



ABOUT OUR PRACTICE

Office Hours:

Monday:	8:00 a.m. to 5:00 p.m.
Tuesday:	8:00 a.m. to 5:00 p.m.
Wednesday:	8:00 a.m. to 2:00 p.m.
Thursday:	8:00 a.m. to 5:00 p.m.
Friday:	8:00 a.m. to 5:00 p.m.

Same day appointments are always available for existing patients. Additionally, our office is accessible by phone **24 hours** a day, 7 days a week. If you have an emergency, please call the office phone number and press 8 to be directly connected to Dr. Littell's cell phone. If he does not answer, please leave a message and he will call you back as soon as possible.

Interactive Patient Portal:

This service will allow our patients to access their medical summary, request refills of medications, update information, ask questions to our providers, and request appointments. The patient portal can be accessed by going to www.johnlittellmd.com and clicking the portal link. When logging into your account, please remember it is case sensitive for login and password.

Prescription Refills:

If you need a prescription refill, please allow up to **72 BUSINESS HOURS** to process your refill request as this is our office policy.

Dermatology Services are also available in our office.

Financial and Office Policies:

Payment is expected at the time of service. Co-pays, co-insurance, deductibles, all due at the time of service. You are responsible to know and understand what your insurance plan will or will not cover. We ask that you reschedule your appointment if you are unable to pay your financial responsibility at the time of service, including past balances. We will assess a \$35 service fee for any returned checks from the bank. Past due balances are due prior to making another appointment.

Canceled or Missed Appointments:

If you need to cancel an appointment, contact us at least **24 HOURS PRIOR** to your appointment time, if you contact us after that time there will be a **\$50 FEE** assessed to your account. If you miss an appointment and do not call you will have a **\$50 FEE** billed to you.

WE USE AUTOMATED & ELECTRONIC SYSTEMS FOR APPOINTMENT REMINDERS.

You authorize our agents to contact you using any contact information you provide to us including e-mail addresses and wireless phone numbers.

I agree to the above terms of John T. Littell, M.D. and Associates, I am responsible for any balances due on my account.

Signature _____

Print Name _____



ADULT MEDICAL HISTORY

Date: _____

Patient Name: _____ Date of Birth _____

Spouse's Name: _____ Age: ____ Marital History: ____ Single

Child's Name: _____ Age: ____ Married ____ #Years

Child's Name: _____ Age: ____ Divorced ____ #Years

Child's Name: _____ Age: ____ Widowed

Religious Preference (if any): _____

Last Grade Completed: _____ or Degree Obtained: _____

Tobacco Use: ____ #of Years Packs/Day: ____ Quit Date _____

Alcohol use: ____ Never ____ Occasional ____ Weekends ____ Daily

Caffeine Use # per day: _____

Work History: _____

Current Position: _____ Retired ____ Homemaker ____

Types of work done: _____

Current Medications (including ALL prescription and non-prescription, birth control pills, or vitamins):

Allergies (if known): _____

Hospitalizations-Serious Illness-Surgeries-Pregnancies (Please list date and reason)

Whom may we thank for referring you to us? _____

FEMALES, PLEASE COMPLETE

Number of: ____ Pregnancies ____ Abortions ____ Miscarriages ____ Live births

Date of Last Pap Smear: _____ Was it: ____ Normal ____ Abnormal

Date of last Mammogram: _____ Was it: ____ Normal ____ Abnormal



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PATIENT INFORMATION SHEET

First: _____ Middle: _____ Last: _____
Date of Birth: _____ Social Security #: ____-____-____ (SS# for identification only)
Marital Status: Single Married Divorced Widow(er) Sex: _____ Male _____ Female
Preferred Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Employer: _____ Occupation: _____

E-mail Address: _____

Preferred Pharmacy: _____

Address/Phone: _____

Emergency Contact (Nearest relative/friend NOT living with you)

First & Last Name: _____

Relationship: _____ Phone Number: _____

PARENT/GUARDIAN (if patient is a minor)

Mothers Name: _____ Date of Birth: _____

Fathers Name: _____ Date of Birth: _____

INSURANCE INFORMATION

INSURANCE: _____ Policy Holders Name: _____

Member ID#: _____ Co-Pay Amount (if known): _____

Billing Address: _____

*****if insurance coverage is not through you*****

Patient's Relationship to Insured: _____

Insured's Name: _____

Insured's Date of Birth: _____

Insured's Social Security #: ____-____-____

Print Name

Date

Signature



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HIPAA PRIVACY AUTHORIZATION FORM

Consent to the Use and Disclosure of Protected Health Information (PHI) for Treatment, Payment, or Healthcare Operations

I hereby authorize the release of medical information including my health history, symptoms, examination and test results, diagnoses, treatment, billing and claim, and any plans for future care of treatment.

Authorization for release of PHI covering the period of healthcare (check one)

_____ From (date) _____ to _____

OR

_____ All past, present and future periods.

I hereby authorize the release of PHI as follows (check one)

_____ My complete health record (including records relating to mental health care, communicable diseases, HIV/AIDS, and the treatment of alcohol/drug abuse

OR

_____ My complete health record with the exception of the following information (check as appropriate):

_____ Mental Health records

_____ Communicable Diseases (including HIV and AIDS)

_____ Alcohol/Drug Abuse Treatment

_____ Other (please specify):

In addition to the authorization for release of my PHI as described in paragraph 3 of this authorization, I authorize disclosure of information regarding my billing, conditions, treatment, and prognosis to the following individual(s):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

I understand that I have the right to revoke this authorization at any time, in writing, except to the extent that the person and/or organizations named above have taken action in reliance on this authorization. If I do not sign this form or I later revoke my authorization, the services provided to me by the person or organization listed in paragraph 4 will not be affected in any way.

This authorization shall be in force effective nine (9) months after my death or _____ (date or event) at which time this authorization expires.

I understand that my treatment, payment, enrollment, or eligibility for benefits will not be condition on whether I sign this authorization.

I have had the opportunity to read and consider the contents of this authorization. I confirm that the contents are consistent with my directions.

Print Name

Date

Signature

Privacy Policy available upon request.



AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION

PREVIOUS PCP, SPECIALIST OR FACILITY THAT WE NEED RECORDS FROM

- I authorize the following person(s) and/or organization(s) to release my PHI:

Name(s): _____

Address: _____

Phone: _____ Fax: _____

- I authorize this information to be released to:

John T. Littell, M.D. & Associates
300 Park Place Blvd.
Kissimmee, FL 34741
Phone: 407-343-1711 Fax: 407-343-1611

- Specific description of the PHI that I authorize for disclosure:

NO CD'S OR ZIP DRIVES PLEASE

- Specific description of the purpose for each use or disclosure:

AT THE REQUEST OF THE INDIVIDUAL

I have had the opportunity to read and consider the contents of this authorization. I confirm that the contents are consistent with my directions. The confidentiality of this information is protected by federal law. Any information used or disclosed not pertaining to this authorization may be revoked by the recipient and destroyed. I may cancel this authorization in writing at any time.

Signature: _____ Date: _____

Name: _____ SS# _____ - _____ - _____ DOB: _____

Address: _____

Telephone: _____ - _____ - _____

Relationship or Authority of Personal Representative (if applicable)