

BRING ALL PAPERWORK TO YOUR APPOINTMENT

Dear New Patient:

Welcome to Gold Skin Care Center. We look forward to meeting you.

If you cannot keep your appointment, please notify us within 24 hours of your appointment time.

You must present a valid **Photo ID** and **Insurance Card** (unless Self Pay) at your visit and any future visits you may have scheduled with the Clinic.

In this packet we have enclosed seven forms, which must be completed prior to your appointment.

The four forms include:

- ✓ Patient Information
- ✓ HIPAA Authorization
- ✓ Medication/Allergy List
- ✓ Patient Communications Consent Form
- ✓ No Show/Cancellation Policy
- ✓ Treatment Consent of a Minor (If Necessary)
- ✓ Acknowledgment of Receipt of Notice of Privacy Policy (Privacy Policy included)

Insurance policy:

We require all patients to pay their copay and deductible at the time of each visit. As a courtesy, Gold Skin Care Center verifies your benefits with your insurance company. A quote of benefits is not a guarantee of benefits or payment. Although we are contracted with most insurance carriers, our services may not be covered by your particular insurance plan. We highly recommend you also contact your insurance carrier and check into your coverage for Dermatology.

Please plan on arriving 20 minutes in advance for your new patient appointment. If you have any questions, please call us in advance for help.



**2000 Richard Jones Road, Suite 220
Nashville, TN 37215
615-383-2400**

HIPAA AUTHORIZATION

In compliance with Gold Skin Care Center Privacy Practices this form will allow you to designate an individual(s) to whom Gold Skin Care Center may disclose your protected health information. This may include individually identifiable information related to past, present or future appointment, medical or financial information. This does not include information relating to mental health treatment or HIV test results as releasing that information requires your separate written consent. If you do not want to designate an individual(s) to receive your protected health information, indicate "none" below.

Patient Name _____ Date of Birth _____

Address _____ City _____ State: _____ Zip _____

Telephone Number: (_____) _____

I do hereby authorize Gold Skin Care Center to disclose protected health information to the following:

1. _____ (_____) _____
Name Relationship to patient Telephone number
2. _____ (_____) _____
Name Relationship to patient Telephone number
3. _____ (_____) _____
Name Relationship to patient Telephone number

By signing below I acknowledge that I have had full opportunity to read and consider the content of this authorization and understand that my protected health information may be disclosed to the individual(s) listed above. I understand that designating the individual(s) listed above does not exclude Gold Skin Care Center from disclosing my protected health information as outlined by Gold Skin Care Center Privacy Practices, (copy will be provided upon request).

I understand that I have the option to revoke this authorization at anytime at which time I can execute a new authorization. I also understand that unless revoked in writing by completing a new authorization form, this authorization will remain in effect until I choose to revoke it.

Patient Signature Date

Personal Representative (Relationship to Patient) Date

Medication List

Name _____

Date of Birth _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Allergies

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Gold Skin Care Center, PLLC

Patient Communications Consent Form for Use and Disclosure of Protected Health Information When Communicating with Patient

When communications from Gold Skin Care Center, PLLC (GSCC, PLLC) become necessary to assist the practice to carry out treatment, payment, and healthcare operations (TPO), GSCC, PLLC may need to communicate with me.

I consent for GSCC, PLLC to communicate with me in the following manner(s): *(Please check and fill in ALL that are approved.)*

_____ **Call** the phone number(s) provided here in order to speak with me directly, leave a message on voice mail or in person.

Primary Number: _____

Secondary Number: _____

_____ **Email** me at: _____

_____ **Mail** to my home or other designated location listed here:

Address: _____

City: _____ State: _____ Zip Code: _____

I understand that communications may be in reference to subject matter that assist the practice to carry out TPO such as appointment reminders, insurance items, statements, and my clinical care, which may include items such as laboratory results among others. GSCC PLLC may also send promotional flyers, newsletters, or notices.

