

## Adult Patient Registration Form

Instructions: Please complete **all applicable fields** below.

Patient Information		
Patient Name (Last, First):		Date of Birth (DOB):
Marital Status:	Sex:	SSN:
Home Address:		
Home Phone #:	Cell Phone #:	
Email Address:		
What is your preferred language?		Would you like an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
How would you like to receive appointment reminders? <input type="checkbox"/> Text Message <input type="checkbox"/> Phone Call <input type="checkbox"/> Do Not Remind		Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <b>Employer Name:</b>
Name of Primary Care Provider (PCP):		Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Emergency Contacts	
In case of an emergency, please provide the names of <b>individuals</b> (e.g. spouse or friend) we should contact below:	
(1) Emergency Contact Name:	
Is this emergency contact's address <b>the same</b> as the patient's address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please <b>enter address</b> here:	
Home and/or Cell Phone #:	Relationship to Patient: <input type="checkbox"/> Mother/Father <input type="checkbox"/> Spouse <input type="checkbox"/> Significant Other <input type="checkbox"/> Aunt/Uncle <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Other Relative <input type="checkbox"/> Caregiver <input type="checkbox"/> Friend
(2) Emergency Contact Name:	
Is this emergency contact's address <b>the same</b> as the patient's address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please <b>enter address</b> here:	
Home and/or Cell Phone #:	Relationship to Patient: <input type="checkbox"/> Mother/Father <input type="checkbox"/> Spouse <input type="checkbox"/> Significant Other <input type="checkbox"/> Aunt/Uncle <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Other Relative <input type="checkbox"/> Caregiver <input type="checkbox"/> Friend

Primary Insurance Information	
Name of primary health insurance coverage plan:	
Policy ID #:	Group #:

**Who is the primary subscriber of the plan?**

Me  (1) Emergency Contact  (2) Emergency Contact  Someone Else

If 'Someone Else' please provide their **name and address**:

**Relationship to Patient:**  Mother/Father  Spouse  Significant Other  Other Relative

Home and/or Cell Phone #:

Is the **subscriber** currently employed?  Yes  No

**Subscriber's Employer Name:**

Full Time  Part Time  Retired

**Subscriber's DOB:**

**Sex:**

**SSN:**

**Secondary Insurance Information**

**Name of secondary health insurance coverage plan:**

**Policy ID #:**

**Group #:**

**Who is the primary subscriber of the secondary plan?**

Me  (1) Emergency Contact  (2) Emergency Contact  Someone Else

If 'Someone Else' please provide their **name and address**:

**Relationship to Patient:**  Mother/Father  Spouse  Significant Other  Other Relative

Home and/or Cell Phone #:

Is the **subscriber** currently employed?  Yes  No

**Subscriber's Employer Name:**

Full Time  Part Time  Retired

**Subscriber's DOB:**

**Sex:**

**SSN:**

**How Did You Hear About Us?**

Family/Friend  Referring Provider  Internet/TV/Radio  Health Insurance Provider  Not Sure

**Name of Referring Provider:**

**If pregnant, what is your Expected Due Date (EDD)?**

Singleton  Twins  Multiples

**What is the Name and Address of Your Preferred Pharmacy and Lab?**

**Patient Signature:**

**Today's Date:**

Thank you! Please hand this form back to the **registration staff** at the front desk.

## Detailed Messages Regarding Healthcare Information Form

You have the right to authorize UCSF Benioff Children's Physicians (UBCP) providers and staff to leave detailed voice messages regarding your health information on an answering machine or other voice recording system. If you authorize UBCP providers and staff to leave detailed voice messages this authorization entitles; hospitals, provider offices, home health, etc. to leave detailed information, which may include medical diagnosis, surgical information, other healthcare services, test results, medication information and treatment of any illness or condition. Detailed message authorization is optional and not a requirement. UBCP will only leave detailed messages regarding health information for the phone number authorized below and will not leave detailed messages at any other numbers in the record. The authorization to leave detailed voice messages will remain valid until withdrawn in writing, unless specified by a calendar date. **There are risks associated with leaving detailed voice messages regarding your health information, including, but not limited to, potential disclosure to a third-party. By signing this authorization form you acknowledge and accept the risks associated with this type of release. If your health information is disclosed to someone who is not legally required to keep it confidential, it may no longer be protected by state or federal confidentiality laws.**

Additionally, you have the right to authorize UCSF Benioff Children's Physicians (UBCP) providers and staff to discuss your detailed medical information with designated individuals. Such detailed information may include medical diagnosis, surgical information, other healthcare services, test results, medication information and treatment of any illness or condition. This authorization is optional and not a requirement. The authorization to discuss your detailed medical information with designated individuals will remain valid until withdrawn in writing, unless specified by a calendar date. Please complete the UBCP Authorization for Release of Health Information Form to authorize designated individuals.

