

Pulmonary and Sleep Center of New England

Mohammad Khamiees M.D. | Pulmonary and Sleep Specialist

3353 Mendon Rd. Suite #3 Cumberland, RI 02864 | Tel: 401-405-0899 | Fax: 401-405-0890

Authorization for use or Disclosure of Medical Record Information

PATIENT INFORMATION

Patient Name: _____ Date of Birth: _____

Patient Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

RELEASE INFORMATION TO

I hereby authorize Pulmonary and Sleep Center of New England to: Release To: Obtain From:

Mail Copies To: Hold for Patient Pick-up Discuss Medical Information With:

Name/Facility: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

PURPOSE OF REQUEST: Personal Continuing Care Insurance Legal Other
 Transfer out of Practice / Reason? _____

INFORMATION TO BE RELEASED

- 2 year abstract (includes 5 years of diagnostics) Test results (sleep study, PFT)
 Radiology results Office Notes
 Other (Specify): _____

Note: You will be invoiced at the allowable RI Statute rate. RI Statute Copy Fee: \$15.00 clerical fee, plus \$.76 per page for the first 50 pages.

THIS AUTHORIZATION IS VALID FOR ONE YEAR UNLESS YOU SPECIFY OTHERWISE. YOU MAY REVOKE THIS AUTHORIZATION AT ANY TIME.

Patient Signature

Date

Legally Recognized Representative Signature

Date

Signature of Witness

Date

Pulmonary and Sleep Center of New England

Mohammad Khamiees M.D. | Pulmonary and Sleep Specialist

3353 Mendon Rd. Suite #3 Cumberland, RI 02864 | Tel: 401-405-0899 | Fax: 401-405-0890

Consent for Release of Information and Assignment of Benefits:

I hereby authorize my health care provider to affix my name to all insurance submissions, documents, and/or information requested by my insurance company(s) relating to any and all payment activities. I consent to assign all payments for services directly to this practice.

Financial Policy:

We appreciate you choosing us for your healthcare. We will adhere to the following financial policy in order to consistently deliver high quality care and services. The patient/responsible party assumes responsibility to ensure that the financial obligation is fulfilled for the health care services received.

- I understand that I am responsible for all co-payments, deductibles, and other amounts that may be deemed my responsibility by the payment sources, as required by my contract with my insurance plan and state regulations.
- I understand that if I have an insurance co-payment, I am expected to make payment when checking in for my appointment.
- I understand that my contract with my insurance entity may or may not cover some services. All insurance policies are not the same. Pulmonary and Sleep Center of New England is not responsible or able to know every policy available. It is my responsibility to verify applicable coverage prior to receiving the services. If I seek care outside of my contract terms, I am aware that I may be responsible for all charges that are incurred.
- I understand that it is my responsibility to report any changes in insurance coverage and contact information to Pulmonary and Sleep Center of New England as soon as changes go into effect. I am aware that I may be responsible for all charges that are incurred as a result of failure to report any changes in my coverage to my healthcare provider.

Today's Date

Signature of Patient/Responsible Party

Today's Date

Authorized Facility Signature

The signature on file (SOF) is valid from this date. A photocopy of this authorization may act as an original.

Pulmonary and Sleep Center of New England

Mohammad Khamiees M.D. | Pulmonary and Sleep Specialist

3353 Mendon Rd. Suite #3 Cumberland, RI 02864 | Tel: 401-405-0899 | Fax: 401-405-0890

NOTICE OF PRIVACY PRACTICES

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.

Purpose of this Notice

In the normal course of doing business, this office gathers and retains personal health information about our patients for the purpose of providing medical care, billing, and health plan-related issues. Our physician(s) and staff respect the privacy of your personal information and understand the importance of keeping this information confidential and secure. This **Notice** describes how this office protects the confidentiality of the personal health information we receive.

What is “Personal Health Information”?

“Personal Health Information” is private, protected information that identifies who you are and relates to your past, present, or future physical or mental health or condition, the provision of health care given to you, or past, present, or future payment(s) for the provision of health care given to you. Personal Health Information does not include information about you that is publicly available, or that is available or reported in summary form but does not identify who you are.

Types of Uses and Disclosures of Personal Information

Federal law allows this office to use and disclose your personal information in order to provide health care services to you as well as to bill and collect payments for the health care services provided to you by participating physicians. Federal law also allows this office, in conjunction with its business partners, to use and disclose your personal information as necessary in connection with usual and customary health care operations. For example, this office may use your personal healthcare information in order to obtain authorized referrals to specialists, to review the quality of care provided to you and receive payment from your insurance provider for services given. Your personal healthcare information may also be used by these entities in connection with any grievance or appeal that you file, either with us or with your health plan (your health insurance company). Certain governmental oversight agencies may also request access to your personal information in order to monitor the activities of certain physicians or providers, or to monitor your health plan or insurance company.

This office and/or your health plan may use your personal health information in evaluating physician compliance with any applicable disease management programs or medical care guidelines. Required rules of privacy are observed.

This office is also allowed by law to use and disclose your personal information without your consent or authorization for the following purposes:

- When required by law, such as court-ordered subpoenas
- To comply with State Workers’ Compensation laws;
- For public health activities, such as reports about communicable diseases or work-related health issues (privacy of identity is utilized);
- In reports about child abuse, domestic violence, or neglect;
- For health oversight activities, such as reports to governmental agencies that are responsible for licensing physicians or other health care providers;
- In connection with court proceedings or proceedings before administrative agencies;
- For tissue or organ donation;
- To notify or assist in notifying a family member, or another person responsible for your care, about your medical condition or in the event of an emergency or of your death;
- Marketing purposes, i.e. as a courtesy to our patients, it is our policy to call your home on the evening prior to your scheduled appointments to remind you of your appointment time. If you are not home, we may leave a reminder message on your answering machine or with the person answering the phone;
- Change of ownership, in the event that this practice is sold or merged with another organization, your information/record will become the property of the new owner;
- To avert a serious threat to the health or safety of a person or of the public;
- For national security and intelligence activities, including the protection of the President.

Access to Personal Information

As a matter of federal and state law, you have the right to review and/or receive a copy of the personal information received, created and retained (i.e. medical records) by this office. If you request to inspect or receive a copy of your health information held by this office, time to inspect and/or a copy will be provided. This office may reserve the right to charge a reasonable administrative fee, in addition to a per page copy fee for copying your personal information as allowed by applicable law. This office has up to five working days to comply with a request for inspection and/or 15 days after receipt to comply with a copy request.

Pulmonary and Sleep Center of New England

Mohammad Khamiees M.D. | Pulmonary and Sleep Specialist

3353 Mendon Rd. Suite #3 Cumberland, RI 02864 | Tel: 401-405-0899 | Fax: 401-405-0890

NOTICE OF PRIVACY PRACTICES (Cont.)

Right to Request Restrictions on Disclosures of Personal Health Information

You may request restrictions on the use and disclosure of your personal health information by this office. This office has the right to accept or reject your request for restrictions. All requests for restrictions must be made in writing. All requests for restrictions will be made part of your medical record. After receipt of your request, and within 30 days of receipt, this office will notify you in writing of its decision to accept or reject the request. Acceptance of restrictions will be in effect until any written notice to the contrary. If you should decide to terminate with this office your personal health information will be used in accordance with applicable State and Federal law, with the most restrictive rule being in effect in the event of any contradiction.

Right to Receive this Notice

You have the right to request and receive a copy of this Notice in written form. A copy will be provided to you at no charge.

Right to Confidential Communications

You have the right to request that your personal health information be sent to you in a confidential manner. For example, you may request that this office sends your personal information by alternate means or to an alternate address, such as by telephone to a different telephone number or to an office address rather than your home address.

Right to Complain

Complaints about your privacy rights, or how this practice handles your health information should be directed to our Privacy Officer by calling 401-490-2130

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights
200 Independence Avenue, S.W
Room 509F HHH Building
Washington, DC 20201

I have read the Privacy Notice and understand my rights contained in the notice.

By way of my signature, I provide this practice with my authorization and consent to use and disclose my protected health care information for the purposes of treatment, payment and health care operations as described in the Privacy Notice.

Patient's Name (print)

Patient's Signature

Date

Authorized Facility Signature

Date

Per the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")