



FAMILY PRACTICE CENTER
ATLANTA

993 Johnson Ferry Rd, NE • Building F, Suite 210 • Atlanta, GA 30342

Phone: (404) 256-1727 • Fax: (404) 252-3915

www.familypracticecenterpc.com

Thank you for choosing Family Practice Center!

Helpful information before your first appointment:

- Please note we are located at 993 Johnson Ferry Rd, NE – make sure to add the NE when obtaining directions for our location.
- Please be sure this packet is filled out as completely as possible.
- Please bring a current list of your medications and any immunization records you may have.
- Please be sure to arrive 15 minutes prior to your appointment.
(We need time to enter your information into the system before your provider can see you)
- Please bring a valid photo ID and your insurance card.
(If you are using your health insurance)
- *Co-payments, Deductibles, Co-Insurances, and all other amounts are due at the time of service.

*Please ask to speak with a member of our billing staff if you are unable to make payment at the time of your visit.

FAMILY PRACTICE CENTER
 NEW PATIENT REGISTRATION FORM, YEAR 2018
 (Please print)

Today's Date: / /	Date of your appointment: / /	Primary Care Physician:
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PATIENT INFORMATION

Patient's last name:		First:	Middle:	Date of birth: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Name you preferred to be called:		Social Security no:		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Mar <input type="checkbox"/> Div <input type="checkbox"/> Sep <input type="checkbox"/> Wid <input type="checkbox"/> Partn		
Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Amer. Indian <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Other				Ethnicity: <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Decline to answer		
Home ph no:	Cell ph no:	Email:		Preferred contact method: <input type="checkbox"/> Home ph <input type="checkbox"/> Cell ph <input type="checkbox"/> Email		
Street address:				City:	State:	ZIP Code:
Preferred pharmacy name:			How did you hear about us? <input type="checkbox"/> Facebook <input type="checkbox"/> Insurance Company/plan <input type="checkbox"/> Our Website			
Pharmacy address:			<input type="checkbox"/> Internet search <input type="checkbox"/> Friend/Family <input type="checkbox"/> Dr. _____			
Pharmacy phone no:			<input type="checkbox"/> Other: _____			
Employer:		Employer/Work phone no:		Occupation (if student please specify):		
Spouse/Partner Name:				Spouse/Partner Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other: _____		

FINANCIAL INFORMATION
(This section only applies to 18 years of age and under)

If you are under 18, person responsible for bill:		Birthdate: / /	Address (if different):	Home phone no: ()
Is this person a patient here? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Employer:		Employer/Work phone no:		Occupation (if student please specify):

INSURANCE INFORMATION
(Please give your insurance card(s) and identification card/driver's license to the receptionist)

Primary Insurance Company:				
Subscribers name:	Subscribers S.S.no:	Birthdate: / /	Policy no:	Group no:
Patient's relationship to subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other _____				
Name of secondary insurance:	Subscriber's name/Date of birth:		Policy no:	Group no:
Patient's relationship to subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other _____				

IN CASE OF EMERGENCY

Name of local friend or relative to contact in an emergency:	Relationship to patient:	Home phone no: ()	Cell phone no: ()
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FAMILY PRACTICE CENTER COMMUNICATION

Appointment Reminds:

I wish to be reminded of upcoming appointments via:

<input type="checkbox"/> HOME PHONE (call)	<input type="checkbox"/> CELL PHONE (call)	<input type="checkbox"/> EMAIL	<input type="checkbox"/> TEXT
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Authorization to release medical information:

In the event you must be contacted by phone with regards to appointments, test results, referrals, or any other reason, please indicate how you wish to be contacted.

Phone Number: _____ Is it ok to leave a message? _____ Yes _____ No

Do you want Family Practice Center, and all employees thereof, to be able to determine financial matters or medical care with any family members or emergency contacts? This permission will be valid indefinitely and must be revoked in writing. If so, please specify who and which information, below.

You may discuss my financial matters or medical care with the following:

INFORMATION OK TO DISCUSS	NAME	RELATIONSHIP	PHONE NUMBER
<input type="checkbox"/> FINANCIAL <input type="checkbox"/> MEDICAL			

Patient Consent for use and disclosure of protected health information:

With your consent, Family Practice Center, P.C. may use and disclose protected health information (PHI) about you to carry out treatment, payment and health care operations (TPO). You have the right to review our Notice of Privacy Practices prior to signing this contract. We reserve the right to revise our Notice of Privacy Practices at any time. With your consent, Family Practice Center, P.C. may call, email or send mail to your home or office and leave a message about any items that assist the practice in carrying our TPO such as appointment reminders, insurance items and any call pertaining to your clinical care.

