



## PACIFIC RIM

Electrophysiology Research Institute  
at White Memorial Medical Center

Patient \_\_\_\_\_

Date and Time of Appointment \_\_\_\_\_

Dear Patient,

In anticipation of your upcoming appointment with Dr. Nademanee, enclosed with this packet you will find several forms for your completion:

1. A two page registration form. The first page is data collection that we enter in our patient database; the second page is request for medical records – this is in case we need to request medical records from an additional facility other than your referring physician, such as a facility where you may have sought care in the past, i.e. a facility for diagnostic testing or a physician that may not be your referring physician to our center. The last area on the page (data authorization/request received, etc) is for completion by our staff. It is not anything that you should worry about completing.
2. Initial Visit Interview. Please complete this three page form to the best of your knowledge – it helps us determine what is going on with you from an electrophysiological standpoint.
3. Consent for Purposes of Treatment, Payment and Healthcare Operations, the Consent to Use or Disclose Health Information and the Notice of Privacy Practices are all related to the HIPAA Act was enacted by Congress and signed into law by President Clinton on August 21, 1996. The purpose of HIPAA is to protect the patient in the electronic medical record environment – more specifically, securing records in the same manner that hardcopy records are secured. With that in mind, we do share your treatment records with your referring physician and your insurance carrier. Any group outside of those two entities (and any others you may have verbally authorized such as a family member) will require you to sign a records release with our office (page two of the registration form above) or you may be asked to sign within the requestor's office. The Notice of Privacy Policy is yours to keep.
4. The last papers of this packet are our payment policy and a grid that provides an overview of insurance expectations.

We understand that the amount of paperwork may seem cumbersome but personal experience emphasizes that many times doctor's office policies and communication can be vague and we

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don't want our patients to leave our office with any unanswered questions from either a healthcare or insurance coverage standpoint.

We look forward to providing excellent service to you. Please feel free to contact our staff should you have any questions or if you would like to provide feedback, regardless of the nature – it helps us improve the service we provide our patients.

Sincerely,

The Staff of Pacific Rim Electrophysiology Medical Group

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