

Brian A. Aslami, M.D., P.C.

**219 East 69th Street
Suite 1J
New York, NY 10021-5453
(212) 734-8898**

**163 Engle Street
Suite 205
Englewood, NJ 07670-2530
(212) 734-8898**

Dear New Patient,

Thank you for your interest in our mental health services. We look forward to meeting you in person and offering help for the issues that concern you. To ease the administrative tasks as you have your first sessions, take a look at the following new patient forms:

Page 2: Please print out and sign a copy of the Acknowledgement of Receipt of the Notice of Privacy Practices and bring in for your first visit. You will find the Notice of Privacy Practice on pages x-x.

Page 3: Please read and retain the practice's Cancellation Policy.

Page 4: We accept payment by check or cash. We also take credit cards when patients sign an "Automatic Payment by Credit Card Agreement". Please bring in this signed form and your credit card. Services from a nurse practitioner are typically paid through a credit card.

Page 5: We can take credit cards from people or entities other than the patient when they sign an "Automatic Payment by Credit Card Agreement for Guarantors". Please have the guarantor fill out all fields of the form. The form can be brought in by the patient, mailed in, or emailed in. For email please use the new patient email account listed on our website, first asking for a secure email response, and then the form can be attached to a secure message reply.

Pages 6-10: Please keep a copy of our Notice of Privacy Practices.

Form not included: We are opted out from Medicare. If you have Medicare insurance but wish to see us for care, we will have you sign a Medicare Private Contract for the appropriate provider at the office. It documents that we have notified you that Medicare will not cover our services.

Sincerely,

Brian A. Aslami, M.D.
Medical Director and Founder
Brian A. Aslami, M.D., P.C.

Acknowledgement of Receipt of Notice of Privacy Practices
Brian A. Aslami, M.D., P.C.

I acknowledge that I have been provided Brian A. Aslami, M.D., P.C.'s Notice of Privacy Practice ("Notice"):

- It tells me how the staff at Brian A. Aslami, M.D., P.C. will use my health information for the purposes of my treatment, payment for my treatment, and health care operations.
- The Notice explains in more detail how the staff at Brian A. Aslami, M.D., P.C. may use and share my health information for other than treatment, payment, and health care operations.
- The staff at Brian A. Aslami, M.D., P.C. will also use and share my health information as required/permitted by law.

Patient's Complete Legal Name: _____
(please print)

Patient's DOB: _____ Date : _____

Signature: _____
(Patient or legal representative*)

*May be requested to show proof of representative status

Cancellation Policy

Offices of Brian A. Aslami, M.D., P.C.

September 12, 2017

We understand that you have many commitments and priorities, and that everyone can have unexpected changes in their schedule. If you know that you cannot make an appointment, please let us know as soon as you can. The following is our cancellation policy:

- Non-recurrent visits (ones made from one visit to the next): The full fee will be charged without 48 hours' notice. We will not charge if we can use the session time for another patient or you reschedule the appointment during the same week as the canceled appointment.
- Recurrent visits (ones that recur weekly at a reserved day of the week and time): The full fee will be charged for cancellations. Exceptions will be made if we can use the session time for another patient or you reschedule the appointment during the same week as the canceled appointment. Because we maintain an active waiting list, we are very often able to fill canceled sessions times when given a few office days' notice.

Automatic Payment by Credit Card Agreement

Offices of Brian A. Aslami, M.D., P.C.

By signing below, I agree to have a credit card kept on file and charged automatically for any fees incurred. I agree to abide by the current Cancellation Policy. The following policy is effective as of September 12, 2017:

- Non-recurrent visits (ones made from one visit to the next): The full fee will be charged without 48 hours' notice. We will not charge if we can use the session time for another patient or you reschedule the appointment during the same week as the canceled appointment.
- Recurrent visits (ones that recur weekly at a reserved day of the week and time): The full fee will be charged for cancellations. Exceptions will be made if we can use the session time for another patient or you reschedule the appointment during the same week as the canceled appointment. Because we maintain an active waiting list, we are very often able to fill canceled sessions times when given a few office days' notice.

I understand that the Cancellation Policy is subject to change without notice, and that I am responsible for asking for an updated copy of the policy when needed. This agreement is valid for all my credit cards left on file until I provide the practice with written cancellation.

(print full name)

(signature)

(date)

Automatic Payment by Credit Card Agreement for Guarantors

Offices of Brian A. Aslami, M.D., P.C.

By signing below, I agree to have a credit card kept on file and charged automatically for any fees incurred for _____ (name of patient). I agree to abide by the current Cancellation Policy. The following policy is effective as of September 12, 2017:

- Non-recurrent visits (ones made from one visit to the next): The full fee will be charged without 48 hours' notice. We will not charge if we can use the session time for another patient or you reschedule the appointment during the same week as the canceled appointment.
- Recurrent visits (ones that recur weekly at a reserved day of the week and time): The full fee will be charged for cancellations. Exceptions will be made if we can use the session time for another patient or you reschedule the appointment during the same week as the canceled appointment. Because we maintain an active waiting list, we are very often able to fill canceled sessions times when given a few office days' notice.

I understand that the Cancellation Policy is subject to change without notice, and that I am responsible for asking for an updated copy of the policy when needed. This agreement is valid for all my credit cards left on file until I provide the practice with written cancellation.

(print full name)

(signature)

(date)

(name on the card)

(credit card number)

(expiration date: mo/yr)

(security code; 3 digits on back of Visa/Mastercard
or 4 digits on the front of American Express)

(billing address of card)

Your Information. Your Rights. Our Responsibilities.

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.**

Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

➤ **See page 2** for more information on these rights and how to exercise them

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

➤ **See page 3** for more information on these choices and how to exercise them

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

➤ **See pages 3 and 4** for more information on these uses and disclosures

Your Rights

When it comes to your health information, you have certain rights.

This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share

- You can ask us **not** to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Treat you

- We can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: We use health information about you to manage your treatment and services.

Bill for your services

- We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services.

continued on next page

How else can we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
 - Preventing disease
 - Helping with product recalls
 - Reporting adverse reactions to medications
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing a serious threat to anyone’s health or safety

Do research

- We can use or share your information for health research.

Comply with the law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers’ compensation, law enforcement, and other government requests

- We can use or share health information about you:
 - For workers’ compensation claims
 - For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.
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Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

This Notice of Privacy Practices applies to the following organizations.