

Southern California Kidney Associates

Welcome to our practice!

Office Hours

Monday through Friday: 9:00 am - 5:00 pm

After Office Hours

For urgent medical issues after regular office hours, please call our office number to be connected to the on-call doctor's paging service. For all other issues, please call us during our regular office hours.

Same Day / Urgent Appointments

We understand that sometimes medical problems come up and you would like to be evaluated sooner than the next available appointment. Please let us know and we will try to accommodate you on the same or following day.

Emergencies

Call 911 for medical emergencies.

Medication Refills

We do not want you to run out of your medications. We recommend that you notify the pharmacist to send us a "refill request" when you are picking up your last refill. If you prefer to call us, please call us during our regular office hours and allow 3-4 working days for us to refill your medications.

Forms

Please make an appointment if you have any forms that will require our doctors to fill out. Most forms require an evaluation and possible laboratory testing to complete.

Medical Care

We are concerned about your health. In order for us to provide the best possible quality of care for you, we will need your cooperation in keeping your scheduled appointments, making follow up appointments, scheduling annual physical exams, and completing tests ordered for you.

Canceling Appointments

If for any reason you will not be able to keep your appointment, we ask that you notify us to reschedule at least 24 hours prior to your appointment.

Other Physicians or Health Care Specialists

If you are seeking healthcare from other physicians in the community, we would like you to ask their office to send us a copy of their notes and studies.

Communication

We believe in having good communication between our office staff and our patients. We encourage you express any questions or concerns to us so we may better serve you.

**All New Patient Forms must be completed and signed at or prior to your first appointment.*

PATIENT INFORMATION

LAST NAME	FIRST NAME	M.I.	NAME YOU PREFER TO BE CALLED	SEX
ADDRESS		APT #	CITY	STATE ZIP
SOCIAL SECURITY #	BIRTHDATE	HOME TELEPHONE #		CELL PHONE #
WORK TELEPHONE #		E-MAIL ADDRESS		
EMPLOYER	EMPLOYER ADDRESS		POSITION/ TITLE	
EMERGENCY CONTACT NAME & TELEPHONE NUMBERS				
WHO REFERRED YOU TO OUR OFFICE?				
WHO IS YOUR PRIMARY PHYSICIAN?		TELEPHONE #		
PHYSICIAN ADDRESS				

GUARANTOR/ POLICY HOLDER INFORMATION

LAST	FIRST NAME	M.I.	RELATIONSHIP TO PATIENT	
			SPOUSE PARENT OTHER:	
ADDRESS IF DIFFERENT FROM PATIENT				
BIRTH DATE		SOCIAL SECURITY #		
GUARANTOR/ POLICY HOLDER'S EMPLOYER		EMPLOYERS ADDRESS		CITY STATE ZIP

INSURANCE INFORMATION

1.PRIMARY INSURANCE PLAN	GROUP NUMBER	POLICY NUMBER
TYPE OF PLAN OR COVERAGE		
HMO PPO EPO MEDI-CAL MEDICARE MEDICARE SUPPLEMENT CASH OTHER		
POLICY OWNERS NAME (GUARANTOR)		IPA PRIMARY CARE PROVIDER
2.SECONDARY INSURANCE PLAN	GROUP NUMBER	POLICY NUMBER
TYPE OF PLAN OR COVERAGE		
HMO PPO EPO MEDI-CAL MEDICARE MEDICARE SUPPLEMENT CASH OTHER		
POLICY OWNERS NAME (GUARANTOR)		IPA PRIMARY CARE PROVIDER

All professional services rendered are charged to the patient. Necessary forms will be completed to help expedite insurance carrier payments. However, the patient is responsible for all fees, regardless of insurance coverage. Once the insurance company is billed we allow 60 days for the balance to be paid by your insurance carrier. If the insurance carrier does not remit payment in 60 days, the balance will be due in full from you. If any payment is subsequently made by your insurance carrier in excess of the balance, we will gladly refund the overpayment to you within 30 days, providing that you do not have any outstanding accounts with our office. It is also customary to pay for professional services when rendered unless prior arrangements are made. I request that payment of authorized Medicare/other insurance company benefits be made on my behalf to Eric Wechsler, M.D., Inc. Regulations pertaining to Medicare assignment of benefits apply. I authorize any holder of medical or other information about me to release to the social security administration and healthcare financing administration or its intermediaries or carriers, any information needed for this or a related Medicare claim or other insurance claim. I permit a copy of this authorization to be used in place of the original and request that payment of medical insurance benefits be made payable to Eric Wechsler, M.D., Inc. I understand that it is mandatory to notify the health care provider of any other party who may be responsible for paying for my treatment.(section 1128b of the social security act and 31 u.s.c 3801-3812 provides penalties for withholding this information.) There is a \$20.00 charge for all returned checks. All unpaid balances are subject to 1.5% interest or minimum \$6.00 service charge after 90 days. If your account must be forwarded to a collection service and/or an attorney because of nonpayment, you will be responsible for all collection fees and/or attorney fees charged by these services.

