



1530 Celebration Blvd Ste 103, Celebration, FL 34747
407-566-8898
celebrationfamily123@gmail.com
Mon 7-5 / Tues 7-5 / Wed 7-7 / Thurs 8-5 / Fri 7-12

New Patient Registration Form – Adult

Welcome to Celebration Family Physicians!
We look forward to working together with you towards good health.
Should you have any questions, please do not hesitate to reach out to us.

General Information

First Name _____ Middle Initial _____ Last Name _____
DOB _____ Sex M F
Social Security No _____ Marital status Single Married Divorced Widowed
Primary Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____
E-mail _____ Authorize Use of E-mail? Y N
Employment Status Employed Not Employed Retired Student
Employer _____ Occupation _____
Ethnicity Hispanic/Latino OR Non-Hispanic/Latino
Race American Indian/Alaskan Asian Black/African American Hawaiian/Pacific Islander White Other

Emergency Contact

Name _____ Relationship _____ Phone _____

Primary Insurance

Insurance Name _____ Policy Holders Name _____
Relationship to Insured _____ Social Security No _____ DOB _____
Insurance ID No _____ Group No _____

Secondary Insurance

Insurance Name _____ Policy Holders Name _____
Relationship to Insured _____ Social Security No _____ DOB _____
Insurance ID No _____ Group No _____

Referral Source

Friend or Family _____ Google Maps
 Referring Physician _____ Google Facebook Instagram
 Other _____

Pharmacy

Pharmacy name _____ Phone _____ Fax _____
Pharmacy Address _____



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CONSENTS 1/2

GENERAL CONSENT FOR TREATMENT

I, the patient or patient's legal representative, agree to allow Celebration Family Physicians and its Providers to provide all health care services to me or to the individual I am representing that are routine or otherwise deemed necessary.

I understand I have the right to refuse consent to any proposed procedure or treatment at any time prior to receiving it.

I understand that any treatment involving material risks will be explained to me and that I will have the opportunity to ask questions about the associated risks, alternatives and prognosis before allowing the treatment to be performed.

I agree that no guarantees have been given to me or the individual I am representing as to the outcome of any treatment.

I authorize my provider and Celebration Family Physicians to photograph me or the individual I am representing for medically related documentation or identification purposes.

Printed Name

Signature

Date

CONSENT TO PERFORM PELVIC EXAM (Only female adult and pediatric patients)

A Pelvic Examination is an examination of the vagina, cervix, uterus, fallopian tubes, ovaries, rectum, or external pelvic tissue or organs. This procedure is used to diagnose and/or treat conditions that involve the pelvis. It may be performed using any combination of modalities, which may include the health care provider's gloved hand or instrumentation. For purposes of this consent, vaginal sonography is included.

By signing this consent, I, the patient or patient's legal representative, authorize Celebration Family Physicians and any health care practitioners associated with the practice to perform a pelvic examination, including vaginal sonography, as described above. By my signature below I acknowledge that I have read and understand the contents of this form.

Printed Name

Signature

Date

PATIENT TO AUTHORIZE FOR E-PRESCRIBE

ePrescribing is a physician's ability to electronically send an accurate, error free, and understandable prescription directly to a pharmacy from the practice. ePrescribing greatly reduces medication errors and enhances patient safety. Understanding all of the above, I, the patient or patient's legal representative, hereby authorize the physician and/or staff of Celebration Family Physicians to enroll me in the ePrescribe Program.

Printed Name

Signature

Date

PATIENT AUTHORIZATION FOR PHARMACY BENEFITS MANAGER

I, the patient or patient's legal representative, authorize the physician and/or staff of Celebration Family Physicians to request and obtain my prescription medication history from other healthcare providers, the pharmacy benefit manager and/or any third-party pharmacy payors for treatment purposes.

Printed Name

Signature

Date



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CONSENTS 2/2

PATIENT AUTHORIZATION TO RELEASE INFORMATION TO INSURANCE CARRIER

I, the patient or patient's legal representative, authorize the providers and/or staff of Celebration Family Physicians to release to my insurance company or its representative any information including the diagnosis and records of any treatment or examination rendered to me during medical or surgical care. I authorize and request the insurance company to pay directly to Celebration Family Physicians the amount due for medical or surgical services. I understand that I, the patient or patient's legal representative, am financially responsible for any services deemed non-covered by my insurance company.

