



Kalpana Desai, MD
The Summit of Lady Lake
773, CR 466
Lady Lake, FL - 32159
(352) 259-6949 (P)
(352)-259-1132 (F)
www.myifmc.com

Patient's Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_
Alternate Telephone/Cell: \_\_\_\_\_ Work: \_\_\_\_\_
Email Address: \_\_\_\_\_
Social Security Number: \_\_\_\_\_ Male: \_\_\_ Female: \_\_\_

PATIENT RESPONSIBILITY:

Person responsible for payment, if other than patient: \_\_\_\_\_
Relationship to Patient: \_\_\_ Spouse \_\_\_ Parent \_\_\_ Employer \_\_\_ other: \_\_\_\_\_
Responsible Person's Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone : (\_\_\_\_) \_\_\_\_\_
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security#: \_\_\_\_\_

EMERGENCY CONTACT:

Name: \_\_\_\_\_ Address: \_\_\_\_\_
Relationship to Patient: \_\_\_\_\_ Phone: \_\_\_\_\_

Minor patients

The adult accompanying a minor and the parents (or guardians) of the minor are responsible for full payment of services rendered. Non-emergency treatment will be denied to unaccompanied minors unless charges have been pre-authorized to an approved credit plan.

Alternate address for part-time residents

Street Address: \_\_\_\_\_ City \_\_\_\_\_
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
How did you hear about us? \_\_\_\_\_

INSURANCE INFORMATION

Primary:
Name: \_\_\_\_\_
Policy Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary:
Name: \_\_\_\_\_
Policy Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Prescription Plan:
Name: \_\_\_\_\_ ID# \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do you wish to change your Primary Care Physician to Dr. Kalpana Desai MD: ( Y / N ).**  
***It is your responsibility to make this change with your insurance company for bill purposes.***

**REASON FOR PHYSICIAN CHANGE:** \_\_\_\_\_  
\_\_\_\_\_

**CURRENT PHYSICIANS**

Primary Care Provider:

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

How long seen: \_\_\_\_\_

**Other:**

Physician's Name: \_\_\_\_\_

Specialty: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

How long seen: \_\_\_\_\_

**GOALS FOR YOUR VISIT**

What concerns would you like for us to address? (Please explain in as much detail as possible)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Consent to Treat**

I \_\_\_\_\_ hereby give **Integrated Family Medical Center** consent to provide whatever treatment deemed necessary for the patient. I hereby authorize the release of medical records and other information as required for payment of benefits payable by insurance or third party sources in connection with treatment of \_\_\_\_\_ (patient's name). I further authorize payment to be made directly to **Integrated Family Medical Center** of any benefits payable which are otherwise payable to me.

**Disclosure/Liability Waiver**

Integrated Family Medical Center-Bioidentical Hormone Replacement Program integrates guidelines and practice parameters set forth by the FDA, National Institutes of Health and American Academy of Anti-Aging Medicine. While numerous safety measures are taken by our physicians and staff, incidental events may occur that is beyond the control of our staff. Within the medical community, there are opposing views with respect to the use of bioidentical hormonal therapies. The use of bioidentical hormones does provide true medical benefit, and in this setting is being used to lessen/treat symptoms you have identified as bothersome, undesirable, and frankly unwanted. It is therefore expressly agreed that you are voluntarily participating in this program and all bioidentical hormonal replacement regimens, and the use of any medications and/or supplements is undertaken at your own risk. You hereby agree to waive any claims or rights you might otherwise have to pursue legal remedies from Integrated Family Medical Center, its staff, or treating providers for injury to you on account of involvement in the Bioidentical Hormone Replacement Program. You have carefully read this waiver and fully understand that it is a release of liability.

I accept all terms and conditions of this offer.

\_\_\_\_\_  
**Patient Signature:**

\_\_\_\_\_  
**Date:**

### **FAMILY HISTORY**

Is there a history of any of the following conditions in your family? (Parents, siblings)

*Please circle one of the following:*

Memory Loss	Father	Mother	Siblings
Dementia	Father	Mother	Siblings
Alzheimer's Disease	Father	Mother	Siblings
Cancer, Location?	Father	Mother	Siblings
Heart Disease	Father	Mother	Siblings
High Blood Pressure	Father	Mother	Siblings
Stroke	Father	Mother	Siblings
Chronic Lung Disease	Father	Mother	Siblings
Diabetes	Father	Mother	Siblings
Depression	Father	Mother	Siblings
Parkinson's Disease	Father	Mother	Siblings
Osteoporosis	Father	Mother	Siblings

