

# Metroplex Urology & Transplant Surgery

David L. Gould, MD, FACS

Azeeta Firoozbakht, MSN, APRN, FNP-C

900 Jerome St., Suite 304, Fort Worth, TX 76104

P: 817-348-8399 F: 817-348-8380

## Patient Registration Form – Metroplex Urology & Transplant Surgery

APPOINTMENT DATE: \_\_\_\_\_ APPOINTMENT TIME: \_\_\_\_\_

**PLEASE ARRIVE 10 MINUTES PRIOR TO YOUR SCHEDULED APPOINTMENT TIME.**

Dear New Patient

We would like to take this opportunity to welcome you to our practice and thank you for choosing ***Metroplex Urology & Transplant Surgery***. We look forward to providing you with personalized comprehensive health care.

Our office is open Monday through Thursday from 8:30am-4:30pm, and Friday from 8:30am-12:00pm. Please note that our schedulers are available every day and will do their best to accommodate you. If you need to cancel or reschedule your appointment, please let us know as soon as possible. A \$75 fee will be assessed for failure to cancel your appointment within 24 hours of your scheduled appointment time.

Please refer to the checklist below regarding your upcoming appointment. During your initial visit, we will review your health status and these forms contain information necessary to complete this process. If you do not have the appropriate documentation at the time of your initial appointment you will be rescheduled for another date and time.

Sincerely,  
Metroplex Urology & Transplant Surgery

### **PLEASE REMEMBER TO BRING THE FOLLOWING DOCUMENTATION:**

- COMPLETED NEW PATIENT PAPERWORK (ATTACHED)
- PICTURE ID
- INSURANCE CARD(S)
- CO-PAY
- COMPLETE LIST OF MEDICATIONS/STRENGTH/DOSE
- MEDICAL RECORDS – IF REQUESTED
- REFERRAL – IF REQUIRED BY YOUR INSURANCE COMPANY

**PATIENT INFORMATION**

(Please Print)

Dr.  Miss  Mr.  Mrs.  Ms.  Sir Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Patient's Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ Previous Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Race:**  Black/African American  White  Asian  Declined  Native Hawaiian/Other Pacific Islander

Declined to answer  Other \_\_\_\_\_

**Sex**  Female  Male  Transgender Preferred Language: \_\_\_\_\_

**Ethnicity:**  Hispanic  Not Hispanic or Latino  Declined to answer

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Do you have a living will?  Yes  No

**RESPONSIBLE PARTY INFORMATION**

(information used for patient balance statements)

Responsible Party  Another Patient  Guarantor  Self **Check here if information is same as patient**

Responsible Party Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Sex  F – Female  M - Male  Transgender

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PRIMARY INSURANCE INFORMATION**

Insurance Company/Phone Number \_\_\_\_\_ ( ) \_\_\_\_\_

Name of Insured \_\_\_\_\_ Patient Relationship to Insured \_\_\_\_\_

Subscriber/Policy#: \_\_\_\_\_ Group ID \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECONDARY INSURANCE INFORMATION**

Insurance Company/Phone Number \_\_\_\_\_ ( ) \_\_\_\_\_

Name of Insured \_\_\_\_\_ Patient Relationship to Insured \_\_\_\_\_

Subscriber/Policy#: \_\_\_\_\_ Group ID \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree that the information supplied on this form is accurate and up-to-date to the best of my knowledge.

**Patient (or Responsible Party) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Patient History Form



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Family or Referring Doctor: \_\_\_\_\_  
 Pharmacy: \_\_\_\_\_ Pharmacy Phone #: \_\_\_\_\_

## HISTORY OF PRESENT ILLNESS

CHIEF COMPLAINT (What is the main reason for your visit today?) \_\_\_\_\_

Date of onset: \_\_\_\_\_ List location (ie: left or right): \_\_\_\_\_  
 Any Testing? What Type?: \_\_\_\_\_

Blood in Urine? Y/N Color of Urine? Bright Red, _____ Pink, _____ Dark Red, _____ Clear, _____ Microscopic, _____ Clots in Urine? Y/N Frequent Urination Y/N How Often? Every _____ hours Nocturia? (Urinating at night) Y/N How Often? _____ times per night	Slow or weak stream? Y/N Burning with Urination? Y/N Leaking of Urine? Y/N All the time? Y/N With Exercise? Y/N With Cough? Y/N Pain with Intercourse? Y/N Problems with Erections? Y/N Have you had this problem before? Y/N When? _____
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History of Kidney Stones? Y/N      Passed on their own? Y/N      Surgical Removed? Y/N

