

Patient Name:

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Jessica Fuller-Hines, MD, F.A.A.P.M.R.

Jessica Gorr, DO, F.A.A.P.M.R.

Sharon Nelson, PA-C

Kara Waldrop, FNP

Saree Allen, FNP

Your Appointment

Date:

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Your Appointment

Time:

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Your Provider:

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Locations:

**Elizabeth City**

135 E Rich Blvd, Elizabeth City NC  
27909

Phone: 252-333-1277

Fax: 252-333-1877

**Kitty Hawk (Gorr Only)**

12 Juniper Tr. Unit 102

Kitty Hawk, NC 27949

Phone: 252-715-1032

Fax: 252-715-0700



# Comprehensive Rehabilitation & Pain Specialists, P.C.

Jessica Fuller-Hines, M.D.  
Jessica H. Gorr, D.O.

135 Rich Blvd, Elizabeth City, NC 27909  
(252) 333-1277

Thank you for choosing Comprehensive Rehabilitation & Pain Specialists. **Please complete our new patient forms completely and send back for appointment. If your forms are not complete we cannot schedule an appointment.**

Remember to bring your insurance identification card and picture ID. It is important that you **arrive 20 minutes** early to complete patient check-in. **Late arrival** for your appointment may result in it being **rescheduled**.

It is essential that you bring with you any medical records and x-ray reports in order to assist the physician in determining your treatment. Records may also be faxed to 252-333-1877 prior to your appointment to the attention of the doctor with whom you have the appointment. Be sure to include your name and your referring physician's name on your fax cover sheet. Please contact our office to ensure all information has been received.

At the time of your visit, you will be expected to provide payment in the amount of any co-payment required by your insurance plan, coinsurance, and any unmet annual deductible amount where appropriate, and for any services that are not covered. Payments can be in the form of cash, check or credit card.

We look forward to serving you. Should you have any questions, please call us at 252-333-1277 or visit our website at [www.crps.biz](http://www.crps.biz).

Please also ask about enrolling onto our new **Patient Portal** to virtually view and edit your information in your medical records, request appointments and view upcoming appointments. At Comprehensive Rehabilitation & Pain Specialists we strive to provide the highest quality of care to our patients.

**Comprehensive Rehabilitation & Pain Specialists, P.C.**  
**FINANCIAL POLICY**

As your physician, I am committed to providing you with the best possible medical care. In order to achieve this goal, we need your assistance, and your understanding of our payment policy.

**FINANCIAL RESPONSIBILITY**

I understand that in consideration of the services provided to the patient, I am directly and primarily responsible to pay the amount of all charges incurred for services and procedures rendered at Comprehensive Rehabilitation & Pain Specialists. I further understand that such payment is not contingent on any insurance, settlement or judgment payment. Should the account be referred to a collection agency or attorney for collection, the undersigned shall pay all costs of collection, including a reasonable attorney's fee.

**PAYMENT FOR SERVICES IS DUE AT THE TIME SERVICES ARE RENDERED**

We accept cash, personal checks, MasterCard and Visa. Returned checks are subject to a \$25.00 service fee and you will lose your privilege to write checks in our offices. If you are a self-pay patient your 1<sup>st</sup> visit can be paid only by cash or credit. No checks will be accepted.

**HMO/PPO INSURANCE COVERAGE**

CO-PAYMENT, COINSURANCE AND DEDUCTIBLE MUST BE PAID AT THE TIME OF SERVICE. I understand that it is my responsibility to provide Comprehensive Rehabilitation & Pain Specialists with a copy of my current insurance card and, if required by my insurance, to obtain a referral from my primary care physician. Comprehensive Rehabilitation & Pain Specialists is not obligated to see patients without a valid referral. If I do not have insurance, I will be considered a self-pay patient and I am financially responsible for the total amount of the services provided. I will notify Comprehensive Rehabilitation & Pain Specialists immediately upon any change to my insurance. We will file your insurance if we are under contract with your insurance company. I understand that all charges not covered by my insurance are my responsibility. If the insurance company fails to pay Comprehensive Rehabilitation & Pain Specialists in a timely manner for any reason, then I understand that I will be responsible for prompt payment of all amounts owed to Comprehensive Rehabilitation & Pain Specialists.

