



Today's Date: ___/___/___

Which services are you interested in? Medical Dental MEDAssist Pharmacy CHAAP

Who would you like to choose as your primary care provider? _____

What pharmacy do you prefer to use? PATHS Community Pharmacy Other _____

A. Patient Information

Name: _____ Birthday: ___/___/___ Gender: Male Female

SS Number: ___-___-___ Phone: (H) () - _____ Cell: () - _____

Address: _____ City: _____ ST: _____ Zip: _____

Email Address: _____

Marital Status: Single Married Separated Divorced Widowed

Race: African American White Hispanic Asian Native American
 Filipino Pacific Islander Other

Are you a veteran: Yes No Preferred Language: English Spanish Other _____

Employment Status: Full Time Part-Time Unemployed Retired

Employer (or Name of School if Minor): _____

Are you a student? Yes No: If yes, Full-Time Part-Time

B. Responsible Party

Name of Person Responsible for this account: _____

Phone: (H) () - _____ Cell: () - _____

Relationship to Patient: _____ Birthday: ___/___/___ SS Number: ___-___-___

Address: _____ City: _____ ST: _____ Zip: _____

Is this person also a patient in another of PATHS services? Yes No If yes, which one _____

C. Insurance Information

Primary Insurance

Name of Insured: _____ Relationship to Patient: _____ Birthday: ___/___/___

SS # ___-___-___ Insurance Company: _____

Secondary Insurance

Name of Insured: _____ Relationship to Patient: _____ Birthday: ___/___/___

SS # ___-___-___ Insurance Company: _____

Do you have prescription coverage? Yes No

How do you prefer to be contacted? Mail Phone Email In Person

In the event of an emergency while you are in our office, who should we contact?

Name _____		Relationship _____	
Address _____		City _____	ST _____ Zip _____
(____) _____ - _____	(____) _____ - _____	(____) _____ - _____	
Phone: Home	Phone: Other	Phone: Work	

Disclosures to Family & Friends: I authorize disclosures of my health/dental information, relevant to current treatment to:

Name & Relationship: _____ In Person By Phone

Name & Relationship: _____ In Person By Phone

Name & Relationship: _____ In Person By Phone

I authorize PATHS Community Medical Center to leave messages related to my care on my answering machine:

Yes No

Please read the following carefully:

I HEREBY AUTHORIZE AND/OR CERTIFY THE FOLLOWING:

1. PATHS Community Medical/Dental Center, a division of Piedmont Access to Health Services, Inc. (PATHS), through its appropriate personnel and/or medical staff to perform, administer, or prescribed upon to or for me any member of my family (including minor children) whose names appear above, such examination, tests, immunizations, injections, and diagnostic procedures as are deemed necessary. I also certify that all information contained herein is true and correct to the best of my knowledge and belief and that no facts have been omitted.
2. Insurance Authorization and Assignment: PATHS Community Medical/Dental Center to furnish information to insurance carriers concerning my illness and treatments and I hereby assign to the physician(s) all payments for medical services rendered to myself and my dependents. I understand that I am responsible for any amount not covered by insurance.
3. Medicare Lifetime Authorization: for physical services and request that payment or authorized Medicare benefits be made either to me or on my behalf to PATHS for any services furnished to me by their physicians. I authorize my holder of medical information about me to release to the health care financing administration and its agents any information needed to determine these benefits or the benefits payable for related services.
4. Deemed Consent for Designated Blood borne Pathogens: Virginia law requires health care providers to notify you that Hepatitis B and C or HIV (AIDS virus) testing on a sample of your blood may be done if a health care worker is exposed to your blood or body fluids. This following notice is to advise you that this is in effect at this facility. Under the Virginia Acts of Assembly Section 32.1-45.1, whenever any health care worker associated with or working for PATHS Community Medical/Dental Center is directly exposed to body fluids of a patient in a manner which, according to the guidelines of the Centers for Disease Control, may transmit HIV or Hepatitis B or C, PATHS will proceed to test the patient's blood for HIV and Hepatitis B and C. PATHS will provide the results of the test to the patient through his or her primary care provider and to the health care worker who was exposed. PATHS' policy also protects you as a patient, should you be exposed to the body fluids of a health care worker.
5. Private Health Information: I certify that I have been informed of the policies and procedures related to how PATHS Community Medical/Dental Center, a division of Piedmont Access To Health Services, Inc., may use and/or disclose my personal health information.
6. I give my MEDAssist Case Worker the authority to contact my physician (s) and exchange any information necessary in order to apply for free medications through The Pharmacy Connection. I also give my MEDAssist Case Worker the authority to exchange information with the pharmaceutical companies that manufacture my medications in an effort to access free medication.
7. I authorize my MEDAssist Caseworker to sign any necessary forms on my behalf when ordering medications for me through The Pharmacy Connection. I understand that this will speed up the ordering process by making it unnecessary for the forms to be sent to me and then back to MEDAssist. This signature authorization is valid as long as I am receiving services thorough MEDAssist.
8. Your signature below authorizes PATHS to obtain medical records from Danville Regional Medical Center and Memorial Hospital of Martinsville and Henry County for the purpose of continuity of care.

