South Texas RENAL CARE GROUP

www.strcg.net (210)212-8622

Dear Patient:

Welcome to South Texas Renal Care. Thank you for choosing South Texas Renal Care Group for your care. We strive to provide quality of care with a compassionate health care team. Please remember that we are here to help you and your family every step of the way. Our doctors, medical assistants and staff are dedicated to helping you with the most effective treatments in a caring and compassionate manner. Your health care team will partner with you to develop your individual treatment plan.

Your initial visit is a crucial step in the treatment planning process. During your visit, our doctors will focus their attention on getting to know *you*. They will review your health history, perform an examination, explain your diagnosis and create a treatment plan specific to your needs. We encourage you to bring your caregiver or family member(s) and come prepared with a list of questions for our health care team.

Please fill out the attached forms as completely as possible. Alternatively, you have access to a computer, you can fill out these forms online. Please visit: http://texaskidneycare.com/portal . On your initial visit, we will need you to provide your insurance cards, a photo ID and please bring any medications you are currently taking.

We would like to again welcome you to South Texas Renal Care group.

Downtown
215 N San Saba Street, Ste. 301
San Antonio, Texas 78207
Medical Center
4511 NW Loop 410
San Antonio, Texas 78229
Westover Hills
11212 State Hwy 151, Plaza II, Ste. 105
San Antonio, Texas 78251

Palo Alto
137 Palo Alto Road
San Antonio, Texas 78211
Boerne
1595 South Main Street
Boerne, Texas 78006

Hondo
205 22nd Street
Hondo, Texas 78861
Northeast
12315 Judson Rd., Ste. 208
Live Oak, Texas 78233
Lytle
19910 I-35 South, Ste. 102
Lytle, Texas 78052

South Texas RENAL CARE GROUP

Patient Registration

Welcome to our office. We are committed to providing the best, most comprehensive care possible. We encourage you to ask questions. Please assist us by providing the following information. All information is confidential and is released only with your consent. Please fill in the blanks below the line.

PATIENT DEMOGRAPHICS				
Patient Name	Date of Birth	Sex	Age	Race
Parent if Patient is a Minor		Marital Status		
Patient's Social Security Number	Driver's License Number			
Home Address	City	State	Zip	
Mailing Address if Different	City	State	Zip	
Home Telephone Number	Work Telephone Number		Cell Phone Number	
Email Address:				
Occupation	Employer's Name			
Employer's Address	City	State	Zip	
Spouse Name	Employer			
Other Physician's Name				
Whom May We Thank for Referring You to Our Practice?				

NOTIFY IN CASE OF EMERGENCY			
Name	Relationship		
Address	City	State	Zip
Home Telephone	Work Telephone	Cell Phone Number	
Nearest Relative (not living with you)			
Home Telephone	Work Telephone		

FINANCIAL INFORMATION: PERSON RESPONSIBLE FOR FEES			
Primary Insurance:	Telephone		
Policy #	Group#	Effective Date:	
Are you the subscriber? Yes No			
Subscriber's Name	Subscriber's Date of Birth	Subscriber's SSN#.	
Secondary Insurance:			
Policy#	Group#	Effective Date:	
Subscriber's Name	Subscriber's Date of Birth	Subscriber's SSN#	

South Texas RENAL CARE GROUP

Consent For Treatment

I authorize and direct any of the following physicians: M. Reza Mizani, M.D., Varshasb Broumand, M.D., Luis E. Velez M.D., Qasim Ali Butt M.D., Reza Ali, M.D., Carolina Arias, M.D., Esteban Cedillo-Couvert, M.D., Pavan Devulapally, M.D., Abhijeet Goyal, M.D., Kendral Knight, M.D., Indraneel Mogarala, M.D., Steven Rosenblatt, M.D., Shirin Sharma, M.D., Saqib Syed, M.D., Lauren Tarbo, M.D., Naushad Zafar, M.D., Alison Wurster, FNP and such associates, technical assistants and other health care providers as they deem necessary to perform any necessary diagnostic tests and evaluations on me as deemed medically indicated and provide me with treatment and prescriptions, including administering medication to me. I understand that any such test or treatment provided to me will be explained to me prior to its performance and that I may ask questions about such test or treatment.

_____

Patient Signature *(or responsible party)*

_____

Patient Name *(or responsible party) (please print)*

_____

Date

Lifetime Insurance Authorization and Assignment of Benefits

Provider name: M Reza Mizani, MD PA dba South Texas Renal Care Group.

I authorize the release of any medical information necessary to process claims.

I also authorize payments under my insurance programs to be made directly to the above provider for any services furnished to me.

This authorization also permits the release of information by HCFA (its intermediaries or carriers) on any UNASSIGNED Medicare claims to the above.

I further permit copies of the authorization to be used in place of the original.

_____

Patient Signature *(or responsible party)*

_____

Patient Name *(or responsible party) (please print)*

_____

Date

South Texas RENAL CARE GROUP

Acknowledgment of Notice of Privacy Practices (NPP)

A Notice of Privacy Practices (NPP) is provided to all patients. The Notice of Privacy Practices identifies: 1) how medical information about you may be used or disclosed; 2) your rights to access your medical information, amend your medical information, request an accounting of disclosures of your medical information, and request additional restrictions on our uses and disclosures of that information; 3) your rights to complain if you believe your privacy rights have been violated; and 4) our responsibilities for maintaining the privacy of your medical information.

The undersigned certifies that he/she has read the foregoing, received a copy of the Notice of Privacy Practices and is the patient, or the patient's personal representative.

_____ _____

Name of Patient Signature of Patient

_____/ _____/ _____

Date Signed

_____ _____

Name of Patient's Personal Representative Signature of Patient's Personal Representative

_____/ _____/ _____

Date Signed

_____

FOR INTERNAL USE ONLY

_____ _____

Name of Employee Signature of Employee

If applicable, reason patient's written acknowledgement could not be obtained

- ☐ Patient was unable to sign.
- ☐ Patient refused to sign
- ☐ Other_____

____/____/____ (Date: As noted on NPP)

South Texas RENAL CARE GROUP

Release of Information Form

In order to respect the privacy of your protected health information, please take a moment to answer the following questions:

- Please list any family members or individuals involved in your care that we may discuss your medical condition with:

Spouse: Yes No Name: _____

Other: _____

Name *Relationship* *Phone Number*

_____

Name *Relationship* *Phone Number*

_____

Name *Relationship* *Phone Number*

- If for any reason, we are unable to contact you via phone, may we leave a detailed message on your answering machine?

Yes No

_____ _____

Printed name of Patient *Date of Birth*

_____ _____

Signature of Patient *Date*

_____ _____

Signature of Legal Guardian/Representative (if applicable) *Date*

____*Parent or Legal Guardian*

___*Power of Attorney/Medical or Health Care*

South Texas RENAL CARE GROUP

Financial Policy Acknowledgment

We are committed to providing you the best available medical care. Our personnel will be pleased to discuss our fees and this policy with you at any time. Your clear understanding of our Financial Policy will enhance our professional relationship. Thank you for your review and acceptance of this policy

- All new patients must complete our Patient Information Packet before seeing the doctor.
- Full payment for our services is due at the time of service, unless other mutually agreed upon arrangements are made with our office staff.

- **Insurance**
  You are responsible for timely payment of your account. Insurance is a contract between you and your insurance company. We are NOT a party to this contract, nor can we become involved in disputes between you and your insurer regarding deductibles, co-payments, covered charges, secondary insurance, "usual and customary" charges, etc. We cannot be held responsible to know every plan and every payment that will be made. There are some procedures performed in our offices that are not surgical procedures, but we are required by the insurance guidelines to report the procedure under an insurance code, which your insurance company may classify as surgery. If these procedures go towards your deductible, you will be billed for the charges. Our involvement will be limited to supplying factual information to facilitate claim processing.

- **HMO and PPO**
  Co- payments and deductibles must made at the time of your visit, when applicable.

- **Medicare**
  We are participating Medicare providers, thus we accept assignment of payment for your claims. We are required by Medicare to file your claims for you. Medicare will pay us directly and provide you with an EOB

  (Explanation of Benefits) detailing allowances, payments, and/or denials.