I understand that, prior to signing this consent, I may obtain a copy of GSCC PLLCs Notice of Privacy Policy. I understand that I have the right to change this consent. I understand that I have the right to restrict how GSCC, PLLC uses or discloses my PHI to carry out TPO.

Patient Printed Name: _____

Patient Signature: _____ Date: _____

GOLD SKIN CARE CENTER
NO SHOW / CANCELLATION POLICY

Gold Skin Care Center is dedicated to providing the best, most comprehensive care for our patients in a timely and efficient manner. To better achieve this we have implemented a policy regarding no show appointments without 24 hour prior notice as follows:

NO SHOW APPOINTMENTS

- A patient who fails to show up for their scheduled appointment without prior 24 hour notice will be considered a “no show”.
- **A patient having three (3) no show appointments will be considered for dismissal from the practice.**

CANCELLATIONS

- Our office requires 24 hour prior notice for cancelled appointments to allow the appointment slot to be available to another patient. We reserve the right to dismiss patients with repetitive cancellations under a 24 hour notice.

LATE APPOINTMENTS

- Patients arriving over 15 minutes late for their appointment will be seen under the provider’s discretion, otherwise the patient will have to be rescheduled for a future date.

**We understand in the case of emergencies, illness, or weather conditions; missed or late appointments and cancellations may be necessary. Those particular circumstances will not apply to this policy.

I have read and understand this policy.

Signature _____ Date _____



2000 Richard Jones Road, Suite 220
Nashville, TN 37215
Phone 615-383-2400 – Fax 615-383-1948

TREATMENT CONSENT OF A MINOR

In order for us to treat a minor without a parent/legal guardian present, please complete this form and return it with a copy of the parent's /guardian's driver's license to Gold Skin Care Center (GSCC).

I, _____ (Print Name Here) am the parent/ legal guardian of _____ (Print Name of Minor), whose date of birth is _____.

I authorize GSCC to provide medical care to my son/daughter, including, but not limited to, diagnostic examinations (including laboratory testing), treatment procedures, and prescribing of medications as deemed appropriate by his/ her physician.

I understand that, should my minor child need more invasive diagnostic or surgical procedures, attempts will be made to contact me before such care is initiated.

I further understand that, once my child reaches the age of majority, my consent for treatment is no longer required. This consent will remain in effect until the patient reaches the age of eighteen unless revoked in writing to GSCC.

By signing this, I acknowledge I have read and agree to this consent and that and questions I had prior to signing were answered by GSCC. Payment is expected the day of the appointment and can be made by cash, check, or credit card when checking out or in advance over of the phone.

Signature of Parent/Legal Guardian

Date

Phone Number

**Acknowledgment of Receipt of
Notice of Privacy Policy of
Gold Skin Care, PLCC**

**My signature below indicates that I have been provided with a copy of the Notice of Privacy Policy of
Gold Skin Care Center, PLCC.**

Signature of Patient or Legal Representative

Date

If signed by a legal representative, relationship to patient

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE READ IT CAREFULLY.**

**Gold Skin Care Center, PLLC
NOTICE OF PRIVACY POLICY**

The following is the privacy policy ("Privacy Policy") of **Gold Skin Care Center, PLLC** ("Covered Entity") as described in the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder, commonly known as HIPAA. HIPAA requires Covered Entity by law to maintain the privacy of your personal health information (PHI) and to provide you with notice of Covered Entity's legal duties and privacy policies with respect to your personal health information. We are required by law to abide by the terms of this Privacy Notice.

Your Personal Health Information

We collect personal health information from you through treatment, payment and related healthcare operations, the application and enrollment process, and/or healthcare providers or health plans, or through other means, as applicable. Your personal health information that is protected by law broadly includes any information, oral, written or recorded, that is created or received by certain health care entities, including health care providers, such as physicians and hospitals, as well as, health insurance companies or plans. The law specifically protects health information that contains data, such as your name, address, social security number, and others, that could be used to identify you as the individual patient who is associated with that health information.