You have the right to request that we restrict how we use or disclose your PHI to carry out treatment, payment and health care operations. However, we are not required to agree to your requested restrictions, but if we do, we are bound by our agreement.

By signing this form, you are consenting to our use and disclosure of your PHI to carry out treatment, payment and health care operations. This consent may be revoked in writing except to the extent that we may have already made disclosures in reliance upon your prior consent.

If you decline to sign this consent, we may decline to provide treatment for you.

(Patient's Printed Name)

(Signature of patient or legal guardian)

Relationship to patient, if other than self

Date

CHECK PAST ILLNESSES:

	AGE		AGE		AGE
ADD/ADHD	_____	Diabetes	_____	Rheumatologic Disease	_____
Anemia	_____	Depression	_____	Seizures	_____
Anxiety	_____	Emphysema	_____	Stroke	_____
Arthritis	_____	Erectile Dysfunction	_____	Substance Abuse	_____
Asthma/Allergies	_____	Fibromyalgia	_____	Other (Please specify below):	_____
Atrial Fibrillation	_____	Gallstones	_____	_____	_____
Blood Clot	_____	Gout	_____	_____	_____
High Blood Pressure	_____	Heart Attack	_____	_____	_____
Cancer	_____	Heartburn/Reflux	_____	_____	_____
High Cholesterol	_____	Kidney Disease	_____	_____	_____
COPD	_____	Liver Disease	_____	_____	_____

Number of pregnancies?_____ Number of live births?_____ Number of living children?_____ Pregnancy complications?_____

Serious injuries, illnesses or hospitalizations (Age):_____

Operations:(Age)_____

Last Pap:_____ Abnormal Pap tests: Y N Last Mammogram:_____ Contraception(Type): _____

Immunizations: (Date) Tetanus_____ HPV_____ Pneumonia_____ Shingles_____ Hepatitis B_____ Meningitis_____

Recent medications and dosages (include laxatives, antacids, aspirin):_____

Allergies (medications, pollens, foods, etc.):_____

How often do you exercise?_____ How long do you exercise?_____ What are your hobbies?_____

How is your sleep?_____ How is your diet?_____

Alcohol (average # of drinks per day):_____ Recreational drug use(include type & age):_____

Have you ever smoked? Y N How long?_____ How Much?_____ Tried to stop smoking? Y N Quit Date:_____

Birthplace: _____ Places you have lived and traveled: _____

Education (Highest level completed; special studies)_____

Special problems related to home or work conditions:_____

Check if anyone in your family has ever had the following:

	Relationship		Relationship		Relationship
<input type="checkbox"/> Diabetes	_____	<input type="checkbox"/> Stroke	_____	<input type="checkbox"/> Gout	_____
<input type="checkbox"/> High Blood Pressure	_____	<input type="checkbox"/> Migraine Headaches	_____	<input type="checkbox"/> Asthma	_____
<input type="checkbox"/> Anemia	_____	<input type="checkbox"/> Obesity	_____	<input type="checkbox"/> Arthritis	_____
<input type="checkbox"/> Heart Disease	_____	<input type="checkbox"/> Thyroid Disease	_____	<input type="checkbox"/> Mental Illness	_____
<input type="checkbox"/> Cancer(type)	_____	<input type="checkbox"/> Elevated Cholesterol	_____	<input type="checkbox"/> Allergies	_____
<input type="checkbox"/> Bleeding Disorder	_____	<input type="checkbox"/> Kidney Disorder	_____	<input type="checkbox"/> Other _____	_____

	IF LIVING		IF DECEASED			IF LIVING		IF DECEASED	
	Age	State of Health	Age	Cause		Age	State of Health	Age	Cause
Mother	_____	_____	_____	_____	Sister	_____	_____	_____	_____
Father	_____	_____	_____	_____	Husband/wife	_____	_____	_____	_____
Brother(s)	_____	_____	_____	_____	Children	_____	_____	_____	_____

If you need more space, please use back side

RIGHTS AND RESPONSIBILITIES

YOU HAVE A RIGHT:

- To be treated with respect, consideration and dignity always.
- To receive assistance in a responsible manner
- To receive information about your health including your diagnosis, treatment, testing or procedures and medical alternatives including associated risks that may be involved in your healthcare.
- To know the identity and professional status of individuals providing services to you.
- To expect that your medical records and communications will be treated in a confidential manner.
- To refuse treatment and be advised of the alternative and likely consequences of your decision.
- To express a complaint to the Administrator, and/or Physician.