**Mother:**     Alive/Deceased

**Father:**     Alive/Deceased

**Siblings:**   Alive/Deceased

### **SOCIAL HISTORY**

*Circle whatever is applicable*

- Employment                                      Retired    Employed
- Marital Status                                   Married    Divorced    Widowed    Single
- Religious Affiliation:                           Yes    No
- Do you belong to any social groups?        Yes    No
- Do you drive?                                    Yes    No
- Do you use tobacco?                            Yes    No    Quit
- How many Cigarettes do you smoke in a day \_\_\_\_\_ (day / years)
- Are you willing to quit smoking             Yes    No
- Does anyone in your house use tobacco?    Yes    No
- Do you drink alcohol?                         Yes    No    Quantity \_\_\_\_\_
- Have you used any recreational drugs?     Yes    No
- Do you drink caffeine?                        Yes    No
- Are you exposed to the sun?                   Frequently    Occasionally    Rarely

\_\_\_\_\_ **Patient Signature:**

\_\_\_\_\_ **Date:**

**HEALTH MAINTENANCE**

When did you last have the following examination? (Please list date)

- |                               |                                      |
|-------------------------------|--------------------------------------|
| 1. _____ Dental               | 2. _____ Vision                      |
| 3. _____ Hearing              | 4. _____ Pneumonia vaccine           |
| 5. _____ Tetanus vaccine      | 6. _____ Flu vaccine                 |
| 7. _____ Shingles vaccine     | 8. _____ Stool Examination N or Abn  |
| 9. _____ Colonoscopy N or Abn | 10. _____ Bone Density N or Abnormal |

**WOMEN'S WELLNESS: (Please list date)**

- a. \_\_\_\_\_ Pap smear N or Abn
- b. \_\_\_\_\_ Mammogram N or Abn
- c. \_\_\_\_\_ Hysterectomy
- d. \_\_\_\_\_ Last menstrual period

**MEN'S WELLNESS: (Please list date)**

PSA blood test (Prostate) \_\_\_\_\_ Prostate Exam \_\_\_\_\_

**HOSPITALIZATIONS** Past hospitalization, Surgeries

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Have you ever had a blood transfusion? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
**Patient Signature:**

\_\_\_\_\_  
**Date:**

## PAST MEDICAL HISTORY

- Abdominal Aortic Aneurysm (441.4)
- Abnormal Pap Smear (795.00)
- Abnormal EKG – (794.31)
- Attention Deficit Disorder (314.0)
- Allergic Rhinitis (477.9)
- Anemia (285.9)
- Anxiety (300.0)
- Asthma (493.00)
- Atrial Fibrillation (427.31)
- Back Pain (724.5)
- Benign Prostatic Hypertrophy (600.00)
- Breast Lump (611.72)
- Bronchitis (491.9)
- Cancer: Bladder (236.7)
- Cancer: Breast (239.3)
- Cancer: Prostate (239.5)
- Cancer: Skin (239.2)
- Cancer: Bone (239.2)
- Cancer: Colon (239.0)
- Cancer: Lung (239.1)
- Cancer: Melanoma (172.9)
- Cardiomyopathy (425.4)
- Carpal Tunnel (354.0)
- Cataracts (366.9)
- Chronic Bladder Infections (595.9)
- Chronic Diarrhea (787.91)
- Chronic Pancreatitis (577.1)
- Chronic Kidney disease (585.9)
- Congestive Heart Failure (428.0)
- Constipation (564.00)
- COPD (496)
- Coronary Artery Disease (414.00)
- CVA (434.91)
- Depression (311)
- Dementia (294.10)
- Diabetes (250.00)
- Diabetes, insulin-dependent (250.01)
- Diverticulitis (562.11)
- Diverticulosis (562.10)
- DVT (453.40)
- Edema (782.3)
- Emphysema (492.8)
- Erectile dysfunction (607.84)
- Gallbladder Disease (575.9)
- GERD (530.81)
- Genital Herpes (054.10)
- Gout (274.9)
- Hearing Impairment (389.9)
- Headache (784.00)
- Heart Disease (429.9)
- Heart Murmur (785.2)
- Hernia (550.90)
- History of Breast Cancer (V10.3)
- History of Prostate Cancer (V10.46)
- Hypertension (401.9)
- Hypothyroidism (244.8)
- Hyperlipidemia (272.4)
- Iron Deficiency Anemia (280.9)
- Insomnia (780.52)
- Kidney Stones (592.0)
- Macular Degeneration (362.50)
- Memory Impairment (780.93)
- Migraine Headache (346.90)
- Mitral Valve Prolapse (424.0)
- Morbid obesity (278.01)
- Osteopenia (733.90)
- Osteoporosis (733.00)
- Osteoarthritis (715.98)
- Obstructive Sleep Apnea (327.23)
- Other protein calorie and malnutrition (263.8)
- Palpitations (785.1)
- Peripheral Arterial Disease (443.9)
- Pneumonia (486)
- Pulmonary Nodule (518.89)
- Pulmonary Embolus (415.19)
- Polycythemia (289.0)
- Rheumatoid Arthritis (714.0)
- Restless leg syndrome (333.94)
- Seizures (780.39)
- Stasis Edema (459.30)
- Thyroid Nodule (241.0)
- Ulcers (707.9)
- Urinary Incontinence (788.30)
- Uterine Prolapse (618.1)
- Varicose Veins (454.9)
- Vitamin B12 Deficiency (266.2)
- Vitamin D Deficiency (268.9)

