

**Ronald M. Kirsner, M.D., P.A.**  
**9822 Tapestry Park Circle - Unit 206**  
**Jacksonville, FL 32246**

904/564-2232 fax:904/207-7897 website: ronkirsnermd.com

[ron@ronkirsnermd.com](mailto:ron@ronkirsnermd.com) patient name \_\_\_\_\_

## HELP ME LEARN MORE ABOUT YOU

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Age of patient: \_\_\_\_\_

*How did you hear about Dr. Kirsner?*

*Have you ever been treated for or diagnosed with any psychiatric disorders?*      Y      N

### ABOUT YOUR FAMILY:

Please list the names and ages (or age at time of death if they have passed away) of: your parents, siblings, spouse or significant other, and your children:

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**Please list any family history of psychiatric problems, including, but not limited to: depression, bipolar illness, alcoholism, drug addiction, anxiety, phobias, and eating disorders, among others.**

Name	Relationship to You	Psychiatric Diagnosis or Problem
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**NEW PATIENT MEDICAL HISTORY**

**GENERAL MEDICAL HISTORY:** Place an X next to any illness or condition that you have had or have now.

Angina _____	Herpes _____
AIDS/HIV _____	Hiatal Hernia _____
Anemia _____	High/Low Blood Pressure _____
Arthritis _____	High Cholesterol _____
Asthma _____	Incontinence _____
Bloody or Tarry Stools _____	Irritable Bowel Syndrome _____
Bone Fracture _____	Jaundice _____
Bronchitis _____	Kidney Disease _____
Cancer _____	Kidney Stones _____
Chronic Back Pain _____	Mitral Valve Prolapse _____
Chronic Constipation _____	Multiple Sclerosis _____
Chronic Diarrhea _____	Narcolepsy _____
Colitis _____	Neck Pain _____
Congestive Heart Failure _____	Osteoporosis _____
Coronary Disease _____	Pancreatitis _____
Crohn's Disease/Colitis _____	Parkinson's Disease _____
Diabetes _____	Peptic Ulcer/Gastritis _____
Diverticulitis _____	Plastic Surgery _____

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Dizzy Spells \_\_\_\_\_

Eczema \_\_\_\_\_

Emphysema \_\_\_\_\_

Fainting Spells \_\_\_\_\_

Fibromyalgia \_\_\_\_\_

Gallbladder Disease \_\_\_\_\_

Glaucoma \_\_\_\_\_

Gluten Intolerance \_\_\_\_\_

Gout \_\_\_\_\_

Hay Fever \_\_\_\_\_

Headaches \_\_\_\_\_

Hearing Problems \_\_\_\_\_

Heartburn \_\_\_\_\_

Heart Attack \_\_\_\_\_

Hepatitis \_\_\_\_\_

Lactose Intolerance \_\_\_\_\_

Pneumonia \_\_\_\_\_

Prostate Problems \_\_\_\_\_

Psoriasis \_\_\_\_\_

Recurrent Nose Bleeds \_\_\_\_\_

Seizures \_\_\_\_\_

Shingles \_\_\_\_\_

Sinus Problems \_\_\_\_\_

Sleep Apnea \_\_\_\_\_

Speech Problems \_\_\_\_\_

Stroke \_\_\_\_\_

Teeth Grinding/TMJ \_\_\_\_\_

Thyroid Disease \_\_\_\_\_

Tinnitus \_\_\_\_\_

Tremor \_\_\_\_\_

Tuberculosis \_\_\_\_\_

Vision Problems \_\_\_\_\_

*Have you ever had or currently have any other significant illness or condition (circle one)?*

Yes      No      *If yes, please explain:*

*Have you ever been knocked out after being hit on the head?    Yes    No    If yes, please explain.*

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*Have you ever had any surgical procedures or been hospitalized for any other reason?*

*Date*

*Reason*

*Please list all current **prescription** medications that you are taking:*

*Please list all **vitamins, herbals, supplements, nutraceuticals, powders, over-the-counter medications, etc.** that you are taking:*

*Are you **ALLERGIC** to any medicines or foods? Yes No (Circle one)*

*If so, which ones? What allergic reaction do you have?*

*Medicine:*

*Allergic reaction:*

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**FOR WOMEN ONLY:**

Age of First Menstrual Period \_\_\_\_\_

First Day of Last Menstrual Period \_\_\_\_\_

Are your periods regular? \_\_\_\_\_

How many times have you been pregnant? \_\_\_\_\_

How many children were born alive? \_\_\_\_\_

Do you think you may be pregnant now? \_\_\_\_\_

Have you ever undergone fertility treatments?    Yes        No

**SOCIAL HISTORY**

Please answer the following questions so that I can get to know you better!