Patient Information	
Patient Name (Last, First):	
Date of Birth (DOB):	Medical Record Number (MRN):

Today's Date (Date of Authorization):
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Phone Number(s) Authorized for Detailed Messages	
Phone Number	Type
	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

Specific Date(s) (Optional)	
From:	To:

\_\_\_\_\_  
Signature of Patient or Witness (required if patient unable to sign)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Witness Relationship to Patient

## Terms and Conditions of Registration, Medical Services and Financial Agreement

1. UCSF Benioff Children's Physicians (UCBP) is part of the University and is comprised of its hospital(s), medical center(s), its hospital-based clinics, and the UCSF School of Medicine.
2. **MEDICAL CONSENT:** I consent to medical treatments or procedures x-ray examinations, drawing blood for tests, medications, injections, taking of medical photographs, videotaping and laboratory procedures.
3. **RELEASE OF MEDICAL INFORMATION:** The State of California information Practices Act requires UBCP to provide the following information to individuals who supply information about themselves. As a patient of UBCP, I will be asked to submit certain personal information, such as my address and phone number, Social Security number, insurance information, medical history and treatment. The principal purpose for requesting this information is to ensure accurate identification, continuity of medical care, and payment for such care. Under the authority of The Federal Privacy Act of 1974, Article IX, Section 9 of the California Constitution, the California Information Practices Act (Civil Code 1798 et seq.), California Code of Regulations, Title 22, Section 70749, UBCP is authorized to maintain this information. As required by UBCP, furnishing all information requested is mandatory unless otherwise noted. I understand that failure to provide such information may affect my medical care and/or insurance benefits and coverage. UBCP will obtain my written authorization to release information about my medical treatment, except in those circumstances when UBCP is permitted or required by law to release information (see UBCP's Notice of Privacy Practices for a description of the specific circumstances under which UBCP may release this information). For example, UBCP may release a copy of my patient record to health care providers, health plans, governmental agencies and workers' compensation carriers. Additionally, I understand that if I am diagnosed with a reportable disease in California, UBCP is required by law to report my diagnosis to the State Department of Health Services.
4. **FINANCIAL AGREEMENT:** I understand that even if I have insurance, I may be financially responsible for some or all of my medical services. For instance, if I have a co-pay, co-insurance or deductible, I agree to pay the amounts I owe. If I do not have insurance that covers the service I receive, I agree to pay UBCP for professional and clinic services. If I am unable to pay, I understand I may qualify for public assistance, special payment arrangements and/or charity care. I also understand that when this agreement is signed by my spouse, parent or a financial guarantor, my spouse, parent or financial guarantor shall be jointly and individually liable with me for payment, including all collection fees (attorneys' fees, costs and collection expenses), in addition to any other amounts due. Unpaid accounts referred to outside agencies for collection bear interest at the current legal rate.
5. **ASSIGNMENT OF BENEFITS (INCLUDING MEDICARE BENEFITS):** I authorize and direct payment to UBCP of any insurance benefits including hospital insurance and unemployment compensation disability benefits otherwise payable to or on my behalf for UBCP, including emergency services, at a rate not to exceed UBCP actual charges. I understand that I am financially responsible for charges not paid pursuant to this agreement. I further agree that any credit balance resulting from payment of insurance or other sources may be applied to any other account owed to UBCP by me.

**I have read, agreed to and received a copy of this Terms and Conditions of Service:**

<b>Printed Patient Name</b>	<b>Today's Date</b>
<b>Signature of Patient or Witness (required if patient unable to sign)</b>	<b>Today's Date</b>
<b>Witness Relationship to Patient</b>	
<b>Signature of Interpreter (if applicable)</b>	<b>Today's Date</b>
<b>Language Used</b>	

## Acknowledgement of Receipt of Notice of Privacy Practices

Your name and signature on this sheet indicate that you have been given access to a copy of the UCSF Notice of Privacy Practices (Notice) on the date indicated. If you have any questions regarding the information in the Notice of Privacy Practices, please do not hesitate to contact a clinic representative. Also, a copy is posted on our website at [www.UBCP.org](http://www.UBCP.org).

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Printed Patient Name

Date of Birth (DOB)

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If Patient is a Minor, Printed Parent/Legal Guardian or Financial Guarantor Name

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Relationship to Patient

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Signature of Patient or Parent/Legal Guardian

Today's Date (Date Noticed Received)