**HEALTH INSURANCE EXCHANGE POLICIES**

**If your policy was purchased on the Health Insurance Exchange, our office requires a receipt of your premium paid for the month of your visit. If you are unable to provide proof of premium payment, you are responsible for paying the allowable for the services provided at the time of service. If your insurance company pays, that money will be refunded.**

**MEDICARE**

Your deductible and 20% of the allowable charges are due at the time of service. We are Medicare providers. We will file your Medicare. I hereby authorize and assign all payments of authorized Medicare benefits for medical services and/or procedures rendered to patient, directly to Comprehensive Rehabilitation & Pain Specialists. I hereby authorize Comprehensive Rehabilitation & Pain Specialists to release medical information necessary to obtain payment. I understand that I am financially responsible for all charges not covered by Medicare for which I have signed an Advance Beneficiary Notice ("ABN"). If we do not know the allowable charge for a specific service, you will be billed after payment is received from Medicare. Please bring your Medicare Explanation of Benefits to show that you have met your deductible for the year.

**WORKER'S COMPENSATION**

We will call your employer to authorize your visit prior to your appointment. We will file with your company's insurance.

**AUTOMOBILE ACCIDENTS**

We will file your claim(s) under your private insurance company when you are involved in an automobile accident; however, it is your responsibility to provide us with your insurance information so that we can verify your coverage. You will be responsible for payment of your portion at the time you receive medical treatment.

**LABORATORY BILLING PROCEDURE**

I have been informed that all laboratory procedures done outside of the office (blood work, urine drug screenings, etc.) will not be included in the charges for Comprehensive Rehabilitation & Pain Specialists. All lab tests performed by an outside laboratory are billed separately to either my insurance company or myself. I understand that all charges not covered by my insurance are my responsibility. I will direct any questions regarding a bill or statement from an outside laboratory to the lab.

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**NO SHOW POLICY (Please initial) If you are 10 minutes or more late your appointment it will be rescheduled.**

There will be a \$25.00 charge if you fail to show for your scheduled office appointment. It is your responsibility to notify the office 24 hours in advance if you are unable to keep your office appointment.

There will be a \$100.00 charge if you fail to show for your scheduled procedure appointment. It is your responsibility to notify the office 24 hours in advance if you are unable to keep your procedure appointment.

**CONSENT FOR MEDICAL TREATMENT**

I am the patient, or the patient's duly authorized representative, and do hereby voluntarily consent to and authorize care encompassing the performance of all appropriate procedures and courses of treatment, the administration of all anesthetics, and any and all medications which in the judgment of my provider may be considered necessary or advisable for my diagnosis and/or treatment. I am aware that the practice of medicine is not an exact science and I acknowledge that no guarantees have been made to me as a result of treatments or examinations performed. This form has been fully explained to me and I certify that I understand and accept its contents as noted.

**RELEASE OF MEDICAL INFORMATION**

I hereby authorize Comprehensive Rehabilitation & Pain Specialists to release financial, medical and such other information as may be requested by any insurer or other party who may be liable for any part of the charges of my care. I authorize Comprehensive Rehabilitation & Pain Specialists to contact my employer and insurance carrier to verify coverage of my insurance. My signature shall authorize Comprehensive Rehabilitation & Pain Specialists to obtain copies of medical records from previous treating physicians and/or facilities where diagnostic testing may have been performed.

**FORM COMPLETION FEE**

Due to the large volume of forms that we are required to complete, our office reserves the right to charge up to \$15.00 per page for the completion of forms. Dictated letters are dealt with on a case-by-case basis. Medical records fees are \$0.50 per page for the 1<sup>st</sup> 50 pages and \$0.25 per page thereafter. Turnaround time is 1 week.

**PRIVACY POLICY**

I have received a copy of Comprehensive Rehabilitation & Pain Specialist's privacy policy and have been given the opportunity to have my questions, if any, answered.

**FINANCIAL AGREEMENT**

We will gladly discuss your proposed treatment and do our best to answer any questions relating to your insurance. You must realize, however, that: • Your insurance is a contract between you, your employer, and the insurance company. We are not a party to that contract. • Not all services are a covered benefit in all contracts. Some insurance companies arbitrarily select certain services they will not cover. We must emphasize that as your medical care providers, our relationship and concern is with you and your health, not your insurance company.

