEBIT for all payments
All Co-Pays are due at the time of Service

PATIENT INFORMATION (please PRINT & Complete ALL information)

Name: _____ Date of Birth: ____/____/____ Age: _____
Address: _____ City/State: _____ Zip _____
Driver's License # _____ SS # _____
Home Phone: (____) _____ Employer: _____
Work Phone: (____) _____ Occupation: _____
Cell Phone: (____) _____ Referred By/ PCP _____
E-Mail: _____

RESPONSIBLE PARTY (INSURED INFORMATION)

Name: _____ Date of Birth: ____/____/____
Address: _____ City/State: _____ Zip _____
SS# _____ Relationship to Patient: _____
Home Phone: (____) _____ Work Phone: (____) _____

EMERGENCY INFORMATION (nearest relative not living with you)

Name: _____ Phone: (____) _____

INSURANCE INFORMATION: HMO ____ PPO ____ EPO ____ POS ____

Primary Insurance: _____ Secondary Insurance: _____
Insured's Name: _____ Insured's Name: _____
ID #: _____ ID #: _____
Date of Birth: _____ Date of Birth: _____
Primary or Family Doctor: _____ Phone # (____) _____

Payment is expected at the time services are rendered.

Please remember that payment is your responsibility regardless of insurance.

- If you are a Medicare beneficiary, Medicare will be billed for you. You will be responsible for deductibles, all non-covered services, etc. according to Medicare guidelines.
- Please note for certain insurance carriers, routine exams & preventative care visits are not covered services.
- All Co-Pays are due at the time of the office visit.
- In the event we are contracted with your insurance company, we will bill for you. If we receive notification that you are not eligible for coverage, you will be responsible for all charges incurred.
- All balances not paid within 30 days of statement date are subject to a \$10.00 late fee.

Authorization to Release Information for Insurance Purposes: I hereby authorize Rancho Obstetrics and Gynecology, Inc., John Kaplan, MD, and/or Sissi Selinger, DO to release any information acquired in the course of my examination/treatment. I have read and understand the above statement. I agree to comply with the financial policies of this office and am financially responsible for my account.

SIGNATURE: _____ DATE: _____

I hereby authorize payment of benefits to be made directly to Rancho Obstetrics and Gynecology, Inc., John Kaplan, MD, and/or Sissi Selinger, DO for services provided to me. I understand that I am financially responsible to Rancho Obstetrics and Gynecology, Inc., John Kaplan, MD, and/or Sissi Selinger, DO for charges and/or services not covered by this agreement. This authorization will remain in effect until revoked in writing by the undersigned.

SIGNATURE: _____ DATE: _____

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NOTICE OF PRIVACY PRACTICES

To Our Patients :

This notice describes how health information about you (as a patient of this practice) may be used and disclosed and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Our commitment to your privacy

Our practice is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information. We realize that these laws are complicated, but we must provide you with the following important information:

Use and disclosure of your health information in certain special circumstances

The following circumstances may require us to use or disclose your health information:

1. To public health authorities and health oversight agencies that are authorized by law to collect information
2. Lawsuits and similar proceedings in response to a court or administrative order
3. If required to do so by a law enforcement official
4. When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public, we will only made disclosures to a person or organization able to help prevent the threat
5. If you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities
6. To federal officials for intelligence and national security activities authorized by law
7. To correctional institutions or law enforcement, if you are and inmate or under the custody of a law enforcement official
8. For Workers Compensation and similar programs

Your rights regarding your health information

1. Communications: you can request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. We will accommodate reasonable requests.
2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information of only certain individuals involved in your care of the payment of your care, such as family members and friends. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to your physician
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to your physician. You must provide us with a reason that supports your request for amendment
5. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy the Notice at any time
6. Right to file a complaint: If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact: **Privacy Officer, 25395 Hancock Avenue, Suite 210, Murrieta, CA 92562.** All complaints must be submitted in writing. You will not be penalized for filing a complaint
7. Right to provide an authorization for other uses and disclosures: our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law

I hereby acknowledge that I have been presented with a copy of the Notice of Privacy Practices.

Signature _____

Printed Name of Patient _____

Date _____

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**PATIENT CONSENT FOR USE AND DISCLOSURE
OF PROTECTED HEALTH INFORMATION**

With my consent, Rancho OB/GYN may use and disclose protected health information (PHI) about me to carry out treatment, payment and healthcare operations (TPO). Please refer to Notice of Privacy Practices for a more complete description of such uses and disclosures.

I have the right to review the Notice of Privacy Practices prior to signing this consent. Rancho OB/GYN reserves the right to revise the Notice of Privacy Practices at any time. A revised Notice of Privacy Practices may be obtained by making a written request to Privacy Office at 25395 Hancock Ave, Suite 210, Murrieta, CA 92562.

With my consent, Rancho OB/GYN may call my home or other designated location and leave a message on voice mail or in person in reference to any items that assist the practice in carrying out TPO, such as appointment reminders, necessary insurance information, etc.

With my consent, Rancho OB/GYN may mail to my home or other designated location any items that assist the practice in carrying out TPO, such as appointment reminder cards, patient statements, etc.

I understand that if I choose to be accompanied by any persons during my office visit, private medical information may be disclosed.

By signing this form, I am consenting to Rancho OB/GYN's use the disclosure of my PHI to carry out TPO.

I may revoke my consent in writing except to the extent that the practice has already made disclosures in reliance upon my prior consent. If I do not sign this consent, Rancho OB/GYN may decline to provide treatment to me.

I give permission for Rancho OB/GYN to disclose protected health information (PHI) to the following persons.

Name: _____	Relationship: _____
_____	_____
_____	_____

_____ Signature of patient or legal guardian	_____ Date
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Patient's Name

Print Name of Legal Guardian

Consent for Treatment

1. I hereby do voluntarily consent to such care, including routine procedures and other treatment by professionals and their assigns, appointees or Consultants as is necessary in their judgment.
2. I am aware that the practices of medicine, surgery and other health disciplines do not constitute exact sciences, I acknowledge that no guarantees have been made to me as the result of treatments or examinations.
3. I understand that for certain procedures deemed necessary by my physician, I will be required to sign a Special Consent Form. Furthermore, if I do not fully understand a procedure or its risks, consequences and alternate methods of treatment I have the right to question the appropriate professional.
4. I understand that Rancho OB/GYN shall not be responsible or liable for the loss of/or damage to any personal property.
5. I authorize the release to any party for my care, such information from my records as is required in order for Rancho OB/GYN and all entities providing services to obtain payment. This includes records of alcohol and drug abuse and/or treatment records of psychological services and social services, including communications made by the patient to the physician, social worker, or psychologist. This authorization shall be effective so long as necessary to obtain payment or reimbursement and will end when payment or reimbursement is received.

I have read the above statement. I certify that I understand its contents.

Print Patient Name _____ Date of Birth _____

Signature of Patient _____ Date _____

Signature of Parent/Legal Guardian _____ Relationship _____

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PRESCRIPTION MEDICATION HISTORY CONSENT FORM

ePrescribing is defined as a physician's ability to electronically send an accurate, error free, and understandable prescription directly to a pharmacy from the point of care. ePrescribing greatly reduces medication errors and enhances patient safety. The Medicare Modernization Act (MMA) of 2003 listed standards that is required in an ePrescribe program. These include:

- **Formulary and benefit transactions** - Gives the prescriber information about which drugs are covered by the drug benefit plan.
- **Medication history transactions** - Provides the physician with information about medications the patient is already taking to minimize the number of adverse drug events.
- **Fill status notification** - Allows the prescriber to receive an electronic notice from the pharmacy telling them if the patient's prescription has been picked up, not picked up, or partially filled.

By signing this consent form you are agreeing that Rancho Obstetrics & Gynecology, Inc. can request and use your prescription medication history from other healthcare providers and/or third party pharmacy benefit payors for treatment purposes.

Understanding all of the above, I hereby provide informed consent to Rancho Obstetrics & Gynecology to enroll me in this ePrescribe Program. I have had the chance to ask questions and all of my questions have been answered to my satisfaction.

Print Patient Name

Patient DOB

Signature of Patient or Guardian

Date

Relationship to Patient