

REGISTRATION FORM



Patient Bill of Rights

All Optimus Health Care, Inc. patients have the rights and responsibilities outlined below:

1. The patient has the right to receive complete information and confidentiality regarding his/her medical condition and treatment plan.
2. The patient has the right to complete information on the services and off-hour coverage system of Optimus Health Care, Inc.
3. The patient has the right to complete information regarding research projects that might include him/her, and the right to refuse to participate in such projects.
4. The patient has the right to his/her complete medical records upon request.
5. The patient has the right to complete information regarding fees, charges and reimbursement policies of Optimus Health Care, Inc.
6. The patient has the right to have treatment provided with consideration, respect and privacy.
7. The patient has the right to be assessed for pain management and to be treated and/or referred to a specialist.
8. The patient has a right to a second opinion from a physician of his/her choice.
9. The patient has the right to file a grievance requesting resolution of his/her concern. The patient has the right to request changes in processes as it affects the services provided to him/her. The patient has the right to communicate directly with The Joint Commission (www.jointcommission.org), by which Optimus Health Care, Inc. is accredited.

Failure to Keep Appointment Policy

To ensure access to appointments for all patients, Optimus Health Care, Inc. has the following policy regarding patients who frequently fail to keep their appointments:

- ❖ If you fail to keep a scheduled appointment or call the office with less than 24 hours' notice to cancel or reschedule an appointment, each such appointment will be considered a "No Show."
- ❖ If you miss (3) appointments within a (6) month period, you will be considered to frequently "No Show" for appointments.
- ❖ Patients who frequently "No Show" for appointments will be allowed to schedule appointments only during certain designated health center hours.
- ❖ This policy applies to medical, dental, pediatrics, behavioral health and OB/GYN patients.
- ❖ We will continue to provide you with care during designated health center hours.
- ❖ You have the right to appeal Optimus Health Care, Inc.'s determination that you frequently "No Show" to appointments. The health center staff can guide you in beginning the appeal process. A decision will be made within 30 days.

About our Notice of Privacy Practices

We are committed to protecting your personal health information in compliance with the law. The attached Notice of Privacy Practice.

- Our obligations under the law with respect to your personal health information
- Your rights relating to your personal health information
- Our rights to change our Notice of Privacy Practices
- How to file a complaint if you believe your privacy rights have been violated
- The conditions that apply to uses and disclosures not described in this Notice
- The person to contact for further information about our privacy practices