**ALL CHARGES ARE YOUR RESPONSIBILITY FROM THE DATE SERVICES ARE RENDERED.**

Collection action will be taken for any charges, including those that insurance has not paid, older than 90 days. A service fee of 33 1/3% of your balance will be added to your account if sent to collections. We realize that emergencies do arise that may affect timely payment of your account. If extreme circumstances occur, please contact us promptly for assistance in the management of your account.

I do hereby authorize release of information necessary to file a claim with my insurance company and assign benefits otherwise payable to me, to Comprehensive Rehabilitation & Pain Specialists. In the event I receive payment directly from my insurance company for services rendered by Comprehensive Rehabilitation & Pain Specialists, I agree to endorse any check received to Comprehensive Rehabilitation & Pain Specialists.

**BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS AND CONDITIONS.**

Date: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Printed Name of Patient: \_\_\_\_\_

Parent, Guardian or Legal Representative Signature: \_\_\_\_\_

Printed Name of Parent, Guardian or Legal Representative: \_\_\_\_\_

Legal Representative's Authority to Act for Patient (Power of Attorney, Healthcare Surrogate): \_\_\_\_\_



# Comprehensive Rehabilitation & Pain Specialists, P.C.

*Jessica Fuller-Hines, M.D.*  
*Jessica H. Gorr, D.O.*

135 Rich Blvd, Elizabeth City, NC 27909  
(252) 333-1277

## HIPAA PRIVACY NOTICE

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

### INTRODUCTION

We are required by law to maintain the privacy of protected health information ("PHI"). PHI includes any identifiable information that we obtain from you or others that relates to your physical or mental health, the health care you have received, or payment for your health care.

As required by law, this notice provides you with information about your rights and our legal duties and privacy practices with respect to the privacy of PHI. This notice also discusses the uses and disclosures we will make of your PHI. We must comply with the provisions of this notice, although we reserve the right to change the terms of this notice from time to time and to make the revised notice effective for all PHI we maintain. You can always request a copy of our most current privacy notice from our office.

### PERMITTED USES AND DISCLOSURES

The following categories describe the different ways in which we may use and disclose your PHI without obtaining your authorization:

- Treatment means the provision, coordination or management of your health care, including consultations between health care providers regarding your care and referrals for health care from one health care provider to another. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. Therefore, the doctor may review your medical records to assess whether you have potentially complicating conditions like diabetes.
- Payment means activities we undertake to obtain reimbursement for the health care provided to you, including determinations of eligibility and coverage and other utilization review activities. For example, prior to providing health care services, we may need to provide to your HMO information about your medical condition to determine whether the proposed course of treatment will be covered. When we subsequently bill the HMO for the services rendered to you, we can provide the HMO with information regarding your care if necessary to obtain payment.
- Health care operations means the support functions of our practice related to treatment and payment, such as quality assurance activities, case management, receiving and responding to patient complaints, physician reviews, compliance programs, audits, business planning, development, management and administrative activities. For example, we may use your medical information to evaluate the performance of our staff in caring for you. We may also combine medical information about many patients to decide what additional services we should offer, what services are not needed, and whether certain new treatments are effective.
- We have an indirect treatment relationship with you, that is, we provide health care to you based on the orders of another health care provider. For example, if you have come to us for a diagnostic procedure, we can disclose the results of that test to the physician who ordered the procedure.

### OTHER USES AND DISCLOSURES OF PHI

We may contact you to notify you of lab or test results, 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 disclose your PHI only to those people that you have authorized. We will only disclose the PHI directly relevant to their involvement in your care or payment. We may also use or disclose your PHI to notify, or assist in the notification of, a family member, a personal representative, or another person responsible for your care of your

location, general condition or death. If you are available, we will give you an opportunity to object to these disclosures, and we will not make these disclosures if you object. If you are not available, we will determine whether a disclosure to your family or friends is in your best interest, and we will disclose only the PHI that is directly relevant to their involvement in your care. When permitted by law, we may coordinate our uses and disclosures of PHI with public or private entities authorized by law or by charter to assist in disaster relief efforts.

