

WELCOME & PATIENT INTAKE ACKNOWLEDGMENT

Welcome to South Beach Medical.

We are committed to providing efficient, high-quality, physician-led care in a structured and professional environment. To ensure a smooth visit, all patients are required to complete registration forms prior to arrival. Incomplete forms may result in rescheduling of the appointment.

Please review all provided materials carefully, including practice policies and expectations. A separate Policy Acknowledgment form will be provided at check-in and requires your initials and signature. Our office operates by appointment only. Scheduling is handled by phone during regular business hours. Effective communication is essential for safe medical care. Interpreter services are not guaranteed, and patients are responsible for ensuring communication needs are met.

To establish care, please follow the steps below:

1. Patient Registration

- Complete the New Adult or Pediatric Registration Form in its entirety
- For children or minors, complete Parental Consent Form (if applicable)
- Incomplete forms may result in rescheduling

2. Submission Options

- Complete forms in advance (preferred). Incomplete forms may affect appointment timing and availability
- If unable to complete forms in advance, you must arrive **20–30 minutes early**.

3. Policy Review & Acknowledgment

Please review all practice policies prior to your visit. These include, but are not limited to:

- Financial Policy
- Cancellation / No-Show Policy
- Patient Conduct / Dismissal Policy
- Medication Refill Policy
- Office Visit & Follow-Up Requirements
- Laboratory & Results Communication Policy
- Forms & Administrative Charges Policy
- Communication Policy (no medical advice via email/text)
- Unvaccinated Children Policy (if applicable)
- Controlled Substance Agreement (if applicable)

4. Policy Acknowledgment

A separate Policy Acknowledgment form will be provided at check-in.

- Initials and signature are required
- This confirms your agreement to all office policies

5. Scheduling & Communication

- Appointments are scheduled by phone during business hours only
- Email and text messaging are not used for scheduling or medical decision-making
- **No-shows may result in limited or denied future scheduling**

6. Communication Requirements

- Effective communication is required for safe care
- Interpreter services are not guaranteed

By signing below, you acknowledge that you have received and understand the intake process and agree to comply with office procedures.

Patient Name (Print): _____

Patient Signature: _____ Date: _____

Parent/Legal Guardian Name (if applicable): _____

Parent/Legal Guardian Signature: _____ Date: _____