



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](http://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 2023  
 (Please print)

Today's Date:    /    /	Appointment Date:    /    /
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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 <input type="checkbox"/> Nonbinary <input type="checkbox"/> FtM <input type="checkbox"/> MtF
Preferred Pronouns: <input type="checkbox"/> she/her <input type="checkbox"/> she/they <input type="checkbox"/> they/them <input type="checkbox"/> he/him <input type="checkbox"/> he/they			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:		Preferred contact method: <input type="checkbox"/> Home ph <input type="checkbox"/> Cell ph <input type="checkbox"/> Email		
Street address:			City:	State:	ZIP Code:
Email address:					
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**

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)*

<b>Primary Insurance Company:</b>					
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:

	<b>AGE</b>		<b>AGE</b>		<b>AGE</b>
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:**

	<b>Relationship</b>		<b>Relationship</b>		<b>Relationship</b>
<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 _____	_____

	<b>IF LIVING</b>		<b>IF DECEASED</b>			<b>IF LIVING</b>		<b>IF DECEASED</b>	
	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. **Initial** \_\_\_\_\_
2. It is your responsibility to confirm with your insurance company that our physicians participate in your insurance plan. **Initial** \_\_\_\_\_
3. You are ultimately responsible for payment of services you receive from our office at the time of service. Any nonpayment in full, including non-payment of co-pays/coinsurance/deductibles and returned checks will result in a **\$35 billing fee** in addition to the balance owed. **Initial** \_\_\_\_\_
4. Cancelling an appointment less than 24 hours (one business day) in advance or no showing an appointment **(including arriving later than 15 minutes past your scheduled appt time)** 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.* **Initial** \_\_\_\_\_
5. The vast majority of prescription refill requests will require an office visit. After-hours calls/emergency prescription refills are subject to a **\$55 fee**. **Initial** \_\_\_\_\_
6. Our office collects an **Administrative Service Fee (ASF) of \$8 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. <b>Disability/FMLA/Biometric/Health form(s)</b>   | e. Life Insurance form(s)                  |
| b. <b>Medication/Procedural Prior Authorizations</b> | f. Parking/Handicap permit(s)              |
| c. School/Sports Physical/Camp form(s)               | g. <b>Other misc forms/drafted letters</b> |
| d. <b>Insurance related pre-certifications</b>       | 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 any administrative service above. Additionally, if you have any administrative items pending, you may not change your designation. **Please initial 1 of the 3 options below:**

- I elect to pay the \$8.00 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 **\$120 per form/drafted letter** and **\$75 per prior authorization** per **medication/procedure**. **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

## TELEMEDICINE VISIT INFORMATION

- Please log in 10 minutes prior to your scheduled appointment time to troubleshoot any issues by clicking this link: <https://doxy.me/precall-test>
- If you experience any issues, try restarting your computer/device or visit: <http://help.doxy.me>
- If you would like to pay for this appointment as a self-pay option and not go thru your insurance, we can do that. Please contact our front office staff for pricing at 404.256.1727.
- Our administrative fee does apply to Telemedicine visits just as it would for a standard in-office visit.
- You must give us 1 business days' notice for cancellation, or you will be charged a \$35 late cancellation/No Show Fee and any fees that have been pre-paid will not be refunded.
- If you are receiving a schedule 2 drug, we will do our best to e-prescribe this to your pharmacy. If that is unsuccessful, we will put a physical prescription in the mail to you.

## TELEMEDICINE INFORMED CONSENT

1. I understand that my healthcare provider may wish for me to engage in a telemedicine consultation.
2. My health care provider has explained to me how the video conferencing technology will be used to affect such a consultation will not be the same as a direct patient/health care provider visit since I will not be in the same room as my health care provider.
3. I understand there are potential risks to this technology, including interruptions, unauthorized access, and technical difficulties. I understand that my healthcare provider or I can discontinue the telemedicine consult/visit if it is felt that the videoconferencing connections are not adequate for the situation.
4. I understand that my healthcare information may be shared with other individuals for scheduling and billing purposes. Others may also be present during the consultation other than my health care provider and consulting health care provider to operate the video equipment. The abovementioned people will all maintain the confidentiality of the information obtained. I further understand that I will be informed of their presence in the consultation and thus will have the right to request the following: (1) omit specific details of my (1) medical history/physical examination that are personally sensitive to me; (2) ask non-medical personnel to leave the telemedicine examination room: and or (3) terminate the consultation at any time.
5. I have had the alternatives to a telemedicine consultation explained to me, and in choosing to participate in a telemedicine consultation. I understand that some parts of the exam involving physical tests may be conducted by individuals at my location at the direction of the consulting healthcare provider.
6. In an emergent consultation, I understand that the responsibility of the telemedicine consulting specialist is to advise my local practitioner and that the specialist's responsibility will conclude upon the termination of the video conference connection.
7. I understand that billing will occur from my practitioner.
8. I have had a direct conversation with my doctor, during which I had the opportunity to ask questions regarding this procedure. My questions have been answered and the risks, benefits, and any practical alternatives have been discussed with me in a language that I understand.

