



REGISTRATION FORM / FORMA DE REGISTRO

In the case that a question does not pertain to you, please answer with "not applicable" (N/A)
 En caso de que una pregunta no aplique, por favor responda "no aplica" (N/A)

Today's Date / Fecha: _____

PATIENT INFORMATION / INFORMACION DEL PACIENTE

Last Name / Apellido del Paciente:		First Name / Nombre:	
Birth Date / Fecha de Nacimiento (MM/DD/YYYY)		Age / Edad:	
Home Phone / Tel. de Casa:	Work Phone / Tel. de Trabajo:	Cell Phone / Tel. Celular:	
E-mail / Correo Electronico:		<input type="checkbox"/> Male / Masculino <input type="checkbox"/> Female / Femenino <input type="checkbox"/> Non-binary	
Mailing Address / Direccion Postal:		Apartment / Apartamento:	
City / Ciudad:	State / Estado:	Zip Code / Codigo Postal:	
Occupation / Ocupacion:		Employer / Empleador:	
Marital Status / Estado Civil:		Primary Language / Idioma Principal:	
Race / Raza: <input type="checkbox"/> Black/African American (Afroamericano) <input type="checkbox"/> Native American (Nativo Americano) <input type="checkbox"/> Asian (Asiatico) <input type="checkbox"/> Pacific Islander (Origen de las Islas del Pacifico) <input type="checkbox"/> Caucasian (Caucasico) <input type="checkbox"/> Decline to Answer (Me niego a contestar) <input type="checkbox"/> Hispanic, Latino, or Spanish origin (Hispano, Latino, or o de origen Español)			
Parent/Guardian Name (Nombre del Padre/Guardian)		Parent/Guardian Phone (Tel. del Padre/Guardian)	
Parent/Guardian Name (Nombre del Padre/Guardian)		Parent/Guardian Phone (Tel. del Padre/Guardian)	
How did you hear about us? ¿Como fue informado acerca de nosotros? <input type="checkbox"/> Friend / Amigo(a) <input type="checkbox"/> Internet / Pagina Web <input type="checkbox"/> Phonebook / Directorio Telefonico <input type="checkbox"/> Other/ Otro			

INFORMATION OF RESPONSIBLE PARTY / INFORMACION DE LA PERSONA RESPONSIBLE

Last Name / Apellido del Paciente:		First Name / Nombre:	
Address / Direccion:		Phone Number / Tel:	
		Relationship to Patient / Relacion al Paciente:	
Birth Date / Fecha de Nacimiento (MM/DD/YYYY)			
Employer / Empleador:		Employer Phone # / Tel. Del Empleador:	
Employer Address / Direccion del Empleador:			

IN CASE OF EMERGENCY / EN CASO DE EMERGENCIA

Name / Nombre:		Relationship to Patient / Relacion al Paciente:	
Phone # / Tel:		Cell Phone / Tel. Celular:	
<p>The above information is true to the best of my knowledge. I authorize Medicare or my insurance company to pay the Eye Institute of Marin and my physician directly. I understand that I am financially responsible for any balance. I also authorize the Eye Institute of Marin or insurance company to release any information required to process my claims.</p> <p>La informacion anterior es verdadera segun mi entender. Autorizo a Medicare o a mi compañía de seguros a pagar a Eye Institute of Marin mi medico directamente. Entiendo que soy responsable financieramente por cualquier cuentas pendientes. Tambien autorizo a Eye Institute of Marin o a mi compañía de seguros a proveer cualquier informacion que se requiera para procesar mis pagos.</p>			

Patient/Parent/Guardian Signature (Firma del Paciente/Guardian)

Date / Fecha:

X



RECORDS RELEASE AUTHORIZATION

TO /FROM
Kathryn Najafi-Tagol, MD
Eye Institute of Marin

10 Paul Drive
San Rafael, CA 94903

Ph: (415) 444-0300
Fax: (415) 444-0301

TO /FROM
Name: _____

Address: _____

Ph: _____
Fax: _____

I consent to release the following health information (check all that applies):

Date(s) of treatment: _____

All health care information

Health care information relating to the following treatment or condition:

The following information will not be released unless the specific item is checked:

information pertaining to drug & alcohol abuse, diagnosis or treatment

information pertaining to mental health diagnosis or treatment

HIV/AIDS test results

information pertaining to genetic testing

This authorization shall in force and effect until _____ (date or event), at which time this authorization expires.