We will allow your family and friends to act on your behalf to pick up filled prescriptions, medical supplies, X-rays, and similar forms of PHI with your authorization.

**Except for the special situations listed below, we will not use or disclose your PHI for any other purpose unless you provide written authorization. You have the right to revoke that authorization at any time, provided that the revocation is in writing, except to the extent that we already have taken action in reliance on your authorization.**

### **SPECIAL SITUATIONS**

- Organ and Tissue Donation: If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.
- Military and Veterans: If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.
- Worker's Compensation: We may release medical information about you for programs that provide benefits for work-related injuries or illness.
- Public Health Risks: We may disclose medical information about you for public health activities. These activities generally include the following:
  - to prevent or control disease, injury or disability;
  - to report births and deaths;
  - to report child abuse or neglect;
  - to report reactions to medications or problems with products;
  - to notify people of product, recalls, repairs or replacements;
  - to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
  - to notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.
- Health Oversight Activities: We may disclose medical information to federal or state agencies that oversee our activities. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws. We may disclose PHI to persons under the Food and Drug Administration's jurisdiction to track products or to conduct post-marketing surveillance.
- Lawsuits and Disputes: If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Law Enforcement. We may release medical information if asked to do so by a law enforcement official:

- In response to a court order, subpoena, warrant, summons or similar process;
- To identify or locate a suspect, fugitive, material witness, or missing person;
- About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;

- About a death we believe may be the result of criminal conduct;
- About criminal conduct on our premises;
- In emergency circumstances to report a crime, the location of the crime or victims or the identity, description or location of the person who committed the crime.

- Coroners, Medical Examiners and Funeral Directors: We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients to funeral directors as necessary to carry out their duties.
- National Security and Intelligence Activities: We may release medical information about you to authorized federal officials for intelligence, counter-intelligence, or other national security activities authorized by law.

- Protective Services for the President and Others: We may disclose medical information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

- Inmates: If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

- Serious Threats: As permitted by applicable law and standards of ethical conduct, we may use and disclose PHI if we, in good faith, believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.

## **YOUR RIGHTS**

1. **Requesting Restrictions**: You have the right to request restrictions on our uses and disclosures of PHI for treatment, payment and health care operations. However, we are not required to agree to your request. In order to request a restriction in our use or disclosure of your PHI, you must make your request in writing to the Practice Office Manager at your treating location (252) 333-1277. Your request must describe in a clear and concise fashion:

- a) The information you wish restricted;
- b) Whether you are requesting to limit our practice's use, disclosure or both; and
- c) To whom you want the limits to apply.

2. **Confidential Communications**: You have the right to reasonably request to receive communications of PHI by alternative means or at alternative locations. However, you are required to provide our office with a daytime telephone number.

3. **Inspection and Copies**: You have the right to inspect and copy the PHI contained in your medical and billing records, except for:

- i. psychotherapy notes, which are notes recorded by a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint or family counseling session and that have been separated from the rest of your medical record;
- ii. Information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding;
- iii. PHI involving laboratory tests when your access is required by law;
- iv. if you are a prison inmate and obtaining such information would jeopardize your health, safety, security, custody, or rehabilitation or that of other inmates, or the safety of any officer, employee, or other person at the correctional institution or person responsible for transporting you;
- v. if we obtained or created PHI as part of a research study for as long as the research is in progress, provided that you agreed to the temporary denial of access when consenting to participate in the research;
- vi. Your PHI is contained in records kept by a federal agency or contractor when your access is required by law; and
- vii. If the PHI was obtained from someone other than us under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information.

We may also deny a request for access to PHI if:

- a licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to endanger your life or physical safety or that of another person;

- the PHI makes reference to another person (unless such other person is a health care provider) and a licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to cause substantial harm to such other person; or
- the request for access is made by the individual's personal representative and a licensed health care professional has determined, in the exercise of professional judgment, that the provision of access to such personal representative is reasonably likely to cause substantial harm to you or another person.

If we deny a request for access for any of the three reasons described above, then you have the right to have our denial reviewed in accordance with the requirements of applicable law.

