

## Lyracore Office Information and Policies

**Everything we do is for our patients.** Familiarizing yourself with our policies and procedures helps ensure that your visit runs smoothly.

Please arrive on time for appointments. If you're running late, just give us a call, we'll hold your appointment for 15 minutes. If you are over 15 minutes late for your appointment we may need to reschedule it for the next available appointment.

**Need to reschedule? No problem.** We understand that life happens. If you need to reschedule, please give us 24-hour notice to avoid a \$50 fee for late cancellation or missed appointments.

Payment for copays and deductibles are collected at the time of your appointment.

**Have a question? We're here.** Call us any anytime during our regular business hours for routine non-emergency requests and questions. If you have a medical emergency, please call 911 or go to the nearest emergency room.

#### Our business hours are

Monday 9:00AM - 5:00PM Tuesday 9:00AM - 5:00PM Wednesday 9:00AM - 5:00PM Thursday 9:00AM - 5:00PM Friday 9:00AM - 5:00PM

We do not provide chronic pain management. For chronic narcotic medication management, please contact your primary care physician or pain management physician.

**We're on call.** To reach our on-call physician during non-business hours, please call the main office number at 813-853-0500 and select option 0 to be connected with the answering service.

**Keep your doctor in the loop.** Since non-pulmonary medical problems need to be addressed by a primary care physician (PCP), we recommended that you remain under their care as part of your outpatient pulmonary treatment program.

We can help with disability paperwork. Our disability paperwork process takes a minimum of 5-7 days and has a \$25 fee. If we haven't seen you in the past 90 days, you will also need to have an office visit in order for the physician to complete your paperwork. It is at the physician's discretion to complete or reject the forms.

Returned Check Policy. Returned checks must be paid in full within 10 days of notification, plus a \$25 fee.



### Lyracore Office Information and Policies

#### **Release of Information Policies**

All authorizations must be signed by the patient, unless he/she is a minor, deceased, physically and/or mentally impaired, or has appointed a Durable Healthcare Power of Attorney or has a court appointed guardian. Due to State and Federal laws, no exceptions will be made. Please allow 5-7 business days for processing medical records requests. Medical records may be delivered by mail, electronically, or be picked up in the office.

### **Expiration and Right to Revoke Authorization**

To be valid, this authorization must be dated within 12 months of the request for the information. I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to Lyracore Health Alliance. I understand that the revocation will not apply to any health information that has already been released in response to this authorization.

#### Re-disclosure

I understand that if my health information is disclosed to a party other than a healthcare provider, health plan or healthcare clearinghouse subject to the federal privacy regulations, my health information disclosed pursuant to this authorization may no longer be protected by the federal privacy regulations.

### **Release and Waiver**

If the health information that I have requested Lyracore Health Alliance to disclose contains any privileged psychiatric or psychological information related to the treatment of physical and/ or mental illness, chemical dependency or alcohol abuse, or testing or treatment of any communicable or infectious disease such as acquired immunodeficiency syndrome (AIDS), Immunodeficiency Syndrome Related Complex (ARC), human immunodeficiency virus (HIV), Venereal Disease, Tuberculosis, or Hepatitis, I hereby waive any privilege concerning such information for the purpose(s) of releasing it to the party or parties authorized above. I also release Lyracore Health Alliance and staff from any and all liabilities, damages and claims, which might arise from the release of the health information authorized by me above. This authorization is given pursuant to Florida law.

