

PATIENT REGISTRATION FORM
THE HAND CENTER OF SOUTHERN CALIFORNIA

Patient Name _____ Date of Birth _____

Address _____ Apt.# _____

City _____ State _____ Zip Code _____

Home Phone Number _____

Mobile Phone Number _____

Work Phone Number _____

Email Address _____

Emergency Contact _____

Phone Number _____ Relationship _____

Employer _____ Occupation _____

Address _____

City _____ State _____ Zip Code _____

Referring Physician _____ Phone Number _____

Diagnosis _____

I understand that regardless of any insurance coverage which I may have, I am directly responsible to The Hand Center of Southern California for any medical fees due to them. I authorize payment of medical benefits directly to them and authorize release of medical information necessary to process my insurance claims. I agree that a photocopy of this form may be used in lieu of the original.

Signature _____ Date _____

****PLEASE ATTACH COPY INSURANCE ID CARD FRONT AND BACK****

THE HAND CENTER OF SOUTHERN CALIFORNIA, INC

APPOINTMENT POLICY

We schedule your therapy appointments with an effort to ensure adequate time with the therapist. We make every effort to be on time and appreciate your timeliness as well.

We do understand that circumstances beyond your control may arise which may cause you to be late for an appointment.

If you are more than 10 minutes late for your appointment, we will make every effort to accommodate you. However, if it interferes with other patient's schedules or our operating hours, you will need to reschedule for another time.

If you cannot keep an appointment for any reason, please call 24 hours prior to your appointment. If you do not show for your appointment, or if you cancel 2 times with less than 24 hours notice our policy is to contact your insurance and doctor.

Please help us to keep the scheduling of appointments fair for everyone.

Signature _____ **Date** _____

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address.

You will not be penalized or otherwise retaliated against for filing a complaint.

Contact person. The name and address of the person you may contact for further information concerning our privacy practices is:

The Hand Center of Southern California
7120 Hayvenhurst Ave., Suite 215
Van Nuys, CA 91406
Attn: Rosemary Vargas

Effective Date. This notice is effective on or after April 15, 2003

Acknowledgement of Receipt of Notice of Privacy Practices

The Hand Center of Southern California reserves the right to modify the privacy practices outlined in the notice.

Signature. I have received a copy of the Notice of Privacy Practices for The Hand Center of Southern California.

Name of Patient

Signature of Patient

Date

Signature of Patient Representative (Required if the Patient is a minor or an adult who is unable to sign this form)

Relationship of Patient Representative to Patient

2024

Information Release Authorization

Company Name: The Hand Center of Southern California

I hereby consent to the release and disclosure of my personal health information to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: () _____ Fax #: () _____

For the following purpose:

This release authorization includes my personal health information consisting of:

I understand that the information outlined in this release will be disclosed according to the instructions of this release within two (2) business days of the above practice having received this release authorization. I understand that I am free to revoke this release authorization at any time by notifying the practice in writing. I also understand that the information disclosed under this release is subject to re-disclosure and no longer protected by the Privacy Regulations (45 C.F.R. 164).

Patient Name

Signature

Date

2024

PATIENT INFORMATION ACKNOWLEDGMENT FORM

COMPANY NAME: The Hand Center of Southern California

I have read and fully understand above named practice's Notice of Information Practices. I understand that above named practice may use or disclose my personal health information for the purposes of carrying out treatment, obtaining payment, evaluating the quality of services provided and any administrative operations related to treatment or payment. I understand that I have the right to restrict how my personal health information is used and disclosed for treatment, payment and administrative operations if I notify the practice. I also understand that above named practice will consider requests for restriction on a case by case basis, but does not have to agree to requests for restrictions.

I hereby consent to the use and disclosure of my personal health information for purposes as noted in above named practice's Notice of Information practices. I understand that I retain the right to revoke this consent by notifying the practice in writing at any time.

Patient Name

Signature

Date

I also authorize above named practice to use my protected health information for targeted marketing, fund raising, and/or solicitation of participation in research studies. I understand I have the right to copy or inspect any information used for these purposes. I also understand this authorization does not affect my consent to use my protected health information for treatment, billing, or operations related to treatment and billing.

Patient Name

Signature

Date

2024 INSURANCE COVERAGE

Company Name: The hand Center of Southern California

Patient Name: _____

Insurance Company: Medicare

ID Number: _____

Deductible: _____ Amount Met: _____

Coverage: _____

Limitations: _____

Please review the above insurance information, which was verified with your insurance company.

Please note: Insurance companies often change their policies and coverage at the beginning of the New Year. As a reminder you are responsible for any amount applied toward your deductible and any amount not covered, for any reason, by your insurance company. We strongly recommend that you check with your insurance company to confirm your physical, occupational, and speech therapy benefits for 2024.

**IT IS YOUR RESPONSIBILITY TO INFORM OUR OFFICE
REGARDING ANY CHANGES.**

Signature: _____ Date: _____

2024

DESIGNATED INDIVIDUALS AUTHORIZATION FORM

Company Name: The Hand Center of Southern California

I hereby authorize one or all of the designated parties below to request and receive the release of any protected health information regarding my treatment, payment or administrative operations related to treatment and payment. I understand that the identity of designated parties must be verified before the release of any information.

Authorized Designees:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Patient Name

Patient Signature

Date

2024 Patient Signature

COMPANY NAME: The Hand Center of Southern California

PATIENT NAME: _____

_____ Consent for Care and Treatment

I, the undersigned, hereby agree and give my consent for above named practice to furnish care and treatment considered necessary and proper in treating my condition.

_____ Authorization for Signature on File and Release of Information

I, the undersigned, hereby authorize the office of above named practice to affix my name to any and all claims or documents as related to any and all health benefits due me. I authorize the release of any information relating to my health care claims. A photostatted copy of this authorization shall be as valid as an original.

_____ Authorization for Assignment of Benefits

I, the undersigned, hereby assign all medical benefits, to which I am entitled, to the office of above named practice, and I shall be financially responsible for any unpaid balance. In the event payment is made directly to me for services rendered by this office, I recognize the obligation to promptly remit payment to this office. I hereby authorize and instruct my insurance company to pay by check and mail directly to above named practice.

_____ Financial Responsibility

I, the undersigned, understand and agree that if it becomes necessary to commence legal action, I am responsible for all costs of collecting moneys owed including court costs, collection agency fees and attorney fees, in addition to my outstanding account balance. I further understand that balances over 60 days will be subject to a 1.5% finance charge, for which I am personally liable.

_____ Cancellation Policy

Specific time is reserved for you when you schedule an appointment. If you cannot keep your scheduled appointment, please give us at least 24 hours notice so that we may reschedule your appointment and offer the reserved time to another patient. There will be a charge of \$50.00 for NO SHOW appointments or cancellations with less than 24-hour notification. I, the undersigned, understand that I will be personally responsible for any cancellation fees.

_____ Reminder Message

I, the undersigned, hereby authorize the office of above named practice to send reminders to my mobile number, home phone, or email address of upcoming appointments.

I have read and fully understand all of the above information and hereby agree to comply as outlined above.

Patient or Guardian Signature

Date