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Patient Signature:

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Date:

**Current Review of You over the last Two Weeks**

Please circle Y or N when completing this section.

**General Symptoms**

Weight Loss	Y or N	Weight Gain	Y or N
Fever	Y or N	Chills	Y or N
Sweats	Y or N	Cold or Flu	Y or N
Change in Appetite	Y or N		

**Eyes**

Glaucoma	Y or N	Macular Degeneration	Y or N
Cataract	Y or N	Problems w/ eyeglasses	Y or N
Trouble Seeing	Y or N	Eye Pain	Y or N

**Ear, Nose, Mouth, Throat**

Trouble Hearing	Y or N	Ear Pain or Itching	Y or N
Sinus Problems	Y or N	Nose Bleeds	Y or N
Sore Throat	Y or N	Teeth/ Denture Problem	Y or N
Hoarseness	Y or N	Mouth Sores	Y or N
Problems Chewing	Y or N	Dry Eyes	Y or N

**Heart**

Heart Attack	Y or N	Pacemaker	Y or N
CHF	Y or N	High Blood Pressure	Y or N
Low Blood Pressure	Y or N	Swelling of Feet	Y or N
Chest Pain/Tightness	Y or N	Rapid/Irr Heart Beat	Y or N

**Lung**

Trouble Breathing(am)	Y or N	Perspiration	Y or N
Persistent Cough	Y or N	Coughing up blood	Y or N
Wheezing	Y or N	Asthma	Y or N
Bronchitis	Y or N	Emphysema	Y or N
Cancer	Y or N	Trouble breathing (pm)	Y or N

**Digestion**

Difficulty Swallowing	Y or N	Indigestion	Y or N
Nausea/Vomiting	Y or N	Heartburn	Y or N
Change in BM	Y or N	Black BM	Y or N
Bleeding from Rectum	Y or N	Stomach Ache	Y or N

**Patient Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

**Bone and Joint**

Leg Pain on walking	Y or N	Rheumatoid Arthritis	Y or N
Back/Neck pain	Y or N	Osteoporosis	Y or N
Joint Pain/Stiffness	Y or N	Fracture	Y or N
Foot Problem	Y or N	Gout	Y or N
Arthritis	Y or N	Osteoarthritis	Y or N

**Brain and Nervous System**

Frequent Headaches	Y or N	Problem w/ Sleep	Y or N
Balance	Y or N	Stroke-TIA	Y or N
Alzheimer's	Y or N	Dementia	Y or N
Seizure	Y or N	Frequent Dizzy Spells	Y or N
Parkinson's Disease	Y or N	Passing Out/Fainting	Y or N
Paralysis	Y or N	Falls	Y or N
Tremor/Shaking	Y or N	Memory/Thinking	Y or N

**Mood/Sadness:**

Depression	Y or N	Anxiety	Y or N
Hallucinations	Y or N	Agitation	Y or N

**Kidney and Urinary Tract Problems:**

Blood in Urine	Y or N	Loss of Urine	Y or N
Frequent Urination	Y or N	Urination at night	Y or N
Painful Urination	Y or N	Kidney Disease	Y or N
Prostate Disease	Y or N	Frequent Infection	Y or N
Diff starting/stopping	Y or N		

**Gynecological Problems (Women):**

Pain	Y or N	Itching	Y or N
Discharge	Y or N	Bleeding	Y or N

**Skin**

Rash	Y or N	Sores	Y or N
Itching	Y or N		

**Miscellaneous and Others**

Excessive Thirst	Y or N	Excessive Hair	Y or N
Feel Too Hot	Y or N	Polycystic Ovaries	Y or N
Sexual Functions	Y or N	Hormonal Problems	Y or N
Blood Clot	Y or N	Thyroid	Y or N
Anemia	Y or N	Adrenal	Y or N
Cancer	Y or N	Diabetes I or II	Y or N
Other	Y or N	Diabetes	Y or N
Gland Problems	Y or N	Underactive Thyroid	Y or N
Overactive Thyroid	Y or N		