Signature of Patient (or Patient's Repres	entative)
Date	Printed Name Description of Authority to Act for Patient
Acknowledgment of Review of N I have reviewed this office's Notic understand that I am entitled to r	e of Privacy Practices, which explains how my medical information will be used and disclosed. I
Signature of Patient or Personal Represe	entative
Date	Printed Name of Patient or Personal Representative

Note: a copy of this completed, signed and dated form must be provided to the patient and/or patient's representative and a copy must be placed in the patient's medical record



# Demographics

Patient Name				Birth Date / /
Street Address	City			State ZIP
Social Security #	Work Phone	П	ome Phone	Cell Phone
,				
Email				Sex Female Male
Linuii				Sex Female Male
Marital Status Single Me			Spouse I	Namo
Marital Status Single Ma	arried Divorced W	Vidowed	Spouse	name
Pharmacy   Locati		Location		
Primary Care Physician			City	
Referring Physician			City	
. ,			,	
Primary Insurance ID/Subscriber #				Group#
Secondary Insurance ID/Subscriber #				Group#



Release of Information Policies				
Patient Name			Birth Date	/ /
For correspondence of your (please check all that apply)	medical information Lyracore Health	Alliance may contact you	via:	
Mobile Phone				
Home Phone				
Written Communication:				
OK to mail to my home addre	SS			
OK to fax to this number	Fax			
OK to email to this address	Email			

I authorize Lyracore Health Alliance to communicate with me by e-mail regarding my "protected health information" (PHI) (as that term is defined in the Health Insurance Portability and Accountability Act: HIPAA of 1996 and its implementing regulations) using my email address shown above. By inserting my email address, I acknowledge that:

a) Protected Health Information. Email is not necessarily a secure medium for sending or receiving PHI and, there is always a possibility that a third party may gain access; b) Security. Although the Practice and the Physician will make all reasonable efforts to keep email communications confidential and secure, neither the Practice nor the Physician or Staff can assure or guarantee the absolute confidentiality of email communications;



## **Emergency Contacts**

Please list relatives / friends that you give Lycore Health Alliance permission to discuss your medical condition with. This includes but not limited to test or blood work results, physician's recommendations, etc.

### In case of emergency, Lyracore Health Alliance should contact:

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Patient Signature		
l,	give Lyracore Health	Alliance, permission to discuss my medical



Authorization to Release Med	ical Records Information			
Patient Name			Birth Date	/ /
I Hereby Authorize Lyracore H	lealth Alliance to <b>DISCLOSE</b> i	nformation to:		
Name				
Street Address	City	Si	tate	ZIP
Phone	Fax			
Name				
Street Address	City	St	tate	ZIP
Phone	Fax			
		-		
Name				
Street Address	City	Si	tate	ZIP
Phone	Fax			
		-		
Patient Signature				



Authorization to Release Med	ical Records Information			
Patient Name			Birth Date	/ /
I Hereby Authorize Lyracore H	lealth Alliance to <b>RECIEVE</b> in	formation from:		
Name				
Street Address	City	Si	tate	ZIP
Phone	Fax			
Name				
Street Address	City	Si	tate	ZIP
Phone	Fax			
Name				
Street Address	City	Si	tate	ZIP
Phone	Fax			
Patient Signature				



Description of Health Information to be Disclosed and/or Requested
Procedure Notes
Complete Medical Record
Office notes/Progress notes
Lab results
Imaging reports
Other
□ No
Contact for Clinical Research Information
Are you interested in hearing about Clinical Research trials?
☐ Yes ☐ No
If yes, you are authorizing Lyracore Health Alliance to share your contact information only with a representative indicated in such research and trials. We will not share any health records unless you authorize their release.
Patient Signature
Date



# Laboratory and Imaging

Laboratory Services
Please select one option below:
I prefer Quest Diagnostics to process my lab tests
I prefer LabCorp to process my lab test
I prefer Memorial Hospital to process my lab test
I prefer Tampa General Hospital to process my lab test
I prefer Florida Hospital to process my lab test
I prefer St. Joseph (main) or (south) to process my lab test
I want to get my lab draws done at a different facility:
Imaging Services
Please select one option below:
I prefer Tower Diagnostics to process my test I prefer Rose Radiology to process my test
I prefer Tampa General Hospital to process my test
I prefer Memorial Hospital to process my test
I prefer Memorial Hospital to process my test  I prefer Florida Hospital Tampa to process my test
I prefer Florida Hospital Tampa to process my test



## Medical History

Your answers to your medical history and current medications will give us a better understanding of your medical concerns and conditions. Best estimates are fine; however, be specific whenever you can.

