

## Patient Acknowledgement of Notice of Privacy Practices And Release of Medical Information

I hereby authorize ADCS to use and disclose my individually identifiable protected health information (“PHI”) in the manner described below. I understand that if the person or entity authorized by this document to receive my Health Information is not a health plan or health care provider, then the disclosed Health Information may no longer be protected from further disclosure by state or federal law.

\_\_\_\_\_ Please Read and Initial \_\_\_\_\_

\_\_\_\_\_ I understand that a Notice of Privacy Practices is required by the federal privacy law known as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Revised 9/23/13), and is available for me to read in the office. I may request to receive a copy of this Notice now or via email.

\_\_\_\_\_ I understand that ADCS staff will identify themselves as a doctor’s office when confirming appointments, returning my calls, and for routine follow-up calls. ADCS may leave a message on my voice mail or with the person answering my phone, including normal test results.

My Medical Information can be discussed with: \_\_\_ Patient only \_\_\_ Family Member \_\_\_ Friend

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

My Account/billing Information can be released to: \_\_\_ Patient only \_\_\_ Family Member \_\_\_ Friend \_\_\_ Other:

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

I give ADCS permission to send a thank you letter to the person who referred me:

Y  N

\_\_\_\_\_ Name

I give ADCS permission to communicate with me via my Email Address:

Y  N

\_\_\_\_\_ Email Address

\_\_\_\_\_ I understand the above information is effective immediately and shall remain in effect unless I complete, sign, and date a new Patient Acknowledgement of Privacy Practices form.

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Print Name

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

If not signed by patient, please indicate relationship:  Parent if patient is under 18 yrs of age  
 Guardian or conservator of an incompetent patient  
 Beneficiary or personal representative of deceased patient

For office use only

\_\_\_\_\_ We attempted to obtain written acknowledgement of receipt of our NOTICE of PRIVACY PRACTICES, but acknowledgement could not be obtained because:

\_\_\_\_\_ Individual refused to sign

\_\_\_\_\_ Communication barrier prohibited obtaining acknowledgement

\_\_\_\_\_ An emergency situation prevented us from obtaining acknowledgement

\_\_\_\_\_ PLEASE SPECIFY

Other \_\_\_\_\_

\_\_\_\_\_ PLEASE SPECIFY

\_\_\_\_\_ DATE

\_\_\_\_\_ AESTHETIC DERMATOLOGY EMPLOYEE –[PRINT NAME AND SIGN]