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MEDICATION LIST**

**Patient Name:** \_\_\_\_\_, \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Pharmacy:** \_\_\_\_\_ **Pharmacy Phone #:** \_\_\_\_\_  
**Pharmacy Fax #:** \_\_\_\_\_

**Allergies to Medications:**  
1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Date prescribed	Medication	Dose	Quantity	Frequency

**NOTE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Patient Signature:**

\_\_\_\_\_  
**Date:**



# OFFICE FINANCIAL POLICY

1. As a courtesy, we will file your primary and secondary insurance. It is your responsibility to make sure that your insurance company has Dr. Kalpana Desai MD listed as your primary care physician and your most recent address and contact information.
2. We are required to make a copy of your insurance cards for verification purposes.
3. We will collect your deductible, co-payment and uncovered service fees at the time of service. Payment methods are: Cash, Check, MasterCard, Visa, American Express, Discover.
4. Appointments cancelled less than 48 hours of the set appointment time are subject to a \$50.00 cancellation fee.
5. A cancellation of Ultrasound, PFT or Vestibular test less than 48 hours before the appointment time is a \$50.00 cancellation fee and requires a verbal conversation with Dr. Deasi.
6. A cancellation of a Stress test less than 48 hours before the appointment time is a \$175.00 fee and requires a verbal conversation with Dr. Deasi. This fee covers the cost of the nonrefundable pharmaceutical.
7. All copies of Patient Documents are \$1.00 per page.
8. Your insurance will send you an explanation of benefits that explains what they have paid to our office. This is a record that you **MUST** keep on file. If you do not agree with their payment, please contact the insurance company directly...
9. If payment is not received within 30 days of the filing date with your insurance, you will be notified that payment is due.
10. If you are sent outside of the office for additional testing such as lab work or imaging, that facility will file your insurance for you. If you have questions regarding billing or claim payment, call the facility directly. We do not have information regarding billing from outside of this office.
11. Patient will be responsible for all collection costs incurred by Integrated Family Medical Center in the recoupment of unpaid balances.

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**Patient Signature:**

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**Date:**



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**PRESCRIPTION REFILL POLICY**

**Refills for current medications can be accomplished by:**

1. Allow **48-72** hours for processing of refill request.
2. Call your pharmacy and have them fax a refill request.
  - a. Bio-identical hormone replacement prescriptions require payment before these can be refilled.
  - b. Bio-identical hormone replacements are only filled through our office.
3. Calling your pharmacy and requesting an electronic transmission request be sent for needed refills
4. Keeping an up to date list of needed prescription refills and requesting them at the time of your appointment

**PLEASE NOTE:**

1. Refill requests received from a pharmacy will be accomplished within **48-72** business hours.
2. Please do not leave multiple requests for the same medication!
3. If you are completely out of a medication you can contact your pharmacy for an emergency refill (typically 3-4 days worth of the medication).
4. Drop in and call in requests for prescription refills will be manually entered into the system at the end of the business day and subject to a **48-72** business hour wait period from that time.
5. Your physician will not be pulled out of a room while seeing a patient to refill any medications as this is not fair to patients with scheduled appointments.
6. Refill requests received through the patient portal will be accomplished within **48-72** business hours.
7. We do not fax prescriptions to mail order pharmacies these will have to be picked up in person.

**Signature of Patient or Legal Guardian:**

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Patient: \_\_\_\_\_

Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Legal Guardian: \_\_\_\_\_

## Instructions for Completing HIPAA Privacy Authorization Form

If you would like some person other than yourself to have access to your medical records and information, and allow health care providers to release such information to that person, you must authorize the release of the information in writing. Since a Durable Power of Attorney for Health Care is only effective after you have lost your capacity to make or communicate decisions, the Power of Attorney does not authorize release of medical information to the person named while you remain competent. If you want some person other than yourself to have access to that information now, while you remain competent, you need to complete and sign a HIPAA Privacy Authorization Form, regardless of whether or not you also have a Durable Power of Attorney for Health Care in place.

In **Section 1** you need to insert the name of the health care provider (hospital, physician, etc.) who is authorized to release the information, and the name of the person who is authorized to receive the information.

In **Section 2** you first need to indicate what **time period** is covered by the authorization, and then what type of information is allowed to be released.

