Pediatrics by the Sea
Adult Medicine Patient Registration

(Bold Items are required)

Patient Information

Patient Name:_____
Last **First** **MI**

□ **Male** □ **Female**

Social Security #:_____ **Birth Date:**_____

Phone (Primary): _____ Cell/Landline Carrier (if you would like texts): _____

Phone (Secondary):_____ Cell/Landline

Address: _____
Street Apartment #

_____
City State Zip Code

Email address: _____ Ok to receive emails: yes/no

The government requires us to collect information on our patients' ethnicity, race and preferred language. If you prefer not to share your child's ethnicity and race, simply check prefer not to answer.

Race: □ African-American □ Alaskan Native □ Asian or Pacific Islander □ Hispanic-African Descent
□ Native American/Eskimo/Aluet □ White □ White Hispanic □ Prefer Not to Answer

Ethnicity: □ Hispanic/Latino(a) □ Not Hispanic or Latino(a) □ Prefer Not to Answer

Preferred Language: □ English □ Spanish □ Creole □ Portuguese □ Russian □ French □ Italian

Insurance Information

Name of Subscriber:_____ Birth Date:_____ SSN#:_____

Patient's relationship to subscriber: □ Self □ Spouse □ Child □Other_____

Guarantor Information (the person responsible for payment, if self leave this section blank)

Name: _____ DOB:_____ Relationship to patient: _____

Address: _____

In case of emergency.please provide the NAME and Phone of the person you would like us to contact:

_____

Consent for Services

I hereby authorize Pediatrics by the Sea to release any medical information required in the course of examination and treatment and permit payment directly to them any benefit due for their services rendered. I recognize and accept responsibility rendered regardless of insurance coverage. This includes, but is not limited to co-insurance, deductible, and non-covered service.
I have read the above conditions of treatment and payment and agree to their content.

_____ **Date:**_____ **Relationship to Patient:**_____
Signature of patient

Patient Consent for Use and Disclosure
of Protected Health Information

With my consent, **Pediatrics by the Sea** may use and disclose protected health information (PHI) about me to carry out treatment, payment and healthcare operations (TPO). Please refer to Pediatrics by the Sea's Notice of Privacy Practices for a more complete description of such uses and disclosures.

I have the right to review the Notice of Privacy Practices prior to signing this consent. Pediatrics by the Sea reserves the right to revise its Notice of Privacy Practices at anytime. A revised Notice of Privacy Practices may be obtained by forwarding a written request to Pediatrics by the Sea's Privacy Officer at 285 SE 5th Ave., Delray Beach, FL 33483.

With my consent, Pediatrics by the Sea may call my home or other designated location and leave a message on voice mail or in person in reference to any items that assist the practice in carrying out TPO, such as appointment reminders, insurance items and any call pertaining to my clinical care, including laboratory results among others.

With my consent, Pediatrics by the Sea may mail to my home or other designated location any items that assist the practice in carrying out TPO, such as appointment reminder cards and patient statements as long as they are marked Personal and Confidential.

With my consent, Pediatrics by the Sea may e-mail to my appointment reminder cards and patient statements. I have the right to request that Pediatrics by the Sea restrict how it uses or discloses my PHI to carry out TPO. However, the practice is not required to agree to my requested restrictions, but if it does, it is bound by this agreement. By signing this form, I am consenting to Pediatrics by the Sea's use and disclosure of my PHI to carry out TPO. I may revoke my consent in writing except to the extent that the practice has already made disclosures in reliance upon my prior consent. If I do not sign this consent, Pediatrics by the Sea may decline to provide treatment to me.

_____

Signature of Patient or Legal Guardian

_____

Patient's Name Date

Office Policies

1. How to Contact Us: When your child has a medical issue and you would like to contact us, please simply call us at the main office phone number (561) 272-8991 for the east office and (561) 303-3707 for the west office. During normal business hours, simply press '0' and you will be directed to the front office staff. They will give your information to the doctor or nurse in the office that day who can give you medical advice. Outside of normal business hours, call our main office phone number and then simply press '9', this will direct your phone call to the doctor's cell phone who is on call.

2. Apppointment Cancellations: Please call our office to cancel any appointment that you will not be able to attend, preferably at least 24 hours before the appointment time.

3. Medication Refills: If you would like a refill of a routine medication, please contact the pharmacy and request them to send us a refill request or you can contact our office directly to request the refill. For controlled medication refills, you will need to request them from us directly. Please allow us 48 hours to process routine medication refills.

4. Letters: There will be a $20 charge for any letters to be written on stationary. This includes but is not limited to letters for disability, letters for school (excluding scripts for IEPs, 504 plans), or letters for attorneys.

5. Medical Records: A medical records release form must be filled out to have medical records transferred from our office to yourself, another medical provider, an attorney or any other third party. Medical records can be transferred to another doctor or healthcare facility for no charge but there will be a charge of $1 per page for any other release of records (after 25 pages, the fee is 25 cents per page). Our standard turn around time for medical records is within two weeks but the turn around may be shorter or longer depending on the volume of requests.

6. Patient Portals: We have two patient portals that you may sign up to utilize. We have a patient portal through our EHR to access medical records and we have a patient portal in which you can pay bills or set up a payment plan. Please contact our office if you would like to sign up for these.

7. Referrals: Please notify us if you have a specialist appointment for which you need a referral. Our standard turn-around time for submitting referrals to insurance companies for approval is 3 business days. Depending on the urgency of the matter, we will do our best to respond to all requests in a timely matter but please understand that we are bound by the insurance company regulations in how quickly they approve the referral.

Sign below to indicate you have read and understand this policy.

_____ _____

Signature Date

_____

Printed name