



## PATIENT INFORMATION

PLEASE GIVE COMPLETE LEGAL NAME

Last Name \_\_\_\_\_ MI \_\_\_\_\_ First Name \_\_\_\_\_

Maiden Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Phone \_\_\_\_\_ - \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_ Marital Status: S M D W (Circle One)

Race \_\_\_\_\_ Employer \_\_\_\_\_ Work Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Primary Care Physician \_\_\_\_\_ Referring Physician \_\_\_\_\_

Preferred Pharmacy \_\_\_\_\_ City \_\_\_\_\_ Phone Number \_\_\_\_\_

### **BELOW ARE QUESTIONS CONCERNING THE PRIMARY INSURANCE HOLDER (IF DIFFERENT FROM PATIENT)**

Last Name \_\_\_\_\_ MI \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **EMERGENCY CONTACT**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby authorize the release of any confidential medical information, including information related to psychiatric care, drug, and alcohol abuse and HIV/AIDS, necessary to process insurance claims or any other medical information that is required for any health care related utilization review of quality assurance activities or to any healthcare professional requiring this information in order to treat me.

I hereby assign and authorize payment to North Atlanta Vascular Clinic PC for all medical and/or surgical benefits, including major medical policies, to which I am entitled under any insurance policy or policies, any self-insurance program, or any other type of benefit plan. I understand and acknowledge that this assignment of benefits does not relieve me of any financial responsibility for all medical fees and charges incurred by me or anyone on my behalf. I hereby accept such responsibility, including, but not limited to, payment of those fees and charges not directly reimbursed to North Atlanta Vascular Clinic PC by any insurance policy, self-insurance program or other benefit plan.

This Authorization shall remain in effect until revoked by me in writing. A photocopy of this authorization shall be considered as effective and valid as the original. I understand that I have the right to receive a copy of this authorization.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Alternative Contact Authorization

I  **DO**  **DO NOT** authorize North Atlanta Vascular Clinic PC to contact me or leave messages for me at my place of work.

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I  **DO**  **DO NOT** authorize North Atlanta Vascular Clinic PC to contact me at my E-mail address.

E-Mail Address if authorized: \_\_\_\_\_

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I  **DO**  **DO NOT** authorize North Atlanta Vascular Clinic PC to contact me by text.

Cell Phone Number if authorized: \_\_\_\_\_

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I  **DO**  **DO NOT** authorize North Atlanta Vascular Clinic PC to discuss my appointments, Medical evaluation, treatment and results to relatives or other persons as indicated:

Authorized person(s)/relationship \_\_\_\_\_

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby authorize North Atlanta Vascular Clinic PC to leave messages on my home answering machine regarding appointments and to inform me that laboratory results are available. I realize I must call the office to obtain laboratory results.

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I acknowledge that I have received a copy of the "NOTICE OF PRIVACY PRACTICES" and "PATIENT RIGHTS & RESPONSIBILITIES" for my records.

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have been provided with a copy of the Clinic's Grievance Policy.

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



North Atlanta Vascular Clinic & Vein Center is a multi-physician practice. This means on some occasions if your physician is called away to an emergency, you may be seen by another physician that day or rescheduled to another day. Unfortunately due to our patient care policy we cannot allow the transfer of permanent care between physicians. Thank you for your understanding and continued support of our practice.

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**Patient Name**

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**Date**

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**Patient Signature**



2685 Peachtree Parkway, Suite 320, Suwanee, GA 30024  
4040 Old Milton Parkway, Suite 200, Alpharetta, GA 30005  
1080 Sanders Road, Suite 200, Cumming, GA 30041  
771 Old Norcross Road, Suite 300, Lawrenceville, GA 30046  
Phone: 770-771-5260      Fax: 770-771-5269

## Financial Policy

We hope to make your visits in our office as thorough and pleasant as possible. We also want you to have a full understanding of our financial policies and expectations for payment and services. Please carefully review and sign our financial policy, and let us know of any questions you may have.

The primary and final relationship is between the Physician and you (the Patient). Our contract is with you only. We will not compromise your medical care to satisfy ANY insurance company. Please bear in mind that insurance is meant to help defray the cost of medical care and is NOT intended to dictate your treatment.

Payment is due in full at the time services are rendered. This includes deductibles, co-payments, co-insurances and non-covered services.

As a courtesy, we are happy to assist you in the filing of most insurance claims and completing insurance forms and insurance precertification. You will be responsible for any and all balances not covered by your insurance. If your insurance has not paid their portion within 60 days of being properly billed, the entire balance will be your responsibility. The ULTIMATE RESPONSIBILITY for the filing and processing of claims to satisfy your insurance carrier REMAINS WITH YOU. If you are unsure of any specific requirements of your insurance, PLEASE ASK THEM. As the insured client, you are in the best position to follow up with your insurance carrier to ensure payment is being processed. It is your responsibility to inform us in cases of any change of your insurance or policy type, failure to do so results in you being responsible for the amount.

You will receive a monthly statement requesting payment of any unpaid balance. If your account becomes past due, please contact our office to discuss payment arrangements and avoid further collection efforts. We are committed to being sensitive to patient financial difficulties, but are unable to assist if you do not contact us to discuss your account. Nonpayment will result in your account turned into a collection agency and discharge from the practice. You will be responsible for collection charges borne by the collection agency on top of the amount due from North Atlanta Vascular Clinic PC.

There is a fee (currently \$35) for any checks returned by the bank. Appointments not canceled within 24 hours notice may result in charges for time reserved. This will be billed directly to you and will involve a standard fee of \$40.

We are here to serve your health needs and will work hard on your behalf, to contain fees and other charges while delivering quality health care to you.

I have read and understood the above policies. I understand that I may receive a copy of this form upon request.

Patient Name \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature of Patient or Responsible Party \_\_\_\_\_



**PATIENT CONSENT FOR  
PHOTOGRAPHY/VIDEOTAPING/OTHER IMAGING FOR TREATMENT, EDUCATION, MARKETING OR  
MEDIA PURPOSES**

**Patient's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Beginning (Date) the above named patient hereby grants permission to North Atlanta Vascular Clinic and Vein Center to interview, photograph, create digital images (e.g., CD, DVD,) and/or videotape him/her; and/or to supervise any others employed by the practice who may provide do the interview, photography, and/or videotaping during my care.

***The patient or the patient's representative must read and initial the following statements (Mark through any terms not agreeable to patient):***

a. I understand that the photographs/digital images/recording may be published for any purpose and in any form. Examples of such uses may include (but not be limited to): to track progress during treatment, education and training of health-care providers or the general public and public relations or marketing efforts of the practice.

**Initials:** \_\_\_\_\_

b. I understand that with this consent I hereby give North Atlanta Vascular Clinic and Vein Center permission to use, reproduce, publish, republish, distribute copyright and publicly display my photograph.

**Initials:** \_\_\_\_\_

c. I understand that if I do agree, these images/recording may be used by North Atlanta Vascular Clinic and Vein Center in patient education materials or in practice related publications or electronic media available to the public for an indefinite time.

**Initials:** \_\_\_\_\_

d. I understand that I will not be compensated for these photographs/images/recording whether or not they are published.

**Initials:** \_\_\_\_\_

e. I understand that I am free to refuse to allow my photograph to be used by North Atlanta Vascular Clinic and Vein Center and that my health care and the payment for my health care will not be affected if I do not sign this form.

**Initials:** \_\_\_\_\_

f. I understand that I may see and obtain a copy of the images/recording described on this form, if I ask for it, and that I get a copy of this form after I sign it.

**Initials:** \_\_\_\_\_

g. I understand that information used or disclosed based on this consent in publications or in electronic media available to the public, such as our website, may not be protected by federal or state law protecting confidentiality.

**Initials:** \_\_\_\_\_

**Right to Revoke Consent**

I understand that I may revoke this consent at any time by notifying North Atlanta Vascular Clinic and Vein Center in writing, but if I do it won't have any effect on any actions North Atlanta Vascular Clinic and Vein Center took under this consent and before they received the revocation.

**Please note that all images/recording are part of the medical record and must be maintained in the patient record in keeping with state or federal law regardless of the revocation of this consent. Initials:** \_\_\_\_\_

**Please indicate your agreement to the above by signing below.**

Signature of Patient/Guardian \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Print Name: \_\_\_\_\_



2685 Peachtree Parkway, Suite 320, Suwanee, GA 30024

Phone: 770.771.5260

Fax: 770.771.5269

### Authorization for Release of Medical Information

Patient's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

SS# \_\_\_\_\_

Patient's Phone # \_\_\_\_\_

#### FOR OFFICE USE ONLY

Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Needed \_\_\_\_/\_\_\_\_/\_\_\_\_

I authorize North Atlanta Vascular Clinic & Vein Center to **release** information to:

Name of Provider or Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

I authorize North Atlanta Vascular Clinic & Vein Center to **obtain** information from:

Name of Provider or Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

**Purpose for the Request:** (Check one)  Healthcare  Insurance Coverage  Personal  Transfer of Care  Other

**Type of Record Requested:** (Check one)

Immunization History  Administered by the Clinic Only  Include Records Submitted to the Clinic  All Medical Records Related to a Specific Illness or Injury \_\_\_\_\_

Specify Illness / Injury \_\_\_\_\_

Date(s) of Treatment \_\_\_\_\_

Treatment Summary (includes history / physical, laboratory test & x-ray reports, operative reports, pathology)

Specific Information (Select one or more, as applicable)

Procedure Report  History & Physical  Physical Therapy  Laboratory Test Results

X-ray Reports  Other \_\_\_\_\_

(Please Describe) \_\_\_\_\_

Entire Copy of the Record Checked Above

**Authorization Valid For:** (Check one)

This Request Only

One Year from the Date of this Authorization.

This Request and for Medical Records of any **Future** treatment of the Type Described Above Until \_\_\_\_\_ (insert date).

I understand that:

- My right to healthcare treatment is not conditioned on this authorization.
- I may cancel this authorization at any time by submitting a written request to the address provided at the top of this form, except where a disclosure has already been made in reliance on my prior authorization.
- If the person or facility receiving this information is not a health care or medical insurance provider covered by privacy regulations, the information stated above could be redisclosed.
- Release of HIV-related information, mental health related care, or substance abuse diagnosis and treatment information requires additional authorization.
- There may be a charge for the requested records.

**NOTE: Medical Records are Faxed in Cases of Medical Necessity Only.**

Signature of Patient or Representative \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Patient (if requester is not the patient) \_\_\_\_\_

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[www.navascularclinic.com](http://www.navascularclinic.com)

## Patient Recording and Photography Policy

To protect the privacy, safety and confidentiality of patients, providers, and staff, the use of personal electronic devices for audio recording, video recording, photography, or live streaming is **not permitted** within this medical office.

It is against our policy to record, take pictures, or take a video of your doctor's appointment in our facility, without permission. By signing this form you agree, that if you violate this policy without our permission you may not produce to the court for any legal reasons.

This policy applies to all areas of the office, including waiting rooms, exam rooms, and treatment areas.

Failure to comply may result in termination of the appointment or dismissal from the practice, as permitted by law.

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

Patient Name: \_\_\_\_\_

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