1. *Where were you born?*

2. *Where did you grow up?*

3. *How would you describe your socioeconomic status while you were growing up (underprivileged, middle class (upper/lower), wealthy, etc.)?*

4. *What is the highest level of education you achieved? What schools have you attended? When did you graduate?*

5. *Are you employed outside of the home? If so, where? What is your job title?*

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6. *What are some of the jobs you might have held in the past?*

7. *What is your religion, if any? Are you religious? Do you attend religious services?*

8. *With whom do you live? Where (single family home, apartment, condominium, etc.)?*

9. *What are your hobbies? What do you like to do for fun?*

10. *Whom do you turn to when you need emotional support?*

11. *What are some of your strengths, talents, and other positive attributes? (C'mon- write 'em down!)*  
*(Please answer this before addressing question #15)*

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12. *Have you ever had any legal problems, either criminal or civil?*

13. *Have you ever been in the military? If so, when and what branch?*

14. *Do you currently:(Circle, please):*

*Smoke Cigarettes?*     Yes     No

*If yes, how many packs per day?* \_\_\_\_\_

*If no, have you ever smoked, and quit in the past?* \_\_\_\_\_

*What is the longest period of time that you have ever been smoke-free?* \_\_\_\_\_

*Exercise?*                     Yes     No

*If yes, about how many times per week?* \_\_\_\_\_

*Drink coffee/tea/energy drinks?*     Yes     No

*How much?* \_\_\_\_\_

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15. *Everyone has a characteristic set of strengths and virtues; that is, things they are "good" or "strong" on. They are the characteristics most essential to who we are.*

*Place an "x" next to each of the following strengths and virtues that help define you:*

\_\_\_\_\_ **Creativity (originality, ingenuity):** *Thinking of novel and productive ways to conceptualize and do things.*

\_\_\_\_\_ **Curiosity (interest, novelty-seeking, openness to experience):** *Taking an interest in an ongoing experience for its own sake; exploring and discovering.*

\_\_\_\_\_ **Open-mindedness (judgment, critical thinking):** *Thinking things through and examining them from all sides; weighing all evidence fairly.*

\_\_\_\_\_ **Love of learning:** *Mastering new skills, topics, and bodies of knowledge, whether on one's own or formally.*

\_\_\_\_\_ **Perspective (wisdom):** *Being able to provide wise counsel to others; having ways of looking at the world that make sense to oneself and to other people.*

\_\_\_\_\_ **Bravery (valor):** *Not shrinking from threat, challenge, difficulty, or pain; acting on convictions even if unpopular.*

\_\_\_\_\_ **Persistence (perseverance, industriousness):** *Finishing what one starts; persisting in a course of action in spite of obstacles.*

\_\_\_\_\_ **Integrity (authenticity, honesty):** *Presenting oneself in a genuine way; taking responsibility for one's feeling and actions.*

\_\_\_\_\_ **Vitality (zest, enthusiasm, vigor, energy):** *Approaching life with excitement and energy; feeling alive and activated.*

\_\_\_\_\_ **Love:** *Valuing close relations with others, in particular those in which sharing and caring are reciprocated.*

\_\_\_\_\_ **Kindness (generosity, nurturance, care, compassion, altruistic love, "niceness"):** *Doing favors and good deeds for others.*

\_\_\_\_\_ **Social intelligence (emotional intelligence, personal intelligence):** *Being aware of the motives and feelings of other people and oneself.*

\_\_\_\_\_ **Citizenship (social responsibility, loyalty, teamwork):** *Working well as a member of a group or team; being loyal to the group.*

\_\_\_\_\_ **Fairness:** *Treating all people the same according to notions of fairness and justice; not letting personal feelings bias decisions about others.*

\_\_\_\_\_ **Leadership:** *Encouraging a group of which one is a member to get things done and at the same time maintain good relations within the group.*



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\_\_\_\_\_ **Forgiveness and mercy:** Forgiving those who have done wrong; accepting the shortcomings of others; giving people a second chance; not being vengeful.