The information provided on this registration form is true, accurate and complete to the best of my knowledge.

All inclusive signature: _____ Date: ____ / ____ / ____

POLICIES THAT MAY AFFECT YOU

PATHS is working hard to make sure that all our patients have access to the highest quality care possible. We want to make sure that you are well informed of the policies we have implemented that will help make that possible.

1. Phone Calls: We are committing to you as a patient, that anytime you call our office, your questions will either be answered immediately, or if it's necessary to leave a message, we will return your call within one business day.
2. Medication Refill Requests: Please help us manage your medication needs by allowing enough time before running out of your medication. Please contact your pharmacy to request a refill. Your provider at PATHS will be notified electronically. This process may take up to three business days.
3. Appointment Times: We will do our best to provide you with an appointment at a time that is convenient for you. If you are more than fifteen minutes late arriving for your appointment, we may have to reschedule your appointment.
4. "No Show" Appointments: A no-show is defined as the client failing to keep a scheduled appointment without prior notification of the need to cancel. A scheduled appointment means any appointment scheduled for the client with the PATHS Community Medical/Dental Center staff. Exceptions will be made for circumstances beyond the control of the client, such as family emergencies, extreme illnesses, death in the family, or transportation difficulties. In this case, the client should make every effort to notify the medical/dental center of the reason for the missed appointment as soon as possible.
5. Medical Center no-show If a no-show happens two or more times in a six month period, we will ask that you take advantage of our walk-in access system. This means that you will not be able to schedule an appointment at a particular time, but can come in, register, and wait. Our staff will make every effort to work you in to be seen. Expected wait times for this may exceed one hour.
6. Dental No-Show. A no-show as defined above applies to the Dental Clinic as well. If the patient no-shows a second appointment without notification will be sent a letter of dismissal from the Center. In the letter will be a list of providers the patient may qualify for and will be seen at PATHS for the next 30 days for emergency care only.
7. Sliding Fee Scale: If you do not have insurance, or cannot afford your co-pays/deductibles, you can apply for our sliding fee scale. Based on your household income, we may be able to reduce our fees for you. In order to apply, you will need to provide proof of income for everyone in your household. You do not have to apply for sliding fee scale; however, you will be responsible for 100% of our routine charges until you do. If you choose to apply and are approved, you will need to reapply once a year.
8. Narcotic Prescription Medications: As a rule, PATHS providers will not write prescriptions for pain pills, Xanax-type drugs, or other controlled substances.
9. Collection Policy: PATHS is committed to providing access to care for everyone in our community regardless of their *ability* to pay. This is accomplished by providing the opportunity for you to apply for the sliding fee scale. From that point, it is important that you clearly understand the importance of meeting your financial obligations as they relate to your care at PATHS. If you do not pay your bills on time and are *unwilling* to set up a payment plan, PATHS may refer your account to a third party agency for assistance in collecting. Continued unwillingness to pay may leave us with no choice other than to discharge you. If you are concerned that this may affect you, please see a member of our staff, or call our office for assistance immediately to avoid being discharged.
10. PCMH: I understand that PATHS will be my "Patient Centered Medical Home". I have been given information as to what this means to PATHS, and acknowledge understanding of what is expected of me.

Signature

_____/_____/_____
Date



This document contains information pertaining to policies and procedures that apply to how PATHS Community Medical Center operates in terms of providing your health care. If you have questions about anything you read, please ask our staff wither during your appointment, or by phone.