4. Requesting an Amendment: You have the right to request an amendment (correction) to your PHI, but we may deny your request for correction, if we determine that the PHI or record that is the subject of the request:
- i. was not created by us, unless you provide a reasonable basis to believe that the originator of PHI is no longer available to act on the requested amendment;
  - ii. is not part of your medical or billing records;
  - iii. is not available for inspection as set forth above; or
  - iv. is accurate and complete.

To request an amendment, your request must be made in writing and submitted to the practice office manager at your treating location (252) 333-1277. You must provide us with a reason that supports your request for amendment. Our practice will deny your request if you fail to submit your request (and the reason supporting your request) in writing.

In any event, any agreed upon correction will be included as an addition to, and not a replacement of, already existing records.

5. Accounting of Disclosures: You have the right to receive an accounting of disclosures of PHI made by us to individuals or entities other than to you, except for disclosures:

- i. to carry out treatment, payment and health care operations as provided above;
- ii. to persons involved in your care or for other notification purposes as provided by law;
- iii. for national security or intelligence purposes as provided by law;
- iv. to correctional institutions or law enforcement officials as provided by law; or
- v. that occurred prior to April 14, 2003.

6. Copy of Privacy Notice: You have the right to request and receive a paper copy of this notice from us

#### **COMPLAINTS**

If you believe that your privacy rights have been violated, you should immediately contact the Practice Office Manager at your treating location (252) 333-1277. We will not take action against you for filing a complaint. You also may file a complaint with the Secretary of the Department of Health and Human Services.

#### **CONTACT PERSON**

If you have any questions or would like further information about this notice, please contact (252) 333-1277.

### **HIPAA PRIVACY NOTICE**

**BY SIGNING THIS NOTICE, I ACKNOWLEDGE THAT I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS AND CONDITIONS.**

Date: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Printed Name of Patient: \_\_\_\_\_

Parent, Guardian or Legal Representative Signature: \_\_\_\_\_

Printed Name of Parent, Guardian or Legal Representative: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Legal Representative's Authority to Act for Patient (Power of Attorney, Healthcare  
Surrogate): \_\_\_\_\_





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135 Rich Blvd, Elizabeth City, NC 27909  
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[www.comprehandpain.com](http://www.comprehandpain.com)

## NOTICE OF PRIVACY PRACTICES

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

At Comprehensive Rehabilitation & Pain Specialists (CRPS), we are committed to treating and using protected health information ("PHI") about you responsibly. This Notice of Privacy Practices ("Notice") describes the personal information we collect, and how and when we use or disclose that information.

### Understanding Your Health Record/Information

Each time you visit CRPS; a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information may be used or disclosed to:

- Plan your care and treatment.
- Communicate with other providers who contribute to your care.
- Serve as a legal document.
- Receive payment from you, your plan, or your health insurer.
- Assess and continually work to improve the care we render and the outcomes we achieve.
- Comply with state and federal laws that require us to disclose your PHI.

Understanding what is in your record and how your PHI is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your PHI, and make more informed decisions when authorizing disclosure to others.

### Your Health Information Rights

Although your health record is the physical property of CRPS, the information belongs to you. You have the right to request to:

- Access, inspect and copy your health record. You have the right to inspect and/or request a paper copy of your medical record. You have the right to request an electronic copy of your medical record be given to you or transmitted to another individual or entity. CRPS may charge you a reasonable, cost-based fee for the labor and supplies associated with copying or transmitting the electronic PHI.
- Amend your health record which you believe is not correct or complete. CRPS is not required to agree to the amendment if you ask us to amend information that is in our opinion: (i) accurate and complete; (ii) not part of the PHI kept by or for CRPS; (iii) not part of the PHI which you would be permitted to inspect and copy; or (iv) not created by CRPS, unless the individual or entity that created the information is not available to amend the information. If we deny your request, you may submit a written statement of disagreement of reasonable length. Your statement of disagreement will be included in your medical record, but we may also include a rebuttal statement.
- Obtain a written accounting of certain non-routine disclosures of your PHI. We are not required to list certain disclosures, including (i) disclosures made for treatment, payment, and health care operations purposes, (ii) disclosures made with your authorization, (iii) disclosures made to create a limited data set, and (iv) disclosures made directly to you. All requests for an "accounting of disclosures" must state a time period, which may not be longer than six (6) years prior to the date of your request. If the CRPS office where you receive services maintains your medical records in an EMR system, you may request that the accounting include disclosures for treatment, payment and health care operations for the three (3) years prior to the date of such request. You must submit your request in writing to the Privacy Officer. The first list you request within a 12-month period is free of charge, but CRPS may charge you for additional lists within the same 12-month period. CRPS will notify you of the costs involved with additional requests, and you may withdraw your request before you incur any costs.
- Communications of your PHI by alternative means (e.g. e-mail) or at alternative locations (e.g. post office box).
- Place a restriction to certain uses and disclosures of your information. In most cases CRPS is not required to agree to these additional restrictions, but if CRPS does, CRPS will abide by the agreement (except in certain circumstances where disclosure is required or permitted, such as an emergency, for public health activities, or when disclosure is required by law). CRPS must comply with a request to restrict the disclosure of PHI to a health plan for purposes of carrying out payment or health care operations if the PHI pertains solely to a health care item or service for which we have been paid out of pocket in full.
- Revoke your authorization to use or disclose PHI except to the extent that action has already been taken.

## **Our Responsibilities**

CRPS is required to:

- Maintain the privacy of your PHI.
- Provide you with this Notice as to our legal duties and privacy practices with respect to information we collect and maintain about you.
- Abide by the terms of the Notice currently in effect
- Notify you in writing if we are unable to agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate PHI by alternative means or at alternative locations.
- Notify you in writing of a breach where your unsecured PHI has been accessed, acquired, used or disclosed to an unauthorized person. "Unsecured PHI" refers to PHI that is not secured through the use of technologies or methodologies that render the PHI unusable, unreadable, or indecipherable to unauthorized individuals.

We reserve the right to change our practices and to make the new provisions effective for all PHI we maintain. Should our information practices change, such revised Notices will be made available to you.

We will not use or disclose your PHI without your written authorization, except as described in this Notice.

### **For More Information or to Report a Problem**

If have questions and would like additional information, you may contact:

Privacy Officer  
Comprehensive Rehabilitation & Pain Specialist's, P.C.  
135 E. Rich Blvd  
Elizabeth City, NC 27909  
Telephone: (252) 333-1277

If you believe your privacy rights have been violated, you can file a written complaint with CRPS's Privacy Officer, or with the Office for Civil Rights, U.S. Department of Health and Human Services. Upon request, the Privacy Office will provide you with the address. There will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights.

*Treatment:* Information obtained by a nurse, physician, or other member of your health care team will be recorded in your medical record and used to determine the course of treatment that should work best for you. To promote quality care, CRPS operates an EMR. This is an electronic system that keeps PHI about you.

CRPS may also provide a subsequent healthcare provider with PHI about you (e.g., copies of various reports) that should assist him or her in treating you in the future. CRPS may also disclose PHI about you to, and obtain your PHI from, electronic PHI networks in which community healthcare providers may participate to facilitate the provision of care to patients such as yourself.

CRPS may use a prescription hub which provides electronic access to your medication history. This will assist CRPS health care providers in understanding what other medications may have been prescribed for you by other providers.

*Payment:* A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, diagnosis, procedures, and supplies used.

*Health Care Operations:* We may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the health care and service we provide.

*Business Associates:* We may contract with third parties to perform functions or activities on behalf of, or certain services for, CRPS that involve the use or disclosure of PHI and disclose your PHI to our business associate so that they can perform the job we've asked them to do. We require the business associate to appropriately safeguard your information.

*Notification:* We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

*Communication from Offices:* We may call your home or other designated location and leave a message on voice mail, in reference to any items that assist CRPS in carrying out Treatment, Payment and Health Care Operations, such as appointment reminders, insurance items and any call pertaining to your clinical care. We may mail to your home or other designated location any items that assist CRPS in carrying out Treatment, Payment and Health Care Operations, such as appointment reminders, patient satisfaction surveys and patient statements.