\_\_\_\_\_ **Humility / Modesty:** Letting one's accomplishments speak for themselves; not regarding oneself as more special than one is.

\_\_\_\_\_ **Prudence:** Being careful about one's choices; not taking undue risks; not saying or doing things that might later be regretted.

\_\_\_\_\_ **Self-regulation (self-control):** Regulating what one feels and does; being disciplined; controlling one's appetites and emotions.

\_\_\_\_\_ **Appreciation of beauty and excellence (awe, wonder, elevation):** Appreciating beauty, excellence, and/or skilled performance in various domains of life.

\_\_\_\_\_ **Gratitude:** Being aware of and thankful of the good things that happen; taking time to express thanks.

\_\_\_\_\_ **Hope (optimism, future-mindedness, future orientation):** Expecting the best in the future and working to achieve it.

\_\_\_\_\_ **Humor (playfulness):** Liking to laugh and tease; bringing smiles to other people; seeing the light side.

\_\_\_\_\_ **Spirituality (religiousness, faith, purpose):** Having coherent beliefs about the higher purpose, the meaning of life, and the meaning of the universe.

*Anything else you might like to share?*

*Thank you for your patience!*

-Dr. Kirsner

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**PATIENT INFORMATION FORM**

New Patient     Address Change     Name Change     Update

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Patient Name: \_\_\_\_\_

*First*                      *Middle*                      *Last*                      *Title(Jr., Sr. II, etc.)*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_                      Age: \_\_\_\_\_

Sex:     Male     Female                      Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

May we contact you or leave a message at this number/email address?

Home Phone: (      ) \_\_\_\_\_ yes\_\_\_\_ no\_\_\_\_

Work Phone: (      ) \_\_\_\_\_ yes\_\_\_\_ no\_\_\_\_

Cell Phone: (      ) \_\_\_\_\_ yes\_\_\_\_ no\_\_\_\_

Email: \_\_\_\_\_ yes\_\_\_\_ no\_\_\_\_

**EMERGENCY CONTACT INFORMATION**  
**(To be completed for all patients)**

Emergency Contact Name: \_\_\_\_\_

*First*                      *Middle*                      *Last*

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

Home Phone: (      ) \_\_\_\_\_ Cell Phone: (      ) \_\_\_\_\_

Work Phone: (      ) \_\_\_\_\_

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**-PLEASE FILL OUT THIS PAGE ONLY IF THE PATIENT IS A MINOR-**

Mother/ Legal Guardian Name: \_\_\_\_\_  
*First MI Last*

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

Home Phone: (     ) \_\_\_\_\_ Work Phone: (     ) \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

How would you prefer that we contact you about the Patient's care? (Please indicate Y or N) \_\_\_ Home \_\_\_ Work  
\_\_\_ Cell \_\_\_ Email

Permission to leave a voicemail/message? (Please indicate Y or N) \_\_\_ Home \_\_\_ Work \_\_\_ Cell \_\_\_ email

Father/ Legal Guardian Name: \_\_\_\_\_  
*First MI Last*

Full Address: \_\_\_ Same as above (check if true)

\_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Work Phone: (     ) \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

How would you prefer that we contact you about the Patient's care? (Please indicate Y or N) \_\_\_ Home \_\_\_ Work  
\_\_\_ Cell \_\_\_ Email

Permission to leave a voicemail/message? (Please indicate Y for N) \_\_\_ Home \_\_\_ Work \_\_\_ Cell \_\_\_ email

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*patient name* \_\_\_\_\_

**TREATMENT PROGRESS CONTACT INFORMATION**

I authorize Dr. Kirsner to speak with the following individuals regarding the progress of my treatment. I understand that Dr. Kirsner may contact these individuals by phone to ask questions about my behavior in order to better determine how my treatment is progressing and how we can best help.