 Printed Name Signature Date

ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY PRACTICES

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. We provide this form to comply with the Health Insurance Portability and Accountability Act (HIPPA). You have the right to review our notice before signing this consent. As provided in our notice, the terms of our notice may change. If we change our notice, you may obtain a revised copy by requesting the same at the front desk.

By signing this form, you acknowledge that our practice may use and disclose PHI about you for treatment, payment, and healthcare operations. You have the right to request that we restrict, in writing, how PHI about you is used or disclosed for treatment, payment or healthcare operations.

By my signature below, I, the patient or patient's legal representative, acknowledge that I had the opportunity to review Celebration Family Physician's Notice of Privacy Practices.

 Printed Name of Patient or Patient's Legal Representative Signature of Patient or Patient's Legal Representative Date

CONSENT TO DISCUSS MEDICAL INFORMATION

We cannot discuss your health information with anyone other than yourself unless you authorize us to do so. Please list below names of the individual(s) you authorize the providers and office staff of Celebration Family Physicians to discuss care with.

- 1. _____ Relationship _____
 Print Name
- 2. _____ Relationship _____
 Print Name
- 3. _____ Relationship _____
 Print Name

 Printed Name of Patient or Patient's Legal Representative Signature of Patient or Patient's Legal Representative Date



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PREVENTIVE vs PROBLEM FOCUSED VISITS

We all need good preventive care! Early detection and prevention are key to maintaining good health and often saves money. Preventive care includes exercise, eating healthy, and getting regular wellness exams with your doctor.

What are preventive services?

Typically, the following services are considered preventive services:

- Review of your health history and family health history
- Physical exam (must be one year from previous exam)
- Vaccinations/Immunizations
- Men and Women's Health Screenings (i.e. mammogram, pap smear)
- Screening exams (i.e. blood pressure, cholesterol screening, diabetes screening, STD screening)
- Education about wellness, diet, exercise, and prevention
- ***Other routine screening labs/services may be ordered by your physician and, as every insurance company differs in coverage, it is the patient's responsibility to make sure these are covered prior to being completed.***

What if I have a medical problem to discuss?

Per insurance regulations, an annual preventive exam is not the same thing as a normal office visit. An annual preventive exam does not include a discussion of a new medical problem or detailed evaluation of chronic medical conditions. Due to those regulations and our desire to run on time, we may ask you to schedule a separate visit to address these concerns. This will allow your physician time to adequately address your medical problems.

By signing below, you acknowledge that you have read and understand the policies stated above.

Printed Name of Patient or Patient's Legal Representative Signature of Patient or Patient's Legal Representative Date

FINANCIAL POLICY

Payment is required for all services at the time they are rendered including deductibles, co-payments and any outstanding balances. I, the patient or patient's legal representative, understand that I am financially responsible for all services rendered and for the following reasons:

- I do not have the proper referral at the time of service.
- My referral is invalid/expired.
- I have given incorrect/invalid insurance information.
- Expenses are not covered by my insurance company.
- I have not met my deductible.
- The services rendered are deemed medically unnecessary by my insurance company. (*This applies to present and future visits*).

I, the patient or patient's legal representative, agree to assign insurance benefits to Celebration Family Physicians whenever necessary. Celebration Family Physicians will bill participating insurance companies. If Celebration Family Physicians has not received payment from my insurance company within 45 days of the date of service, I may be expected to pay the balance in full. I am responsible for ensuring that all charges are paid whether by myself or by my insurance carrier.

If my account must be turned over to collections, a \$25.00 collection fee will be added to my account. I understand that I will be financially responsible for any and all costs and fees relating to the collection of my debt.

LATE, MISSED AND CANCELLED APPOINTMENTS

If it is necessary to cancel an appointment, I am required to call at least 1 business day AND 24 hours before my appointment time. If I am more than 15 minutes late after my scheduled appointment, this is considered a late arrival and my visit/appointment may be rescheduled.

