

Iyad Barakat, MD Mohammad A Aslam, MD Deep Adhikari, MD

105 Tommy Stalnaker Dr. Suite 1 Warner Robins, GA 31088

TEL: (478)-333-3612 FAX: 478-333-3631

### Welcome to Hypertension & Kidney Associates!

This packet contains important information to ensure a productive and thorough visit with your Hypertension and Kidney provider. Please take the time to complete these forms in as much detail as possible. Please bring with you to your appointment all your medication bottles, including vitamins and herbal supplements, and a list of medication allergies, a photo id, or proof of residency and your insurance card. If you are a selfpay patient please contact our office prior to your appointment, to determine what will be due at initial date of service

### Upon your arrival, also please be prepared to supply us with a urine specimen.

This packet of information includes "review of systems form" which is a brief medical history for you. Remember: please be as detailed as possible as this will ensure a thorough visit. Also included is the Statement of Payment Policy as well as other important forms. Please complete the forms and mail the packet back to us, so we receive it at least 1 week prior to your appointment. You can also download the package at www.htnkidney.com

It is important that you arrive at least 30 minutes early since we have a lot of information to exchange. Please note that patients arriving late for scheduled appointments may need to be rescheduled per the physician's discretion. We accept credit cards, checks, and cash for payment and your co-payment is required to be paid at the time of service. We do not keep change on site so please bring the correct amount. If for any reason you need to reschedule or cancel your appointment, please give us at least 24 hour notice so we can accommodate other patients. Please note that due to the fact that missed appointments or cancellations/reschedules within less than 24 hours notice cause us financial loss, we will not be able to reschedule your appointment in the following situations:

- 1. If you have not shown up for your initial appt. with us on 2 separate occasions.
- 2. You have cancelled or rescheduled your initial appt. with us 3 different times with less than 24 hour notice. These situations do not allow us enough time to schedule another patient in your place and therefore the physician's time is lost. Thank you for your understanding of this policy and for giving us ample notice if you need to change your appointment time. We look forward to meeting you.

If you have any question or concerns prior to your visit, please contact our office at (478)-333-3612.

Thanking You,

**Hypertension & Kidney Associates Team** 

TEL: (478)-333-3612 FAX: (478)-333-3631 www.htnkidney.com

### **OFFICE LOCATIONS**

WARNER ROBINS 105 Tommy Stalnaker Dr. Suite 1 Warner Robins, GA 31088

**PERRY** 118 Morningside Drive Perry, GA 31069

FORT VALLEY 701 Blue Bird Blvd, Fort Valley, GA 31030

**HAWINSVILLE** 222 Perry Hwy. Professional Bld B.Hawkinsville GA 31036

# HYPERTENSION & KIDNEY ASSOCIATES OF MIDDLE GEORGIA, LLC. PATIENT INFORMATION

LAST NAME	FIRST NAME		DOB	:
ADDRESS				
PHONE (HOME):(C	ELL): (V	VORK):	MARITAL STAT	US S M D W SEP
EMAIL ADDRESS	P	AGESOCIA	AL SECURITY #	
EMPLOYER	<del> </del>	occl	JPATION	
EMPLOYMENT STATUS: □CURREN	ITLY EMPLOYED <b>U</b> UI	NEMPLOYED <b>I</b> RI	ETIRED DISABLE	D
RACE: BLACK-WHITE-HISPANIC-AS	IAN-OTHER LANGU	AGE PREFERANCI	E: ENGLISH-SPANIS	H OTHER
INSURANCE HOLDER/GARUNTOR	NAME		DOI	3
RELATIONSHIP	TEL#		SSN:	
ADDRESS	CI	ΤΥ	STATE	ZIP
EMERGENCY CONTACT		_ ADDRESS	::	
RELATIONSHIP TO PATIENT				
PRIMARY			SECONDARY	
INSURANCE COMPANY		NSURANCE COMI	PANY	
POLICY #0	GROUP #	POLICY #	GR	OUP #
NAME OF INSURED			D	
RELATIONSHIP		RELATIONSHIP		
			·	
NAME OF PRIMARY CARE PHYSICI				
NAME OF REFFERING PHYSICIAN				
NAME OF PREFERRED PHARMACY				
ADDRESS				
Access to your medication history information medication list in your medical chart and on names or dosages.				
WHO REFERRED YOU TO OUR PRA	ACTICE: DINTERNET	□HOSPITAL □FRI	END <b>□</b> PHYSICIAN:_	
CIRCLE OF CARE: ARE THERE ANY	PROVIDERS YOU SE	E ROUTINELY (FO	R EXAMPLE CARDIO	OLOGIST,
ENDOCRINOLOGIST, ETC) THAT AF	RE NOT LISTED ABOVE	THAT YOU FEEL	WE SHOULD OBTAI	N RECORDS FOR
YOUR VISIT: If so list their names and	phone numbers below			
****PLEASE PRES	SENT INSURANCE CAR		RECEPTIONIST****	
	FOR FILING OF YO			
I hereby authorize and reques		-		-
<ul> <li>I authorize payment of medica that I am financially responsible</li> </ul>	• •	•		ered. I understand

DATE \_\_\_\_\_

Signed \_\_\_\_\_

HISTORY OF PRESENT ILLNESS  Have you seen a kidney doctor in the past; If Yes: Dr.  Have you ever been on dialysis  Have you had a kidney biopsy  Have you ever been hospitalized for kidney failure  Have you ever been diagnosed with diabetes  Have you had Eye damage (or laser treatment)  Have you had nerve damage (numbness, decrease feeling in feet)  Have you had kidney damage or protein in urine?  Interim History: Have you had any of the following procedures or medication days?  Colonoscopy  Radiology studies involving IV contrasts  Antibiotics  Chemotherapy  PAST MEDICAL HISTORY: Have you ever suffered or been diagnosed with the Condition:  High Blood Pressure  Diabetes  Kidney Disease  Kidney Stones  Lung Disease  Sleep Apnea  Pneumonia  Asthma/Shortness of Breath/COPD  Heart Disease  High Cholesterol  Congestive Heart Failure	No N	Yes	DATE
Have you ever been on dialysis Have you had a kidney biopsy Have you ever been hospitalized for kidney failure Have you ever been diagnosed with diabetes Have you had Eye damage (or laser treatment) Have you had nerve damage (numbness, decrease feeling in feet) Have you had kidney damage or protein in urine? Interim History: Have you had any of the following procedures or medication days? Colonoscopy Radiology studies involving IV contrasts Antibiotics Chemotherapy PAST MEDICAL HISTORY: Have you ever suffered or been diagnosed with the Condition: High Blood Pressure Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No N	Yes	
Have you had a kidney biopsy Have you ever been hospitalized for kidney failure Have you ever been diagnosed with diabetes Have you had Eye damage (or laser treatment) Have you had nerve damage (numbness, decrease feeling in feet) Have you had kidney damage or protein in urine? Interim History: Have you had any of the following procedures or medication days? Colonoscopy Radiology studies involving IV contrasts Antibiotics Chemotherapy PAST MEDICAL HISTORY: Have you ever suffered or been diagnosed with the Condition: High Blood Pressure Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No N	Yes	
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Colonoscopy Radiology studies involving IV contrasts Antibiotics Chemotherapy PAST MEDICAL HISTORY: Have you ever suffered or been diagnosed with th Condition: High Blood Pressure Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No No ne following  No	Yes	
Radiology studies involving IV contrasts  Antibiotics Chemotherapy  PAST MEDICAL HISTORY: Have you ever suffered or been diagnosed with the Condition: High Blood Pressure Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No No ne following  No	Yes	DATE
Antibiotics Chemotherapy  PAST MEDICAL HISTORY: Have you ever suffered or been diagnosed with the Condition: High Blood Pressure Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No N	Yes	DATE
Antibiotics Chemotherapy  PAST MEDICAL HISTORY: Have you ever suffered or been diagnosed with the Condition: High Blood Pressure Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No ne following  No	Yes Yes Yes Yes Yes Yes Yes Yes	DATE
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Condition: High Blood Pressure Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No No No No No	Yes Yes Yes Yes	DATE
High Blood Pressure  Diabetes  Kidney Disease  Kidney Stones  Lung Disease  Sleep Apnea  Pneumonia  Asthma/Shortness of Breath/COPD  Heart Disease  High Cholesterol  Congestive Heart Failure	No No No No No	Yes Yes Yes Yes	DATE
Diabetes Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No No No No	Yes Yes Yes Yes	
Kidney Disease Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No No No	Yes Yes Yes Yes	
Kidney Stones Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No No No	Yes Yes Yes	
Lung Disease Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No No	Yes Yes	
Sleep Apnea Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No No	Yes	
Pneumonia Asthma/Shortness of Breath/COPD Heart Disease High Cholesterol Congestive Heart Failure	No	1	
Asthma/Shortness of Breath/COPD  Heart Disease  High Cholesterol  Congestive Heart Failure		Yes	
Heart Disease High Cholesterol Congestive Heart Failure			
High Cholesterol Congestive Heart Failure	No	Yes	
Congestive Heart Failure	No	Yes	
<u> </u>	No	Yes	
Alexander III and Die III an	No	Yes	
Abnormal Heart Rhythm	No	Yes	
Gastric Disease/Reflux	No	Yes	
Arthritis	No	Yes	
Nervous/Anxiety Disorders	No	Yes	
Hepatitis	No	Yes	
Headaches/Dizziness	No	Yes	
HIV/AIDS	No	Yes	
Cancer: If yes, list what type	No	Yes	
Systemic Lupus, Or any other autoimmune disease:Name:	No	Yes	
ALLERGIES: List name of medications, foods, other agents or substances you	u are allergic to	0	
DRUG NAME	REACTION		ACTIVE

SURGICAL HISTORY						
Туре						Date(MO)(YR)
☐ AV Fistula, Location:						
☐ AV Graft, Location:						
☐ Peritoneal Catheter						
☐ Prostrate Removal						
☐ Kidney Stone Removal (Lit	hotripsy)					
☐ Kidney Removal						
☐ Kidney Biopsy						
☐ Kidney Transplant ☐ Left	☐ Right					
Transplant Type:   Living Re	elated 🛭 Liv	ing Non-Rel	ated 🛮 Card	daveric Trans	splant	
Facility						
Please list any others						
HOSPITALIZATIONS						
Reason for Hospitalization						Date(MO)(YR)
FAMILY HISTORY						
	Father	Mother	Brother(s)	Sisters(s)	Son(s)	Daughter(s)
A-Alive/D-Deceased	A/D	A/D	A/D	A/D	A/D	A/D
Chronic Kidney Disease						
Dialysis						
Diabetes						
Hypertension						
Lupus						
Polycystic Kidney Disease						
Heart Disease						
Stroke						
Cancer						
Mental Illness						
Unknown						
SOCIAL HISTORY - Answer a	II Sections		•			•
DIET	ТОВАССО			ALCOHOLIC	BEVERAG	ES
Any special diet:	Cigarettes:	Packs/day		Never:		
	Cigars: P	ipe:		Less than 6 drinks/week:		
	Age Started	d smoking		Over 24 drinks/week:		
	Age stoppe			Treated for alcoholism		
EXERCISE	Snuff:	·		Tested for	drug depen	dency
Туре:	Chewing To	obacco:			f either trea	
				Recreation	al drug uso:	

## HYPERTENSION & KIDNEY ASSOCIATES OF MIDDLE GEORGIA, LLC. MEDICATION LIST

Please list ALL your medications, including Over the Counter medications, Herbals Supplements and vitamins.

Also list any pain or arthritis medication such as Tylenol, Motrin, Advil, Ibuprofen, Aleve, Naproxen, Asprin, Goody pwdr (Please bring all your meds for every appointment)

PATIENT NAME:		DOB:
MEDICATION	DOSAGE (Mg,mcg, ml,etc)	PRESCRIBED BY HOW OFTEN (Daily, twice daily, etc)

