



FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

MARITAL STATUS:  single  married  widow  divorced STUDENT STATUS:  full-time  part-time

EMERGENCY CONTACT INFORMATION		
NAME:	RELATIONSHIP:	PHONE:
NAME:	RELATIONSHIP:	PHONE:

In compliance with the Affordable Care Act, we are requesting the following information:

RACE:  WHITE  AFRICAN AMERICAN  ASIAN  AMERICAN INDIAN/ALASKAN NATIVE  OTHER: \_\_\_\_\_

ETHNICITY:  HISPANIC/LATINO  NON-HISPANIC/NON-LATINO

PREFERRED LANGUAGE:  ENGLISH  SPANISH  OTHER: \_\_\_\_\_

DO YOU REQUIRE LANGUAGE ASSISTANCE?  YES  NO

I HAVE RECEIVED A COPY OF THE NONDISCRIMINATION AND LANGUAGE ASSISTANCE POLICY	Initials:
I HAVE RECEIVED A COPY OF THE HIPAA POLICY	Initials:
I HAVE RECEIVED A COPY OF THE FINANCIAL POLICY	Initials:
I HAVE RECEIVED A COPY OF THE ELECTRONIC COMMUNICATION POLICY	Initials:

Name of Primary Care Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Pharmacy: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

INSURANCE INFORMATION: PRIMARY		SECONDARY	
Name of insurance carrier:		Name of insurance carrier:	
Name of insured:		Name of insured:	
Date of birth:	SSN:	Date of birth:	SSN:
Phone number on back of card:		Phone number on back of card:	
Member ID number:		Member ID number:	
Group Number:		Group Number:	
Relationship to patient:		Relationship to patient:	

I authorize payment of Medicare and/or insurance benefits to Eye Care Center of Lake County, Ltd. for services or materials provided to me. I understand that I am responsible for any balances not paid by my insurance (non-covered services, copay, deductibles or coinsurance). I authorize the release of information to my insurance in order to obtain benefits and/or payment.

Patient's signature or Parent/Legal Guardian's signature if patient is a minor (under the age of 18) \_\_\_\_\_ Date \_\_\_\_\_

If signed by parent/legal guardian, please print name: \_\_\_\_\_

EYE CARE CENTER OF LAKE COUNTY, LTD.

Patient name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

PATIENT COMMUNICATION FORM

A. Family and Friends. It is the office policy of Eye Care Center of Lake County, Ltd. not to release confidential medical information regarding your treatment to family members or friends, except for (i) parent/legal guardian, (ii) other persons authorized by the patient, (iii) as we may reasonably infer from the circumstances (for example, if you bring a family member or friend into the exam room, we will assume, unless you object, that that person is entitled to receive information regarding your treatment), (iv) in emergency situations, or (v) other as otherwise permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

If you anticipate that you will need or want your medical information to be provided to family members, friends, or caretakers/babysitters, please indicate that below, so that we may best serve you. **By signing below, you authorize the following people to receive information regarding your treatment or care.** (If you wish to add names later on, please confirm this in writing).

- Spouse-(name): \_\_\_\_\_ Phone: \_\_\_\_\_
- Mother -(name): \_\_\_\_\_ Phone: \_\_\_\_\_
- Father- (name): \_\_\_\_\_ Phone: \_\_\_\_\_
- Adult Child- (name): \_\_\_\_\_ Phone: \_\_\_\_\_
- Adult Child- (name): \_\_\_\_\_ Phone: \_\_\_\_\_
- Adult Child- (name): \_\_\_\_\_ Phone: \_\_\_\_\_
- Other: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
- School: \_\_\_\_\_ Contact \_\_\_\_\_ Phone: \_\_\_\_\_
- Employer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Patient or Parent/Guardian (if minor) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of person signing form if not the patient

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**EYE CARE CENTER OF LAKE COUNTY  
NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE  
USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

PLEASE READ IT CAREFULLY

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a Federal program that requests that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally are kept properly confidential. This Act gives you, the patient, the right to understand and control how your personal health information ("PHI") is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, we prepared this explanation of how we are to maintain the privacy of your health information and how we may disclose your personal information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operation.

- Treatment means providing, coordinating, or managing health care and related services by one or more healthcare providers. An example of this would include referring you to a retina specialist.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collections activities, and utilization review. An example of this would include sending your insurance company a bill for your visit and/or verifying coverage prior to a surgery.
- Health Care Operations include business aspects of running our practice, such as conducting quality assessments and improving activities, auditing functions, cost management analysis, customer service, and compliance with the Affordable Care Act. An example of this would be new patient survey cards.
- The practice may also disclose your PHI for law enforcement and other legitimate reasons although we shall do our best to assure its continued confidentiality to the extent possible.