**I UNDERSTAND THAT I DO NOT NEED TO SIGN THIS FORM TO RECEIVE TREATMENT.**

1. \_\_\_\_\_

\_\_\_\_\_

Name and Phone Number

\_\_\_\_\_

Relationship

2. \_\_\_\_\_

\_\_\_\_\_

Name and Phone Number

\_\_\_\_\_

Relationship

3. \_\_\_\_\_

\_\_\_\_\_

Name and Phone Number

\_\_\_\_\_

Relationship

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*patient name* \_\_\_\_\_

**TREATMENT PROGRESS CONTACT INFORMATION- CONTINUED**

**EXPIRATION DATE:** This authorization will expire **on completion of my treatment** unless a different expiration date or expiration event is written here: \_\_\_\_\_.

**REVOCATION:** I understand that I have the right to revoke this authorization in writing any time, however I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the Practice shall not condition treatment, payment, enrollment, or eligibility for benefits on whether I sign this form. I understand that the revocation will not apply to my insurance company, Medicaid and Medicare when the law provides my insurer with the right to contest a claim under my policy. Written notice should be directed to Pat Kirsner, Ron Kirsner M.D., P.A.'s Privacy Officer.

**REDISCLASURE:** I understand that once the above information is disclosed, it may be redisclosed by the recipient and the information may not be protected by federal privacy laws or regulations.

**CONDITIONING:** I understand that completing this authorization form is voluntary. **I understand that treatment will not be denied if I decide to not sign this form.**

Signature: \_\_\_\_\_  Patient  Personal Representative

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

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*patient name* \_\_\_\_\_

**CONSENT FOR PSYCHIATRIC TREATMENT**

Patient Name: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Consent to Evaluate/Treat: I voluntarily consent to participate in a mental health (or psychiatric) evaluation and/or treatment. I acknowledge that following the evaluation and/or treatment, information will be provided to concerning each of the following areas:
  - a. The benefits of the proposed treatment;
  - b. Alternative treatment modes and services;
  - c. The manner in which treatment will be administered;
  - d. Expected side effects from the treatment and/or the risks of side effects from medications (when applicable); and
  - e. Probable consequences of not receiving treatment.

I understand that the evaluation or treatment will be conducted by a psychiatrist. Treatment will be conducted within the boundaries of Florida law.

2. Risks, Benefits, and Alternatives to Evaluation/Treatment: I understand that Dr. Kirsner may evaluate and treat me through a variety of methods, such as psychological/psychiatric interviews, psychological/psychiatric assessments or testing, psychotherapy, medication management, and that these methods may vary in length and frequency. I also understand that it will be beneficial to Dr. Kirsner, as well as the referring professional, to understand the nature and cause of any difficulties affecting my daily functioning so that he can offer appropriate recommendations and treatments. Uses of Dr. Kirsner's evaluation include diagnosis, evaluation of recovery or treatment, estimating prognosis, and education and rehabilitation planning.

I understand that possible benefits to treatment include improved cognitive or academic/job performance, health status, quality of life, and awareness of strengths and limitations. Possible risks include bad interactions with prescribed medications, which could cause discomfort, injury or death. Alternatives to psychiatric treatment include mental health counseling, treatment by a general medical doctor, and self-help, such as through education or lifestyle changes.

3. Confidentiality, Harm, and Inquiry: Information from Dr. Kirsner's evaluation and/or treatment is

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*patient name* \_\_\_\_\_

contained in a confidential medical record. I hereby consent to disclosure for use by Ronald M. Kirsner, M.D., P.A.'s staff for the purpose of continuity of my care. I acknowledge that pursuant to Florida mental health law, information provided will be kept confidential with the following exceptions:

- a. If I am deemed to present a danger to myself or others;
  - b. If concerns about possible abuse or neglect arise; or
  - c. If a court order is issued to obtain records.
4. Right to Withdraw Consent: I understand that I have the right to withdraw my consent for evaluation and/or treatment at any time by providing a written request to Dr. Kirsner.

