



"BRINGING PERSONAL BACK TO MEDICINE"

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## **NEW PATIENT INFORMATION LETTER**

Personalized HealthCare of Tucson (PHC) is focused on "Bringing Personal Back to Medicine". We are pleased that you are considering making us your "Medical Home". The Medical Home is a health care model with a centralized setting that facilitates partnerships between individual patients, their personal physician, and family and community.

PHC is a membership practice. The Patient Membership term is from September 1 to August 31. If you are joining the practice at the start of the membership term on September 1, you will be charged the annual fee as stated in the Payment Authorization Form included with the New-Patient Paperwork. If you are joining the practice after the start of the membership term, you will be charged a pro-rated fee based on your annual rate from the date you begin service to the start of the next patient membership year. The membership fee can be paid by check or with credit card in a single one-time payment or monthly by automatic credit/debit authorization. There are no service or administrative charges for either method of payment.

If membership in PHC is of interest to you, please contact our office at 520-795-4100 to speak with our Front Office Manager/Membership Coordinator.

If you decide to join the practice after speaking with the Membership Coordinator, you will be instructed where to go to access the new patient registration forms. You can complete these on-line to send to office on-line. You may also select the option to print the forms, complete them, and send to the office by US Mail or return the forms in-person at our office, 5210 E Farness Drive. Printed forms that are emailed, scanned or faxed cannot be accepted.

Please note that the HIPPA Use & Disclosure Form is for your records.

The following forms must be completed and returned to the office prior to scheduling your new patient visit:

- Patient Registration Form
- HIPPA Notice Form
- Request for Release of Medical Information form. Please list all of your medical providers that you would like us to contact to get records on the same line. You do not need to provide addresses. Providers are required to send medical records within a month of the request.
- Signed Contract
- Payment Authorization Form, including method of payment
- Communication Preferences Form
- Copy of insurance card (both front & back)

After the paperwork is received at PHC, our office staff will call you to schedule your new patient appointment. The new patient appointment is an extensive review of your medical history and medications, current health status and current medical issues. This must be completed to establish your care at PHC. You should retain your current medical care until the new patient appointment is concluded.

Thank you for your interest in Personalized Healthcare of Tucson. Our goal is to achieve excellent patient outcomes enhancing both health and wellness by forming a long-term patient-provider partnership.