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1200 N.Federal Highway, Suite 100 Boca Raton, FL 33432 Tel: 561-266-0190 • Fax: 561-392-9781 www.backonrhythm.com

#### Dear Patient,

Some of the patients who come to our office to be seen by one of our physicians are upset by what may seem like endless hours of waiting before being evaluated. We understand that a patient's time is valuable and we respect that. Therefore, we believe it would be helpful for you to understand our philosophy about patient care and, hopefully in some way, that may help in coping with the wait.

Many of the patients who come to see us have serious cardiac problems. Some of the patients already have a diagnosis and are referred to us for consideration of treatment alternatives. Others come to the office with complaints that require a diagnosis of a potentially life-threatening illness. There is often some degree of anxiety that accompanies an office visit. Consequently, it is our goal that patients can be seen quickly in the office. We want to be accessible to our patients. Since it is not unusual for a physician in our practice to see six to nine new patients during his clinic hours, in addition to the many follow-up patients, answering colleagues' calls, and at times, attending to unscheduled emergency cases, keeping to the schedule may often be impossible. One alternative, of course, would be for each of us to restrict the number of patients seen in the office, and, thus, alleviate the potential waiting time. But again, our policy, particularly for those who have a serious diagnosis, is to provide an appointment as soon as possible. As a consequence, patients may have to wait as an accommodation.

All of the individuals who are part of our team are committed to working as hard and putting in hours needed to provide patients with the best possible care. You may have to wait while another patient is being evaluated thoroughly and while the physician and patient make the best choice for treatment. When it is your turn, you will have the same consideration from our physician and indeed another patient may have to wait.

With regard to follow-up appointments, you will be seen initially by one of our very capable and well-trained physician assistants. They will obtain your initial history and possibly perform a part of the physical examination and check your device. When they work with us in this manner, they accelerate an essential part of the process and ensure that a most complete history and evaluation are performed. Ultimately, all cases are reviewed by our physicians.

We will make every effort to provide the medical assistance you require and we hope that you are pleased with our quality of care. If, at any point, we do not meet your level of expectation, we hope that you will write or call your physician directly or contact Michelle Olitzky, Office Administrator, so we know in what valuable ways we can improve our service to you.

Today's Date:		Social Security Nur	mber:		
First Name:	Middle: _	Last Nar	ne:		
Race: Ethnicity	:	Date	of Birth	/	/
Address:					
City	State	Zip	County: _		
Home Phone:	Alternate n	umber:			
Sex: Male Female Age	<u>;</u> :	Single Married	Widowed	Divorced	Separated
Spouse's Name:					
Occupation	Employer:	·			
Employer Address:	Employer Phone:				
Out of Town Address:					
IN CASE OF EMERGENCY CONT	TACT:				
Name:			_Relationshi	p:	
Home Phone:		Alternate number:			
Referring Physician:					
Phone:					
Primary Care Physician:					
Phone:					
Pharmacy Name:					
Pharmacy Phone Number:					

PRIMARY IN	ISURANCE CO	MPANY N	AME:	·····	
Patient's Name					
Insured's Name					
Relationship:	Self	Spouse		Parent/Guardian	
Insured's Date of	Birth :		-		
Insurance ID Number:			Group Number:		
( If you have Medi	icare, what is Medic	are Number):			
SECONDARY	/ INSURANCE	COMPANY	/ NAME:		
Patient's Name					
Insured's Name:			Date of Birth:		
Insurance ID Num	ber:		Group Number:		
Is this visit due to Is this visit due to	work-related injury? an auto accident?	YesYes	No No	Date of accident Date of accident	
If you answered YES to e	either question above, pleas	se allow us to make a	copy of the accident report.		
**PLEASE RETURN T	THIS FORM WITH YOU	R INSURANCE CA	RD(S) SO THAT WE CAN	MAKE COPIES**	
<b>Authorization &amp;</b>	Release				
the period of such care *I authorize and reque	e to third party payors a est my insurance compa insurance carrier may	nd / or other health ny to pay directly to	practitioners. The doctor of doctor's gro	eatment or examination rendered, to me during up insurance benefits otherwise payable to me. te to be responsible for payment of all services	
may be assessed each i except for emergencies	month. I realize that fai s or where there is prepa	lure to keep this acc nyment for addition	count current may result in al services. In the case of d	ge of 1.5% on the balance then paid and owed a you being unable to provide additional services default on payment of this account, I agree to at of any outstanding account balances.	
Signature of Patie	nt:			Date:/	

Name of Patient:
List any medications you are allergic to:
Medications:
PLEASE LIST THE <b>NAME</b> AND <b>HOW OFTEN</b> YOU ARE TAKING THE MEDICATION

#### CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

# **Patient Giving Consent**

Patient Giving Consent	
Name:	DOB:
To the Patient—Please read the f	ollowing statement carefully
	signing this form, you will consent to our use and disclosure n to carry out treatment, payment activities and healthcare
you decide whether to sign this Corpayment activities and healthcare of	have the right to read our Notice of Privacy Practices before insent. Our Notice provides a description of our treatment, perations, of the uses and disclosures we may make of you is posted in our reception area. We encourage you to read it ning this Consent.
Practices. If we change our privacy	privacy practice as described in our Notice of Privacy practices, we will issue a revised Notice of Privacy langes. Those changes may apply to any of our protected in.
• • •	ce of Privacy Practices, including any revisions of our Notice, <b>Arrhythmia Service at</b> 561-266-0190.
notice of your revocation submitted revocation of this Consent will not	e right to revoke this Consent at any time by giving us written I to the Contact Person listed above. Please understand that affect any action we took in reliance of the Consent before we we may decline to treat you or to continue treating you if you
Notice of Privacy Practices. I unde	d and consider the contents of this Consent form and the erstand that, by signing this Consent form, I am giving my of my protected health information to carry out treatments, peration.
Signature:	Date

# **Malpractice Insurance Acknowledgement**

Under Florida Law, physicians are generally required to carry medical malpractice insurance or otherwise demonstrate financial responsibility to cover potential claims from medical malpractice.

Your doctor has decided NOT to carry medical malpractice insurance. This is permitted under Florida Law subject to certain conditions. In signing, I acknowledge that I am aware that Cardiac Arrhythmia Service has elected not to carry Medical Malpractice Insurance. Signature: Date: **HIPPA Acknowledgement** Please circle where we are able to contact you. HOME CELL WORK ALL Is it ok to leave a message at the above numbers stating our company name and what the call is regarding? YES \_\_\_\_\_\_ NO\_\_\_\_\_ Is there anyone you would like to authorize as your personal representative to be able to discuss course of treatment, procedures, and appointment information. Name of patient representative: \*\*\*\*I am aware that Cardiac Arrhythmia Service has a posted copy of Patient's Bill of Rights and the HIPPA Privacy Notes in the waiting room for patients to read. A copy will be provided to any patient that requests a copy.\*\*\*\*\* Signature: Date:

### RELEASE OF RECORDS

Patient Name:
Date of Birth:
I authorize the release of my medical records including all office visit, hospitalization, diagnostic testing, and other written information concerning my health and treatment to be sent to:
Cardiac Arrhythmia Service 1200 N. Federal Highway Suite 100 Boca Raton FL 33432 Phone 561-266-0190 Fax 561-392-9781
Company to release records to Cardiac Arrhythmia Service
Name:
Address:
Telephone:
Fax:
Patient Signature: