



1800 Garner Field Road • Uvalde, TX 78801 • PH (830) 278-4453 • FAX (830) 278-3427

Welcome to Uvalde Family Practice Association. We are honored that you have chosen us as your health care provider. Our goal is to provide the highest quality of care for all of our patients in a timely and respectful manner.

We will do our best to provide you with same-day office visits and have early availability with our physicians. You will need to bring your insurance card and driver's license or identification with you for each appointment and verify your date of birth. Please let our staff know if you have had any information changes since your last appointment. If you are unable to provide us with your insurance card, your appointment will need to be rescheduled. You will be asked to fill out new registration forms annually so we may update your information.

All co-pays and past due balances are expected at time of service, unless a prior agreement has been made with our billing department.

We ask that you allow plenty of time to get to the office for your appointment. You may be asked to reschedule your appointment if you are more than 15 minutes late.

We will strive to stay on time. From time to time, a patient emergency arises and we may be running late for your visit. You will have the option to re-schedule or stay to be seen and we will keep you informed of how long of a delay you may experience.

**Please bring all of your prescription(s) and over-the-counter medications with you at each visit.**

We understand that appointments sometime need to be changed, so we ask that you call in advance if you cannot keep your scheduled appointment.

Our office policy for a missed appointment is: two (2) no-show appointments without a phone call may result in dismissal from the practice.

Providing the highest quality of professional care to our patients is very important to us.

Office hours for patient care are 8:30 am – 5:30 pm

If you need to reach the provider after hours, you can always utilize our answering service at (830) 278-4453. Prescription Refills: Please call the pharmacy first and give UFPA 3 business days to send in prescription refills.

To schedule labs please call the office.

Welcome to our practice and thank you for choosing Uvalde Family Practice Association for all your health care needs.

\_\_\_\_\_  
Patient Name (Print)

\_\_\_\_\_  
Patient/Guardian Signature



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## Patient Information Form

### Patient Demographics

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_ / \_\_\_ / \_\_\_ Language \_\_\_\_\_ SSN \_\_\_\_\_

Permanent Address \_\_\_\_\_ Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Widowed Gender:  Male  Female

If Married Spouse's Name: \_\_\_\_\_ Spouse's Employer \_\_\_\_\_

Race:  African American  American Indian/Alaska Native  Asian  Hispanic  Mixed Race  White  
 Other  Refuse to Report

Ethnicity:  Hispanic  Not Hispanic  Refuse to Report

### Pharmacy

Preferred Local Pharmacy: \_\_\_\_\_

### Emergency Contact Information

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Do you have a medical directive?  YES  NO Do you have a power of attorney?  YES  NO

### Patient Employment Information

Employer Name \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Employer Phone Number \_\_\_\_\_

### Medical Insurance Information

Policy Holder's Name \_\_\_\_\_ Policy Holder's SSN \_\_\_\_\_ Policy Holder's Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Policy Holder's Address \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Policy Holder's Phone Number \_\_\_\_\_

Insurance Company \_\_\_\_\_ Group Number \_\_\_\_\_ Policy Number \_\_\_\_\_

Do you have secondary insurance?  YES  NO If yes, please list: \_\_\_\_\_



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### **Patient Consent for HIPAA**

I understand that I/the patient have certain rights to privacy regarding my/the patient's protected health information. These rights are given to me under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that by signing this consent I authorize you to use and disclose my/the patient's protected health information to carry out:

- Treatment (including direct or indirect treatment by other healthcare providers involved in treatment);
- Obtaining payment from third party payers (e.g. my insurance company);
- The day-to-day healthcare operations of your practice.

I have also been informed of and given to review and secure a copy of your Notice of Privacy Practices, which contains a more complete description of the uses and disclosures of my/the patient's protected health information and my/the patient's rights under HIPAA. I understand that you reserve the right to change the terms of this notice from time to time and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I/the patient have the right to request restrictions on how my/the patient's protected health information is used and disclosed to carry out treatment, payment, and health care operations, but that you are not required to agree to these requested restrictions. However, if you do agree, you are then bound to comply with this restriction.

### **Patient Consent for Treatment**

I voluntarily consent to any and all health care treatment and diagnostic procedures provided by Uvalde Family Practice Association and its associated physicians, clinicians and other personnel. I am aware that the practice of medicine and other health care professions is not an exact science and I further state that I understand that no guarantee has been or can be made as to the results of the treatments or examinations at Uvalde Family Practice Association.

I authorize payment of medical benefits to Uvalde Family Practice Association physicians or their designee for services rendered.

I give permission to obtain all my medication/prescription history when using an electronic system to process prescriptions for my medical treatment.

I understand that I may revoke this consent, in writing, at any time. However, any use or disclosure that occurred prior to the date I revoke this consent is not affected.

Patient Name (printed): \_\_\_\_\_

Patient/Guardian Name (signature): \_\_\_\_\_

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





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## **Patient Rights and Responsibilities**

**When you are seen by an employee of Uvalde Family Practice Association:**

**You have the Right:**

- To be treated with consideration, respect and dignity.
- To have the confidentiality of your medical information protected, to have privacy act regulations enforced, and to have these areas of confidentiality explained to you in language you can understand.
- To have privacy during case discussion, counseling and treatment.
- To know the name and qualifications of staff providing your care.
- To know your diagnosis, health problems, test results, the potential advantages and risks of treatment or procedures in language you can understand.
- To expect that all services, treatment, and counseling techniques will take place with your informed consent.
- To participate in referral planning, if needed.
- To refuse to participate in research studies.
- To have another individual present in the exam room with you, if you so desire.

**You have the Responsibility to:**

- Treat the staff with consideration, respect and dignity.
- Understand that your life-style does affect your health.
- Take an active part in your health care.
- Follow the agreed upon treatment plan.
- Observe facility rules and regulations that are for the safety and consideration of all patients and staff.
- Provide accurate and complete information about present complaints, past illnesses, hospitalizations, medications, advance directives (living wills or durable power of attorney), and other matters relating to your healthcare.

Patient Name (printed): \_\_\_\_\_

Patient/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

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



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**Authorization for Release of Information to Family Members or Family Caregivers**

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

Many of our patients allow family members such as their spouse, parents or others to call and request medical or billing information. Under the requirements of HIPPA we not allowed to give this information to anyone without the patient's consent. If you wish to have your medical or billing information released to family members you must sign this form. Signing this form will only give information to family members indicated below.

I do not authorize to release my medical and/or billing information.

I authorize Uvalde Family Practice Association to release my medical and/or billing information to the following individual(s):

1. \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_
2. \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_
3. \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

**Patient Information**

I understand I have the right to revoke this authorization at any time, any revocation must be in writing.

I understand that information disclosed to any above recipient is no longer protected by federal or state law and may be subject to redisclosure by the above recipient. Uvalde Family Practice Association has no control over third party dissemination of protected medical information.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Patient/Guardian Name (printed): \_\_\_\_\_



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**Authorization Form  
For Release of Protected Health Information**

By signing this form, I authorize you to use and disclose the protected health information described below:

Patients Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The health information you may release subject to this authorization is as follows:

\_\_\_\_\_

Release my protected health information to the following entity:

**Uvalde Family Practice Association  
1800 Garner Field Road  
Uvalde, Texas 78801  
Fax Number: (830) 278-3427**

The reason or purposes for this release of information are as follows:

\_\_\_\_\_

This authorization shall be in force and effective until the following event and/or date: \_\_\_\_\_

Name of Facility/Physician Name \_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

I understand that I have the right to revoke this authorization in writing, at any time by sending a written notification to the following:

Uvalde Family Practice Association

I understand that the revocation is not effective to the extent that the practice has relied on this authorization in its action. Also, a revocation is not effective if this authorization was obtained as a condition of obtaining insurance coverage, as other law provides the insurer with the right to contest a claim under the policy or the policy itself. I understand that information is used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal HIPPA privacy regulations. The practice will not condition my treatment, payment and enrollment in a health plan or eligibility for benefits on whether I provide authorization for the requested use or disclosure.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Description of Personal Representative's Authority





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### Immunization Policy Update

Uvalde Family Practice Association will no longer accept new patients whose parents choose not to vaccinate with the exception of *Influenza* vaccines and *Gardasil* vaccines (which are both at this time, elective). Dr. Hauptmeier and Dr. Murillo have considered this decision very carefully with the primary concern of *safety* for all our patients and their families. In addition, we will ask established families who choose not to vaccinate to speak to their primary care physician about their concerns regarding immunizations, and we will strongly encourage them to implement the CDC Immunization Catch-Up Schedule.

Our goal at Uvalde Family Practice Association is to ensure healthy children and a safe environment for all. Throughout the day we care for infants too young for vaccines, medically-fragile children/adults, and immunocompromised children/adults. Therefore, we take this issue very seriously.

Also, please remember if your child is enrolled with THSteps there is a \$25 penalty per child per month until checkup is completed along with vaccines compliance. It is very important to schedule your child's checkups according to the CDC Immunization Schedule (we will no longer accommodate alternate schedules) and to keep these appointments.

It is a pleasure to care for you and honored that you entrust the care of your children to Uvalde Family Practice Association. We understand that our new Immunization Policy will not be acceptable for some families and if this is the case, we will gladly transfer your child's medical records to another primary care provider.

  
Cherie Hauptmeier, D.O.

  
Cecilia Jo Murillo, M.D.

- I agree to vaccinate my child according to CDC recommendations in conjunction with my Physician's advice.
- I refuse to vaccinate my child according to CDC recommendations.

Patient Name (printed): \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Name (signature): \_\_\_\_\_ Date: \_\_\_\_\_



Texas Immunization Registry (ImmTrac2) Minor Consent Form



A parent, legal guardian or managing conservator must sign this form if the client is younger than 18 years of age.

Child's First Name, Middle Name, Last Name, Date of Birth, Gender, Telephone, Email address

Child's Address, Apartment # / Building #

City, State, Zip Code, County

Mother's First Name, Mother's Maiden Name

Race (select all that apply), Ethnicity (select only one)

The Texas Immunization Registry (ImmTrac2) is a free service of the Texas Department of State Health Services (DSHS). The Texas Immunization Registry is a secure and confidential service that consolidates and stores your child's (younger than 18 years of age) immunization records.

Consent for Registration of Child and Release of Immunization Records to Authorized Persons/Entities
I understand that, by granting the consent below, I am authorizing release of the child's immunization information to DSHS and I further understand that DSHS will include this information in the Texas Immunization Registry.

State law permits the inclusion of immunization records for First Responders and their immediate family members in the Texas Immunization Registry. A "First Responder" is defined as a public safety employee or volunteer whose duties include responding rapidly to an emergency.

Please mark the box below to indicate whether your child is an Immediate Family Member of a First Responder.
I am an IMMEDIATE FAMILY MEMBER of a First Responder.

By my signature below, I GRANT consent for registration. I wish to INCLUDE my child's information in the Texas Immunization Registry.
Parent, legal guardian, or managing conservator:
Printed Name, Signature, Date

Privacy Notification: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request.

Provider Statement

PROVIDERS REGISTERED WITH the Texas Immunization Registry: Please enter client information in the Texas Immunization Registry and affirm that consent has been granted. DO NOT fax to the Texas Immunization Registry. Retain this form in your client's record.

Contact Information
Questions? Tel: (800) 348-9158 • Fax: (512) 776-7790 • www.ImmTrac.com
Texas Department of State Health Services • Immunizations • Texas Immunization Registry – MC 1946 • P. O. Box 149347 • Austin, TX 78714-9347