

# Purcellville Chiropractic Center

## INSURANCE AUTHORIZATION OF TREATMENT, INSURANCE ASSIGNMENT AND RELEASE

I, the undersigned, have insurance coverage with \_\_\_\_\_ and assign directly to John R. McWilliams, D.C., P.C. all medical benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I hereby authorize the doctor to release all information necessary to secure payment of benefits. I authorize the use of this signature on all my insurance submissions.

### FINANCIAL POLICY

1. I am ultimately responsible for full payment for any and all services rendered.
2. I am considered as a CASH patient until I have provided completed insurance forms, and that your office has qualified and accepted my coverage, otherwise I pay at the time of service.
3. I am responsible for any costs not covered by my insurance and therefore must pay deductibles, co pays, coinsurance and one-time initial \$5 medical supply/administrative/processing fee at the time of service.
4. Insurance Benefits quoted by my insurance company are NOT a guarantee of payment or coverage.
5. Dr. McWilliams makes every attempt to receive authorization of treatment from insurance companies for treatment received at one of our facilities. However, there may be times when the insurance company does not provide this authorization in a timely manner. Dr. McWilliams will submit claims as a courtesy to me. If my insurance carrier has not paid a claim within the terms of the contract within 60 days of submission, Dr. McWilliams will submit an appeal one (1) time. If the claim is not paid within 30 days of the appeal I will be responsible for taking an active part in the recovery of my claim. After 90 days, I will be responsible for the balance and I authorize the use my credit card, (if supplied) to collect full payment, otherwise I must remit payment in full upon receipt of the bill.
6. In the event I discontinue my plan of care prior to the doctor's consent, I am responsible for any outstanding balance and the courtesy of insurance assignment is immediately discontinued.
7. I agree to reimburse us the fees of any collection agency, which may be based on a percentage at a maximum of 25% of the debt, and all costs, and expenses, including reasonable attorney's fees, we incur in such collection efforts.
8. I agree that in order for Dr. McWilliams to service my account or to collect any amounts I may owe, Dr. McWilliams may contact me by telephone at any telephone number associated with my account. This includes wireless telephone numbers, which could result in charges to me. Dr. McWilliams may also contact me by sending text messages or e-mails, using any e-mail address I have provided to them. Methods of contact may include using pre-recorded/artificial voice message and/or use of an automatic dialing device, as applicable. I have read this disclosure and agree that Dr. McWilliams may contact me/us as described above.
9. I understand that I can be charged a \$25.00 NO SHOW fee for any appointment not rescheduled or canceled in advance.

**Note: Information collected in these forms or in the treatment process may be used in its raw data form (no mention of patient name) to analyze for research purposes.**

**By Signing below I agree to all statements in the Financial Policy, Insurance Assignment and Insurance Authorization and Release above.**

\_\_\_\_\_  
Patient's Printed Name

\_\_\_\_\_  
Signature of Patient  
(If patient is a minor, Parent or Guardian signs)

\_\_\_\_\_  
Date

### NOTICE OF PRIVACY PRACTICES AND PATIENT'S RIGHTS AND RESPONSIBILITIES

PLEASE CHECK THE BOX, SIGN, AND DATE below to acknowledge receipt of the HIPAA Privacy Practices and Patient Rights and Responsibilities:

- I have read and/or was offered a copy of the Notice of Privacy Practices and Patient Rights and Responsibilities by Dr. McWilliams.

\_\_\_\_\_  
Patient's Printed Name

\_\_\_\_\_  
Signature of Patient  
(If patient is a minor, Parent or Guardian signs)

\_\_\_\_\_  
Date



# 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.

## Your Rights

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

**Get an electronic or paper copy of your medical record**  
You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.

We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

### Ask us to correct your medical record

You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.

We may say “no” to your request, but we’ll tell you why in writing within 60 days.

### Request confidential communications

You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.

We will say “yes” to all reasonable requests.

### Ask us to limit what we use or share

You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

### Get a list of those with whom we’ve shared information

You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.