REVIEW OF SYSTEMS: Please in	ndicate	ONLY	symptoms that you are currently experiencing
GENERAL/CONSTITUTIONAL			GENITOURINARY
Weakness	NO	YES	Blood in urine
Fatigue	NO	YES	Difficulty urinating
Change in appetite	NO	YES	Frequent urination
Lightheadedness	NO	YES	Pain in lower back
Night Sweats	NO	YES	Painful urination
Weight gain > 10lbs	NO	YES	Foamy urine
Weight loss > 10lbs	NO	YES	Decreased urine stream
ENT			Incontinence of Bladder
Drainage/Discharge in Ears	NO	YES	Bladder Pain
Discharge from Nose	NO	YES	MUSCULOSKELETAL
Dry Mouth	NO	YES	Joint stiffness
Ear Pain	NO	YES	Leg cramps
Nose bleeds	NO	YES	Muscle Aches
Congestion	NO	YES	Painful joints
Sinus pain/pressure	NO	YES	Swollen joints
Sore throat	NO	YES	Weakness
Swollen glands	NO	YES	Back or Flank Pain
Sores in mouth	NO	YES	NEUROLOGICAL
Blocked ear	NO	YES	Paralysis
CARDIOVASCULAR			Weakness of arms or legs
Bluish tint to lips/Fingertips	NO	YES	Abnormal Gait
Leg Ulcers	NO	YES	Numbness in hands or feet
Leg cramps with walking	NO	YES	Balance difficulty
Leg swelling	NO	YES	Dizziness
Chest pain at rest	NO	YES	Lightheadedness
Chest pain with exertion	NO	YES	Fainting
Shortness of breath	NO	YES	Bladder Control
Difficulty lying flat	NO	YES	Headache
Palpitations		YES	Loss of use of extremity
RESPIRATORY	110		Seizures
Coughing up blood	NO	YES	Tingling/Numbness
Cough	NO	YES	Transient loss of vision
Pain with inspiration	NO	YES	Tremor
Sputum production	NO	YES	ENDOCRINE
Wheezing	NO	YES	Frequent Urination
Snoring	NO	YES	Excessive thirst
Excessive daytime sleeping	NO	YES	Heat Intolerance
GASTROINTESTINAL	INO	ILO	Cold Intolerance
Abdominal pain	NO	YES	Excessive sweating
Blood in stool	NO	YES	Weight gain > 10lbs
Constipation	NO	YES	Weight loss > 10lbs
•	NO	YES	HEMATOLOGY
Decreased appetite  Diarrhea		YES	
	NO		Dizziness
Exposure to hepatitis	NO	YES	Easy Bruising
Heartburn	NO	YES	Prolonged Bleeding
Nausea	NO	YES	Recent transfusion
Vomiting	NO	YES	Swollen glands

GENITOURINARY		
Blood in urine	NO	YES
Difficulty urinating	NO	YES
Frequent urination	NO	YES
Pain in lower back		YES
Painful urination	NO	YES
Foamy urine		YES
Decreased urine stream	NO	YES
Incontinence of Bladder	NO	YES
Bladder Pain	NO	YES
MUSCULOSKELETAL		
Joint stiffness	NO	YES
Leg cramps	NO	
Muscle Aches	NO	YES
Painful joints	NO	
Swollen joints		YES
Weakness	NO	YES
Back or Flank Pain	NO	YES
NEUROLOGICAL		
Paralysis	NO	YES
Weakness of arms or legs	NO	
Abnormal Gait	NO	YES
Numbness in hands or feet	NO	YES
Balance difficulty	NO	YES
Dizziness	NO	YES
Lightheadedness	NO	YES
Fainting	NO	YES
Bladder Control	NO	YES
Headache	NO	YES
Loss of use of extremity	NO	YES
Seizures	NO	YES
Tingling/Numbness	NO	YES
Transient loss of vision	NO	YES
Tremor	NO	YES
ENDOCRINE		
Frequent Urination	NO	YES
Excessive thirst	NO	YES
Heat Intolerance	NO	YES
Cold Intolerance	NO	YES
Excessive sweating	NO	YES
Weight gain > 10lbs	NO	YES
Weight loss > 10lbs	NO	YES
HEMATOLOGY		
Dizziness	NO	YES
Easy Bruising	NO	YES
Prolonged Bleeding	NO	YES
Recent transfusion	NO	YES
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## HYPERTENSION & KIDNEY ASSOCIATES OF MIDDLE GEORGIA, LLC. PAYMENT POLICY AS OF JAN 2018

Thank you for choosing our practice! We are committed to the success of your medical treatment and care. Please understand that payment of your bill is part of this treatment and care.

### **Insurance Coverage**

We will bill your health insurance carrier for services rendered by our providers, but it is your responsibility to make sure that we have your most current insurance information. If you change or add an insurance policy you must make our staff aware and present a new insurance card prior to your appointment. Any balances not paid by your insurance carrier are your responsibility and payment is due upon receipt of a "Billing Statement" or your next office visit, whichever occurs first. Also note, that Insurance Companies have agreements with certain laboratories, It is your responsibility to know which laboratory your insurance authorizes, and to inform the staff at Hypertension and Kidney.

