



2655 State Road 580, Suite 202 - Clearwater, Florida 33761

7011 Ridge Road – Port Richey, Florida 34668

Date _____

Apt Date _____

Patient Information

Name _____

Address _____

City _____

State / Province _____ Zip / Postal Code _____

Country _____

Phone Number _____

Soc. Sec. No. _____

Date of Birth _____

Email Address (mandatory): _____

Do you have a Pastor, Therapist, and / or Psychiatrist?

Yes No

Name _____

Address _____

City _____

State / Province _____

Do you have any "Legal System" involvement?

Yes No

Contact Name _____

Address _____

City _____

State / Province _____

Phone Number _____

Emergency Contact _____

Name _____

Address _____

City _____

State / Province _____ Zip / Postal Code _____

Relationship _____

Phone Number _____

Your Employer _____

Primary Insurance _____

Address _____

Phone Number _____

Effective Date of Insurance _____

Subscriber's Name _____

Soc. Sec. No. _____

Date of Birth of (Insured) _____

Policy # _____ Group # _____

Employer: _____

Secondary Insurance _____

Address _____

Phone Number _____

Effective Date of Insurance _____

Subscriber's Name _____

Soc. Sec. No. _____

Date of Birth of (Insured) _____

Policy # _____ Group # _____

CONFIDENTIAL



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PHARMACY INFORMATION:

Name of Pharmacy

Phone Number

Fax Number

Address

City, State, Zip

PRIMARY CARE PHYSICIAN INFORMATION:

Is it okay to contact your Primary Care Doctor?

Yes No I do not have one

Doctor's Name _____

Phone Number _____

Fax Number _____

City and State _____



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Missed Appointments / Untimely Cancellations

24 hour notice is required for cancellation of appointment.

A fee of \$50.00 will be charged for those who cancel less than 24 hours or do not show up for their scheduled appointment.

As a patient of Health and Psychiatrist Consultants I understand the policies above.

Name: _____

Signature: _____

Date: _____



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CONSENT FOR TREATMENT

As a condition of my treatment with Dr. Dinar Sajan, M.D., I hereby agree to the following:

Consent for Treatment: I hereby authorize Dr. Dinar Sajan, M.D., and / or any treating physician or clinician in charge of my care, to oversee my treatment plan and monitor my behavioral health medication as required by my behavioral health symptoms.

Authorization to Release Behavioral Health Information: I hereby authorize Dr. Dinar Sajan, M.D., and / or any treating for my care, only such diagnostic or therapeutic information (including psychiatric, drug abuse, alcohol, of HIV status) as may be necessary to determine benefits and to process payment claims for behavioral health services provided to me commencing on this date. This authorization will be valid only for the period of time necessary to process payment claims pertaining to this treatment course, but in any case will cease to be valid six months from this date. I hereby authorize Dr. Dinar Sajan, M.D., and / or any treating physician clinician to release information from my medical records to other health care facilities or providers to which I may be transferred for emergency services.

Medicare / Medicaid / Patient Certification / Release Information & Payment Request:

I certify that the information given to me in apply for payment under the **Title XVII and / or XIX**, of the **Social Security Act** is correct. I authorize an holder of behavioral health information about me to release to the **Social Security Administration** or its intermediaries or carriers, any information needed for this or a relation **Medicare** claim. I request that payments of authorized benefits are made on my behalf. I assign the benefits payable for physician services to the physician or organization furnishing the services or authorize such physician or organization to submit a claim to **Medicare or Medicaid** for payment to me. I

UNDERSTAND THAT I AM RESPONSIBLE FOR ANY HEALTH INSURANCE DEDUCTIBLES AND CO- PAYMENTS.

Assignment of Insurance Benefits: I hereby authorize, request and direct any and all assigned insurance companies to pay directly to **Health and Psychiatrist Consultants, LLC**, or any treating physician the amount due mien pending claims for these behavioral health benefits under the respective policies. I agree that should the amount be insufficient to cover the entire expense, I will be responsible for payment of the entire bill.



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Guarantee of Payment: For value received, the undersigned does agree and promise to pay **Health and Psychiatrist Consultants, LLC** and/or any treating physician/clinician all charges and expenses incurred on the treatment of the named patient, including expenses not covered by insurance policy presently in force. If any action at law or inequality is brought to enforce the agreement, **Health and Psychiatrist Consultants, LLC** and/or any treating physician/clinician will be entitled to reasonable attorneys’ fees, court costs, and any other costs of collection incurred. I understand that all bills are payable and become due upon presentation.

Denial of Payment Authorization: **Health and Psychiatrist Consultants, LLC** will make every effort to obtain payment/authorization/preauthorization for all managed care contractual agreements. If however, a denial is received, the patient/guarantor/will be responsible for all incurred charges and penalties.

Receipt of Patient’s Rights and Responsibilities, Notice of Privacy Practices and Orientation/Welcome Guide: By my signature on this document, I acknowledge receipt of a **Patient’s Rights and Responsibilities** pursuant to **Florida State 381.026**, a **Notice of Privacy Practices**, and a copy of the **Orientation/Welcome Guide** prior to, or at the time of admission.

An Itemized Statement is Available Upon Request.

Release of Responsibility and Liability for Personal Valuables: I understand and agree that **Health and Psychiatrist Consultants, LLC** is not responsible for personal valuables or belongings brought into, or claimed to be brought into, the office at **2655 State Road 580, Suite 202, Clearwater, Florida 33761** by named patient/ client or his/her agent.

I understand that, under the direct supervision of my treating physician, a physician assistant/Ph.D. may be utilized in my care and treatment.

I have read this contract and understand it. I will receive a copy upon my request.

Patient Signature

Parent/Guardian Signature

Date

Witness Signature

Date



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PATIENT PRIVACY QUESTIONNAIRE:

1. Please list the family members or significant others, if any, who we may inform about your medical condition and your diagnosis (including treatment, payment and health care operations) and in case of an emergency.

Name: _____ Relationship: _____

Phone: _____ D.O.B. _____

Address: _____

2. Please print the address of where you would like your appointment reminders, lab correspondence from Our office to be sent:

Address: _____

3. Please print the address of where you would like your billing statement and / or correspondence from our office to be sent:

Address: _____

4. Please indicate whether or not you want to receive a call about your appointment reminders, follow-ups, test results, etc. Yes No

5. Please print the telephone number where you want to receive a call about your appointments, follow-ups, test results or other health care information.

Phone number: _____ Back up: _____

6. Can confidential messages (appointment reminders, etc.) be left on your telephone answering machine or Voicemail? Yes No

Patient Name: _____ Date: _____

Social Security Number: _____ Date of Birth: _____

Guardian Signature (under 14): _____ Date: _____

I certify that the information I have given is true and correct to the best of my knowledge. I will also notify you of any changes in my status or changes in the above information:

Signature: _____ Date: _____

Privacy Notice: _____

I have received a copy of the Privacy Notice as required by HIPPA

Signature: _____ Date: _____



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**CONSENT TO THE USE AND DISCLOSURE OF HEALTH INFORMATION
FOR TREATMENT, PAYMENT OR HEALTHCARE OPERATIONS**

I understand that as part of my healthcare, Health & Psychiatrist originates and maintains health records describing my health history, symptoms, examination and test results, diagnoses, treatment, and any plans for future care or treatment. I understand that this information serves as:

- A basis for planning my care and treatment
- A means of communication among the many health professionals who contribute to my care
- A source of information for applying my diagnosis and surgical information to my bill
- A means by which a third party payer can verify that services billed were actually provided
- And a tool for routine healthcare operations such as assessing quality and reviewing the competence of healthcare professionals.

I understand and have been provided with a Notice of Information Practices that provides a more complete description of information uses and disclosures. I understand that I have the right to review the notice prior to signing this consent. I understand that the Practice reserves the right to change their notice and practices and prior to implementation will mail a copy of any revised notice to the address I've provided. I understand that I have the right to object to the use of my health information for directory purposes. I understand that I have the right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment or healthcare operations and that the Practice is not required to agree to the restrictions requested. I understand that I may revoke this consent in writing, except to the extent that the Practice has already taken action in reliance there on.