*Communication with Family/Personal Friends:* Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, PHI relevant to that person's involvement in your care or payment related to your care. When a family member(s) or a friend(s) accompany you into the exam room, it is considered implied consent that a disclosure of your PHI is acceptable.

*Open Treatment Areas:* Sometimes patient care is provided in an open treatment area. While special care is taken to maintain patient privacy, others may overhear some patient information while receiving treatment. Should you be uncomfortable with this, please bring this to the attention of our Privacy Officer.

*To Avert a Serious Threat to Health or Safety:* We may use your PHI or share it with others when necessary to prevent a serious threat to your health or safety, or the health or safety of another person or the public.

*Coroners, Medical Examiners and Funeral Director:* In the unfortunate event of your death, we may disclose your PHI to a coroner or medical examiner. This may be necessary, for example, to determine the cause of death. We may also release this information to funeral directors as necessary to carry out their duties.

*Deceased Individuals:* In the unfortunate event of your death, we are permitted to disclose your PHI to your personal representative and your family members and others who were involved in the care or payment for your care prior to your death, unless inconsistent with

any prior expressed preference that you provided to us. PHI excludes any information regarding a person who has been deceased for more than 50 years.

*Organ Procurement Organizations:* Consistent with applicable law, we may disclose PHI to organ procurement organizations, federally funded registries, or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

*Marketing:* We may contact you by mail, e-mail or text to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you. However, we must obtain your prior written authorization for any marketing of products and services that are funded by third parties. You have the right to opt-out by notifying us in writing.

*Sale of PHI:* CRPS may not “sell” your PHI (i.e., disclose such PHI in exchange for remuneration) to a third party without your written authorization that acknowledges the remuneration unless such an exchange meets a regulatory exception.

*Health Oversight Activities:* We may release your PHI to government agencies authorized to conduct audits, investigations, and inspections of our facility. These government agencies monitor the operation of the health care system, government benefit programs, such as Medicare and Medicaid, and compliance with government regulatory programs and civil rights laws.

*Food and Drug Administration (FDA):* We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

*Public Health:* As required by law, we may disclose your PHI to public health or legal authorities charged with preventing or controlling disease, injury, or disability..

*Workers Compensation:* We may disclose PHI to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

*Law Enforcement:* We may disclose PHI for law enforcement purposes as required by law.

*Inmates and Correctional Institutions:* If you are an inmate or you are detained by a law enforcement officer, we may disclose your PHI to the prison officers or law enforcement officers if necessary to provide you with health care, or to maintain safety at the place where you are confined.

*Lawsuits and Disputes:* We may disclose your PHI if we are ordered to do so by a court that is handling a lawsuit or other dispute. We may also disclose your information in response to a subpoena, discovery request, or other lawful request by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain a court order protecting the information from further disclosure.

*As Required by Law:* We may use or disclose your PHI if we are required by law.



Jessica Fuller-Hines, M.D.

Jessica H. Gorr, D.O.

## **DAY OF TEST-NO LOTIONS OR OILS ON SKIN**

### ***INFORMATION ABOUT ELECTRODIAGNOSTIC TESTING***

#### **What is EMG?**

EMG stands for electromyography and is sometimes used as the abbreviation for Electrodiagnostic Testing. Electrodiagnostics include EMG and nerve conduction Studies (NCS).

#### **What does the test involve?**

There are two parts to a typical testing session. NCS consists of electrical impulses administered to specific areas of the arms or legs. EMG involves testing specific muscles with a small pin.

#### **What does it feel like? Does it hurt?**

NCS has been likened to the snap of a rubber band or a static electric shock.

EMG involves piercing the skin with a very small needle – close to the size of an acupuncture needle.

The study is described as uncomfortable but not painful.

#### **How long will it take?**

You will be scheduled for a one hour appointment, but testing does not typically take that long. Exams vary depending upon the reason for the exam and the number of extremities to be tested as ordered by your doctor.

#### **Are there any side effects or risks?**

There is a very small risk of infection anytime the integrity of the skin is broken. There is also a slight chance of bruising at the pin insertion site.

#### **Is there anything I should alert the doctor to?**

Yes, if you have a pacemaker or are on blood thinning medicine such as Coumadin, please inform the doctor performing the test. Any other questions will be happily answered as the time of your visit.