## PAST MEDICAL , FAMILY AND SOCIAL HISTORY

List all serious illnesses including hospitalizations: \_\_\_\_\_ List all serious illnesses in your immediate family. \_\_\_\_\_

None /or \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FAMILY HISTORY:	FAMILY MEMBER W/CONDITION
Diabetes	YES NO _____
Hypertension	YES NO _____
Cancer/Type	YES NO _____
Stroke	YES NO _____
Heart Condition	YES NO _____

Have you ever been diagnosed with:

Y/N Urinary Tract Infections	Y/N Kidney Stones
Y/N Prostate Problems	Y/N Venereal Disease
Y/N Heart Attack	Y/N Heart Murmur
Y/N Heart Disease	Y/N Vascular Disease
Y/N Stroke	Y/N Diabetes
Y/N Blood Clots	Y/N Epilepsy/Seizures
Y/N High Blood Pressure	Y/N Emphysema
Y/N Asthma	Y/N Ulcers
Y/N Pneumonia	Y/N Dementia
Y/N Varicose Veins	
Y/N Cancer; Type: _____	
Remission: Y/N	

Occupation (Specify) \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Children? Y/N

Females: Are you Pregnant? Y/N How many pregnancies \_\_\_\_\_  
 Vaginal \_\_\_\_\_ C-Section \_\_\_\_\_ Date of last menstrual Cycle \_\_\_\_\_  
 Are you Currently Breastfeeding? Y/N

Do you smoke? Y/N Have you smoked in the past? Y/N  
 How much? \_\_\_\_\_ How long? \_\_\_\_\_  
 Do you drink alcohol? Y/N  
 How much? Beer \_\_\_\_\_ Wine \_\_\_\_\_ Liquor \_\_\_\_\_  
 Do you have a history of illicit drug use Y/N  
 Caffeinated: Y/N How Much per day? \_\_\_\_\_

# Patient History Form - Continued



**List all surgeries:**

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**List all medications:**

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**List all drug allergies (along with reactions):**

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## REVIEW OF SYSTEMS

Are you Currently having problems with the following? (Circle yes (Y) or no (N))

**CONSTITUTION:**

- Y / N - Activity Level Change
- Y / N - Change in Appetite
- Y / N - Fatigue/Sluggish
- Y / N - Fever or Chills
- Y / N - Night Sweats
- Y / N - Recent Weight Loss

**EYES:**

- Y / N - Blurred or Double Vision
- Y / N - Eye Pain

**EAR/NOSE/MOUTH:**

- Y / N - Chronic Sinus Problems
- Y / N - Ear Infection
- Y / N - Hearing Loss
- Y / N - Sore Throat

**CARDIOVASCULAR:**

- Y / N - Chest Pain
- Y / N - Hypertension
- Y / N - Swelling in Legs

**RESPIRATORY:**

- Y / N - Chronic Cough
- Y / N - Shortness of Breath w/Normal Activity
- Y / N - Wheezing

**GASTROINTESTINAL:**

- Y / N - Abdominal Pain
- Y / N - Blood in Stool
- Y / N - Constipation
- Y / N - Frequent Diarrhea
- Y / N - Indigestion or Heart Burn
- Y / N - Loss of Appetite
- Y / N - Nausea or Vomiting

**GENITOURINARY:**

- Y / N - Blood in Urine
- Y / N - Burning or Painful Urination
- Y / N - Erectile Dysfunction
- Y / N - Flank Pain
- Y / N - Incomplete Emptying of Bladder
- Y / N - Incontinence or Dribbling
- Y / N - Waking up to Urinate
- Y / N - Testicular Pain/Swelling
- Y / N - Urinary Frequency
- Y / N - Urinary Urgency
- Y / N - Change of Force or Stream when Urinating

**MUSCULOSKETETAL:**

- Y / N - Joint Pain
- Y / N - Neck Pain
- Y / N - Back Pain

**INTEGUMENTARY:**

- Y / N - Persistent Itch
- Y / N - Rash on Skin

**NEUROLOGICAL:**

- Y / N - Headache
- Y / N - Light-Headed/Dizzy
- Y / N - Tingling Sensation
- Y / N - Tremors

**PSYCHOLOGIC:**

- Y / N - Anxiety
- Y / N - Depression
- Y / N - Insomnia
- Y / N - Memory Loss

**ENDOCRINE:**

- Y / N - Excessive Thirst
- Y / N - Inability to tolerate Heat or Cold

**HEMATOLOGIC/LYMPHATIC:**

- Y / N - Bleeding Tendency
- Y / N - Bruise Easily

**CARE TEAM:** Please list other providers involved in your care. This information will help us facilitate the best care possible.