**CONSENT FOR PSYCHIATRIC TREATMENT**

I have read and understand the above informed consent, have had an opportunity to ask questions about this information. I consent to the evaluation and treatment. I also attest that I have the right to consent for treatment and I have not been deemed incapable of giving such consent by any court. I understand that I have the right to ask questions of Dr. Kirsner about the above information at any time. I acknowledge I received the patient's bill of rights.

Patient or Parent/Legal Guardian

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**PATIENT FINANCIAL POLICY**

**PAYMENT METHODS.** I understand that Dr. Kirsner does not accept insurance, Medicare, or Medicaid and that I am fully responsible for all financial obligations related to my evaluation and treatment with Dr. Kirsner. I understand that Dr. Kirsner accepts the following forms of payment: Visa, MasterCard, Discover, check or cash. I also understand that I am required to keep a credit card on file with Dr. Kirsner, and authorize Dr. Kirsner to automatically bill my credit card if I do not make payment at the time the service is provided, or if I otherwise incur any charges in accordance with this Patient Financial Policy.

**INSURANCE CLAIMS.** I understand that Dr. Kirsner's staff may, in its sole discretion, assist me in submitting a claim for insurance reimbursement. I authorize Dr. Kirsner and his staff to release any information necessary for such claims processing. I understand that there is no guarantee of payment by any insurance company or third party payer and I am ultimately responsible for payment in full at the time of service.

**INITIAL VISIT FEE.** I understand that Dr. Kirsner charges \$325.00 for an initial visit.

**FOLLOW-UP VISITS AND PHONE CALL FEES.** I understand that Dr. Kirsner charges for follow-up visits *and phone calls* (including calls returned by Dr. Kirsner) based upon the length of the visit/call and the complexity of the matter involved. I understand that there is no financial charge for phone calls to Dr. Kirsner's staff regarding appointment scheduling, medication refill requests, billing, and other routine administrative matters.

**NO SHOW/LATE CANCELLATION FEE.** *You will be responsible for paying a no show fee for up to the full amount of the missed appointment for missed appointments or appointments not cancelled by 4:00 p.m. the previous business day.*

**RETURNED CHECK FEE.** You will be subject to an additional fee for returned checks, which will be determined by the depository bank.

**DELINQUENT ACCOUNTS.** Should your account be placed with a collection agency due to delinquent status, the administrative cost of such action, along with any attorneys' fees and court costs, will be added to the balance of the account at the time of placement with the collection agency.

**BILLING.** I understand that *Dr. Kirsner does not accept insurance*, Medicare or Medicaid, and that I am fully responsible for all financial obligations incurred. I understand that payment is due in full at the time of service.

Patient or Parent/Legal Guardian Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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**CREDIT CARD AUTHORIZATION**

Patient Name: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

In accordance with the Patient Financial Policy, I understand that all payments are due at the time of service. Any charges not paid in full at the time of service, as well as any other fees charged in accordance with the Patient Financial Policy, will be automatically charged to my credit card.

Name on Credit Card: \_\_\_\_\_

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

\_\_\_\_\_

Card Number: \_\_\_\_\_

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

3-Digit CVS Code (on back of card): \_\_\_\_\_

Type of Card (please circle one):      Visa    MasterCard    Discovery

I hereby authorize Ronald M. Kirsner, M.D., P.A. to maintain my credit card information on file and to charge my credit card for any services rendered if payment is not otherwise made at the time of my appointment or IF other payment arrangements are not approved by Dr. Kirsner. I also authorize Ronald M. Kirsner, M.D., P.A. to charge my credit card for any fees incurred in accordance with the Patient Financial Policy, including, but not limited to, late cancellation fees and returned check fees. I understand that any charges to my credit card will appear on my credit card statement as being billed by "Ron Kirsner, M.D."

Patient or Parent/Legal Guardian Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

RONALD M. KIRSNER, M.D. P.A.  
9822 Tapestry Park Circle Unit 206 Jacksonville, Florida 32246  
Phone #: (904) 564-2232, Fax #: (904) 207-7897

## **NOTICE OF PRIVACY PRACTICES**

*Effective Date: January 10, 2014*

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

### **1. Your Rights**

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

### **2. Your Choices**

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

### **3. Our Uses and Disclosures**

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director

- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

## 4. Our Responsibilities

- Maintain the privacy and security of your protected health information

# 1. Your Rights

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

### **Get an electronic or paper copy of your medical record**

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this by contacting our Privacy Officer.
- We will provide a copy or a summary of your health information, usually within 30 days of your written request. We may charge a reasonable, cost-based fee.