135 Rich Blvd, Elizabeth City, NC 27909  
Office: (252) 333-1277 Fax: (252) 333-1877

EMG/ NCS, Spine Diseases, Sports and Occupational Injuries, Arthritis, Pain Management,  
Physical Rehabilitation

## HIPAA OMNIBUS RULE

### PATIENT ACKNOWLEDGEMENT FORM FOR RECEIPT OF NOTICE OF PRIVACY PRACTICES CONSENT/LIMITED AUTHORIZATION & RELEASE FORM

You may refuse to sign this acknowledgement & authorization. In refusing we may not be allowed to process your insurance claims.

Date: \_\_\_\_\_ Patient Name: \_\_\_\_\_

HOW DO YOU WANT TO BE ADDRESSED WHEN SUMMONED FROM RECEPTION AREA:

First Name Only                       Proper Surname                       Other \_\_\_\_\_

PLEASE LIST ANY OTHER PARTIES WHO ARE ACTIVELY INVOLVED IN YOUR HEALTH CARE AND WHO CAN HAVE ACCESS TO YOUR HEALTH INFORMATION: (This includes step parents, grandparents and any care takers who can have access to this patient's records):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

I AUTHORIZE CONTACT FROM THIS OFFICE TO **CONFIRM MY APPOINTMENTS, TREATMENT & BILLING INFORMATION** VIA:

- |  |  |
|--|--|
| <input type="checkbox"/> Cell Phone Confirmation       | <input type="checkbox"/> Email Confirmation      |
| <input type="checkbox"/> Text Message to my Cell Phone | <input type="checkbox"/> Work Phone Confirmation |
| <input type="checkbox"/> Home Phone Confirmation       | <input type="checkbox"/> <b>Any of the Above</b> |

I AUTHORIZE **INFORMATION ABOUT MY HEALTH** BE CONVEYED VIA:

- |  |  |
|--|--|
| <input type="checkbox"/> Cell Phone Confirmation       | <input type="checkbox"/> Email Confirmation      |
| <input type="checkbox"/> Text Message to my Cell Phone | <input type="checkbox"/> Work Phone Confirmation |
| <input type="checkbox"/> Home Phone Confirmation       | <input type="checkbox"/> <b>Any of the Above</b> |

I APPROVE BEING CONTACTED ABOUT **SPECIAL SERVICES, EVENTS, FUND RAISING EFFORTS** or **NEW HEALTH INFO** on behalf of this Healthcare Facility via:

- |  |   |
|--|---|
| <input type="checkbox"/> Phone Message | <input type="checkbox"/> <b>Any of the Above</b>            |
| <input type="checkbox"/> Text Message  | <input type="checkbox"/> <b>None of the Above</b> (opt out) |
| <input type="checkbox"/> Email         |   |

In signing this HIPAA Patient Acknowledgement Form, you acknowledge and authorize, that this office may recommend products or services to promote your improved health. This office may or may not receive third party remuneration from these affiliated companies. We, under current HIPAA Omnibus Rule, provide you this information with your knowledge and consent.

The undersigned acknowledges receipt of a copy of the currently effective Notice of Privacy Practices for this healthcare facility. A copy of this signed, dated document shall be as effective as the original. **MY SIGNATURE WILL ALSO SERVE AS A PHI DOCUMENT RELEASE SHOULD I REQUEST TREATMENT OR RADIOGRAPHS BE SENT TO OTHER ATTENDING DOCTOR / FACILITIES IN THE FUTURE.**

\_\_\_\_\_  
Please **print** name of Patient

\_\_\_\_\_  
Please **sign** Patient / Guardian of Patient

\_\_\_\_\_  
Legal Representative / Guardian

\_\_\_\_\_  
Relationship of Legal Representative / Guardian

#### OFFICE USE ONLY

As Privacy Officer, I attempted to obtain the patient's (or representatives) signature on this Acknowledgement but did not because:

- It was emergency treatment  
 I could not communicate with the patient  
 The patient refused to sign  
 The patient was unable to sign because  
 Other (please describe) \_\_\_\_\_

Signature of Privacy Officer \_\_\_\_\_