

Dear Sir or Madam:

Welcome to Dymond Speech & Rehab., P.A.. Thank you for choosing us for your therapy services. We take great pride in how we treat our patients and the quality of our work.

I have attached the “new patient” information forms & directions to our clinic for your convenience. Please have these forms filled out prior to arriving at our clinic or you will need to arrive approximately 20 minutes early. If you need to cancel this appointment for any reason, please give us at least 48 hours notice. We have an answering machine for messages after-hours. If you are not able to give us ample notice, your name will go on our waiting list & we will contact you at our next available appointment opening.

If you have any questions, please feel free to email us at dymondrehab@windstream.net or call us at (919) 777-0240.

Sincerely,

Brett Dymond
Practice Manager
Dymond Speech & Rehab., P.A.
113 Hillcrest Drive
Sanford, NC 27330
Telephone: 919.777.0240
Fax: 919.777.0499
dymondrehab@windstream.net

Dymond Speech & Rehab., P.A.

Patient Registration Information

Client's Name: First _____ Middle _____ Last _____

Street Address: _____ Mailing Address: _____

City : _____ State: _____ Zip code: _____ E-mail: _____

Home Phone: () _____ - _____ Cell: () _____ - _____ Other: () _____ - _____

Guardian Name (if applicable) _____

Mom Employer: _____ Work Phone: () _____ - _____ Ext: _____

Dad Employer: _____ Work Phone: () _____ - _____ Ext: _____

Emergency Contact: _____ Home Phone: () _____ - _____ Cell: () _____ - _____

Date of Birth: _____ SSN#: _____

Person Responsible for Payment: _____

Primary Insurance Co: (Circle One) BCBS MEDCOST /** MEDICAID TRICARE OTHER: _____
TRICARE only: Sponsor's SS #: _____

Primary Physician: Dr. _____ Phone Number: (____) _____ - _____ Fax Number: (____) _____ - _____

Please describe nature of problem: _____

Who referred you to us? _____

I attest that the above information is true to the best of my knowledge. I understand that my insurance will be filed and any payment will be paid directly to Dymond Speech & Rehab., P.A., unless otherwise agreed to in writing. I will be responsible for the total amount not paid by third party reimbursement. I acknowledge that payment is due at the time of service, unless other arrangements are made. I agree to be responsible for any charges incurred on my behalf or the behalf of my child. I accept full financial responsibility for all charges not covered by insurance.

Signature

Date

Cancellation & No-Show Policy

1. Any patient who does not show up for a scheduled appointment and has not called 24 hours in advance to cancel the appointment will be personally charged a \$35.00 fee.
2. You will have 3 excused in the course of therapy. After that no exceptions will be made except for extraordinary circumstances.
3. We expect at least 90% attendance for therapy sessions for adequate progress to be made.
4. The fee must be paid prior to being seen by a provider in this Practice

Signature

Date

Dymond Speech & Rehab., P.A.

NOTICE OF PATIENT INFORMATION PRACTICES

THIS NOTICE DESCRIBES HOW YOUR MEDICAL RECORDS MAY BE USED OR DISCLOSED AND HOW YOU CAN ACCESS YOUR RECORDS. PLEASE REVIEW IT CAREFULLY.

Dymond Speech & Rehab, P.A.'s Legal Duty

Dymond Speech & Rehab, P.A. is required by law to protect the privacy of your personal health information, provide this notice about our information practices, and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

Dymond Speech & Rehab, P.A. uses your personal health information primarily for treatment; obtaining payment for treatment; conducting internal administrative activities and evaluating the quality of care that we provide. For example, Dymond Speech & Rehab, P.A. may use your personal health information to contact you to provide appointment reminders, information about treatment alternatives, or other health related benefits/offers that could be of interest to you.

Dymond Speech & Rehab, P.A. may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, Dymond Speech & Rehab, P.A.'s policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

Dymond Speech & Rehab, P.A. may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted in the waiting room and patient exam areas and will be provided to you on your next visit. You may also request an updated copy of our Notice of Information Practices at any time.

PATIENT'S INDIVIDUAL RIGHT

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your personal health information for reasons other than treatment, payment or other related administrative purposes.

You may also request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law or in emergency circumstances. Dymond Speech & Rehab, P.A. will consider all such requests on a case by case basis, but the practice is not legally required to accept them.

CONCERNS AND COMPLAINTS

If you are concerned that Dymond Speech & Rehab, P.A. may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact our practice manager at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on Dymond Speech & Rehab, P.A.'s health information practices or if you have a complaint, please contact the following person:

Dymond Speech & Rehab, P.A.
Brett Dymond – Practice Manager
113 Hillcrest Drive 310 West Street
Sanford, NC 27330 Pittsboro, NC 27312

Telephone: 919-777-0240 Fax: 919-777-0499 Email: dymondrehab@windstream.net

Dymond Speech & Rehab, P.A.

PATIENT INFORMATION CONSENT FORM

I have read and fully understand Dymond Speech & Rehab, P.A.'s Notice of Information Practices. I understand that Dymond Speech & Rehab, P.A. may use or disclose my personal health information for the purposes of:

- Carrying out treatment
- Evaluating the quality of services provided
- Any administrative operations related to treatment or payment
- Appointment reminders
- Information about treatment alternatives
- Other health related benefits/offers

I understand that I have the right to restrict how my personal health information is used and disclosed for treatment, payment and administrative operations if I notify the practice. I also understand that Dymond Speech & Rehab, P.A. will consider requests for restrictions on a case by case basis, but does not have to agree to requests for restrictions.

I hereby consent to the use and disclosure of my personal health information for purposes as noted in Dymond Speech & Rehab, P.A.'s Notice of Information practices. I understand that I retain the right to revoke this consent by notifying the practice in writing at any time.

Patient Name

Signature

Date

Dymond Speech & Rehab., P.A.
113 Hillcrest Drive 310 West Street
Sanford, NC 27330 Pittsboro, NC 27312
Office: 919. 777.0240 Fax: 919.777.0499 Email: dymondrehab@windstream.net

From Siler City/Greensboro:

Take 421 South to Sanford
At the intersection of Highway #1-Exit right (South) towards Southern Pines/Pinehurst
Exit on the Highway #42
Turn left at the stop sign
Left on Carthage Street.
Left on Hillcrest Drive
We are the first house on the left- #113 Hillcrest Drive
White Cape Cod house with black shutters.
Please park in the back & enter at the handicapped entrance.

From Cary/Raleigh:

Highway #1 South to Sanford
Exit on Highway #42
Turn left at the stop sign
Left on Carthage Street
Left on Hillcrest Drive
We are the first house on the left- #113 Hillcrest Drive
White Cape Cod house with black shutters.
Please park in the back & enter at the handicapped entrance.

From Fayetteville:

Highway 87 North to Sanford.
Go down Horner Blvd. to the downtown area.
Left on Carthage Street
Right on Hillcrest Drive
We are the first house on the left- #113 Hillcrest Drive
White Cape Cod house with black shutters.
Please park in the back & enter at the handicapped entrance.

From Lillington/Dunn:

421 South toward Sanford
Stay on Horner Blvd. to the downtown area.
Left on Carthage Street
Right on Hillcrest Drive
We are the first house on the left- #113 Hillcrest Drive
White Cape Cod house with black shutters.
Please park in the back & enter at the handicapped entrance.