Copays We have a contractual obligation (with your insurance company) to collect your copay at the time of service, and you have a contractual obligation (with your insurance company) to pay your copay at the time of service. Because of these contractual obligations, our office does not bill copays. Copays are the patient's responsibility and are due at the time of service. We are considered specialty care by insurance carriers. If your insurance carrier has a specific copay amount for specialty care you will be expected to pay this amount at the time of service. If you are unable to pay your copay at the time of your appointment, we may require that you reschedule your appointment.

### **Accepted Forms of Payment**

We accept payment by cash, check, Visa, MasterCard, and Discover.

### **Patient Outstanding Balances**

If you have an outstanding balance with our company we will send a "Billing Statement" monthly to your home. We expect that you will pay your full balance upon receipt of our billing statement. If you are unable to pay the outstanding balance in full in a single payment, please contact our Billing Office. Our billing office is available Monday – Friday from 8:00am to 5:00pm to assist you in satisfying your financial obligation. Please call us to discuss payment plans, patient financial evaluations and discounts available..

#### **Unpaid Accounts**

In the event that you do not satisfy your account balance on a timely basis (defined as making a regular payment each month), we may elect to send your account to an outside collection agency. If your account is sent to an outside collection agency, we will add a collection fee to your account balance. The collection fee we charge you will be equal to the amount that the collection agency charges us. You will be responsible for paying the full balance, including this fee in order to continue receiving medical care from our physicians. Once your account has been sent to collections, you will need to make payment arrangements with the collection agency.

Other Possible Fees Missed Appointment Fee - A missed appointment is a scheduled appointment that you miss without notifying us in advance. An appointment that is cancelled or rescheduled with less than 24 hours notice is also considered a missed appointment. Our policy is that the first time you miss or cancel an appointment with less than 24-hours notice, a letter will be sent to you. The 2nd time you miss or cancel an appointment with less than 24-hours notice a \$25.00 fee will be charged to your account. Insurance companies do not cover this charge, and you will be responsible for paying this fee prior to being seen again by our physicians. Disclaimer: The missed appointment fee will not be charged if you missed your appointment because you were an inpatient in the hospital.

**Returned Check Fee** - It is the policy of Hypertension and Kidney Associates to charge \$35.00 to patients whose checks are returned by our bank for non-sufficient funds. If a patient puts a stop payment on a check, the amount we will charge is \$25.00. This is the amount our bank charges for these items.

Patient Name PRINTED:	DOB:
Patient Signature:	Date:



### APPOINTMENT CANCELLATION AND NO-SHOW POLICY

As a patient receiving services from a physician at Hypertension and Kidney Associates of Middle GA, I understand that <u>I am responsible to cancel appointments within a 24 hour timeframe</u>. Failure to cancel an appointment within 24 hours is considered a No-Show. The following will apply:

- 1) The patient will be expected to arrive on time for a scheduled appointment.
- 2) The patient will be expected to <u>cancel an appointment 24 hours in advance</u> by telephoning the physician's office for notification <u>during regular office hours</u>.
- 3) If the patient fails to telephone the office to cancel an appointment, it will be considered a "No-Show".
- 4) If the patient fails to show for an appointment, the patient will be notified first by telephone and also by letter (for each no-show) and will be given an opportunity to reschedule the appointment.
- 5) If the patient cannot be reached by telephone, the patient will be sent a letter regarding the need to contact the doctor's office to arrange for follow-up. (A copy of the letter is maintained in the patient chart)
- 6) Failure to cancel an appointment due to hospitalization, adverse weather conditions, or other unusual circumstances will NOT be considered as failure to cancel an appointment.
- 7) The patient may be terminated from the doctor's services after three (3) documented no-show appointments within a 12 month period.
- 8) Prior to terminating services, a letter will be sent from the doctor to the patient explaining the reason for termination.
- 9) The termination letter will include names and telephone numbers that the patient may contact for referrals to other area nephrologists.
- 10) The termination letter will state that the patient <u>can see the doctor on an emergency basis for 30 days from the date of the notification of termination of services</u>. Regular or non-emergent appointments will NOT be scheduled during this 30 day period of time.
- 11) The termination letter will state that medications will be refilled, as medically necessary, for 30 days from the date of the termination of services letter.
- 12) The patient's <u>referring physician will be notified</u> of the patient's failure to show for an appointment.

POLICY: Staff will attempt to remind the patient one day before their scheduled appointment. This is a courtesy service that we provide and does not relieve the patient from their responsibility to arrive for their scheduled appointment. Patients who consistently fail to present themselves for a scheduled appointment will be considered Chronic No-Shows. Three (3) no-show appointments in a 12 month period may result in the patient's dismissal from this practice.

PATIENT SIGNATURE	_	DATE

### HYPERTENSION & KIDNEY ASSOCIATES OF MIDDLE GEORGIA AUTHORIZATION FOR RELEASE OF INFORMATION

In general the HIPPA privacy rule, gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The patient is also provided the right to request confidential communications or that a communication of PHI be made by alternative means, such as sending correspondence to the patients office instead of the patients home.

# I wish to be contacted in the following manner (check all that apply) Home Telephone: **□**Written Communication Ok to mail to home address ☐Ok to leave a message with information Ok to mail to work Leave message with call back number only Work Telephone: \_\_\_\_\_ Ok to leave a message with information Leave message with call back number only I authorize the Release of medical info and appointments to: (check all that apply) Spouse, Name:\_\_\_\_\_\_Phone number:\_\_\_\_\_ Parent, Name: Phone number: ☐ Employer/school: Phone number:\_\_\_\_\_ DO NOT DISCUSS WITH ANYONE Other: Patient or Legal Representative Printed Name **Patient or Legal Representative Signature**

Please notify the office if you would like to make any changes to the form in the future

The privacy rule generally requires healthcare providers to take responsible steps to limit use or disclosure of, and requests for PHI, **Uses and disclosures for PHI may be permitted without prior consent only In an emergency**.

Date

## HYPERTENSION & KIDNEY ASSOCIATES OF MIDDLE GEORGIA MEDICAL CARE DIRECTIVE

 Date	
Patient or Legal Representative Printed Name	Patient or Legal Representative Signature
3. IF <b>NO</b> , information on living will was requested and given, Please refer to the website <a href="http://georgialegalaid.com">http://georgialegalaid.com</a> for addit	ional details
Please state Date executed	
If YES, please provide a copy of your power of attorney for healthcare to	the nurse upon completion of this form
2. Have you executed a power of attorney for healthcare?  ☐YES ☐NO	
☐YES ☐NO  If yes, please provide a copy of the living will.	
1. Have you executed a living will?	
To help us comply with your wishes concerning the extent of care that you informed of any advance directives that you may have prepared and exe information so we can do so.	
We recognize the patients right to execute living wills, to enter advanced receive and to designate a surrogate as their agent should they become own care	
At Hypertension and Kidney Associates, we strive to comply with patient would like to receive	wishes concerning the extent of care that they

## HYPERTENSION & KIDNEY ASSOCIATES OF MIDDLE GEORGIA, LLC. NOTICE OF INFORMATION PRACTICES

The privacy of your health information is important to us this notice describes how your health information is used and disclosed and how you may access this information

### **OUR LEGAL DUTY:**

We are required by federal and state law to maintain the privacy of your health information. We are also required to give you this notice about our privacy practices, our legal duties and your rights concerning your health information. This notice takes effect 09/01/2007 and will remain in effect until it's replaced

#### USES AND DISCLOSURES OF HEALTH INFORMATION

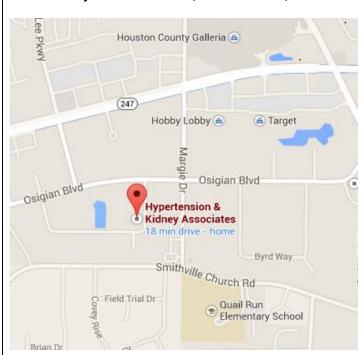
- 1. The practice may use and disclose protected health information for treatment, payment and healthcare operations. Treatment examples of these include, but are not limited to, referral to other providers for treatment. Payment examples include, but are not limited to, insurance companies for claims, including coordination of benefits with other insurers. Healthcare operations examples include internal quality control of records, etc.
- 2. The practice may take your medical information available electronically through state, regional or national information exchange services which help make your medical information available to other healthcare providers who may need access to it in order to provide care or treatment to you. Participation in health information exchange services also provides that we may see information about you from other participants
- 3. The practice will not make, use or disclose, protected health information about the individuals written consent or authorization. Such authorization may be revoked at any time. Revocation must be in writing. Two exceptions to this would include public health requirements and court orders.
- 4. The practice reserves the right to change the terms of this notice and make new provisions effective for all the protected health information it maintains. The practice will provide each patient with a copy of any revisions of this notice at the time of the next visit, or at the last known address. A copy can be obtained at the office at any time during business hours.
- 5. Any patient, guardian of personal representative has the right to:
  - a. Object to the use of their health information for directory purposes.
  - b. Inspect and obtain copies of the record.
  - c. Request amendments be made to their record.
  - d. Request a six-year accounting of all disclosures of the record. The history will be provided within 60 days and a reasonable charge maybe assessed.
  - e. Request restrictions to how their information may be used or disclosed. The practice is not required to agree to these restrictions, but if the practice does agree, it must comply.
- 6. Any person or patient may file a complaint to the practice and to the secretary of Health and Human Services if they believe their privacy rights have been might violated. To file a complaint with the practice, please contact our office manager at the office or phone number. All complaints will be addressed and the results will be reported. It is the policy of the practice that no retaliatory action will be made against any individual who submits a complaint.

<b>CONSENT TO USE AND DISCLOS</b>	SURE
Iuse and disclosure of my protected operations. Name of patient date sign	have had the opportunity to read the notice and consent to the information to carry out treatment, payment activities and healthcare gnature relationship to patient
NAME OF PATIENT	DATE
SIGNATURE	RELATION TO PATIENT

#### **HYPERTENSION & KIDNEY ASSOCIATES OF MIDDLE GEORGIA**

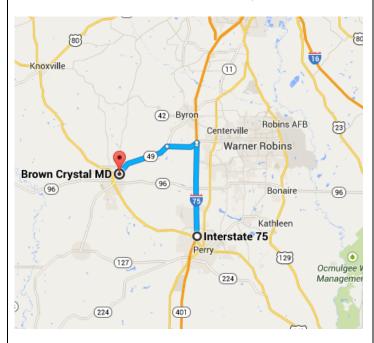
#### **WARNER ROBINS**

105 Tommy Stalnaker Dr. St 1, Warner Robins, GA 31088



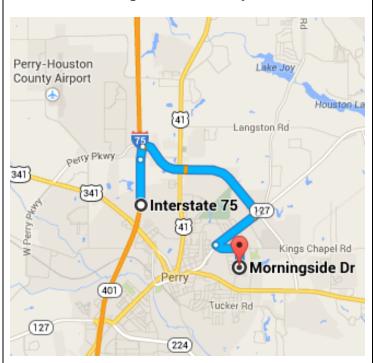
FROM I-75:Take Exit 146 Centerville/Warner Robins, turning onto Watson Blvd. Turn Right into Willie Lee Parkway (by the McDonald's). Turn left into Osigian Blvd, and Take 1st right onto Tommy Stalnaker Drive.

# FORT VALLEY 701 Blue Bird Blvd, Fort Valley, GA 31030



FROM I-75:Take Exit 146 Centerville/Warner Robins, turning onto GA 247 connector E/Centerville Rd. Turn left on GA 49 S/Peach Pkwy. Continue to follow GA 49 S for 5.7 miles. Arrive at destination on left

### PERRY 118 Morningside Drive Perry, GA 31069



FROM I-75 Take EXIT 138 towards Thompson Rd. Turn towards Perry Pkwy/State Rte 11 Con. Continue to follow Perry Pkwy. Turn Right onto Houston Lake Road. Turn Left onto Kings Chapel Road. Take the 1st Right onto Morningside Dr.

## HAWINSVILLE Professional Bld B. 222 Perry Hwy. Hawkinsville GA 31036



FROM I-75:Take Exit 138 towards Thompson Rd. Follow signs to GA- 11 and merge into Perry Pkwy/State Rte 11 Conn. Turn left into GA 11-S/US-341 S/Golden Isles Pkwy. Turn Left onto Commerce St. Destination will be on the left.

**MAP AND DIRECTIONS FROM I-75 (TEL: 478-333-3612)**