PRIVACY PRACTICES/HIPAA POLICIES:

This notice describes how health information about you may be used and disclosed and how you can get access to this information. If you have any questions about this notice, please contact PATHS Community Medical Centers' Privacy Officer.

Though your health record is the physical property of the facility that compiles it, you have the right to:

- **Inspect and Copy:** You have the right to inspect and obtain a copy of the health information that may be used to make decisions about your care. Usually, this does not include psychotherapy notes. We may deny your request to inspect and copy in certain, very unique, circumstances. If you are denied access to health information, you may request that the denial be reviewed. Another licensed health care professional chosen by PATHS Community Medical/Dental Center will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.
- **Amendments:** If you feel that the health information we have about you 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 PATHS Community Medical/Dental Center. We may deny your request for an amendment, but if this occurs, you will be notified of the reason for the denial.
- **Accounting of Disclosures:** You have the right to request an accounting of disclosures. This is a list of certain disclosures we make of your health information for purposes other than treatment, payment or health care operations.
- **Request Restrictions:** You have the right to request a restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care for the payment of your care, like a family member or friend. For example, you could ask that we not use or disclose information about a procedure you had. We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.
- **Request Confidential Communications:** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we contact you at work, or by US Mail. The facility will grant requests for confidential communications at alternative locations and/or via alternative means only if the request is submitted in writing. The written request must include a mailing address where the individual will receive bills for services rendered by the facility and related correspondence regarding payment for services. Please realize: we reserve the right to contact you by other means and other locations if you fail to respond to any communication from us that requires a response. We will notify you in accordance with your original request prior to attempting to contact you by other means or at another location.

To exercise any of your rights, please obtain the required forms from the Privacy Officer and submit your request in writing.

Changes to this Notice: We reserve the right to change this notice and the revised or changed notice will be effective for information we already have about you, as well as any information we receive in the future. The current notice will be posted in PATHS Community Medical/Dental Center and will include the effective date. In addition, each time you register at our facility for treatment or health care services, updated copies of this notice will be available by request.

Complaints: If you believe your privacy rights have been violated, you may file a complaint with the Department of Health and Human Services or PATHS Community Medical/Dental Center by contacting the main number and asking for the Privacy Officer. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

Other Uses of Health Information: Other uses and disclosures of Health Information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose Health Information about you, you may revoke your permission. We will no longer use or disclose health information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission. We are required to retain records of your care.

SLIDING FEE INFORMATION:

PATHS Community Medical/Dental Center is able to discount many medical and pharmacy charges based on a family's ability to pay (income). In order for a family or individuals to be considered for this discount, certain income information must be provided at the time of the visit or the full fee will be charged. The receptionist is available to assist you if you would like to apply for the sliding fee.

Pharmacy services are available to everyone; however, reductions of costs are limited to medications on the formulary and for prescriptions written by one of our providers. Some medicines may not be available through our pharmacy program.

Some laboratory tests must be done by an outside reference laboratory. If you do not have Medicare, Medicaid, or a clinic discount, there will be a separate bill for these tests from the outside laboratory. The reference laboratory will submit your laboratory charges to your insurance company.

COLLECTIONS POLICY:

Patients are expected to pay for all medical/dental services, drugs or other services received from PATHS Community Medical/Dental Center before leaving the Center. If a hardship prevents immediate payment, all payments are due within 30 days. Your insurance company will be billed and if there is an overpayment you will receive a refund. Accounts not paid in full within 30 days will be considered overdue and PATHS will take action to collect all fees.

If the patient has not paid and PATHS' Billing Department has attempted to collect overdue charges, any or all of the following courses of action may be taken to collect unpaid fees:

- Turn the account over to a collection agency;
- Require the patient make a specific payment in advance of all non-emergency services received at PATHS until the account is paid in full;
- Refer the account to an attorney for the purposes of getting a court order, which allows PATHS to collect the payment by having the patient's employer take it out of the patient's wages or attaching property belonging to the patient. Should this become necessary, then the patient will be charged and responsible for all attorney fees, court costs, and any other expenses incurred while attempting to collect this debt.
- Refuse all non-emergency medical and pharmacy service to the patient and all adults registered under the account until the account is paid in full. Patients will be seen for true emergencies.