



Cancellation Policy/No Show Policy

We strive to promote the best quality healthcare for our patients. One of the ways we meet your healthcare needs is to provide appointments with our physicians in a timely manner, many times within the same day. In order to provide these appointments, we have the following No Show/Cancellation policy.

1. Cancellation/ No Show Policy for Doctor Appointment

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from receiving much needed treatment.

Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly “full” appointment schedule.

If an appointment is not cancelled at least 24 hours in advance you may be subject to fees which are not covered by your insurance company.

2. Scheduled Appointments

We understand that delays can happen however we must try to keep the other patients and our physicians on time.

3. Cancellation/ No Show Policy for Surgery/Procedure

Due to the large block of time needed for surgery and/or procedures, last minute cancellations can cause problems and added expenses for the office.

If you are scheduled for a surgery/procedure and you do not cancel at least 10 days in advance you may be subject to fees which are not covered by your insurance company.

Print Name

Patient/Guardian Signature

____/____/____
Date



PATIENT INFORMATION

Patient Name: Last _____ First _____ Middle _____
Address: _____ City _____ State _____ Zip Code _____
Home: _____ Work: _____ Cell: _____
Email: _____ Marital Status: _____ Birthdate: ____/____/____
Social Security #: _____ Race: _____
Employer: _____ Employer Ph#: _____
Spouse's Name (if married): _____ Spouse's Employer: _____
Emergency Contact: _____ Phone: _____
Relatives/friends who are patients here? _____ Who referred you to us: _____
Pharmacy Name: _____ Pharmacy Phone #: _____

INSURANCE INFORMATION

Insurance Company (Primary): _____
Policy Holder's Name: _____ Birthdate ____/____/____
Contract Number: _____ Group Number: _____
Insurance Company (Secondary): _____
Policy Holder's Name: _____ Birthdate ____/____/____
Contract Number: _____ Group Number: _____

CONSENT FOR TREATMENT

I consent to necessary treatment, including drugs, medication, performance and operation of X-ray, or other studies that may be used by the attending physician, nurse, or staff.

CONSENT FOR E-PRESCRIBING

I have been made aware and understand that the medical practices and offices may use an electronic prescription system which allows prescriptions and related information to be electronically sent between my providers and my pharmacy. I have been informed and understand that my providers using the electronic prescribing system will be able to see information about medications I am already taking, including those prescribed by other providers. I give my consent to my providers to see this protected health information.

NON-COVERED SERVICE AGREEMENT

As your physician, I want to provide you with the best care possible. There may be certain routine services performed during your visit(s), such as dexametax scans, pap smears, biopsies, ultrasounds/X-rays, lab work, injections, and/or other testing that I feel necessary for the maintenance of your good health that may not be covered by your

insurance contract. By signing below, you agree that you will be responsible for costs not covered by your insurance.

NOTICE OF PRIVACY PRACTICES

I acknowledge that I received a copy of the Notice of Privacy Practices.

SIGNATURE: _____ **DATE:** _____



AUTHORIZATION FOR THE RELEASE OF PATIENT INFORMATION

_____ **I DO NOT** wish to have test results or other medical information released to any person other than myself.

_____ **I DO** wish to have test results or other medical information released to the following person(s):

Name Relationship Phone #

Name Relationship Phone #

Name Relationship Phone #

Name Relationship Phone #

It is the responsibility of the patient to notify this office of any changes in the above information. If changes do occur, the patient must file another Authorization for Release of Patient Information with this clinic. Please understand that it may be necessary for us to disclose some or all of the Information contained in your medical records to other physicians, nurses, and/or healthcare providers (collectively referred to as "providers"). At times, other providers assist using assessing a patient's condition, screening for potential problems, or providing consultation under certain circumstances. All healthcare providers are required by law to maintain your patient confidentiality.

Also, due to the increased awareness of quality care and outcome measurements, it may be necessary to disclose information regarding your care to healthcare agencies (both private and governmental), your insurance company and/or your self-insured employer. Regarding the information going to your employer, other than information needed to verify your insurance coverage, the data released will consist of statistical information only.

Patient Signature

Date

Printed Name

SS#



NARCOTIC NOTICE TO PATIENTS

Grandview Medical Group will NOT provide prescriptions for hypnotic sedatives, stimulants and other controlled drugs to new patients, unless it is deemed necessary by the physician for situations that include severe illness or injury that has occurred within 24-48 hours of the date of the office visit. New patients are given this notice at the time of the appointment and patients should understand that if long term pain management is needed as part of their total medical care, an appointment with a chronic pain management facility is recommended and should be scheduled by the patient. Records from the treating physician will be requested as we may not be able to accept any records brought in by the patient. New patients should be aware that all patients, new and established, are subject to query at the State of Alabama Department of Public Health Prescription Drug Monitoring Website for verification of narcotic/analgesic use and/or random drug screening.

If a new patient should request a narcotic/analgesic prescription for a chronic/long term condition after they have read, understood and agreed by signature to this policy, the request will be denied and possible dismissal of medical services will be enacted at the physician's discretion. Also, if at any time, Grandview receives a report that a patient, new or established, is receiving inappropriate or duplicate prescriptions of narcotics/analgesics from other physicians, the patient will be immediately dismissed from receiving medical services from Grandview Medical Group indefinitely.

I have read and understood the Narcotics Policy for Grandview Medical Group and agree to follow this policy as a patient of Grandview Medical Group.

Signature: _____ **Date:** _____