

Lakewood Orthopaedics & Sports Medicine

Important PATIENT INFORMATION NOTICE

Physician office compliance with Red Flag Rule

The Federal Trade Commission (FTC), in conjunction with other agencies, published the Red Flag Rules defining what a creditor and financial institution must do to implement an Identity Theft Program. The **Red Flag Rules** require those covered, including medical practices, to identify at-risk accounts and to define, detect, and respond to Red Flags in order to prevent or mitigate identify theft. Medical Identity theft happens when a person seeks health care using someone else's name or insurance information.

We are committed to protecting your identity and have developed a compliance policy that will help us protect your vital personal information. **Beginning October 1, 2010**, our staff will be asking patients and/or guardians to provide the following at each appointment:

- Photo ID (Driver License, Passport, Employment picture ID)
- Current Insurance card
- Verification of patient demographics, including phone number and email address.

Please Note: *No one, including minors, will be permitted to use a Medical –Flex Card, major credit card, or make a payment by check if the patient name does not match the form of payment used- **UNLESS** we have written permission from the payor.*

We have a form available for the person named on the card or check to complete, sign and returned to our office. The form provides permission for the specifically named patient to use that payment type for the required payments needed. This form will only need to be completed once.

Please remember that this is being instituted for your protection. Lakewood Orthopaedics & Sports Medicine is committed to protect our patients through the highest-level quality of care and unparalleled services.

Thank you for your assistance in helping us comply with our Identity Theft Program. If you would like a complete copy of the Red Flag Rules, please ask the receptionist and she will be happy to provide you with a copy.

Signature Line

Date