

27356 CASHFORD CIRCLE
 WESLEY CHAPEL, FL 33544
 PHONE: (813) 994-7000
 FAX: (813) 994-3781
 MD@NEWTAMPAEYES.COM



GRETTA FRIDMAN, M.D.
 LAURIE B. SMALL, M.D.

Patient's Name		Nickname	Referring Physician	
Address			City/State/Zip	
Preferred Phone No. ()		Alternate Phone No. ()	Email	How did you hear about us?
Sex (circle one) Male Female	Birth Date	Age	SS#	Marital Status (circle one) Single Married Widowed Divorced
Patient's Employer			Occupation	
Employer's Address			City/State/Zip	Phone
Spouse's Name		Spouse's Phone No.	Spouse's Employer	
Language preferred (optional)		Race (optional)	Ethnicity (optional)	
Notify in case of emergency		Address (street, city, state)		Phone No. ()
Primary Care Physician		Name/Address		Phone No. ()
Name of Insurance Company		Name of insured		Is pre-approval required? (circle one) Yes No
Name of Insurance Company (secondary)		Date of Birth	S.S. # (of insured)	Patient's relationship to insured
<p>We are not credentialed with any form of Medicaid. If you have Medicaid as your primary or secondary insurance please know that due to strict patient privacy acts in place we are not set up or permitted to bill or receive reimbursement for services rendered. If Medicaid is your primary insurance you will be considered a "Self Pay" client, if Medicaid is your secondary you will be 100% responsible for any out of pockets costs not covered by your primary insurance:</p> <p>Patient Signature: _____</p>				
<p>NEW TAMPA EYE INSTITUTE uses an automated system Athena Communicator to confirm all appointments. Please initial below giving us consent to contact you to confirm upcoming office visits via this automated system.</p> <p>Initials of patient: _____</p>		<p>Preferred method of communication: Telephone Call [] Text Message [] Email Message [] Mail/US Postal []</p> <p>Email Address: _____ Portal Only []</p> <p>Cell Phone Number: () _____</p> <p>Home Phone Number: () _____</p> <p>Patient Signature: _____</p>		

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Patient Consents

I hereby authorize the Physicians at *New Tampa Eye Institute* to perform such treatments to me as may be prescribed by any attending physician during any and all of my visits to *New Tampa Eye Institute*. I understand that I am financially responsible for ALL charges arising from services rendered to me by *New Tampa Eye Institute*.

Patient's Signature: _____

Date: _____

I authorize *New Tampa Eye Institute* to file any charges that I incur to my insurance(s). I request that all payments from my insurance(s) for services rendered be sent directly to *New Tampa Eye Institute*. I authorize any holder of medical information about me to release information to health care financing, administration and its agents or insurance company, any information needed to determine these benefits or the benefits payable for related services.

Patient's Signature: _____

Date: _____

If the patient is a MINOR

It is the policy of our office not to treat minors without the written consent of a parent or legal guardian.

If the patient is a minor, please complete.

Responsible Party	Relationship to Patient	Responsible Party DOB	Responsible Party SSN
Address	City/State/Zip	Phone No.	

Responsible Party Signature: _____

Date: _____

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**NEW TAMPA
 EYE INSTITUTE**

GRETТА FRIDMAN, M.D.
 LAURIE B. SMALL, M.D.

Name:	Date:
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REASON FOR VISIT TODAY: _____

OCULAR HISTORY:

Do you currently have, or have you ever had:	Yes/No	Eye	Diagnosis	Current Treatment/ Previous Surgery	When?
Eye disease	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Eye Injury	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Eye Surgery	<input type="checkbox"/> Yes <input type="checkbox"/> No				

List all current eye medications and drops: <input type="checkbox"/> none

Name: _____

Date: _____

REVIEW OF SYSTEMS: If you are currently having any problems in the following areas, circle & explain

SKIN: itching, rash, infection, ulcer, tumors (growths), other Explain:	none
LYMPH NODES: swelling, tenderness, other. Explain:	none
BONES, JOINTS, MUSCLES: muscle pain/cramps, joint pain/swelling, other. Explain:	none
ENDOCRINE: fatigue, confusion, fainting, nervousness, hot/cold intolerance, hair loss, excessive hair growth, other Explain:	none
ALLERGY/IMMUNOLOGY: recurrent infections, hayfever, hives, food allergy, drug sensitivity/allergy, other. Explain:	none
HEAD: headaches, dizziness, vertigo, other. Explain:	none
EARS: hearing loss, ringing, infections, other. NOSE: bleeding, loss of smell, congestion, other. THROAT: dry mouth, loss of taste, difficulty swallowing, hoarseness, other. Explain:	none
NECK: pain swelling stiffness, other. Explain:	none
BREASTS: tenderness, swelling, lumps, discharge, other. Explain:	none
BLOOD: easy bruisability, prolonged bleeding, skin hemorrhages, significant blood loss, other. Explain:	none
RESPIRATORY: wheezing cough (productive/blood), difficulty breathing, other. Explain:	none
CARDIOVASCULAR (HEART/BLOOD VESSELS): chest pain, cold hands/feet, swelling of extremities, shortness of breath, exercise intolerance, other. Explain:	none
GASTROINTESTINAL (stomach/intestines): nausea, vomiting, change in bowel habits, constipation, diarrhea, bleeding, pain/cramps, other. Explain:	none
GENITOURINARY (genitals/kidneys/bladder): frequency, burning, hesitancy, pain or bleeding on urination, stones, infections, incontinence, impotence, other. Explain:	none
NERVOUS SYSTEM: weakness in arms/legs, numbness/tingling, loss of consciousness, falls, difficulty walking, seizures, tremors, neuralgia, other. Explain:	none
PSYCHIATRIC: disorientation, mood swings, anxiety, depression, hallucinations, other. Explain:	none

Dry Eye Questionnaire

Patient Name _____ Date _____

Technician _____

Have you ever been diagnosed with Dry Eye Disease or Ocular Surface Disease?

___NO___ YES WHEN? _____

Do you have any of the following symptoms?

<input type="checkbox"/>	Blurry Vision	<input type="checkbox"/>	Tired eyes, eye fatigue
<input type="checkbox"/>	Redness	<input type="checkbox"/>	Stringy mucus in or around the eyes
<input type="checkbox"/>	Burning	<input type="checkbox"/>	Foreign body sensation
<input type="checkbox"/>	Itching	<input type="checkbox"/>	Contact lens discomfort
<input type="checkbox"/>	Light sensitivity	<input type="checkbox"/>	Scratchy feeling of sand or grit in the eye
<input type="checkbox"/>	Excess tearing/watering eyes	<input type="checkbox"/>	

Have you had any of the following surgeries?

Cataract ___YES___NO Glaucoma ___YES___NO Refractive Surgery ___YES___NO

Do you use?

___Contact Lens ___OTC eye drops such as artificial tears
___RX eye drops for Dry Eye Syndrome (Restasis*) ___RX eye drops for Glaucoma (Xalatan*, Timolo)
___RX eye drops for Allergy (anti-inflammatory, antihistamine)
___Nutritional supplements (flaxseed oil, omega-3)

Are your symptoms related to the following environmental conditions?

___Windy conditions ___Places with low humidity (e.g. airplanes, hospitals)
___Areas that are air conditioned/heated)

Are you taking any of the following medications?

___Antihistamines/decongestants ___Hormone replacement therapy or estrogen
___Antidepressant or antianxiety ___Antihypertensive (diuretic, beta-blocker)
___Oral Corticosteroids ___Accutane* or other oral treatments for acne

Have you ever had punctal occlusion? ___YES ___NO

If the information provided in this form, in conjunction with the other clinical data, raises the suspicion of Dry Eye Disease, then obtaining a Tear Osmolarity Test may be indicated.

I reviewed the form and based on the information contained therein and other available clinical data, I suspect that this patient has dry eye disease and obtaining a tear osmolarity measurement is medically necessary for the diagnosis and management of this patient's ocular problem(s).

Attending Clinician _____ Date _____

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HIPAA Notice

I consent to the use and disclosure of protected health information for treatment, payment, healthcare operations, and as otherwise allowed by law.

New Tampa Eye Institute will maintain a record of the care and services you receive at *New Tampa Eye Institute*. This consent only covers your protected health information created while you are a patient of *New Tampa Eye Institute*. Your protected health information pertains to your diagnosis and/or treatment at *New Tampa Eye Institute* including but not limited to information concerning mental illness (except for psychotherapy notes), use of alcohol or drugs or communicable diseases such as Human Immunodeficiency Virus (“HIV”), and Acquired Immune Deficiency Syndrome (“AIDS”), laboratory test results, medical history, treatment progress or any other such related information.

By signing this form, you consent to *New Tampa Eye Institute* use and/or disclosure of protected health information about you for treatment, payment, health care operations and as otherwise allowed by law. Our Notice of Health Insurance Portability and Accountability Act (HIPAA) provides information about how *New Tampa Eye Institute* and its physicians may use and/or disclose protected health information about you for treatment, payment, health care operations and as otherwise allowed by law. By signing this form, you also acknowledge that you have received a copy of *New Tampa Eye Institute* Health Insurance Portability and Accountability Act (HIPAA) and an opportunity to review it before signing this consent.