Do you see a pain management doctor? Yes  No

Providers Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you see a cardiologist? Yes  No

Providers Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you see a nephrologist? Yes  No

Providers Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have a primary care physician? Yes  No

Providers Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_

Pharmacy Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please list other providers involved in your care:

Name	Specialty	Address/Phone Number

Name	Specialty	Address/Phone Number

**Patient Consent to Treat**

I hereby authorize agents of METROPLEX UROLOGY & TRANSPLANT SURGERY including mid-level providers, medical assistants and other employees and staff members to render medical evaluations and care to the patient indicated below. The duration of the consent is indefinite and continues until revoked in writing. I understand that by not signing this consent, the patient will not be provided medical care except in emergent situations.

**Patient/patient representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NO SHOW/LATE CANCELLATION POLICY**

If you do not cancel or reschedule your appointment within 24 hours of yours scheduled appointment time, a \$50 "NO SHOW" charge will be billed to you. This fee is not reimbursable by your insurance. Three consecutive "NO SHOWS" may result in discharging you from the practice. A photocopy of this consent shall be considered as valid as the original.

**Patient/patient representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PATIENT HIPAA ACKNOWLEDGEMENT AND CONSENT FORM**

**PATIENT NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Notice of Privacy Practice/clinics**

X \_\_\_\_\_ **(Patient/Representative initials)** I acknowledge that I have received the Notice of Privacy Practice, which describes the ways in which the practice/clinic may use and disclose my healthcare information for its treatment, payment, healthcare operations and other described and permitted uses and disclosures, I understand that I may contact the Privacy Officer designated on the notice if I have a question or complaint. I understand that this information may be disclosed electronically by the Provider and/or the Provider’s business associates. To the extent permitted by law, I consent to the use and disclosure of my information for the purposes described in the Notice of Privacy Practice.

**Disclosures to Friends and/or Family Members**

**DO YOU WANT TO DESIGNATE A FAMILY MEMBER OR OTHER INDIVIDUAL WITH WHOM THE PROVIDER MAY DISCUSS YOUR MEDICAL CONDITION? IF YES, WHOM?** I give permission for my Protected Health Information to be disclosed for purposes of communicating results, findings and care decisions to the family members and others listed below:

	Name	Relationship	Contact Number
1:			
2:			
3:			

Patient/Representative may revoke or modify this specific authorization and that revocation or modification must be in writing.

**Communications about My Healthcare**

I agree the Provider or an agent of the Provider or an independent physician’s office may contact me for the purposes of scheduling necessary follow-up visits recommended by the treating physician.

**Consent for Photographing or Other Recording for Security and/or Health Care Operations**

I consent to photographs, digital or audio recordings, and/or images of me being recorded for patient care, security purposes and/or the practice’s/clinics health care operations purposes (e.g., quality improvement activities). I understand that the practice/clinic retains the ownership rights to the images and/or recordings. I will be allowed to request access to or copies of the images and/or recordings when technologically feasible unless otherwise prohibited by law. I understand that these images and/or recordings will be securely stored and protected. Images and/or recordings in which I am identified will not be released and/or used outside the facility without a specific written authorization from me or my legal representative unless otherwise permitted or required by law.

**Consent to Email, Cellular Telephone, or Text Usage for Appointment Reminders and Other Healthcare Communications**

**If at any time I provide an email address or cellphone number** at which I may be contacted, I consent to receiving unsecure instructions and other healthcare communications at the email or text address I have provided or you or your EBO Servicer have obtained, at any text number forwarded, or transferred from that number. These instructions may include, but not be limited to: post-procedure instructions, follow-up instructions, educational information, and prescription information. Other healthcare communications may include, but are not limited to, communications to family or designated representatives regarding my treatment or condition, or reminder messages to me regarding appointments for medical care.

Note: You may opt out of these communications at any time. The practice/clinic does not charge for this service, but standard text messaging rates or cellular telephone minutes may apply as provided in your wireless plan (contact your carrier for pricing plans and details).

**Note:** This location uses an Electronic Health Record that will update all your demographics and consents to the information that you just provided. Please note this information will also be updated for your convenience to all our affiliated locations that share an electronic health record in which you have a relationship.

