

## Financial Policy and Signature on File

I authorize the release of any medical information to my primary care/referring physician, to consultants, if needed and as necessary to process insurance claims, insurance applications and prescriptions. I also authorize payment of benefits to Katy Surgery Center, LLC.

I understand that I am financially responsible for all services rendered and for the following reasons:

If: 1) I do not have the proper referral at the time of service 2) My referral is invalid/expired 3) I have given incorrect/invalid insurance information 4) Expenses are not covered by my insurance company 5) I have not met my deductible 6) The services rendered are deemed medically unnecessary by my insurance company

*(This applies to past and present services).*

Payment is required for all services at the time of services rendered including co-payments and any outstanding balances. Your signature below signifies your understanding and willingness to comply with the policies of this office and your insurance plan.

Patient or Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

## HIPAA COMPLIANCE STATEMENT

**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

At Katy Surgery Center, we are committed to protecting your privacy. We comply with all federal, state, and local laws. This notice describes how we use your health information. It describes some of your rights and some of our responsibilities.

### UNDERSTANDING YOUR HEALTH RECORD/INFORMATION

Each time you visit our Facility, we record your symptoms, physical examination, test results, diagnosis, and treatment. This information enables us to: plan for your care, communicate with others who care for you, report to your insurance carrier, bill for our work, and improve the quality of our care.

### YOUR RIGHTS

Although your Procedure Records is property of Katy Surgery Center, the information contained in the chart is yours. You have the right to: inspect your records, obtain a copy of your chart for a small fee, correct your records, and tell us not to release your information.

### OUR RESPONSIBILITIES

We are required to: maintain the privacy of your health information; send needed health information to other medical providers, and release information to insurance companies, certain government agencies, and others. We may be required to release some information, even without your permission.

### EXAMPLES OF HOW YOUR INFORMATION IS USED

Your health information will be recorded and may be sent to other doctors to help them plan your treatment. Claims will be sent to your insurance company payment processing. The information in the claim will include confidential information such as your name, address, diagnosis, and treatment. In providing your care, we may communicate with other individuals or businesses. Examples include other physicians and/or laboratories. To protect your privacy, we ask our business associates to safeguard your information.

### OTHER NOTICES

We may leave a message at your home, at your business, on your answering machine or on your voicemail. We may mail you a postcard or other written notices. We may need to disclose your information to your family members or other people helping with your care. In doing so, we will use our best judgment. We may disclose information to others as required by law or if subpoenaed. If you were injured on the job, we will need to disclose your health information to your worker's compensation insurance company. We may, from time to time, update these policies.

**FOR MORE INFORMATION OR TO REPORT A PROBLEM** If you have concerns or would like additional information, you may contact the Facility's Privacy Officer at (281) 665-1050.

Signature \_\_\_\_\_ Date \_\_\_\_\_