We may also create and distribute de-identified health information by removing all reference to individually identifiable information.

We may contact you, by phone, in writing, secured email message, or text message to provide appointment reminders or information about treatment alternatives or other health-related benefits and services, in addition to other fundraising communications, that may be of interest to you. You do have the right to "opt out" with respect to receiving fundraising communications from us.

The following use and disclosures of PHI will only be made pursuant to us receiving a written authorization from you:

- Most uses and disclosure of psychotherapy notes;
- Uses and disclosure of your PHI for marketing purposes, including subsidized treatment and health care operations;
- Disclosures that constitute a sale of PHI under HIPAA; and
- Other uses and disclosures not described in this notice.

You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You may have the following rights with respect to your PHI.

- The right to request restrictions on certain uses and disclosures of PHI, including those related to disclosures of family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to honor a request restriction except in limited circumstances which we shall explain if you ask. If we do agree to the restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of Protected Health Information by alternative means or at alternative locations.
- The right to inspect and copy your PHI.
- The right to amend your PHI.
- The right to receive an accounting of disclosures of your PHI.
- The right to obtain a paper copy of this notice from us upon request.
- The right to be advised if your unprotected PHI is intentionally or unintentionally disclosed.

If you have paid for services "out of pocket", in full, and you request that we not disclose PHI related solely to those services to a health plan, we will accommodate your request, except where we are required by law to make a disclosure.

We are required by law to maintain the privacy of your Protected Health Information and to provide you the notice of our legal duties and our privacy practice with respect to PHI.

This notice is effective as of September 23, 2013 and it is our intention to abide by the terms of the Notice of Privacy Practices and HIPAA Regulations currently in effect. We reserve the right to change the terms of our Notice of Privacy Practice and to make the new notice provision effective for all PHI that we maintain. We will post and you may request a written copy of the revised Notice of Privacy Practice from our office.

You have recourse if you feel that your protections have been violated by our office. You have the right to file a formal, written complaint with office and with the Department of Health and Human Services, Office of Civil Rights. We will not retaliate against you for filing a complaint.

Feel free to contact the Practice Compliance Officer for more information, in person or in writing.

<NPP\_08112014>

## NOTICE INFORMING INDIVIDUALS ABOUT NONDISCRIMINATION AND ACCESSIBILITY REQUIREMENTS

Eye Care Center of Lake County, Ltd. complies with all applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Eye Care Center of Lake County, Ltd. does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Eye Care Center of Lake County, Ltd.:

- 1) Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- 2) Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages
- 3) If you need these services, contact [ Elizabeth LeClair, Practice Administrator-Civil Rights Coordinator]

If you believe that Eye Care Center of Lake County, Ltd. has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with [Elizabeth LeClair, Practice Administrator-Civil Rights Coordinator], 310 S. Greenleaf Street, Suite 209, Gurnee, IL 60031, telephone (847) 244-1657, fax (847) 244-5122, patient portal. You can file a grievance in person or by mail, fax, or patient portal. If you need help filing a grievance, [Elizabeth LeClair, Practice Administrator-Civil Rights Coordinator] is available to assist you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, D.C., 20201  
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.htm>

### LIMITED ENGLISH PROFICIENCY OF LANGUAGE ASSISTANCE SERVICES

- 1) **Español (Spanish)** ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-847-244-1657
- 2) **Polski (Polish)** UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-847-244-1657.
- 3) **繁體中文 (Chinese)** 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-847-244-1657
- 4) **한국어 (Korean)** 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-847-244-1657. 번으로 전화해 주십시오.
- 5) **Tagalog (Tagalog – Filipino)** PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-847-244-1657.
- 6) **العربية (Arabic)**  
حوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-847-244-1657 (رقم)
- 7) **Русский (Russian)** ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-847-244-1657.
- 8) **ગુજરાતી (Gujarati)** સુચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. ફોન કરો 1-847-244-1657.
- 9) **اردو (Urdu)** ردار: اگر آپ اردو بولتے ہیں، تو آپ کو زبان کی مدد کی خدمات مفت میں دستیاب ہیں۔ کال 1-847-244-1657 کریں
- 10) **Tiếng Việt (Vietnamese)** CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1847-244-1657.
- 11) **Italiano (Italian)** ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-847-244-1657.
- 12) **हिंदी (Hindi)** ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-847-244-1657.
- 13) **Français (French)** ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-847-244-1657.
- 14) **λληνικά (Greek)** ΠΡΟΣΟΧΗ: Αν μιλάτε ελληνικά, στη διάθεσή σας βρίσκονται υπηρεσίες γλωσσικής υποστήριξης, οι οποίες παρέχονται δωρεάν. Καλέστε 1-847-244-1657
- 15) **Deutsch (German)** ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1847-244-1657.