



# Patient Registration Form

## Pediatric Patient Information

Please note that the patient's name as provided here must match the name on the insurance card in order for claims to be successfully submitted to insurance.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Previous Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  Male  Female  Transgender

With whom does the child reside?  Mother  Father  Both  Other (specify) \_\_\_\_\_

Who is the child's legal guardian? \_\_\_\_\_

Is the patient in foster care?  Yes  No

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address (if different from mailing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Patient's Mother's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Patient's Father's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: ( ) - \_\_\_\_\_

Mom's Cell Phone: ( ) - \_\_\_\_\_

Mom's Work Phone: ( ) - \_\_\_\_\_

Dad's Cell Phone: ( ) - \_\_\_\_\_

Dad's Work Phone: ( ) - \_\_\_\_\_

May we leave a detailed message regarding your child's medical care / treatment at this number?

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Please provide your email address below to enroll in Carson Medical Group's Patient Portal

E-Mail Address: \_\_\_\_\_

(to be used for confidential communication)

Race (required)	Ethnicity (required)	Primary Language (required)
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Other race <input type="checkbox"/> Declined to Specify	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Declined to Specify	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____

**Emergency Contact**

Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) - \_\_\_\_\_

**Pharmacy Information**

Pharmacy of Choice: \_\_\_\_\_

Address/Location (e.g. N. Carson & Winnie): \_\_\_\_\_

**Miscellaneous Information**

Is the patient visually impaired?  Yes  No

Is the patient hearing impaired?  Yes  No

**Insurance Information**

*Please be prepared to show your insurance card and identification at every office visit.*

Primary Insurance Company: \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Policy/ID Number: \_\_\_\_\_ Group #: \_\_\_\_\_

Patient's Relationship to Policy Holder:  Self  Child  Other \_\_\_\_\_

Secondary Insurance Company: \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Policy/ID Number: \_\_\_\_\_ Group #: \_\_\_\_\_

Patient's Relationship to Policy Holder:  Self  Child  Other \_\_\_\_\_

I authorize the following to bring my child in for medical care and treatment:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

**Notice to Patients Regarding the Destruction of Health Care Records**

Pursuant to the provisions of subsection 7 of NRS 629.051:

- 1. The health care records of a person who is less than 23 years of age may not be destroyed; and
- 2. The health care records of a person who has attained the age of 23 years may be destroyed for those records which have been retained for at least 5 years or for any longer period provided by federal law; and
- 3. Except as otherwise provided in section 7 of NRS 629.051 and unless a longer period of time is provided by federal law, the health care records of a patient who is 23 years of age or older may be destroyed after 5 years pursuant to subsection 1 of NRS 629.051.

**Consent to Access External Prescription History**

\_\_\_\_\_ By initialling here, I am granting my consent for Carson Medical Group to access my prescription history. I understand that prescription history from multiple, other, unaffiliated medical providers; insurance companies; and pharmacy benefit managers may be available to providers and staff here and that it may include prescription history dating back several years.

**Acknowledgement**

All of the above information is true to the best of my knowledge. I authorize Carson Medical Group to release my information to insurance carriers concerning my medical condition/treatment, etc. in order to facilitate claims payment. In addition, I assign benefits to be paid to Carson Medical Group for all services rendered. I understand that I am financially responsible for charges for medical services rendered to the above named patient regardless of insurance coverage/payment. I understand that all co-payments and or deductible amounts are due and payable at the time of service.

\_\_\_\_\_  
Parent/Legal Guardian Name (Please print)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## Financial Policy

It is Carson Medical Group's goal to promote health by providing the finest in family medical care. We care for our patients and our community. Everyone will be treated professionally and compassionately with dignity and respect. This goal is best achieved if everyone is informed of the financial policy, which is an agreement between Carson Medical Group and you as the patient, or patient's parent/guardian. Your clear understanding of the financial policy is essential to our professional relationship. Please read the following agreement, and initial to acknowledge your agreement and understanding. If you have questions regarding any of the sections, please do not hesitate to ask your Patient Service Representative:

### Insurance

1. Health insurance is a contract between you and your insurance company. It is the patient's responsibility to understand your healthcare benefits. For example, financial liability, acceptable facilities for diagnostic testing (lab, X-Ray, etc.), whether or not authorization is required for certain services, and/or covered services under your plan.
2. As a courtesy to our patients, Carson Medical Group will bill *most* insurance payers on our patient's behalf, but it is the patient's sole responsibility to ensure Carson Medical Group is an in-network provider with their plan.
  - a. In order to successfully bill your insurance, you will be required to present your insurance card at each time of service as well as your photo ID to ensure patient identity.
3. Carson Medical Group requires payment at the time of service for any estimated patient responsibility, including co-pays, co-insurance, remaining deductible, uninsured patients and/or past due balances.
  - a. Carson Medical Group treats all patients fairly when collecting account balances. In accordance with federal regulations, and contractual obligations with third-party payers, Carson Medical Group does not waive, fail to collect, or discount co-payments, co-insurance, deductible, or any other patient financial responsibility.
4. If Carson Medical Group is your primary care physician, please make sure you have updated this information with your insurance company, as some health plans may deny claims and hold you financially responsible for your visit.
5. It is patient responsibility to disclose any other coverage that may be in addition to the primary coverage. If you have more than one insurance, you must ensure the coordination of benefits with all payers, to determine which designated primary, secondary, and/or tertiary is. Failure to do so may result in patient financial responsibility.
6. Carson Medical Group does not treat for Worker's Compensation claims. You will need to contact your employment supervisor for instructions on where you can seek treatment.
7. Carson Medical Group does not treat automobile or third-party liability claims. You will need to contact the insurance carrier that is responsible for coverage for instructions on where you can seek treatment.

**Initial:** \_\_\_\_\_

## Payments

1. Carson Medical Group collects an *estimated* payment at the time of check-in based on the average service level, and your insurance's allowable amount when available, however this is only an estimate. Should more services be rendered (i.e. higher level visit, testing, procedures, or injections) you will receive a statement for the additional care after your insurance processes your claim. In order to mitigate any disruption in care, we require prompt payment upon statement receipt.
  - a. Non-Emergent appointments may be rescheduled if there are outstanding balances or if a co-payment is not made at time of service. If you are experiencing financial difficulty, please let us know and we will do our best to work with you.
2. Carson Medical Group will return all monies that are not due to the Practice.
  - a. Should you have made an overpayment to Carson Medical Group, and you paid with credit or debit card, we will promptly, automatically return any overpayment amount directly to the card used on date of payment.
  - b. Should you have made an overpayment to Carson Medical Group, and you paid with check or cash, we will promptly, automatically issue a refund check if the amount is over \$5.00. Any amount for \$4.99 or less will remain on your account and applied to a future visit or you may request this be refunded to you.

Initial: \_\_\_\_\_

## Fees

1. Carson Medical Group will impose a fee of \$25.00 for checks or credit card transactions that are not processed due to insufficient funds.
2. Carson Medical Group will impose a fee of \$30.00 for costs related to reissuing a lost, stolen, or expired check.

Initial: \_\_\_\_\_

**I have read and understand the above Financial Policy of Carson Medical Group. I accept the responsibility outlined. I give permission for Carson Medical Group to bill my insurance on my behalf, and accept payment for the services rendered. I also give permission for the Business Office of Carson Medical Group to contact me on my most current listed contact information as it relates to debt collection when necessary.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient's Name (print)

\_\_\_\_\_  
Patient's Date of Birth



**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.**

If you have any questions about this notice, please contact your physician or our administrator.

**Our Obligations** We are required by law to: Maintain the privacy of protected health information, give you this notice of our legal duties and privacy practices regarding health information about you, and follow the terms of our notice that is currently in effect.

**Immunizations** In accordance with the Modification to HIPAA Rules dated March 26, 2013 parents and guardians may provide a general permission for health care providers to disclose student immunization records to schools, preschools, and daycare facilities upon the school's request that are mandated by the State of Nevada to ensure attending students are vaccinated. A parent or guardian's signature on this Notice of Privacy Practices shall serve to accomplish this general written permission for release of a child's immunization record upon school requests.

## How We May Use and Disclose Health Information

Described as follows are the ways we may use and disclose Health Information that identifies you ("Health Information"). Except for the following purposes, we will use and disclose Health information only with your written permission. You may revoke such permission at any time by writing to our practice's privacy officer.

**Treatment** We may use and disclose Health Information for your treatment and to provide you with treatment-related health care services. For example, we may disclose Health Information to doctors, nurses, technicians, or other personnel, including people outside our office, who are involved in your medical care and need the information to provide you with medical care.

**Health Care Operations** We may use and disclose Health Information for health care operation purposes. These uses and disclosures are necessary to make sure that all of our patients receive quality care and to operate and manage our office. For example, we may use and disclose information to make sure the obstetric or gynecologic care you receive is of the highest quality. We may share information with other entities that have a relationship with you (for example, your health plan) for their health care operation activities.

## Your Rights

**As Required by Law** We will disclose Health Information when required to do so by international, federal, state or local law.

**To Avert a Serious Threat to Health or Safety** We may use and disclose Health Information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Disclosures, however, will be made only to someone who may be able to help prevent the threat.

**Business Associates** We may disclose Health Information to our business associates who perform functions on our behalf or provide us with services if the information is necessary for such functions or services. For example, we may use another company to perform billing services on our behalf. All of our business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

**Military and Veterans** If you are a member of the armed forces, we may release Health Information as required by military command authorities. We also may release Health Information to the appropriate foreign military authority if you are a member of a foreign military.

**Appointment Reminders, Treatment Alternatives, and Health-Related Benefits and Services** We may use and disclose Health Information to contact you and remind you that you have an appointment with us. We also may use and disclose Health Information to tell you about treatment alternatives or health-related benefits and services that may be of interest to you.

**Individuals Involved in Your Care or Payment for Your Care** When appropriate, we may share Health Information with a person who is involved in your medical care or payment for your care, such as your family or a close friend. We also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort.

**Research** Under certain circumstances, we may use and disclose Health Information for research. For example, a research project may involve comparing the health of patients who received one treatment to those who received another for the same condition. Before we use or disclose Health Information for research, the project will go through a special approval process. Even without special approval, we may permit researchers to look at records to help them identify patients who may be included in their research project or for other similar purposes, as long as they do not remove or take a copy of any Health Information.

**Payment** We may use and disclose Health Information so that we or others may bill and receive payment from you, an insurance company, or a third party for the treatment and services you received. For example, we may share your health plan information so that another party will pay for your treatment.

**Workers' Compensation** We may release Health Information for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

**Public Health Risks** We may disclose Health Information for public health activities. These activities generally include disclosures to prevent or control disease, injury, or disability; report births and deaths; report child abuse or neglect; report reactions to medications or problems with products; notify people of recalls of products they may be using; inform a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and report to the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

**Health Oversight Activities** We may disclose Health Information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

**Your Rights Continued...**

**Coroners, Medical Examiners and Funeral Directors** We may release Health Information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We also may release Health Information to funeral directors as necessary for their duties.

**Lawsuits and Disputes** If you are involved in a lawsuit or a dispute, we may disclose Health Information in response to a court or administrative order. We also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

**Law Enforcement** We may release Health Information if asked by a law enforcement official if the information is: 1) in response to a court order, subpoena, warrant, summons or similar process; 2) limited information to identify or locate a suspect, fugitive, material witness or missing person; 3) about the victim of a crime even if, under certain very limited circumstances, we are unable to obtain the persons' agreement; 4) about a death we believe to be result of criminal conduct; 5) about criminal conduct on our premises; and 6) in an emergency to report a crime, the location of the crime or victims, or the identity, description, or location of the person who committed the crime.

**National Security and Intelligence Activities** We may disclose Health Information to authorized federal officials for intelligence, counterintelligence and other national security activities authorized by law.

**Protective Services for the President and Others** We may disclose Health Information to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state, or to conduct special investigations.

**Inmates or Individuals in Custody** If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release Health Information to the correctional institution or law enforcement official. This release would be made necessary: 1) for the institution to provide you with health care, 2) to protect your health and the safety or the health and safety of others, or 3) for the safety and security of the correctional institution.