Uses or Disclosures of Your Personal Health Information

Generally, we may not use or disclose your personal health information without your permission. Further, once your permission has been obtained, we must use or disclose your personal health information in accordance with the specific terms that permission. The following are the circumstances under which we are permitted by law to use or disclose your personal health information.

Without Your Consent

Without your consent, we may use or disclose your personal health information in order to provide you with services and the treatment you require or request, or to collect payment for those services, and to conduct other related health care operations otherwise permitted or required by law. Also, we are permitted to disclose your personal health information within and among our workforce in order to accomplish these same purposes. However, even with your permission, we are still required to limit such uses or disclosures to the minimal amount of personal health information that is reasonably required to provide those services or complete those activities.

Examples of treatment activities include: (a) the provision, coordination, or management of health care and related services by health care providers; (b) consultation between health care providers relating to a patient; or (c) the referral of a patient for health care from one health care provider to another.

Examples of payment activities include: (a) billing and collection activities and related data processing; (b) actions by a health plan or insurer to obtain premiums or to determine or fulfill its responsibilities for coverage and provision of benefits under its health plan or insurance agreement, determinations of eligibility or coverage, adjudication or subrogation of health benefit claims; (c) medical necessity and appropriateness of care reviews, utilization review activities; and (d) disclosure to consumer reporting agencies of information relating to collection of premiums or reimbursement.

Examples of health care operations include:

(a) development of clinical guidelines; (b) contacting patients with information about treatment alternatives or communications in connection with case management or care coordination; (c) reviewing the qualifications of and training health care professionals; (d) underwriting and premium rating; (e) medical review, legal services, and auditing functions; and (f) general administrative activities such as customer service and data analysis.

As Required By Law

We may use or disclose your personal health information to the extent that such use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirements of such law. *Examples of instances in which we are required to disclose your personal health information include:* (a) public health activities including, preventing or controlling disease or other injury, public health surveillance or investigations, reporting adverse events with respect to food or dietary supplements or product defects or problems to the Food and Drug Administration, medical surveillance of the workplace or to evaluate whether the individual has a work-related illness or injury in order to comply with Federal or state law; (b) disclosures regarding victims of abuse, neglect, or domestic violence including, reporting to social service or protective services agencies; (c) health oversight activities including, audits, civil, administrative, or criminal investigations, inspections, licensure or disciplinary actions, or civil, administrative, or criminal proceedings or actions, or other activities necessary for appropriate oversight of government benefit programs; (d) judicial and administrative proceedings in response to an order of a court or administrative tribunal, a warrant, subpoena, discovery request, or other lawful process; (e) law enforcement purposes for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person, or reporting crimes in emergencies, or reporting a death; (f) disclosures about decedents for purposes of cadaveric donation of organs, eyes or tissue; (g) for research purposes under certain conditions; (h) to avert a serious threat to health or safety; (i) military and veterans activities; (j) national security and intelligence activities, protective services of the President and others; (k) medical suitability determinations by entities that are components of the Department of State; (l) correctional institutions and other law enforcement custodial situations; (m) covered entities that are government programs providing public benefits, and for workers' compensation.

All Other Situations, With Your Specific Authorization

Except as otherwise permitted or required, as described above, we may not use or disclose your personal health information without your written authorization. Further, we are required to use or disclose your personal health information consistent with the terms of your authorization. You may revoke your authorization to use or disclose any personal health information at any time, except to the extent that we have taken action in reliance on such authorization, or, if you provided the authorization as a condition of obtaining insurance coverage, other law provides the insurer with the right to contest a claim under the policy.

Miscellaneous Activities, Notice

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. We may contact you to raise funds for Covered Entity. If we are a group health plan or health insurance issuer or HMO with respect to a group health plan, we may disclose your personal health information to be sponsor of the plan.

Your Rights With Respect to Your Personal Health Information

Under HIPAA, you have certain rights with respect to your personal health information. The following is a brief overview of your rights and our duties with respect to enforcing those rights.

