

## **New Patient Registration and Other Forms - Overview**

### **New Patient (\*) Registration Package – Minimum Contents**

- Notice of Privacy Practices (NPP)
- NPP HIPAA PHI Acknowledgement and Communication Preferences
- Financial Policy and Authorizations
- Consent to Contact

The Practice may have a demographic and medical history form they wish to add

(\*) A patient who has not been seen in over 3 years will complete a New Patient Registration Package

### **Established Patient Package**

- NPP - does not have to be re-signed unless the version is updated
- Consent to Contact does not have to be re-signed unless the regulation it is based on is updated
- NPP HIPAA PHI Acknowledgement and Communication Preferences Form: update annually as a matter of routine/refresher for patient. The Communication Preferences may need updating more frequently if not validated at time of each office visit
- Financial Policy and Authorization: update annually as a matter of routine/refresher for patient
- *Medical History: pending recommendation*

### **Other Standard Forms:**

- Patient Portal Flyer and Patient Portal User Consent Agreement are given to patients to enroll in Patient Portal
- Medical Record Request and Release Authorization to Use and Disclose PHI Form is used only when records are being requested from another Provider or released to another party or to the patient. This is NOT to be given out routinely as part of a new patient registration package