I understand that I have the right to revoke this authorization, in writing, at any time.

I understand I have the right to receive a copy of this authorization upon request.

I understand I have a right to request restrictions on the uses and disclosures of health information; however, Eye Institute of Marin/Dr. Najafi-Tagol, it's employees, staff, and agents, in connection with the disclosure of information set forth relating to these medical records.

Patient Name (Print)

Date

_ Patient Signature

Date of Birth

Authorized by Dr. Kathryn Najafi-Tagol

A. Notifier: Eye Institute Of Marin
10 Paul Drive San Rafael 94903
Phone: (415) 444-0300 Fax: (415)444-0301
Patient Name:

Identification Number:

Advance Beneficiary Notice of Non-coverage (ABN)

NOTE: If Medicare doesn't pay for D. Service D below, you may have to pay.

Medicare does not pay for everything, even some care that you or your health care provider have good reason to think you need. We expect Medicare may not pay for the D. Service D below.

D. Diagnostic Testing	E. Reason Medicare May Not Pay:	F. Estimated Out of Pocket Cost:
1. Corneal Topography Images 92025 2. Fundus Imaging 92250 3. Pachymetry 76514 4. Meibography Scan 92285 5. Ophthalmic Biometry (IOLM) 92136 6. Gonioscopy 92020 7. OCT RNFL 92133 8. OCT MAC 92134 9. Visual Field Exam 92083 10. Refraction 92015 11. External Photos 92285	Medicare will only pay for standard examinations, testing, followup care that if deemed medically necessary. Medicare may deny the medical service/procedure if "not medically necessary," there were "too many or too frequent" services or treatments, or due to a local coverage determination, thus making them the patient's financial responsibility.	92025 \$92.44 92250 \$94.24 76514 \$27.68 92285 \$62.06 92136 \$118.48 92020 \$68.44 92133 \$92.38 92134 \$101.64 92083 \$162.10 92015 \$150.00 92285 \$61.04

WHAT YOU NEED TO DO NOW:

- Read this notice, so you can make an informed decision about your care.
- Ask us any questions that you may have after you finish reading.
- Choose an option below about whether to receive the D. Service D listed above.

Note: If you choose Option 1 or 2, we may help you to use any other insurance that you might have, but Medicare cannot require us to do this.

G. OPTIONS: Check only one box. We cannot choose a box for you.

- OPTION 1.** I want the D. Service D listed above. You may ask to be paid now, but I also want Medicare billed for an official decision on payment, which is sent to me on a Medicare Summary Notice (MSN). I understand that if Medicare doesn't pay, I am responsible for payment, but I can appeal to Medicare by following the directions on the MSN. If Medicare does pay, you will refund any payments I made to you, less co-pays or deductibles.
- OPTION 2.** I want the D. Service D listed above, but do not bill Medicare. You may ask to be paid now as I am responsible for payment. I cannot appeal if Medicare is not billed.
- OPTION 3.** I don't want the D. Service D listed above. I understand with this choice I am **not** responsible for payment, and I cannot appeal to see if Medicare would pay.

H. Additional Information:

This notice gives our opinion, not an official Medicare decision. If you have other questions on this notice or Medicare billing, call **1-800-MEDICARE** (1-800-633-4227/TTY: 1-877-486-2048). Signing below means that you have received and understand this notice. You may ask to receive a copy.

I. Signature:	J. Date:
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You have the right to get Medicare information in an accessible format, like large print, Braille, or audio. You also have the right to file a complaint if you feel you've been discriminated against. Visit Medicare.gov/about-us/accessibility-nondiscrimination-notice.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0566. The time required to complete this information collection is estimated to average 7 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Baltimore, Maryland 21244-1850.



Kathryn Najafi-Tagol, MD
10 Paul Drive
San Rafael, CA 94903
(415) 444-0300

PATIENT FINANCIAL RESPONSIBILITY

Thank you for choosing the Eye Institute of Marin for your medical needs. We are committed to providing you with the highest quality healthcare. We ask you to read and sign this form to acknowledge your understanding of our patient financial policies.

The patient (or patient's guardian, if a minor) is ultimately responsible for payment of treatment and care.