We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

### Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

### Choose someone to act for you

If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.

### File a complaint if you feel your rights are violated

You can complain if you feel we have violated your rights by contacting Dr. McWilliams. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).

We will not retaliate against you for filing a complaint.

## Your Choices

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

**In these cases, you have both the right and choice to tell us to:** Share information with your family, close friends, or others involved in your care; Share information in a disaster relief situation; Include your information in a hospital directory

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

**In these cases we never share your information unless you give us written permission:** Marketing purposes; Sale of your information; Most sharing of psychotherapy notes

**In the case of fundraising** - We may contact you for fundraising efforts, but you can tell us not to contact you again.

## Our Uses and Disclosures

We typically use or share your health information in the following ways.

**Treat you** - We can use your health information and share it with other professionals who are treating you. *Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

**Run our organization** - We can use and share your health information to run our practice, improve your care, and contact you when necessary. *Example: We use health information about you to manage your treatment and services.*

**Bill for your services** - We can use and share your health information to bill and get payment from health plans or other entities. *Example: We give information about you to your health insurance plan so it will pay for your services.*

**We are allowed or required to share your information in other ways** – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

**Help with public health and safety issues** - We can share health information about you for certain situations such as: *Preventing disease; Helping with product recalls; Reporting adverse reactions to medication; Reporting suspected abuse, neglect, or domestic violence; and Preventing or reducing a serious threat to anyone’s health or safety*

**Do research** - We can use or share your information for health research.

**Comply with the law** - We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

**Respond to organ and tissue donation requests** - We can share health information about you with organ procurement organizations.

**Work with a medical examiner or funeral director** - We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

**Address workers’ compensation, law enforcement, and other government requests** - We can use or share health information about you: *For workers’ compensation claims; For law enforcement purposes or with a law enforcement official; With health oversight agencies for activities authorized by law; For special government functions such as military, national security, and presidential protective services*

**Respond to lawsuits and legal actions** - We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html)

Effective 4/1/2017

# Purcellville Chiropractic Center

## PATIENT RIGHTS AND RESPONSIBILITIES

### **You the patient have the right to:**

- ❖ Be treated with dignity and respect
- ❖ Confidentiality
- ❖ Participate in the assessment and care planning process
- ❖ Be provided service in a timely manner
- ❖ Be notified in advance of types of treatment and frequency of treatment being provided
- ❖ Be notified of any changes in your plan of care and treatment
- ❖ Receive an explanation of the billing process and an explanation of charges
- ❖ Express grievance without fear of reprisal or discrimination
- ❖ Refuse or discontinue

### **You the patient are responsible for:**

- ❖ Providing information when services are rendered
- ❖ Following the treatment plan as outlined by the doctor and scheduling for treatment at least 4 weeks in advance
- ❖ Notifying practice when you will not be available for treatment or will be late for treatment
- ❖ Rescheduling any missed treatment in order to keep on schedule as outlined in your treatment plan
- ❖ Performing all the rehab exercises including the prescribed home care program as outlined by the doctor
- ❖ Notifying the practice of any change in your condition, physician orders, attending physician, or attorney
- ❖ Notifying the practice of any incident involving the staff or equipment
- ❖ Payment of all co-payment or deductible applicable per the insurance plan of your choice

## PATIENT EMPOWERMENT CHECKLIST!

1. **COMMUNICATION** - If your condition worsens, please contact Dr. McWilliams immediately. We are required to give you our cell phone number, our email or both.

2. **FOLLOW UP** - Follow up with all of your doctor's self-care advice, such as:

- Performing all of your home exercise instructions. If you have any problems doing your home exercises, inform Dr. McWilliams immediately.
- Follow up with your icing instructions.
- Watch your ergonomics. Take time to evaluate your work station and how you perform your home related activities and ensure you are always in the "good posture position."

3. **UNDERSTANDING** - Ensure you understand all of your available treatment options, both inside and outside of John R. McWilliams, D.C., P.C., which your doctor has discussed with you.