Notification of Family Members: Please share information with

I request the following restrictions to the use or disclosure of my health information.

Signature of Patient or Legal Representative

Date

Signature

Title

Date



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This notice describes how information about you may be used and disclosed and how you can gain access to this information.

Please review it carefully

NOTICE OF INFORMATION PRACTICES

1. THE PRACTICE may use and disclose protected health information for treatment, payment and healthcare operations. Example of these include, but are not limited to, requested preschool, life insurance or sports physicals, referral to nursing homes, foster care homes, home health agencies and / or referral to the other providers for treatment. Payment examples include, but are not limited to, insurance companies for claims including coordination of benefits with other insurers: and collection agencies. Healthcare operations includes, but is not limited to, internal quality control and assurance including auditing of records.
2. THE PRACTICE is permitted or required to use or disclose protected health information without the individual's written consent or authorization in certain circumstances. Two examples of such are for public health requirements or court orders.
3. THE PRACTICE will not make any other use or disclosure of a patient's protected health information without the individual's written authorization. Such authorization may be revoked at any time. Revocation must be written.
4. THE PRACTICE may at times contact the patient to provide appointment reminders or information regarding treatment alternatives or other health-related benefits and services that may be of interest to the individual patient.
5. THE PRACTICE will abide by the terms of this notice or the notice currently in effect at the time of the disclosure.
6. THE PRACTICE reserves the right to change the terms of its notice and to make new notice provisions effective for all protected health information of the patient. Copies may also be obtained at any time at our offices.
7. THE PRACTICE will provide each patient with a copy of any revisions of it's Notice of Information Practice at the time of their next visit, or at their last known address if there is a need to use or disclose any protected health information of the patient. Copies may also be obtained at any time at our offices.
8. Any person / patient may file a complaint to the Practice and to the Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with the practice, please contact the Privacy Officer at the following address and / or phone number: 2655 State Road 580, Suite 202, Clearwater, FL. 33761. All Complaints will be addressed and results will be reported to the Corporate Compliance Officer.
9. It is THE PRACTICE'S policy that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance of the privacy standards.
10. The name, title and telephone number of a person in the office to contact for further information Administrator, (727)733-6111.
11. The effective date of this Notice is April 1, 2011



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CONTROLLED SUBSTANCE AGREEMENT

We at Health & Psychiatry, Dr. Dinar Sajan’s Office, we are committed to doing all that we can to treat your Chronic Medical Condition. In some cases, Anxiety, Sleeping Aids and Anti-Depressants are used as a therapeutic option in the management of medical conditions such as anxiety disorders, sleep disorders and depression which are strictly regulated by both State and Federal Agencies. This Agreement is a tool to protect both you and the physician by establishing guidelines, within the laws, for proper and controlled substance use.

- * All controlled substances must come from the physician whose signature appears below or, during his absence from the covering physician, not the nurse practitioner.
- * All controlled substances must be obtained at the same Pharmacy. Should the need arise to change pharmacies our office must be informed. If you do not inform the office at the time of your appointment, refills will be sent to the pharmacy you have given us.

Pharmacy: _____

Phone: _____ Fax: _____

- * The Prescribing Physician has permission to discuss all diagnostic and treatment details with the dispensing pharmacist or other professionals who provide your health care for purpose of maintaining accountability.
- * You may not share, sell, or otherwise permit others including spouse or family members to have access to those medications.
- * Random urine or serum toxicology screens may be requested, and your cooperation is required. Presence of unauthorized substances may result in your discharge from the facility.
- * Patient understands that he / she will not consume alcohol in conjunction with anxiety, sleeping aids, anti-depressants, etc. nor use, purchase, or otherwise obtain any other legal or illegal drugs.
- * Medications may not be replaced if they are lost, stolen, get wet, are destroyed, left on an airplane, etc. If your medication has been stolen it will not be replaced unless explicit proof is provided with direct evidence from the authorities. A report narrating what you told them is not enough. If the responsible legal authorities have questions concerning your treatment, as might occur, our confidentiality is waived and full access to our records of controlled substances administration will be given.



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CONTROLLED SUBSTANCE AGREEMENT (continued)

- * Early refills will not be given. Renewals are based upon keeping scheduled appointments. Please do not phone in for prescriptions after hours, on weekends, or on holidays.
- * If you need your medication(s) please call your pharmacy and they will contact us. Please allow 3-5 business days for refills to be processed.
- * In event you are arrested or incarcerated related to legal or illegal drugs, refills on controlled substances will not be given.
- * It is understood that failure to adhere to these policies may result in cessation of therapy with controlled substance prescribing by this physician, and may be discharged from the practice.
- * You affirm that you have full right and power to sign and be bound by this agreement, and that you have read, understand, and accept all it terms.

Patient's full name (please print)

Patient's Signature

Date

Physician's Signature

Date



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AUTHORIZATION FOR RELEASE OF INFORMATION

Name: _____ SSN: _____ DOB: _____

I hereby give permission to: Dr. Dinar Sajan, M.D.
(Agency / Individual releasing information)

To disclose medical, including HIV, ARC any / or AIDS diagnosis _____ (initials), psychiatric, psychological educational, alcohol and / or drug abuse information, or any other records of a sensitive nature, and may be released

This information is to be released to: _____
(Agency / individual releasing information)

Street Address City State

Zip Code Phone Fax

For the purpose of: Coordination of Care

The specific information to be disclosed is:

- Psychiatric information
- Initial Assessment
- HIV / AIDS
- Progress Notes
- Diagnosis
- Labs / X-Ray / Test Result
- Treatment
- Drug / Alcohol Abuse and / or History
- Other Specify: Medical Status

I understand a general medical authorization or subpoena documents without specific authorization to release psychiatric / psychological information MUST have this waiver from the patient / client or empowered Representative. I understand that my records have a privileged and confidential status for the purpose contained within this authorization. I understand that I have the right to refuse to sign this authorization. My refusal will no way hinder me from receiving treatment. I understand this authorization may be revoked at any time upon written notification at the facility in which I received treatment, but revocation has no effect on action already taken as a result of this authorization. I understand that law prohibits any disclosure of this information by receiving agency, not by the Federal Privacy Law, but by the Federal and State Laws. This authorization is for { } singular or { } continuing disclosure valid for 365 days after the date of my signature.

Signature of patient / client Date Signature of witness Date

Signature of legal guardian / representatives Date Relationship to patient

If patient / client is a minor or unable to sign, legal representative / guardianship must be sustained with legal documentation accompanying this



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EMERGENCY ON-CALL AFTER HOURS SERVICE

PLEASE NOTE:

A charge of \$50 will be applied to patient accounts if after hour calls placed are non-emergent in nature.

(i.e. medication refills—please review refill policy; appointment questions; any other questions that could have been addressed during scheduled appointment time)

***** If there is a serious medical emergency, please call 911 or proceed to nearest emergency department*****

I acknowledge the above:

Signature: _____

Date: _____



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Living will and Appointment of Healthcare Surrogate

OPATION A

I, _____, have not yet established an advance directive.

OPATION B

I, _____, want to choose how I will be treated by my physicians and other healthcare providers. If there comes a time when I am unable to communicate or make my own healthcare decisions because of illness or injury, I direct my physicians, my healthcare surrogate, and my family to honor this living will.

In the event I am unable to communicate or I am incapable of making decisions about receiving, withholding, or withdrawing medical procedures or other treatments, I designate my healthcare surrogate to make choices for me according to his/her understanding of my wishes and values.

My Appointed Healthcare Surrogate is:

Name: _____

Relationship to patient: _____

Address: _____

Phone: _____

Alt. Phone: _____

If my surrogate is unable or unwilling then my next choice (Alternate Surrogate) is:

Name: _____

Relationship to patient: _____

Address: _____

Phone: _____

Alt. Phone: _____