### **By signing this form, I certify:**

- That I have read or had this form read and/or had this form explained to me.
- That I fully understand its contents including the risks and benefits of the process.
- That I have been given ample opportunity to ask questions and any questions have been answered to my satisfaction.

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*Signature of patient or legal guardian*

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*Date*



## Attention Patients-Please Review New Billing & Insurance Changes to MyChart

In the spirit of respect and transparency, we are informing all our patients about this new billing policy, and we want to be sure that we communicate the expectation clearly, so we have provided very specific details and some examples below.

At Family Practice Center, we strive to provide easy access to our outstanding providers in a timely fashion. To help accomplish this, we offer telemedicine appointments, and we leave space on our schedules to accommodate same day visits and walk-ins. We also have a great team of live, on-site operators working hard every day to facilitate appointments and communications. The use of email communication and appointment scheduling via [MyChart](#) is another example of how we empower our patients with efficient access to our providers.

Over the past several years, the use of MyChart messaging has escalated considerably on a national scale. Owing in large part to its convenience, and spurred on by the COVID-19 pandemic, patient messages now account for a considerable part of our daily workflow. Most of our providers field dozens of messages per day in addition to seeing and managing scheduled patients. Historically, almost all the clinical time it takes to handle these messages has been free to you and not compensated by insurance companies. However, starting January 1, 2023, you may begin to receive bills for MyChart message exchanges that require your provider's clinical time and expertise to answer. **Some insurance providers may cover this fee, but it will be your responsibility to check with yours ahead of time to know for sure.**

Similar policies have been implemented by many healthcare systems nationally including at the [Cleveland Clinic](#), [The University of California San Francisco](#), and Northwestern Medicine.

It's important to know that not every message you send to your provider will be billed. **It's also very important to know that your provider may not feel that managing your issue(s) by messaging is appropriate. In these cases, we can help facilitate an appointment for you.**

Examples of messages that will **not** be billed:

- Messages that result in an appointment with us within 7 days.
- Asking a question about an issue you saw your provider for in the last 7 days. This does **NOT** include asking about things that you forgot to mention during your visit or a new issue that has come up since your visit.
- Checking in as a part of your follow-up care after a procedure.
- Giving a quick update to your provider.

Depending on your insurance policy, the cost of most of the applicable messages will be between \$30-\$60. You could owe closer to \$100 for more complex message exchanges requiring at least 20 minutes of your providers' time. In some cases, insurance will cover the costs completely and you will owe nothing.

Examples of messages that may be billed include:

- A new issue or symptom requiring medical assessment, medical decision making or referral ***\*\*In almost all these cases, we strongly encourage (and may even require) a scheduled appointment over a MyChart message. You should call 911 in an emergency or be taken to a hospital. \*\****
- Medication management including dose adjustments, changes that you make to your pharmacy, emergency refills and short-term (30 days or less) refills when you're due for a follow up visit.
- Chronic disease check-in and management
- Flare-up or change in chronic condition

We want our patients to rely on us to be available for all their healthcare needs. MyChart is a great communication tool, and you can continue to expect responses from us **within three business days**. Even with the convenience of MyChart, without question, the best way to ensure you get the highest level of care in the timeliest manner is by scheduling an appointment either in person or via telemedicine.

We are grateful to all of you who trust us with your healthcare. We believe that this new policy will help us to continue providing the highest level of care and service that sets us apart. Please let us know if you have any questions regarding this policy. Additionally, if you are interested in checking on the specifics of this with your insurance company, the CPT codes currently in use for this are 99421, 99422 and 99423.

Acknowledgement signature: \_\_\_\_\_ Date: \_\_\_\_\_