### **Past Medical History** Please indicate whether you have had any of the following medical problems and include dates to indicate when the problem occurred. Cancer High Blood Pressure Rheumatoid Arthritis Stroke (when) SLE Bleeding/clotting problems Diabetes Lupus Sleep Apnea High cholesterol COPD/Emphysema. Poor circulation Asthma Heart Attack Depression/suicide attempt Coronary Artery Disease Other (specify): Congestive Heart Failure



## Allergies

### **Medication Allergires**

Please list all medications that you are allergic to and the reaction you had when taking the medication.

Medication		Reaction		
Medication			Reaction	
Medication			Reaction	
Medication			Reaction	
Are you allergic to Albut	terol and/or Xopenex nebulizer solution?	Yes	□ No	
Have you had a flu shot:	? Yes No No	Date		
Have you had a pneumo	onia shot? Yes No No	Date		
When/Where was your	most recent:			
CT Scan Chest	Location		Date	
Chest x-ray	Location		Date	
Echocardiogram	Location		Date	
Sleep Study	Location		Date	
Bone density test	Location		Date	
Breathing Test (PFT)	Location		Date	
Please list any surgeries	or procedures you have had in the past.			
Procedure		Date		



## Social History

Tobacco Use
Do you currently smoke cigarettes?
If yes, at what age did you start smoking?
On average I smoke packs per day
Do you smoke cigars?
I smoke cigars per day.
Do you smoke a pipe?
I smoke pipes per day.
Do you use smokeless tobacco (chewing tobacco, snuff) Yes No
If yes, at what age did you start?
Are you interested in quitting?
Have you tried to quit in the past?
If you have tried to quit in the past, what did you do to quit?
No, I have never used tobacco products No, I do not smoke cigarettes now.
I started smoking at age I quit smoking in (year) In the past I smoked at most packs per day.
No, I have never used tobacco products, but I have lived with someone who smoked indoors.
Alcohol Use
Do you drink alcohol? Yes No
If yes, how many drinks do you consume per week?
Alcohol type:
Drug Use
Do you use illicit drugs?
Type:
Length of use:



## Environment

Occupational Exposures (such as a	sbestosis):			
Pets at home:	Yes	No	Туре	
Carpet:	Yes	No 🗌		
Birds at home:	Yes	No 🗌		
Insect infestation:	Yes	No 🗌		
Mold:	Yes	No 🗌		
Tuberculosis exposure:	Yes	No 🗌		
Recent travel outside of U.S.:	Yes	No 🗌		
If yes, location:				



# Family History

Please indicat	te with a ch	neck mark any family members who have had any of the following medical conditions:
Mom	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Dad	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Sister	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Brother	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Daughter	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Son	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Mom's Mom	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Mom's Dad	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Dad's Mom	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Dad's Dad	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Mom's Sister	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Mom's Brother	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder
Dads Sister	Alive	Stroke Diabetes Alcoholism Anemia Asthma Autoimmune disorder Carotid artery disease Cancer
Age	Deceased	High blood pressure (hypertension) Kidney disease Osteoporosis Peripheral vascular disease Thyroid disorder



## Medications

Please list all prescription and non-prescription medications, vitamins, home remedies, and herbs. Please use back of form if additional space is needed.

Medication/Supplements	Dose	Start date	Reason



## Florida Agency for Health Care Administration (AHCA) Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY, YOU DO NOT NEED TO RESPOND TO THIS NOTICE.

### **AHCA's Responsibilities**

The Agency for Health Care Administration is required by law to maintain the privacy of your protected health information in our custody. We must provide you with notice of our legal duties and privacy practices with respect to your health information. We must also follow the terms of this notice.