Right To Request Restrictions On Use Or Disclosure

You have the right to request restrictions on certain uses and disclosures of your personal health information about yourself. *You may request restrictions on the following uses or disclosures:* to carry out treatment, payment, or healthcare operations; (b) disclosures to family members, relatives, or close personal friends of personal health information directly relevant to your care or payment related to your health care, or

your location, general condition, or death; (c) instances in which you are not present or your permission cannot practicably be obtained due to your incapacity or an emergency circumstance; (d) permitting other persons to act on your behalf to pick up filled prescriptions, medical supplies, X-rays, or other similar forms of personal health information; or (e) disclosure to a public or private entity authorized by law or by its charter to assist in disaster relief efforts.

While we are not required to agree to any requested restriction, if we agree to a restriction, we are bound not to use or disclose your personal healthcare information in violation of such restriction, except in certain emergency situations. We will not accept a request to restrict uses or disclosures that are otherwise required by law.

Right To Receive Confidential Communications

You have the right to receive confidential communications of your personal health information. We may require written requests. We may condition the provision of confidential communications on you providing us with information as to how payment will be handled and specification of an alternative address or other method of contact. We may require that a request contain a statement that disclosure of all or a part of the information to which the request pertains could endanger you. We may not require you to provide an explanation of the basis for your request as a condition of providing communications to you on a confidential basis. We must permit you to request and must accommodate reasonable requests by you to receive communications of personal health information from us by alternative means or at alternative locations. If we are a health care plan, we must permit you to request and must accommodate reasonable requests by you to receive communications of personal health information from us by alternative means or at alternative locations if you clearly state that the disclosure of all or part of that information could endanger you.

Right To Inspect And Copy Your Personal Health Information

Your designated record set is a group of records we maintain that includes Medical records and billing records about you, or enrollment, payment, claims adjudication, and case or medical management records systems, as applicable. You have the right of access in order to inspect and obtain a copy your personal health information contained in your designated record set, *except for* (a) psychotherapy notes, (b) information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding, and (c) health information maintained by us to the extent to which the provision of access to you would be prohibited by law. We may require written requests. We must provide you with access to your personal health information in the form or format requested by you, if it is readily producible in such form or format, or, if not, in a readable hard copy form or such other form or format. We may provide you with a summary of the personal health information requested, in lieu of providing access to the personal health information or may provide an explanation of the personal health information to which access has been provided, if you agree in advance to such a summary or explanation and agree to the fees imposed for such summary or explanation. We will provide you with access as requested in a timely manner, including arranging with you a convenient time and place to inspect or obtain copies of your personal health information or mailing a copy to you at your request. We will discuss the scope, format, and other aspects of your request for access as necessary to facilitate timely access. If you request a copy of your personal health information or agree to a summary or explanation of such information, we may charge a reasonable cost-based fee for copying, postage, if you request a mailing, and the costs of preparing an explanation or summary as agreed upon in advance. We reserve the right to deny you access to and copies of certain personal health information as permitted or required by law. We will reasonably attempt to accommodate any request for personal health information by, to the extent possible, giving you access to other personal health information after excluding the information as to which we have a ground to deny access. Upon denial of a request for access or request for information, we will provide you with a written denial specifying the legal basis for denial, a statement of your rights, and a description of how you may file a complaint with us. If we do not maintain the information that is the subject of your request for access but we know where the requested information is maintained, we will inform you of where to direct your request for access.