In **Section 4** you need to indicate **how long** the authorization is to remain effective, for example until a certain date or until your death. You retain the power to revoke the authorization at any earlier time.

The form needs to be **signed** by the patient or by the personal representative of the patient, such as a parent if the patient is a minor. You must complete a separate form for each health care provider you want to authorize to release information. We suggest you photocopy the form for multiple use.

## HIPAA Privacy Authorization Form

Authorization for Use or Disclosure of Protected Health Information

(Required by the Health Insurance Portability and Accountability Act - 45 CFR Parts 160 and 164)

I hereby authorize \_\_\_\_\_ to use and/or disclose the protected  
[Name of Health Care Provider]

health information described below to **Integrated Family Medical Center** OR \_\_\_\_\_.  
[Name of Individual]

1. Authorization for Release of Information. Covering the period of health care from  
 \_\_\_\_\_ to \_\_\_\_\_ OR  All past, present and future periods:
  - a.  I hereby authorize the release of my complete health record (including records relating to mental health care, communicable diseases, HIV or AIDS, and treatment of Alcohol/ drug abuse).
  - OR
  - b.  I hereby authorize the release of my complete health record with the exception of the following information:
    - Mental health records
    - Communicable diseases (including HIV and AIDS)
    - Alcohol/drug abuse treatment
    - Other (please specify): \_\_\_\_\_
2. This medical information may be used by the person I authorize to receive this information for medical treatment or consultation, billing or claims payment, or other purposes as I may direct.
3. This authorization shall be in force and effect until \_\_\_\_\_ at which time this authorization expires.  
[Date or Event]
4. I understand that I have the right to revoke this authorization, in writing, at any time. I understand that a revocation is not effective to the extent that any person or entity has already acted in reliance on my authorization or if my authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.
5. I understand that my treatment, payment, enrollment or eligibility for benefits will not be conditioned on whether I sign this authorization.
6. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

\_\_\_\_\_  
Signature of Patient or Personal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Patient or Personal Representative

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



Kalpana Desai, MD
The Summit of Lady Lake
773 CR 466
Lady Lake, FL 32159
352.259.6949 (O)
352.259.1132 (F)

Medical Information Release Request

I hereby authorize the Practice, or any of its employees, staff, or agents, to use and disclose health information from the medical record(s) of: Patient name: \_\_\_\_\_

Address: \_\_\_\_\_
(Street) (City) (State) (ZIP)

Date of birth: \_\_\_\_\_ Date(s) of treatment: \_\_\_\_\_

From: \_\_\_\_\_
(Provider Name) (Address) (Phone) (Fax)

To: Integrated Family Medical Center, Kalpana Desai, MD
The Summit of Lady Lake, 773 CR 466, Lady Lake, FL 32159 P: 352.259.6949 F: 352.259.1132

Initial all that apply:

I consent to have all the medical information regarding my treatment or hospitalization from my:

- \_\_\_ All Notes from recent Hospitalization or Outpatient Care \_\_\_ Entire Medical Record
\_\_\_ All Notes from Emergency Room Visit \_\_\_ Labs
\_\_\_ All Notes from Medical Treatment \_\_\_ Diagnostic Tests/Imaging Reports
\_\_\_ Last Consult Notes/Progress Notes
\_\_\_ Other: \_\_\_\_\_

I permit this confidential information to be released for the following purpose:

- \_\_\_ Continuing Medical Treatment \_\_\_ Litigation for Review
\_\_\_ Insurance (company name): \_\_\_\_\_
\_\_\_ Other (specify reason): \_\_\_\_\_

This consent permits the Practice to use and disclose my health information to carry out treatment, payment, or healthcare operations. Additional information regarding the uses and disclosures of health information is described in the Practice's notice of privacy practices. A patient has the right to review the "notice" prior to signing this consent. A patient has the right to request restrictions, uses, and disclosures of health information for treatment, payment, and healthcare operations purposes. However, the Practice is not required to agree to a patient's request for restrictions. I may revoke this consent to release confidential information in writing, at any time, except to the extent that action has already been taken. No further confidential information is released without the execution of an additional written statement of authorization. I understand that these records are protected under federal and state law and cannot be disclosed without my consent unless otherwise provided by law. Having read the above information, I hereby RELEASE, HOLD HARMLESS, AND AGREE NOT TO SUE the Practice, its employees, staff, and agents, in connection with the disclosure of information set forth relating to these medical records.

\_\_\_\_\_ (Print patient's name)
\_\_\_\_\_ (Signature of patient)
\_\_\_\_\_ (Signature of Legally Guardian)

If there are questions, please contact us at [352-259-6949].