Signature of Patient or Legal Representative _____

Date: _____

Witness _____

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Notice of Refraction Fee

Dear Patient:

Refraction is the process of determining the eye's refractive error, or need for corrective spectacle and/or contact lenses. It is an essential part of an eye examination, but Medicare and most private insurances do not cover this service. Our office fee for routine refraction for eyeglasses is **\$25.00**, and this fee is collected **in addition** to any copayment.

Acknowledgement

I have read the above information and understand that the refraction is a non-covered service. I accept full financial responsibility for the cost of this service. My co-payment is separate from and not included in the refraction fee. I understand that I may refuse this part of the exam.

Patient Signature _____

Date _____

Print name _____

Cancellation and Missed Appointment Policy

Our goal is to provide quality individualized medical care in a timely manner. “No-Shows” and late cancellations inconvenience those individuals who need access to medical care in a timely manner. We would like to inform you of our office policy regarding missed appointments. This policy enables us to better utilize our available appointments for our patients in need of medical care.

Cancellation of an Appointment

In order to be respectful of the medical needs of other patients, please be courteous and call us promptly if you are unable to show up for an appointment. This time will be reallocated to someone who is need of treatment. If it is necessary to cancel your scheduled appointment, we require that you call at least 24 hours in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care.

How to Cancel Your Appointment

To cancel appointments, please call 813-994-7000. If you do not reach the receptionist you may leave a detailed message on the voicemail. If you would like to reschedule your appointment, please leave your phone number. We will return your call and give you the next available appointment time.

Late cancellations: Any cancellation made less than 24 hours prior to the appointment is considered a late cancellation.

No Show Policy

An appointment is considered a “no-show” when the appointment is missed and has not been canceled within a timely manner. A failure to be present for a scheduled appointment will be recorded in your medical record as a “no-show”.

- First missed appointment there will be no charge
- All missed appointments thereafter will be subject to a \$25.00 missed appointment fee, which will be billed to your account.

**In order to reduce the number of missed appointments we make several attempts to remind our patients of their upcoming appointments.

Patient Signature _____

Date _____

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Patient Authorization to Release Protected Health Information

I authorize **NEW TAMPA EYE INSTITUTE** to release protected health information to the individual (s) listed below for the purpose of assisting with my care and/or payment.

Name	Relation	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of the information to be used or disclosed (*check all that apply*):

- Patient's demographic information
- Patient's medical information
- Patient's billing information
- Appointment Status

I understand that this authorization will be in effect during the time period I am a patient at *New Tampa Eye Institute*. I further understand that this authorization is voluntary and that my health care and the payment of my healthcare will not be affected if I do not sign this form. I further understand that if the recipient authorized to receive the information is not a covered entity, e.g. insurance company or non-health care provider; the released information may no longer be protected by federal and state privacy regulations.

I further understand that I may revoke this authorization at any time by notifying *New Tampa Eye Institute* in writing at 27356 Cashford Circle, Wesley Chapel, FL 33544. I also understand that the written revocation must be signed and dated with a date that is later than the date on this authorization. The revocation will not affect any actions taken before the receipt of the written revocation.

Signature of Patient or Patient's Representative: _____ Date: _____

Printed name of Patient's or Patient's Representative: _____

NOTICE OF INFORMATION PRACTICES

Health Insurance Portability and Accountability Act (HIPAA)

1. NEW TAMPA EYE INSTITUTE may use and disclose protected health information for treatment, payment and healthcare operations. Examples 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 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. NEW TAMPA EYE INSTITUTE is permitted or required to use or disclose protected health information without the individuals written consent or authorization in certain circumstances. Two examples of such are for public health requirements or court orders.
3. NEW TAMPA EYE INSTITUTE 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. NEW TAMPA EYE INSTITUTE 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. NEW TAMPA EYE INSTITUTE will abide by the terms of this notice or the notice currently in effect at the time of the disclosure.
6. NEW TAMPA EYE INSTITUTE 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. NEW TAMPA EYE INSTITUTE 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.

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 27356 Cashford Circle, Wesley Chapel, FL 33544, (813) 994-7000. All complaints will be addressed and results will be reported to the Corporate Compliance Officer.

8. It is NEW TAMPA EYE INSTITUTE'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.
9. The person in the office to contact for further information is the Administrator, (813) 994-7000.

The effective date of this Notice is April 1, 2012.