**PATIENT HIPAA ACKNOWLEDGEMENT AND CONSENT FORM (Continued)**

**Release of Information.**

I hereby permit practice/clinic and the physicians or other health professionals involved in the inpatient or outpatient care to release healthcare information for purposes of treatment, payment, or healthcare operations.

- Healthcare information regarding a prior service(s) with other health care providers may be made available to METROPLEX UROLOGY & TRANSPLANT SURGERY to coordinate care. Healthcare information may be released to any person or entity liable for payment on the Patient's behalf in order to verify coverage or payment questions, or for any other purpose related to benefit payment. Healthcare information may also be released to my employer's designee when the services delivered are related to a claim under worker's compensation.
- If I am covered by Medicare or Medicaid, I authorize the release of healthcare information to the Social Security Administration or its intermediaries or carriers for payment of a Medicare claim or to the appropriate state agency for payment of a Medicaid claim. This information may include, without limitation, history and physical, emergency records, laboratory reports, operative reports, physician progress notes, nurse's notes, consultations, psychological and/or psychiatric reports, drug and alcohol treatment and discharge summary.
- Federal and state laws may permit this facility to participate in organizations with other healthcare providers, insurers, and/or other health care industry participants and their subcontractors in order for these individuals and entities to share my health information with one another to accomplish goals that may include but not be limited to: improving the accuracy and increasing the availability of my health records; decreasing the time needed to access my information; aggregating and comparing my information for quality improvement purposes; and such other purposes as may be permitted by law. I understand that this facility may be a member of one or more such organizations. This consent specifically includes information concerning psychological conditions, psychiatric conditions, intellectual disability conditions, genetic information, chemical dependency conditions and/or infectious diseases including, but not limited to, blood borne diseases, such as HIV and AIDS.

I certify that I have read and fully understand the above statements from all pages and consent fully and voluntarily to its contents.

**Patient/patient representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Complete this Section ONLY if the Patient is a Minor**

I consent for \_\_\_\_\_ to authorize evaluation and treatment for the patient identified above when I am not available. I understand that this authorizes the foregoing person(s) to consent to medical and surgical procedures and immunizations for the patient. The duration of this consent is indefinite and continues until revoked in writing.

**Patient/patient representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Patient Consent for Financial Communications**

**Financial Agreement**

- I acknowledge that as a courtesy, METROPLEX UROLOGY & TRANSPLANT SURGERY will bill my insurance company initially for services provided to me.
- I understand it is my responsibility to provide both accurate and current insurance information, and that it is my responsibility to inform the clinic of any insurance changes to my policy.
- I agree to pay for services that are not covered or covered charges not paid in full including, but not limited to any co-payment, co-insurance and/or deductible, or charges not covered by insurance.
- I understand there is a fee for returned checks.

**Third Party Collection.** I acknowledge METROPLEX UROLOGY & TRANSPLANT SURGERY may use the services of a third-party business associate or affiliated entity as an extended business office (“EBO Servicer”) for medical account billing and servicing.

**Verification of Benefits.** I acknowledge METROPLEX UROLOGY & TRANSPLANT SURGERY utilizes Availity and other such websites to verify my insurance benefits.

**Assignment of Benefits.** I hereby assign to METROPLEX UROLOGY & TRANSPLANT SURGERY any insurance or other third-party benefits available for health care services provided to me. I understand METROPLEX UROLOGY & TRANSPLANT SURGERY has the right to refuse or accept assignment of such benefits. If these benefits are not assigned to METROPLEX UROLOGY & TRANSPLANT SURGERY, I agree to forward all health insurance or third-party payments that I receive for services rendered to me immediately upon receipt.

**Medicare Patient Certification and Assignment of Benefit.** I certify that any information I provide, if any, in applying for payment under Title XVIII (“Medicare”) or Title XIX (“Medicaid”) of the Social Security Act is correct. I request payment of authorized benefits to be made on my behalf to METROPLEX UROLOGY & TRANSPLANT SURGERY by the Medicare or Medicaid program.