**Organ and Tissue Donation** If you are an organ donor, we may use or release Health Information to organizations that handle organ procurement or other entities engaged in procurement; banking or transportation of organs, eyes, or tissues to facilitate organ, eye, or tissue donation; and transplantation.

You have the following rights regarding Health Information we have about you:

**Right to Inspect and Copy** You have a right to inspect and copy Health Information that may be used to make decisions about your care or payment for your care. This includes medical and billing records other than psychotherapy notes. To inspect and copy this Health Information, you must make your request in writing to your physician.

**Right to Amend** If you feel that Health Information we have is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for our office. To request an amendment, you must make your request in writing to your physician.

**Right to Request Restrictions** You have the right to request a restriction or limitation on the Health Information we use or disclose for treatment, payment, or health care operations. You also have the right to request a limit on the Health Information we disclose to someone involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not share information about a particular diagnosis or treatment with your spouse. To request a restriction, you must make your request in writing to your physician or our administrator. We are not required to agree to your request. If we agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

**Right to Request Confidential Communication** You have the right to request that we communicate with you about medical matters in a certain way or a certain location. For example, you can ask that we contact you only by mail or at work. To request confidential communication, you must make your request in writing to your physician or our administrator. Your request must specify how or where you wish to be contacted. We will accommodate reasonable requests.

**Right to a Paper Copy of This Notice** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy of this notice contact your physician or our administrator.

**Right to an Accounting of Disclosures** You have the right to request a list of certain disclosures we made of Health Information for purposes other than treatment, payment, and health care operations or for which you provide written authorization. To request an accounting of disclosures, you must make your request in writing to our administrator.

**Changes To This Notice** We reserve the right to make changes to this notice at any time, and such changes would apply to Health Information already on file as well as any information we receive in the future. We will post a copy of our current notice at our office. The notice will contain the effective date in the lower right-hand corner.

**Complaints** If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services. To file a complaint with our office, contact our administrator. All complaints must be made in writing. You will not be penalized for filing a complaint.

**Notice to Patients Regarding the Destruction of Health Care Records**

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2. The health care records of a person who has attained the age of 23 years may be destroyed for those records which have been retained for at least 5 years or for any longer period provided by federal law; and
3. Except as otherwise provided in section 7 of NRS 629.051 and unless a longer period of time is provided by federal law, the health care records of a patient who is 23 years of age or older may be destroyed after 5 years pursuant to subsection 1 of NRS 629.051.

Print Patient's Name \_\_\_\_\_ Patient Date Of Birth \_\_\_\_\_

Patient Signature \_\_\_\_\_

Guarantor/Guardian Signature \_\_\_\_\_ Relationship \_\_\_\_\_

Print Guarantor/Guardian Name \_\_\_\_\_

Date Signed \_\_\_\_\_

Patient refused to sign



# PEDIATRIC

## Consent to Disclose Protected Health Information

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I understand that NO PROTECTED HEALTH INFORMATION (other than as outlined by the Health Insurance Portability and Accountability Act) can be released unless authorized. The parents or legal guardians of a minor patient will have access to the child's medical information, except when prohibited by law. If you would like to designate additional individuals to have this access, please include them below.

By signing this authorization, I authorize Carson Medical Group to disclose protected health information about my child to the following individual(s).

Please list each individual and mark the type of access you would like each individual to have.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

- Appointment Information
- Billing Information
- Detailed Medical Information
- Pick Up Medical Records
- Accompany to Visits and Consent for Treatment

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

- Appointment Information
- Billing Information
- Detailed Medical Information
- Pick Up Medical Records
- Accompany to Visits and Consent for Treatment

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

- Appointment Information
- Billing Information
- Detailed Medical Information
- Pick Up Medical Records
- Accompany to Visits and Consent for Treatment

This authorization has no expiration date. It shall be terminated when withdrawn in writing or when an updated form has been completed.

Parent/Legal Guardian Name: \_\_\_\_\_  
(Please Print)

Parent/Legal Guardian Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_