### How AHCA Uses and Safeguards your Health Information

If you are a Medicaid/MediKids recipient, we use your health information to pay for your health services and to operate the Medicaid program. We may also use your health information to tell you about treatment alternatives or other health-related benefits and services.

### The following are some examples of how we may use your health information:

- Your doctor may send us a claim to pay. The claim includes information that identifies you and the type of care you received.
- We may share your information with a company that reviews hospital records to check on the quality of care that you received.
- We may send appointment reminders for Child Health Check-Up services.

### AHCA may also use and disclose your health information as permitted by law, such as:

- To entities outside the agency for purposes directly connected with the administration of the State Medicaid plan.
- In responding to public emergencies, access to your health information may be granted to persons or agency representatives
  who are subject to standards of confidentiality comparable to those of AHCA. Such other agencies may include the Federal
  Emergency Management Agency (FEMA) or the Centers for Disease Control (CDC).
- Where disclosure would assist in determining eligibility for benefits, amount of medical assistance payment or otherwise assists the agency in the administration of the Medicaid program.
- To the confidential Florida abuse hotline in order to report abuse, neglect and/or domestic violence as per criteria and conditions imposed on the agency by law.
- For health oversight activities and/or administration of the Medicaid program, such as inspections, investigations, and audits.
- To conduct research to benefit the Medicaid program.
- For purposes of treatment, payment, or our operations and as otherwise required by law.

Other uses or disclosures of your protected health information require your or your personal representative's written authorization. For example, we will not use or disclose psychotherapy notes without your written authorization or as allowed by law. We will not use or disclose your protected health information for marketing purposes without your written authorization and we will not sell your protected health information without your written authorization. We also are prohibited by law from using or disclosing genetic information for insurance underwriting purposes. At any time, you may revoke authorizations in writing. If you cannot give your authorization due to an emergency, we may release your health information if it is in your best interest.

FAX - (813) 570-6357



### **Your Health Information Rights**

### You have the following rights with respect to your protected health information:

- To see or obtain a copy of your health information that is maintained by AHCA. We may not be able to provide health information that includes psychotherapy notes, is part of a legal case, or is otherwise excluded from disclosure by law. We may charge a copying fee.
- To request that we amend health information we maintain that you believe is incorrect or incomplete.
- To request a list of disclosures we have made of your health information. The list may not include disclosures authorized by you, disclosures for treatment, payment and health care operations, or other disclosures permitted by law.
- To request that we contact you at a different address or phone number, if contacting you about your health information at your present location would endanger you.
- To request that we limit the use and disclosure of your health information. We are not required to agree to your request.
- To request another paper copy of this notice.
- To opt-out of fundraising communications from us should AHCA ever engage in fundraising.
- To receive a notification from us following a breach of your unsecured protected health information.

#### **Contact Information**

If you have any questions, wish to make a request regarding your health information, or would like another paper copy of this notice, please contact the toll-free Medicaid Help Line listed below. We may ask you to make the request in writing.

### Florida Medicaid Recipient Help Line: (877) 254-1055

### Filing a HIPAA Complaint

If you believe your privacy rights have been violated by AHCA or one of its employees, you may file a complaint with AHCA and/or the Secretary of the Department of Health and Human Services at the addresses below. You will not be retaliated against for filing a complaint.

Privacy Officer
Agency for Health Care Administration
2727 Mahan Drive, Mail Stop 4
Tallahassee, Florida 32308
(850) 412-3960

Secretary
Department of Health and Human Services
200 Independence Ave. SW
Washington, D.C. 20201
(800) 368-1019

### **Future Changes to the Notice of Privacy Practices**

AHCA reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information that we maintain. If we make a material revision to this notice, we will send a revised copy of the notice to recipient households within sixty (60) days of the revision.

#### Who receives the Notice of Privacy Practices

We send this notice to every recipient household. This notice applies to all Florida Medicaid recipients.

Si ou bezwen informasion un Kreyol, tanpris rele: 1-877-254-1055.

Effective Date: 12/15/2015