YOU HAVE A RESPONSIBILITY:

- To review and understand your health insurance coverage and benefits.
- To learn and understand the proper use of your insurance plan services and procedures for obtaining coverage. This includes knowing the referral policy for your plan, laboratory restrictions and outpatient facilities covered by your plan as well as co-pay requirements.
- To always carry your insurance plan identification card and be prepared to show it at each visit, if asked.
- Patients will be required to pay for all services provided if insurance information is not provided by the patient at the time services are rendered or the information provided is inaccurate.
- To treat all office personnel respectfully and courteously.
- To keep scheduled appointments and to notify the office promptly if you will be delayed or unable to keep an appointment.
- To pay all charges for co-payments, deductibles, non-covered benefits or services at the time of your visit, unless prior arrangements have been made.
- To ask questions and seek clarification until you fully understand the care you are receiving.
- To follow the advice of your medical provider and consider the alternatives and/or likely consequences if you refuse to comply.
- To provide honest and complete information to those providing medical care.
- To express your opinions, concerns, or complaints in a constructive and appropriate manner.

I have read and understand the office policy as stated above

(Patient's Printed Name)

(Signature of patient or legal guardian)

Relationship to patient, if other than self

Date

FINANCIAL POLICY and ADMINISTRATIVE SERVICES FEE

Patient Name: _____

(Please Print)

We are committed to meeting your healthcare needs. Our goal is to keep your insurance and financial arrangements as simple as possible. In order to accomplish this in a cost-effective manner, we ask you to adhere to the following guidelines and choose a plan that meets your needs:

1. It is your responsibility to provide us with your current address, telephone number and insurance information at each visit.
2. It is your responsibility to confirm with your insurance company that our physicians participate in your insurance plan.
3. You are ultimately responsible for payment for services you receive from our office. Any non-payment, including non-payment of co-pays and returned checks will result in a \$35 billing fee in addition to the balance owed.
4. Canceling an appointment less than 24 hours in advance or no-showing an appointment will result in the following charges: \$35 for a regular office visit, \$75 for an annual physical and \$100 for an ECHO, Ultrasound or Flexible Sigmoidoscopy. **3 late cancellations or no-shows in one year may result in your dismissal from our practice.**
5. The vast majority of prescription refill requests will require an office visit. "Emergency" prescription refills maybe subject to a \$35 fee.
6. Our office collects an **Administrative Service Fee (ASF) of \$6 on each visit or \$65.00 annually** to cover the cost of certain **administrative services we may provide that are not covered by your insurance.** Examples of these services are forms and letters such as the following:
 - a. Employee Health/Biometric form(s)
 - b. Medication/Procedural Prior Authorizations
 - c. School/Sports Physical/Camp form(s)
 - d. Insurance related pre-certifications
 - e. Life Insurance form(s)
 - f. Parking/Handicap permit(s)
 - g. Other miscellaneous forms
 - h. Medical record reproduction

- **You are not required to pay the Administrative Service Fee;** however, if you choose not to pay the optional fee, **you will be charged for all administrative services, as needed.** You will not be given a chance to pay the ASF at the time you request a form to be filled out.

I elect to pay the \$6.00 per visit ASF Initial _____

I elect to pay the \$65.00 annual ASF Initial _____

I choose **not to pay the ASF.** I understand that with this decision, **I will pay for services as I need them** at a minimum rate of **\$60 per form/drafted letter** and **\$35 per prior authorization** per **medication.**

Initial _____

I acknowledge the terms of the financial policy and administrative service fee. I understand that failure to comply with the policies may result in my dismissal from Family Practice Center, PC.

(Patient's Printed Name)

(Signature of patient or legal guardian)

Relationship to patient, if other than self

Date