As a courtesy, we will bill your insurance for you. However, you are responsible for knowing your insurance coverage and to provide the most correct and updated information regarding insurance.

Patients are responsible for the payment of copays, coinsurance, deductibles and all other procedures or treatment not covered by their insurance plan(s). Copays are due at the time of service.

Coinsurance, deductibles, and non-covered items are due 30 days from receipt of billing.

Patients may incur and are responsible for payment of additional charges, if applicable. These charges may include a charge for returned checks \$25.00.

Private pay patients are responsible for all examination/procedure charges incurred. Payment is required at the time of service.

If surgery is canceled within 1 Week of your scheduled procedure patient will incur a \$250 cancellation fee.

If office procedures are canceled within 72 business hours of your scheduled procedure patient will incur a \$150 cancellation fee.

Our office policy requires at least a 48 business hour notice if you need to cancel or reschedule your appointment. If we are not notified before the 48 business hours you will incur a \$75.00 cancellation fee.

Refraction is the process of determining if there is a need for prescription glasses. It is an essential part of an eye examination and necessary in order to release a prescription. **This is considered a non-covered procedure by most medical insurance companies. If this procedure is not covered, you will be responsible for a procedure fee of \$125** Fitting of contact lenses is also considered a non-covered procedure and you will be responsible for a fitting fee, which does not include the contact lenses themselves. The fee will vary depending on the type of contact lenses being fit.

Patient Acknowledgment

By my signature below, I hereby authorize assignment of financial benefits directly to Eye Institute of Marin and any associated healthcare entities for services rendered as allowable under standard third party contracts. I understand I am financially responsible for charges not covered by this assignment.

Signature of Responsible Party

Date



Agreement for Medical Debt Collection and Repayment

A holder of this medical debt contract is prohibited by Section 1785.27 of the Civil Code from furnishing any information related to this debt to a consumer credit reporting agency. In addition to any other penalties allowed by law, if a person knowingly violates that section by furnishing information regarding this debt to a consumer credit reporting agency, the debt shall be void and unenforceable.

If your account becomes delinquent (past due), we may take the following actions: (1) refer your account to a collection agency, (2) file a lawsuit to recover the amount owed. If your account is referred to a collection agency, you agree to pay a collection fee and interest at an annual rate of 10% on the unpaid balance, beginning 30 days after the date of service. If legal action is required to collect the amount owed, you agree to pay all reasonable attorney's fees and court costs incurred in the collection process, in addition to the outstanding balance, collection fees, and interest.

I agree that, in order for Eye Institute Marin, and collection agents, to service my account or to collect any amounts I may owe, I expressly agree and consent that Eye Institute Marin or collection agents may contact me by telephone or text message at any telephone number, without limitation of wireless, I have provided or Eye Institute Marin or 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.

By providing my email address, I understand and agree to receive communications from Eye Institute Marin (Kathryn Najafi-Tagol M.D.,A Professional Corporation) and collections agents to service my account or to collect any amounts I may owe. I understand that work or government email addresses may be monitored by third parties, and if I do not provide a personal email address, I consent to any potential third-party disclosure of my information.

Patient Name _____ Date of Birth _____

Patient Signature _____ Date _____

Patient's Name: _____ ID #: _____

NOTICE OF EXCLUSIONS FROM HEALTH PLAN BENEFITS (NEHB)

There are items and services for which your health plan may not pay.

1. Your health plan does **not** pay for all your health care costs. The health plan only pays for covered benefits. Some items are not covered benefits and your insurance will not pay for them.
2. When you receive an item or service that is not a covered benefit, **you are responsible to pay for it**, personally or through any other insurance that you may have.

The purpose of this notice is to help you make an informed choice about whether you want to receive these items or services or not. **Before you decide, you should read this entire notice carefully.**

o If you do not understand why your insurance will not pay, ask us to explain.

