Dr. Javier Flores   Dr. Martha Viera   Lilian Gonzalez ARNP

Flores Dermatology
General.Cosmetic.Laser.Surgery.Research

Patient Information

Date:________________

Name:____

Gender: [ ] M [ ] F   Social security:________________

Date of birth:________________   Age:________________

Marital status: [ ] S [ ] M [ ] D [ ] W

Address:____

City:____________   State:____________   Zip code:____________

Phone Number's

Home number:____________________   Cell:________________

Work number:____________________   Ext:____________

Email:____

Occupation:____

If under 18 years of age, name os parent/guardian:____________________

Spouse name:____

Spouse occupation:____

Physician name/telephone number:____________________________

Dr. Javier Flores Dr. Martha Viera Lilian Gonzalez ARNP

Billing information

Person responsible for bill: ____

Billing address: ____

Type pf payment: [ ] Check [ ] Cash [ ] Credit card [ ] Insurance

Insurance information

Name of health insurance company: ________________________________

Name of Person on policy: ________________________________

Policy number: ________________________ Group: ______________

Consent for treatment

I, ______________________ give permission to be evaluated, examined, and treated by

Dr. Javier Flores/ Dr. Martha Viera/ Lilian Gonzalez ARNP.

Signature: ______________________________ Date: ______________

Patient agreement

You have chosen to receive medical attention from a group of specialists who will strive to provide you with quality care. Such care includes an interest and concern for your physical as well as emotional well-being. The delivery of our patient care involves time and expertise.

Unfortunately, there have been situations in which patients do not assume their financial responsibility for our services. Due to those situations, it has become necessary for us to require that our patients and responsible party, if any, sign this agreement to guarantee payment for rendered patient care.

Please note that you remain responsible for this account until we receive insurance payment. The policy of this office allows your insurance to complete the payment by 30-45 weeks.

Name of patient: ____

Signature: ______________________________ Date: ______________

Dr. Javier Flores | Dr. Martha Viera | Lilian Gonzalez ARNP

Medicare/Medicaid patients

I certify that all information given is correct, I authorize the release of all records upon request, and I agree that payment of authorized benefits be made on my behalf.

Name of patient: ____

Signature: ______________________________ Date: ______________

Authorization to release information and payments

I authorize direct payments for surgical/medical services rendered by Dr. Javier Flores, Dr. Martha Viera or Lilian Gonzalez ARNP. I understand that I am financially responsible for any balance my insurance denies paying.

I authorize Dr. Javier Flores, Dr. Martha Viera or Lilian Gonzalez ARNP to release any medical information that may be necessary for either medical care or in processing for insurance settlements.

Name of patient: ____

Signature: ______________________________ Date: ______________

Flores Dermatology

Flores Dermatology
6705 SW 57th Ave, suite 400
Coral Gables, FL 33143
PH: 305-668-8201 FAX: 305-668-8997
floresdermatology@gmail.com

Your Information. Your Rights. Our Responsibilities.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

➤ ***See page 2** for more information on these rights and how to exercise them*

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

➤ ***See page 3** for more information on these choices and how to exercise them*

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

➤ ***See pages 3 and 4** for more information on these uses and disclosures*

Your Rights

When it comes to your health information, you have certain rights.
This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record	• You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. • We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
Ask us to correct your medical record	• You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. • We may say "no" to your request, but we'll tell you why in writing within 60 days.
Request confidential communications	• You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. • We will say "yes" to all reasonable requests.
Ask us to limit what we use or share	• You can ask us **not** to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care. • If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information.
Get a list of those with whom we've shared information	• You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why. • We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
Get a copy of this privacy notice	• You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
Choose someone to act for you	• If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. • We will make sure the person has this authority and can act for you before we take any action.
File a complaint if you feel your rights are violated	• You can complain if you feel we have violated your rights by contacting us using the information on page 1. • You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting **www.hhs.gov/ocr/privacy/hipaa/complaints/.** • We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:	• Share information with your family, close friends, or others involved in your care • Share information in a disaster relief situation • Include your information in a hospital directory *If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*
In these cases we *never* share your information unless you give us written permission:	• Marketing purposes • Sale of your information • Most sharing of psychotherapy notes
In the case of fundraising:	• We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your health information?
We typically use or share your health information in the following ways.

Treat you	• We can use your health information and share it with other professionals who are treating you.	*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*
Run our organization	• We can use and share your health information to run our practice, improve your care, and contact you when necessary.	*Example: We use health information about you to manage your treatment and services.*
Bill for your services	• We can use and share your health information to bill and get payment from health plans or other entities.	*Example: We give information about you to your health insurance plan so it will pay for your services.*

continued on next page

How else can we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: **www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.**

Help with public health and safety issues	• We can share health information about you for certain situations such as: • Preventing disease • Helping with product recalls • Reporting adverse reactions to medications • Reporting suspected abuse, neglect, or domestic violence • Preventing or reducing a serious threat to anyone's health or safety
Do research	• We can use or share your information for health research.
Comply with the law	• We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.
Respond to organ and tissue donation requests	• We can share health information about you with organ procurement organizations.
Work with a medical examiner or funeral director	• We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
Address workers' compensation, law enforcement, and other government requests	• We can use or share health information about you: • For workers' compensation claims • For law enforcement purposes or with a law enforcement official • With health oversight agencies for activities authorized by law • For special government functions such as military, national security, and presidential protective services
Respond to lawsuits and legal actions	• We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: **www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.**

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Effective Date: 08/02/2018

This Notice of Privacy Practices applies to the following organizations.

Persons/Organizations Authorized To Receive Information:

NAME: ______________________ *RELATIONSHIP:* ______________________

1. ______________________ ______________________
2. ______________________ ______________________
3. ______________________ ______________________

I Hearby Authorize The Use Of Disclosure Of My Individually Protected Health Information. I Understand That This Authorization Is Voluntary. I Understand That If The Organization/Person Authorized To Receive The Information Is Not A Health Plan Or Health Care Provider, The Released Information May No Longer Be Protected By Federal Privacy Regulations.

Patient Signature: ______________________ *Date:* ______________________