- **Third–Party (not HMO/PPO) or supplemental (secondary)**
  We do not file claims to insurance carriers for which we are not providers or with which Medicare does not coordinate benefits. We will provide you with the information you need to submit your primary or secondary claim.

I have read and acknowledge the Financial Policy as set forth by South Texas Renal Care Group.

Signature: _____ Date: _____

Patient Name (or responsible party) (Please Print): _____

South Texas RENAL CARE GROUP

Authorization for Use and Disclosure of Protected Health Information (PHI)

Patient's Legal Name	Birthdate	Social Security No. (*optional)*
Address		
City	State	Zip Code

Information to be released to (requestor)	Facility (Covered Entity Provider) authorized to release PHI
Name	Name
Address	Address
City State Zip	City State Zip

This authorization shall expire on the following date or event:_____. If I fail to specify an expiration date or event, this authorization will expire (12) months from the date on which it was signed.

Purpose of disclosure:

___Medical Care ___Legal ___Insurance ___Personal ___Other: _____

Description of Information to be Used or Disclosed Starting: _____ Ending: _____

	Starting Date	Ending Date		Starting Date	Ending Date
__ All PHI in the medical records			__ Consultation Reports		
__ History & Physical Reports			__ Discharge Summary		
__ Progress Notes			__ Itemized Billing Statement		
__ Diagnostic Reports			__ Patient Information Form		
__ Laboratory Reports			__ Other Specified:_____		

The Protected Health Information (PHI) listed below **WILL BE** released when included in the above medical information unless specifically indicated otherwise.

Psychiatric/Mental Information AIDS/HIV/Genetic Information

Alcohol/Drug/Substance Abuse Information OTHER: _____

I understand that:

1. I may refuse to sign this authorization and that it is strictly voluntary.
2. If I do not sign this form, my health care and the payment for my health care will not be affected unless stated otherwise.
3. I understand that I have the right to revoke this authorization at any time in writing and must present the written revocation to the provider authorized to release the protected health information. I understand if I do revoke this authorization it will not apply to information that has already been released to this authorization.
4. If the requester or receiver is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations and may be re-disclosed.
5. I understand that I may see and obtain a copy of the information described on this form, for a reasonable copy fee, if I ask for it.

I have read the above and authorized the disclosure of the Protected Health Information as stated:

Patient Signature:_____ Date: _____

Patient Representative Signature (if applicable):	Relationship to Patient:	Date: _____

South Texas Renal Care Group
Missed, Late and Cancelled Patient Appointment Policy

We strive to provide our patients with exceptional medical care and we make every effort to accommodate our patients' scheduling needs. Patients who: (i) do not show up for scheduled appointments, (ii) arrive late for scheduled appointments, or (iii) cancel scheduled appointments without providing at least **twenty- four** hours' advance notice inconvenience other patients who need timely access to medical care. We would like to remind our patients of our policy regarding missed, late and cancelled appointments.

If a patient is unable to keep his or her scheduled appointment, please notify us at least **twenty-four** hours in advance of the appointment by calling (**210) 212-8622**. Patients who do not reach a member of our staff should leave a detailed voicemail message on our answering machine or with our answering service and a member of our staff will promptly return each patient's call or email to reschedule his or her appointment.

No-Shows; Missed Appointments. A "no-show" is defined as a patient who fails to show up for a scheduled appointment without calling to cancel an appointment.

Late Cancellations. A patient is deemed to have cancelled late if a patient cancels his or her appointment with less than **twenty-four** hours' advance telephone or email notice.

Late Appointments. A patient is deemed to have arrived late to his or her appointment if such patient has not arrived by the scheduled appointment time, **regardless of whether a patient calls in advance to notify us that he or she may be late.**

We reserve the right to discontinue providing care to patients who miss **two** or more appointments or who cancel **two** or more appointments late by providing less than **twenty-four** hours advance notice. We also reserve the right to discontinue providing care to patients who are late to **three** or more appointments. This policy is applicable to all of our patients, regardless of race, religion, color, sex, age, disability, national origin, sexual orientation, genetic makeup or any other basis or protected class covered by federal, state or local law.
A $25 charge ***per instance*** will be assessed for missed or late appointment notifications.

Signature: _____ Date: _____

Patient Name (or responsible party) (Please Print): _____