Celebration Family Physicians reserves the right to charge:

- **\$5.00 for missed, canceled, or late arrivals to nurse visits**
- **\$25.00 for missed, canceled, or late arrivals to provider visits**
- **\$50.00 for missed, canceled, or late arrivals to procedures**

Should I require special accommodations for my appointment, I must notify Celebration Family Physicians of the needed accommodation one week prior to the appointment. If I do not provide at least 1 business day and at least 24 hours prior to canceling my appointment or do not show to the scheduled appointment, all charges incurred by Celebration Family Physicians is my responsibility.



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FINANCIAL POLICY

VISIT TYPE AND LABS

Per insurance regulations, an annual wellness exam is not a visit to discuss chronic condition(s) or new problem(s). I understand that instead of scheduling a separate office visit to address these condition(s) or new problem(s), I have the option of addressing them at the time of my annual wellness exam. Two claims will be submitted to my insurance: one for the annual wellness and one for an office visit addressing my chronic condition(s) or new problem(s). If I have a co-pay or co-insurance, I will be responsible for that amount as with my normal office visit.

I understand that if I request (a) specific lab test(s) that is/are not part of the routine physical examination, the lab test(s) may not be covered by insurance. Lab tests usually covered in a routine physical exam includes fasting blood glucose, lipid panel and PSA. Lab tests NOT usually covered by insurance at a routine physical examination include complete blood count, complete metabolic panel (including liver function tests), Hg A1C, urinalysis, vitamin levels, thyroid levels, hormone levels (including testosterone), auto-immune labs and allergy tests.

I understand that the lab facility processing the specimen(s) is responsible for billing the insurance company for the test. Celebration Family Physicians collects specimens for your convenience and sends the specimen(s) to an outside laboratory. Celebration Family Physicians DOES NOT process the lab. Billing disputes need to be addressed with the lab facility processing the specimen.

By signing below, I understand and accept the Celebration Family Physicians Financial Policy as stated above.

Printed Name of Patient or Patient's Legal Representative

Signature of Patient or Patient's Legal Representative

Date



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CREDIT CARD ON FILE POLICY

Celebration Family Physicians is committed to making our billing process as simple and easy as possible. We now require you to provide a credit card on file with our office. We run our payments through our HIPPA-compliant, secure practice management software, eClinicalWorks. Your payment information is stored on eClinicalWorks' secure servers for future transactions.

The Credit Card on File will be used to pay account balances after insurance adjudication. Once your insurance has processed your claims, they send an Explanation of Benefits (EOB) to both you and our office showing the total patient responsibility. If you disagree with the patient responsibility amount owed, it is your responsibility to contact your insurance carrier immediately.

Notes:

- If the credit card expires or otherwise becomes uncollectable, please provide us with a new card on file.
- Credits on your account after your insurance claim has been adjusted will be returned to the credit card on file.
- It is the patient's responsibility to know what services are covered by the insurance. You will be responsible for any portion of services that your insurance does not cover.
- **All patients will be required to have a credit card on file regardless of insurance or visit type.**

By signing below, I, the patient or patient's legal guardian, have read, understand, and agree to the Credit Card on File Policy.

Printed Name of Patient or Patient's Legal Representative

Signature of Patient or Patient's Legal Representative

Date

FREQUENTLY ASKED QUESTIONS

How does the Credit Card on File (CCOF) work?

Your card information is securely protected by the credit-card processing component of our HIPAA-compliant practice management system. This system stores the card information for future transactions using the same sort of technology that credit card companies use. Nothing is changing about the patient responsibility. We bill your insurance company for you, and we have contracts with most insurance companies that help to get you the best possible coverage for your care. CCOF will only cover your responsibility after your insurance pays its contracted share.

How will I know how much you are going to charge me?