Ophthalmic diagnostics that may not be covered with insurance:

(not including co-payments, deductibles, or co-insurances associated with your insurance plan)

1.	Corneal Topography Images 92025	\$92.44
2.	Fundus Imaging 92250	\$94.24
3.	Pachymetry 76514	\$27.68
4.	Meibography Scan 92285	\$62.06
5.	Ophthalmic Biometry (IOLM) 92136	\$118.48
6.	Gonioscopy 92020	\$68.44
7.	OCT RNFL 92133	\$92.38
8.	OCT MAC 92134	\$101.64
9.	Visual Field Exam 92083	\$162.10
10.	Refraction 92015	\$150.00
11.	External Photos	\$61.04

By signing below, I acknowledge I am aware of non-covered service(s) and agree to pay for any additional charges determined by my medical insurance(s) policy plan such as; co-payments, co-insurance, deductibles etc.

Signature of patient or person acting on patient's behalf

Date



10 Paul Drive
 San Rafael, CA 94903
 (415) 444-0300

PRIVACY ACKNOWLEDGEMENT AND GENERAL CONSENT

I understand my privacy is protected and I have read the Notice of Privacy Practices.		<input type="checkbox"/> Yes
I consent to receive medical care and treatment from Eye Institute of Marin.		<input type="checkbox"/> Yes
I have read and understand the Office and Financial Policies. I understand any violation of these terms is subject to referral to a collection agency and/or immediate dismissal.		<input type="checkbox"/> Yes
I give my physician and/or my physician representative permission to leave a confidential message for me at the following phone number: () - _____		<input type="checkbox"/> Yes
I give my physician and/or my physician representative permission to discuss by medical care with:	Name/Relationship:	Phone:

I understand under the Health Insurance Portability & Accountability Act of 1996 (“HIPAA”), I have certain right to privacy regarding my protected health information. I understand this information can and will be used to:

- Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly or indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I acknowledge I have read/received your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information. I understand this organization has the right to change its Notice of Privacy Practices from time to time and I may contact this organization at any time in writing to obtain a current copy of the Notice of Privacy Practices.

I understand I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment, or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree, then you are bound to abide by such restrictions.

 Patient Name (Print) Date

 Patient Signature Relationship to Patient (if applicable) Date of Birth

For office use only:
 I attempted to obtain the patient’s signature in acknowledgement of this Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below:

Date: _____ Signature: _____ Privacy Acknowledgement and General Consent

Reason: _____



Kathryn Najafi-Tagol, MD
10 Paul Drive
San Rafael, CA 94903
(415) 444-0300

Consent to Obtain Medication History

The Eye Institute of Marin utilizes an electronic medical record system to ensure the highest quality of care possible for you and your vision. This system allows the collection and review of your medication history. This medication history is a list of prescribed medications from our doctors as well as any other doctors who might have given you a prescription. **Obtaining both an accurate and up-to-date medication history is important for our doctors to provide effective treatments and to avoid potentially dangerous interactions between prescribed medications.**

This list can come from a variety of sources including your pharmacy and your healthcare insurer. While this medication history is a useful guide for our doctors, some medications may still be missing from the list. Some pharmacies may not make medication history available to us. Medications purchased without medical insurance will not be listed. Over-the-counter medications, supplements, and herbal medications also are missing from the list. It is important to disclose this information with our staff to help ensure your safety and highest possible quality of care.

By signing this consent form you give us permission to collect your medication history, for your pharmacy and health insurance plan to disclose your prescription information with us. That includes prescription medications to treat HIV/AIDS and mental health conditions. This will become part of your health record with our office.

I hereby give my permission for the Eye Institute of Marin to obtain my medication history from my pharmacy, my health insurance plans, and my other healthcare providers.

Patient Signature

Date of Birth

INFORMATION REGARDING DILATING EYE DROPS

Dilating drops are used to dilate or enlarge the pupils of the eye to allow the ophthalmologist/optometrist to better examine the small structures inside of your eyes.

Dilating drops frequently blur vision for a length of time which varies from person to person and may make bright lights bothersome. It is not possible for your doctor to predict how much your vision will be affected. Because driving may be difficult immediately after an examination it's best if you make arrangements not to drive yourself. If you do not have sunglasses with you, please ask our staff for a disposable pair.

Adverse reaction, such as acute angle-closure glaucoma, may be triggered from the dilating drops. This is extremely rare and treatable with immediate medical attention. I hereby authorize Dr. Najafi-Tagol, and/or such assistants as may be designated by her, to administer dilating eye drops. The eye drops are necessary to diagnose my condition.

Patient Acknowledgement

_ Patient Signature

Date