### **Ask us to correct your medical record**

- You can ask us in writing to correct health information about you that you think is incorrect or incomplete. Ask us how to do this by contacting our Privacy Officer.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

### **Request confidential communications**

- You can ask us in writing to contact you in a specific way (for example, home or office phone) or to send mail to a different address. Ask us how to do this by contacting our Privacy Officer.
- We will say “yes” to all reasonable requests.

### **Ask us to limit what we use or share**

- You can ask us in writing not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care. Ask us how to do this by contacting our Privacy Officer.
- **If you pay for a service or health care item out-of-pocket in full**, you can ask us in writing **not to share** that information for the purpose of payment or our operations with your **health insurer**. We will say “yes” unless a law requires us to share that information. Ask us how to do this by contacting our Privacy Officer.

### **Get a list of those with whom we've shared information**

- You can ask us in writing for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, whom we shared it with, and why. Ask us how to do this by contacting our Privacy Officer.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

### **Get a copy of this privacy notice**

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly. Ask us how to do this by contacting our Privacy Officer.

### **Choose someone to act for you**

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

### **File a complaint if you feel your rights are violated**

- You can complain if you feel we have violated your rights by contacting the Privacy Officer listed below.
- You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- We will not retaliate against you for filing a complaint.

## **2. Your Choices**

### **For certain health information, you can tell us your choices about what we share.**

- If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

In these cases we never share your information unless you give us **written permission**:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you have the right to opt out, and we will honor your request if you tell us that you would not like to receive these communications.

# **3. Our Uses and Disclosures**

## **How do we typically use or share your health information?**

- We typically use or share your health information in the following ways.

### **Treat you**

- We can use your health information and share it with other professionals who are treating you.
- *Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

### **Bill for your services**

- We can use and share your health information to bill and get payment from health plans or other entities.
- *Example: We give information about you to your health insurance plan so it will pay for your services.*

### **Run our organization**

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.
- *Example: We use health information about you to manage your treatment and services.*

## **How else can we use or share your health information?**

- We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

### **Help with public health and safety issues**

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

### **Do research**

- We can use or share your information for health research, so long as we obtain documentation that an alteration to or waiver of the individual authorization has been approved by either an Institutional Review Board (IRB) or privacy board.

### **Comply with the law**

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

### **Respond to organ and tissue donation requests**

- We can share health information about you with organ procurement organizations.

**Work with a medical examiner or funeral director**

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

**Address workers' compensation, law enforcement, and other government requests**

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

**Respond to lawsuits and legal actions**

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## **4. Our Responsibilities**

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.
- For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## **Changes to the Terms of this Notice**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

- <http://www.ronkirsnermd.com/>

# Privacy Officer

If you would like to contact us for information about this notice or to complain about our privacy practices, please contact:

- Pat Kirsner, Privacy Officer
- RONALD M. KIRSNER, M.D. P.A.
- 9822 Tapestry Park Circle, Unit 206
- Jacksonville, Florida 32246
- Phone #: (904) 564-2232, Fax #: (904) 207-7897

## Other Instructions for Notice

Under Florida law, we will never share treatment records without your written permission for the following areas, unless an exception applies:

- Alcohol and substance abuse
- Genetic testing
- HIV/AIDS
- Mental Health

## Acknowledgement

You will be asked to sign an acknowledgement of your receipt of this Notice of Privacy Practices. We are required by law to make a good faith effort to provide you with our Notice of Privacy Practices and obtain such acknowledgment from you. However, your receipt of care and treatment from Ronald M. Kirsner, M.D., P.A. is not conditioned upon your providing the written acknowledgement.

# Acknowledgement of Receipt

I hereby acknowledge that I have received and reviewed a copy of Ronald M. Kirsner, M.D., P.A.'s Notice of Privacy Practices.

\_\_\_\_\_  
Signature of patient or patient's representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of patient/patient's representative

\_\_\_\_\_  
Relationship to patient

**For Office Use Only**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature