

My Friend's Gynecologist, LLC ~ Dr. Terri Vanderlinde

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GENERAL INFORMATION

_____ HIPAA is a Federal Act which protects your Private Health Information. We ask you to sign this form only because it is required by law. We must inform you of our strict adherence to these guidelines. We are happy to forward records, as long as you sign a Release of Records with specific delineation of what can and cannot be released. We are prohibited from discussing your case with anyone, including parents and spouses, without your expressed written or verbal consent. We are also prohibited from discussing any test results or billing information with anyone but you. Our fax line is secure.

_____ MINORS are, by law, considered adults when they are over 14 and seek Gynecological Care, alone or with a parent in attendance. They are also protected under the same HIPAA standards, meaning that the office staff is not allowed to discuss any aspect of their care, including diagnosis, treatment, lab results, or billing information without permission of the young woman herself.

_____ EMAIL is not considered perfectly secure, but can be used at your discretion to contact us. Please direct your email to the appropriate staff member: Stephanie for medical questions and prescription refills, Peg for billing questions, and Bonnie for making or changing appointments.

_____ APPOINTMENTS are made for 15, 30, 45 or 60 minutes depending on the type of visit and a specific patient's needs. We all do our utmost to ensure that the doctor runs on time, because we value your time. The time that we give you for your appointment is usually very accurate for when the doctor will be ready for you. You are expected to arrive **15 MINUTES PRIOR** to the time the doctor sees you. This check-in time is used to update medical and contact information, get vital signs, etc. When a patient MISSES or CANCELS 3 or more appointments with less than 24 hours notice, she will be contacted and made aware that she will be personally billed for the full amount of the next missed visit. Please be courteous and value the time that the doctor could have used to see other patients in need.

_____ TEST RESULTS will be sent to you directly via mail, phone, or email, as you choose. Every test that we order will be reported to you within a few days for most blood work, 1-2 weeks for Paps, 5 days for biopsies, and 2 days for ultrasounds and other x-rays. The facility that performs your Mammogram will send you their report directly. We will become involved only if there is a problem.

_____ E-NEWSLETTER is our way of keeping everyone in this circle of my friends and patients updated monthly for important insurance news, changes in business hours, progress in our practice, additional providers in the Journey to Wellness building, etc. It is our most efficient vehicle for communication. We will send you one copy so that you can decide if you'd like to receive more.

_____ PHILOSOPHY of excellence and compassion in patient care governs everything we do in this office. We are here to serve you and your needs to the best of our abilities. We are on your side. We will give you many well-informed choices and help you to arrive at a best decision for yourself. We will opt for diet and lifestyle choices before medical or surgical ones. We embrace Complementary and Alternative Medical Treatments (CAM) whenever possible and appropriate to a given condition. We are glad to refer you to other specialty practitioners and physicians when warranted. Please let us know how we can serve you best. Thank you very much for choosing us to help you stay happy and well.

Signature Patient/Guardian _____

Date _____

Printed Name _____

Witness _____