**Consent to Telephone Calls for Financial Communications.** I agree that, in order for METROPLEX UROLOGY & TRANSPLANT SURGERY, or Extended Business Office (EBO) Servicers and collection agents, to service my account or to collect any amounts I may owe, I expressly agree and consent that METROPLEX UROLOGY & TRANSPLANT SURGERY or EBO Servicer and collection agents may contact me by telephone at any telephone number, without limitation of wireless, I have provided or METROPLEX UROLOGY & TRANSPLANT SURGERY or EBO Servicer and collection agents have obtained or, at any phone number forwarded or transferred from that number, regarding the services rendered, or my related financial obligations. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

**Patient/patient representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are not the patient, please identify your relationship to the patient. Circle or mark relationship(s) from list below:

- |                |                              |
|----------------|------------------------------|
| Spouse         | Guarantor                    |
| Parent         | Healthcare Power of Attorney |
| Legal Guardian | Other (please specify) _____ |

Section A: This section must be completed for all Authorizations					
<b>Patient Name:</b>		<b>Date of Birth:</b>		<b>Patient's Phone:</b>	
				<b>Last 4 digit SSN (optional)</b>	
<b>Provider's Name:</b>		<b>Recipient's Name:</b> David L. Gould, M.D., FACS			
<b>Provider's Address:</b>		<b>Address 1:</b> 900 Jerome St.		<b>Recipient's Phone:</b> 817-348-8399	
		<b>Address 2:</b> <i>Suite 304</i>		<b>State:</b> TX	
		<b>City:</b> <i>Ft. Worth</i>		<b>Zip:</b> 76104	
<b>Request Delivery (If left blank, a paper copy will be provided):</b> <input type="checkbox"/> Paper Copy <input type="checkbox"/> Electronic Media, if available (e.g., USB drive, CD/DVD, eDelivery) <input type="checkbox"/> Encrypted Email <input type="checkbox"/> Unencrypted Email <input checked="" type="checkbox"/> FAX 817-348-8380					
<b>NOTE:</b> In the event the facility is unable to accommodate an electronic delivery as requested, an alternative delivery method will be provided (e.g., paper copy). There is some level of risk that a third party could see your PHI without your consent when receiving unencrypted electronic media or email. We are not responsible for unauthorized access to the PHI contained in this format or any risks (e.g., virus) potentially introduced to your computer/device when receiving PHI in electronic format or email.					
<b>Email Address (If email checked above. Please print legibly):</b>					
This authorization will expire on the following: (Fill in the Date or the Event but not both.)					
<b>Date:</b> _____ <b>Event:</b> _____					
<b>Purpose of disclosure:</b> Medical Care					
<b>Description of information to be used or disclosed</b>					
Is this request for psychotherapy notes? <input type="checkbox"/> Yes, then this is the only item you may request on this authorization. You must submit another authorization for other items below. <input type="checkbox"/> No, then you may check as many items below as you need.					
<b>Description:</b>	<b>Date(s):</b>	<b>Description:</b>	<b>Date(s):</b>	<b>Description:</b>	<b>Date(s):</b>
<input type="checkbox"/> All PHI in medical record <input type="checkbox"/> Admission form <input type="checkbox"/> Dictation reports <input type="checkbox"/> Physician orders <input type="checkbox"/> Intake/outtake <input type="checkbox"/> Clinical test <input type="checkbox"/> Medication sheets		<input type="checkbox"/> Operative information <input type="checkbox"/> Cath lab <input type="checkbox"/> Special test/therapy <input type="checkbox"/> Rhythm strips <input type="checkbox"/> Nursing information <input type="checkbox"/> Transfer forms <input type="checkbox"/> ER information		<input type="checkbox"/> Labor/delivery summary <input type="checkbox"/> OB nursing assess <input type="checkbox"/> Postpartum flow sheet <input type="checkbox"/> Itemized bill: <input type="checkbox"/> UB-04: <input type="checkbox"/> Office Visit Notes: <input type="checkbox"/> Other:	
I acknowledge, and hereby consent to such, that the released information may contain alcohol, drug abuse, genetic information, psychiatric, HIV testing, HIV results or AIDS information. _____ (Initial)					
I understand that: I may refuse to sign this authorization and that it is strictly voluntary. My treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization. I may revoke this authorization at any time in writing, but if I do, it will not have any effect on any actions taken prior to receiving the revocation. Further details may be found in the Notice of Privacy Practices. If the requester or receiver is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations and may be re-disclosed. I understand that I may see and obtain a copy the information described on this form, for a reasonable copy fee, if I ask for it. I get a copy of this form after I sign it.					
<b>Section B: Is the request of PHI for the purpose of marketing and/or does it involve the sale of PHI?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes, the health plan or health care provider must complete Section B, otherwise skip to Section C.					
Will the recipient receive financial remuneration in exchange for using or disclosing this information? If yes, describe: N/A				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
May the recipient of the PHI further exchange the information for financial remuneration?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Section C: Signatures</b>					
I have read the above and authorize the disclosure of the protected health information as stated.					
<b>Signature of Patient/Patient's Representative:</b>				<b>Date:</b>	