You will receive a letter in the mail (or e-mail) from your insurance carrier that explains how much of your office visit they pay and how much you pay. This is called an Explanation of Benefits (EOB.) This letter tells you exactly, according to your health insurance coverage, how much of your health care bill is your responsibility and how much is the responsibility of your insurance to pay. We also receive a copy of the EOB. Since you would have paid for your medical service before your appointment, you will unlikely owe any additional amount after your visit. However, if the insurance determines the patient responsibility is more than what you paid, you will receive an email and text message from us with your patient balance and the option to pay however you like. If the balance is not paid in 30 days, the card on file will be charged.

I always pay my bills, why me?

We must be fair and apply the policy to all patients. We have so wonderful patients, and we know that many of you pay your balances. Unfortunately, this is not always the case.

How does CCOF process benefits patients?

It is far more convenient to have a credit card on file. Check-in and Check-out time will be shorter. You no longer will need to call the office or worry about getting around to paying your bill. This process is especially helpful for patients who have HSA cards to pay for their medical care. If you get your statement and want to use a different card, pay by check, or discuss a payment plan, you may still do so as long as you do so promptly.

How does CCOF drive down administrative costs and improve care?

Our staff can spend more time taking care of our patients and their medical needs and less time on processing payments. Please understand that the entire billing process is very time consuming and costly. Implementing this policy is essential for us to continue to accept insurance.

What if there is a problem with my bill and I don't notice it until after the payment processes?

We hope that this doesn't happen. And although we love technology, we routinely review the accuracy of claims processed by insurance and will contact you if we find a problem. But, if you find a problem, please call us and we will investigate it. If we owe you money, we will refund it promptly to the same card. You may contact our billing team at 727-800-2481 for any questions or concerns.

DEDUCTIBLES, COPAYS AND MORE

What are deductibles and out of pocket maximums?

Your deductible is the amount of money you have to pay for eligible healthcare services before your insurance plan covers costs. Your out-of-pocket maximum is the amount you must spend on eligible expenses before your insurer begins covering all your costs.

Qualifying expenses for your out-of-pocket maximum vary by plan but often include: Medical treatments, Copays, Coinsurance, and Deductibles.

The two numbers may be the same. Usually, the out-of-pocket maximum is often higher than deductibles. For instance, you may have a \$1,500 deductible and a \$4,500 out-of-pocket maximum.

When do I have to pay for services?

Any time you receive medical care (aside from an annual wellness check up), you will be expected to pay in full for your services until your deductible is met and max out-of-pocket limit has been satisfied. The amount of the service depends on the insurance plan you chose.

When does a deductible begin?

Your deductible begins at the start of your plan year. Most plan years begin either January 1 or July 1, but plans can start on any date.

How will I know when my deductible has been met?

You can call your insurance company at any time to check on how much of your deductible has been met and some insurance companies have this information available online. Every time you receive medical services, you will receive notification from your insurance company with how much they paid or did not pay if the amount went to your deductible when they send you an Explanation of Benefits (EOB.)

INFORMED CONSENT TO TELEHEALTH SERVICES

I understand and agree that I have reviewed, understand and accept the risks and benefits of telehealth services as described below and wish to receive such services. If I am signing on behalf of a minor, incapacitated or otherwise legally dependent patient, I certify that I am a person with legal authority to act on behalf of the patient, including the authority to consent to medical services, and I accept financial responsibility for services rendered.