PATIENTS SIGNATURE _____ GUARANTORS SIGNATURE _____ DATE _____

HEALTH HISTORY FORM

Patient Name: _____

Date of Birth: _____

Personal Medical History: Have you ever had (please circle all answers Yes or No)

High Blood Pressure	No	Yes	Anxiety	No	Yes	Pneumonia	No	Yes
Heart Disease	No	Yes	Depression	No	Yes	Meningitis	No	Yes
Heart Murmur	No	Yes	Epilepsy	No	Yes	Gonorrhea	No	Yes
High Cholesterol	No	Yes	Osteoporosis	No	Yes	Chlamydia	No	Yes
Diabetes	No	Yes	Thyroid Disease	No	Yes	Syphilis	No	Yes
Anemia	No	Yes	Asthma	No	Yes	Genital Herpes	No	Yes
Stomach pain or Reflux	No	Yes	Hives or Eczema	No	Yes	Genital Warts	No	Yes
Arthritis or Rheumatism	No	Yes	Migraines	No	Yes	Tuberculosis	No	Yes
Kidney disease	No	Yes	Gallbladder Disease	No	Yes	AIDS/HIV	No	Yes
Neuritis or Neuralgia	No	Yes	Colitis or other Bowel Disease	No	Yes			
Bone or Joint disease	No	Yes	Jaundice or Liver Disease	No	Yes			
Sciatica, Back pain	No	Yes	Cancer *	No	Yes	* Type of Cancer: _____		

If "yes" to any of the above, please describe further: _____

If you have, or have had, any symptoms in the following areas to a significant degree, please briefly explain.

Skin:	Back/Joints:	Recent Changes in the following:
Head/Neck:	Intestinal:	Weight:
Ears/Nose/Throat:	Bladder:	Energy level:
Lungs:	Menstruation:	Mood:
Chest/Heart:	Circulation:	Other pain or discomfort:

Other Medical Problems & Surgeries:

List All Current Medication and Dosages: (include non-prescription)

Allergies to medications or food:

Describe the allergic reaction:

Do you drink alcohol? No Yes
Do you or have you ever smoked? No Yes
Do you use drugs? No Yes

Number of drinks _____ per week Quit date: _____
How many cigarettes per day: _____ How many years: _____
Quit date: _____
What kind: _____ How many years: _____

Are you currently(circle one): Married Single Divorced Widowed

How many children do you have? _____ Ages: _____

Occupation: _____ Employer: _____ Highest level of education: _____

Please list the last date you had any of the following:

Pap Smear _____ Mammogram _____ Prostate Exam _____ Colonoscopy _____

Family Medical History: *example: cancer (type), diabetes, heart disease, mental illness, stroke, seizure, etc.*

Father: _____	Paternal grandfather: _____
Mother: _____	Paternal grandmother: _____
Siblings: _____	Maternal grandfather: _____
_____	Maternal grandmother: _____

PATIENT RESPONSIBILITIES

As a partner in your healthcare, you have the following responsibilities:

1. I will provide accurate health information to your doctor and update us with any health changes.
2. I will schedule routine physical exams and other health maintenance exams recommended to me by my doctor (pap smear, mammogram, bone density, colonoscopy, routine blood tests, immunizations, etc.). I put myself at risk for not detecting other medical diseases if I only see my doctor for immediate problems. I will make appointments with my doctor to discuss routine health screenings.
3. I will follow treatment plans recommended to me by my physician, including completing testing, making an appointment with a specialist, and taking my medications. I will be sure to clearly comprehend any treatment plan and ask questions when I do not understand. I understand that *not* following my treatment plans may put my health at risk.
4. I will keep my appointments and reschedule any missed appointments. I understand that my doctor schedules these appointments to follow up on my response to treatment and to monitor my medical conditions. During these appointments my physician may order tests, refer me to a specialist, change my medications, and diagnose a medical problem. If I do not follow up, I may put my health at risk and may have medical conditions go undetected.
5. I understand that the goal of the office is to provide me with test results in a timely fashion. If I do not hear from the office, I will call the office for test results. I understand that not hearing from the office about a particular test does not necessary mean that the test result is normal.
6. I will inform my doctor if my medical condition changes, does not improve, or worsens. This will allow my doctor to re-evaluate my condition and make changes in treatment. If I do not inform my doctor, I may put my health at risk.
7. I will take charge of my health and make positive choices for my health including not smoking, not using illegal drugs, eating a healthy diet, and getting appropriate exercises.
8. I will treat all providers and office staff respectfully and courteously.
9. I will fulfill my financial obligations for care provided to me in a timely manner.
10. I will keep my scheduled appointments and give adequate notice of rescheduling or cancellation.
11. I will take responsibility to understand my Health Plan and be aware of my benefits, deductibles, and Health Plan limitations. I will ask my Health Plan if I have any questions regarding my health coverage.
12. If you need information or inquiring about Advance Directives (Durable Power of Attorney for Health Care, Natural Death Act Declaration or Living Will,) please call the Member Services Department of your Health Plan.

I have been informed of my responsibilities and I understand them fully.

Print Name: _____ Date: _____

Signature: _____

MISSED APPOINTMENT POLICY

We would like to make you aware of our policy regarding missed appointments and or cancellations without sufficient time notice (preferably more than 24 hours).

We try to keep our patients scheduled in a timely manner. We know that your time is valuable; therefore, we don't double book appointments. When an appointment is given to you, the time is blocked off specifically for you. If you don't appear or cancel without sufficient time notice, it prevents us from trying to accommodate another patient, resulting in wasted time for the Doctor.

Therefore, if we are not given a sufficient time notice of an appointment cancelation or you simply do not show up for your appointment, we will have to charge you a fee of **\$40.00**.

We understand that emergencies do happen and adequate notice is not always possible. We do ask that you contact our office as soon as you realize that you will not be able to make your appointment or procedure, in order to avoid these charges.

As a courtesy, our office staff tries to confirm appointments the day prior. However, sometimes circumstances arise that prevent us from calling. If you have any questions about your appointment day or time, we encourage you to call our office. Please do not rely on the confirmation call to remind you of your appointment.

Thank you for your cooperation and understanding. If you have any questions, we will be happy to assist you.

I have read the above policy and agree to comply with the terms and conditions stated.

Signature: _____

Date: _____

PATIENT CONSENT FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

I hereby give my consent for **Southern California Kidney Associates.** to use and disclose protected health information (PHI) about me to carry out treatment, payment and health care operations (TPO).

(The Notice of Privacy Practices provided by **Southern California Kidney Associates.** describes such uses and disclosures more completely.)

I have the right to review the Notice of Privacy Practices prior to signing this consent.

Southern California Kidney Associates reserves the right to revise its Notice of Privacy Practices at any time. A revised Notice of Privacy Practices may be obtained by forwarding a written request to **Southern California Kidney Associates, 1501 Superior Ave. Suite 205 Newport Beach, CA 92663.**

With this consent **Southern California Kidney Associates.** may call my home or other alternative 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 calls pertaining to my clinical care, including laboratory test results, among others.

With this consent, **Southern California Kidney Associates.** may mail to my home or other alternative location any items that assist the practice in carrying out TPO, such as appointment reminder cards, patient statements, and any items pertaining to my clinical care, including laboratory test results, among others.

With this consent, **Southern California Kidney Associates.** may e-mail to my home or other alternative location any items that assist the practice in carrying out TPO, such as appointment reminder cards, patient statements, and any items pertaining to my clinical care, including laboratory test results, among others.

I have the right to request that **Southern California Kidney Associates.** restrict how it uses or discloses my PHI to carry out TPO. 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 allow **Southern California Kidney Associates.** to use and disclose 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, or later revoke it, **Southern California Kidney Associates.** may decline to provide treatment to me.

Signature of Patient or Legal Guardian Date Relationship to Patient

Print Patient's Name Print Name of Legal Guardian, if applicable

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PATIENT AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

By signing, I authorize **Southern California Kidney Associates.** to use and/or disclose certain protected health information (PHI) about me to :

Name: _____

Address: _____

This authorization permits **Southern California Kidney Associates.** to use and/or disclose the following individually identifiable health information about me (specifically describe the information to be used or disclosed, such as date(s) of services, type of services, level of detail to be released, origin of information, etc.):

The information will be used or disclosed for the following purpose:

(If disclosure is requested by the patient, purpose may be listed as “at the request of the individual.”)

The purpose(s) is/are provided so that I can make an informed decision whether to allow release of the information. This authorization will expire 30 days after this date.

The Practice will not receive payment or other remuneration from a third party in exchange for using or disclosing the PHI.

I do not have to sign this authorization in order to receive treatment from **Southern California Kidney Associates.** In fact, I have the right to refuse to sign this authorization. When my information is used or disclosed pursuant to this authorization, it may be subject to redisclosure by the recipient and may no longer be protected by the federal HIPAA Privacy Rule. I have the right to revoke this authorization in writing except to the extent that the practice has acted in reliance upon this authorization. My written revocation must be submitted to the privacy officer at:

**Southern California Kidney Associates
1501 Superior Ave. Suite 205
Newport Beach, CA 92663.**

Signed by: _____
Signature of Patient or Legal Guardian Relationship to Patient

Print Patient’s Name Date

Print Name of Legal Guardian, if applicable

Patient/guardian is entitled to receive a signed copy of this authorization form.

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Physician-patient email communication template consent form

■ Physician information

Name: Southern California Kidney Associates

Address: 1501 Superior Ave Ste 205 Newport Beach, Ca 92606

Email: *****@southerncaliforniakidney.com

■ Risks of using email

The physician offers patients the opportunity to communicate by email. Transmitting patient information poses several risks of which the patient should be aware. The patient should not agree to communicate with the physician via email without understanding and accepting these risks. The risks include, but are not limited to, the following:

- The privacy and security of email communication cannot be guaranteed.
- Employers and online services may have a legal right to inspect and keep emails that pass through their system.
- Email is easier to falsify than handwritten or signed hard copies. In addition, it is impossible to verify the true identity of the sender, or to ensure that only the recipient can read the email once it has been sent.
- Emails can introduce viruses into a computer system, and potentially damage or disrupt the computer.
- Email can be forwarded, intercepted, circulated, stored or even changed without the knowledge or permission of the physician or the patient. Email senders can easily misaddress an email, resulting in it being sent to many unintended and unknown recipients.
- Email is indelible. Even after the sender and recipient have deleted their copies of the email, back-up copies may exist on a computer or in cyberspace.
- Use of email to discuss sensitive information can increase the risk of such information being disclosed to third parties.
- Email can be used as evidence in court.
- The physician uses encryption software as a security mechanism for email communications.

■ The patient:

- Agrees to and will comply with the use of encryption software.
- Chooses not to use encryption software when communicating with the physician, with the full understanding that this increases the risk of violation of the patient's privacy.

■ Conditions of using email

The physician will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks outlined above, the physician cannot guarantee the security and confidentiality of email communication. Thus, patients must consent to the use of email for patient information. Consent to the use of email includes agreement with the following conditions:

- Emails to or from the patient concerning diagnosis or treatment may be printed in full and made part of the patient's medical record. Because they are part of the medical record, other individuals authorized to access the medical record, such as staff and billing personnel, will have access to those emails.
- The physician may forward emails internally to the physician's staff and to those involved, as necessary, for diagnosis, treatment, reimbursement, healthcare operations, and other handling. The physician will not, however, forward emails to independent third parties without the patient's prior written consent, except as authorized or required by law.
- Although the physician will endeavour to read and respond promptly to an email from the patient, **the physician cannot guarantee that any particular email will be read and responded to within any particular period of time. Thus, the patient should not use email for medical emergencies or other time-sensitive matters.**

- Email communication is not an appropriate substitute for clinical examinations. The patient is responsible for following up on the physician's email and for scheduling appointments where warranted.
- If the patient's email requires or invites a response from the physician and the patient has not received a response within a reasonable time period it is the patient's responsibility to follow up to determine whether the intended recipient received the email and when the recipient will respond.
- The patient should not use email for communication regarding sensitive medical information, such as sexually transmitted disease, AIDS/HIV, mental health, developmental disability, or substance abuse. Similarly, the physician will not discuss such matters over email.
- The patient is responsible for informing the physician of any types of information the patient does not want to be sent by email, in addition to those set out in the bullet above. Such information that the patient does not want communicated over email includes:

The patient can add to or modify this list at any time by notifying the physician in writing.

- The physician is not responsible for information loss due to technical failures associated with the patient's email software or internet service provider

■ Instructions for communication by email

To communicate by email, the patient shall:

- Limit or avoid using an employer's or other third party's computer.
- Inform the physician of any changes in the patient's email address.
- Include in the email: the category of the communication in the email's subject line, for routing purposes (e.g., 'prescription renewal'); and the name of the patient in the body of the email.
- Review the email to make sure it is clear and that all relevant information is provided before sending to the physician.
- Inform the physician when the patient receives an email from the physician.
- Take precautions to preserve the confidentiality of emails, such as using screen savers and safeguarding computer passwords.
- Withdraw consent only by email or written communication to the physician.
- **Should the patient require immediate assistance, or if the patient's condition appears serious or rapidly worsens, the patient should not rely on email.** Rather, the patient should call the physician's office for consultation or an appointment, visit the physician's office or take other measures as appropriate.

■ Patient acknowledgment and agreement

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of email between the physician and me, and consent to the conditions outlined herein, as well as any other instructions that the physician may impose to communicate with patients by email. I acknowledge the physician's right to, upon the provision of written notice, withdraw the option of communicating through email. Any questions I may have had were answered.

Patient name: _____

Patient address: _____

Patient email: _____

Patient signature _____ Date _____

Witness signature _____ Date _____