Right To Amend Your Personal Health Information

You have the right to request that we amend your personal health information or a record about you contained in your designated record set, for as long as the designated record set is maintained by us. We have the right to deny your request for amendment, if: (a) we determine that the information or record that is the subject of the request was not created by us, unless you provide a reasonable basis to believe that the originator of the information is no longer available to act on the requested amendment, (b) the information is not part of your designated record set maintained by us, (c) the information is prohibited from inspection by law, or (d) the information is accurate and complete. We may require that you submit written requests and provide a reason to support the requested amendment. If we deny your request, we will provide you with a written denial stating the basis of the denial, your right to submit a written statement disagreeing with the denial, and a description of how you may file a complaint with us or the Secretary of the U.S. Department of Health and Human Services ("DHHS"). This denial will also include a notice that if you do not submit a statement of disagreement, you may request that we include your request for amendment and the denial with any future disclosures of your personal health information that is the subject of the requested amendment. Copies of all requests, denials, and statements of disagreement will be included in your designated record set. If we accept your request for amendment, we will make reasonable efforts to inform and provide the amendment within a reasonable time to persons identified by you as having received personal health information of yours prior to amendment and persons that we know have the personal health information that is the subject of the amendment and that may have relied, or could foreseeably rely, on such information to your detriment. All requests for amendment shall be sent to Gold Skin Care Center, PLLC, Attention Privacy Officer, 2000 Richard Jones Road, Suite 220, Nashville, TN 37215.

Right To Receive An Accounting Of Disclosures Of Your Personal Health Information

Beginning April 14, 2003, you have the right to receive a written accounting of all disclosures of your personal health information that we have made within the six (6) year period immediately preceding the date on which the accounting is requested. You may request an accounting of disclosures for a period of time less than six (6) years from the date of the request. Such disclosures will include the date of each disclosure, the name and, if known, the address of the entity or person who received the information, a brief description of the information disclosed, and a brief statement of the purpose and basis of the disclosure or, in lieu of such statement, a copy of your written authorization or written request for disclosure pertaining to such information. *We are not required to provide accountings of disclosures for the following purposes:* (a) treatment, payment, and healthcare operations, (b) disclosures pursuant to your authorization, (c) disclosures to you, (d) for a facility directory or to persons involved in your care, (e) for national security or intelligence purposes, (f) to correctional institutions, and (g) with respect to disclosures occurring prior to 4/14/03. We reserve our right to temporarily suspend your right to receive an accounting of disclosures to health oversight agencies or law enforcement officials, as required by law. We will provide the first accounting to you in any twelve (12) month period without charge, but will impose a reasonable cost-based fee for responding to each subsequent request for accounting within that same twelve (12) month period. All requests for an accounting shall be sent to Gold Skin Care Center, PLLC, Attention Privacy Officer, 2000 Richard Jones Road, Suite 220, Nashville, TN 37215.

Complaints

You may file a complaint with us and with the Secretary of DHHS if you believe that your privacy rights have been violated. You may submit your complaint in writing by mail to Gold Skin Care Center, PLLC, Attention Privacy Officer, 2000 Richard Jones Road, Suite 220, Nashville, TN 37215. A complaint must name the entity that is the subject of the complaint and describe the acts or omissions believed to be in violation of the applicable requirements of HIPAA or this Privacy Policy. A complaint must be received by us or filed with the Secretary of DHHS within 180 days of when you knew or should have known that the act or omission complained of occurred. You will not be retaliated against for filing any complaint.

Amendments to this Privacy Policy

We reserve the right to revise or amend this Privacy Policy at any time. These revisions or amendments may be made effective for all personal health information we maintain even if created or received

prior to the effective date of the revision or amendment. We will provide you with notice of any revisions or amendments to this Privacy Policy, or changes in the law affecting this Privacy Notice, by mail or electronically within 60 days of the effective date of such revision, amendment, or change.

On-going Access to Privacy Policy

We will provide you with a copy of the most recent version of this Privacy Policy at any time upon your written request sent to Gold Skin Care Center, PLLC, Attention Privacy Officer, 2000 Richard Jones Road, Suite 220, Nashville, TN 37215. For any other requests or for further information regarding the privacy of your personal health information, and for information regarding the filing of a complaint with us, please contact Gold Skin Care Center, PLLC, Attention Privacy Officer, 2000 Richard Jones Road, Suite 220, Nashville, TN 37215.