1. By using the Celebration Family Physicians telehealth portal, I agree to receive telehealth services. Telehealth involves the delivery of health care services, including assessment, treatment, diagnosis, and education, using interactive audio, video, and data communications. During my visit, my Celebration Family Physicians provider and I will be able to see and speak with each other from remote locations.
2. I understand and agree that:
 - I will not be in the same location or room as my medical provider.
 - My Celebration Family Physicians provider is licensed in the state in which I am receiving services. I will report my location accurately during registration.
 - Potential benefits of telehealth (which are not guaranteed or assured) include: (i) access to medical care if I am unable to travel to my Celebration Family Physicians provider's office; (ii) more efficient medical evaluation and management; and (iii) during the COVID-19 pandemic, reduced exposure to patients, medical staff and other individuals at a physical location.
 - Potential risks of telehealth include: (i) limited or no availability of diagnostic laboratory, x-ray, EKG, and other testing, and some prescriptions, to assist my medical provider in diagnosis and treatment; (ii) my provider's inability to conduct a hands-on physical examination of me and my condition; and (iii) delays in evaluation and treatment due to technical difficulties or interruptions, distortion of diagnostic images or specimens resulting from electronic transmission issues, unauthorized access to my information, or loss of information due to technical failures. I will not hold Celebration Family Physicians responsible for lost information due to technological failures.
 - I further understand that my Celebration Family Physicians Provider's advice, recommendations, and or decisions may be based on factors not within his/her control, including incomplete or inaccurate data provided by me. I understand that my Celebration Family Physicians provider relies on information provided by me before and during our telehealth encounter and that I must provide information about my medical history, condition(s), and current or previous medical care that is complete and accurate to the best of my ability.
 - I may discuss these risks and benefits with my Celebration Family Physicians provider and will be given an opportunity to ask questions about telehealth services. I have the right to withdraw this consent to telehealth services or end the telehealth session at any time without affecting my right to present or future treatment by Celebration Family Physicians.
 - I understand that the level of care provided by my Celebration Family Physicians provider is to be the same level of care that is available to me through an in-person medical visit. However, if my provider believes I would be better served by face-to-face services or another form of care, I will be referred to visit the office of Celebration Family Physicians, hospital emergency department or other appropriate health care provider.
 - I have the right to receive face-to-face medical services at any time by traveling to a Celebration Family Physicians medical center that is convenient to me.
 - In case of an emergency, I will dial 911 or go directly to the nearest hospital emergency room.
3. I consent to, understand and agree that:
 - I have the right to discuss the risks and benefits of all procedures and courses of treatment proposed by my health care provider(s), together with any available alternatives.
 - Celebration Family Physicians will provide care consistent with the prevailing standards of medical practice but makes no assurances or guarantees as to the results of treatment.
 - Before prescribing any controlled substance to me, Celebration Family Physicians may review information from the Prescription Drug Monitoring Program in my state of residence regarding my prior receipt of controlled substances.
 - My Celebration Family Physicians provider will not prescribe opioids to me during a telehealth visit.
 - I have the right to review and receive copies of my medical records, including all information obtained during a telehealth interaction, subject to Celebration Family Physicians' standard policies regarding request and receipt of medical records and applicable law.
 - The laws of the state in which I am located will apply to my receipt of telehealth services.

Printed Name

Signature

Date



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AUTHORIZATION TO RECEIVE/ACCESS AND USE HEALTH INFORMATION

Patient Name _____ Date of Birth _____
Address _____
Phone number _____ Social Security No. _____

I, _____, REQUEST AND AUTHORIZE:

(name)
Name of Facility/Organization/Person _____
Address _____
Phone Number _____ Fax Number _____

TO RELEASE THE HEALTH INFORMATION OF THE PATIENT NAMED ABOVE TO:

Celebration Family Physicians
1530 Celebration Boulevard Suite 103 / Celebration, FL 34747
Fax Number 1-877-553-1366 / Phone Number 407-566-8898

PLEASE FAX (preferred) OR MAIL THE HEALTH INFORMATION INDICATED BELOW: (check all that apply)

- Entire medical record
Results of specific service(s) test(s) and/or procedure(s):
Laboratory results
radiology reports
immunizations
medications
Discharge summaries
Procedure/operative notes
Specific date(s) of service (s):
Other

- I authorize the release of my STD results, HIV/AIDS testing, whether negative or positive, to the person(s)/entity listed above. I must give permission before disclosure of these results.
I authorize the release of any records regarding drug, alcohol, or mental health treatment to the person(s)/entity listed above.

PURPOSE OF RELEASE

- Changing Providers
Moving
Personal File
Coordination of Care with Specialist or Agency
Life Insurance
Other

Printed Name of Patient or Legal Guardian

Relationship of Patient

Signature of Patient or Legal Guardian

Date

This authorization expires 1 year from the date it is signed.

The information contained in this facsimile is privileged and confidential and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this information is strictly prohibited. If you have received this information in error, please call us immediately and destroy the copy in your possession or return the entire transmittal to the address on this form via the U.S. Postal Service.