



# NORTHGATE UROLOGY ASSOCIATES

5325 Northgate Drive, Suite 203 • Bethlehem, PA 18017

610-867-3171 • Fax: 610-867-1941

Joseph B. Lennert, M.D., F.A.C.S.

---

## *Welcome to Our Office*

We would like to take this opportunity to welcome you to the office of Dr. Lennert. The following information is intended to help you make a smooth transition into our practice and to provide answers to some initial questions you might have. We ask that you keep your records and insurance information as current as possible so that we can submit your bills accurately and timely to avoid any unnecessary charges being sent to you rather than your insurance carrier. This will require you to present your insurance cards at your initial visit.

---

### **Lab Work?**

When you are checking in with the receptionist, please report any lab work or testing done since your last visit and where you had that testing done. Even if another doctor has ordered the testing.

---

### **What is HIPAA?**

Enclosed in this packet of information, you will find a brochure explaining what HIPAA is and what it means to you. Please read the "*HIPAA*" *What Does it Mean & How Does it Affect Me?* page. This will give you a brief description of its intended purpose. If you have any concerns regarding this paperwork, please bring them with you into the office, and one of our staff members will be happy to answer any questions you might have.

---

### **Appointments**

Please keep in mind that during the hours when we are seeing patients in the office, those patients are our priority. We make every attempt to accommodate each and every patient and offer quality care to everyone. This may require additional time or discussions with the doctor and cause appointment times to fall behind. This is an unforeseen aspect of good medical care. We will call patients back in order of your scheduled visit time, not the time of arrival, regardless of whether you are early or late. We ask that you be patient and realize that you will be offered the same level and quality of care as everyone visiting our practice.

---

### **Referrals**

If your insurance requires you to obtain a referral from your primary care physician, please provide that information to us. Most insurances will deny coverage for an office visit without proper referrals. Also, keep in mind that referrals "expire" after a certain number of days. Keep in touch with your doctors to maintain proper coverage.

---

**We now accept VISA, MasterCard and Bank Check Cards at our office.**

---

You have an appointment scheduled on \_\_\_\_\_ at \_\_\_\_\_  AM  PM



## NORTHGATE UROLOGY ASSOCIATES

5325 Northgate Drive, Suite 203 • Bethlehem, PA 18017 • 610-867-3171 • Fax: 610-867-1941

Joseph B. Lennert, M.D., F.A.C.S.

Gregory Pypiuk, PA-C

### HIPAA – What Does It Mean & How Does It Affect Me?

*The term “HIPAA” (Health Insurance Portability Accountability Act) is a term that you might have heard by now. Your Primary Care Physician or your Insurance Company may have already sent you a “Notice of Privacy Practice” brochure or handbook. These brochures can be somewhat overwhelming and hard to read, making it a great item to keep by the bed when having difficulty falling asleep! Think of this as a quick summary of the basics you will need to know before you sign an Acknowledgement form.*

The rationale for this “Privacy Rule” is to offer the patient a basic right to privacy. Due to increased concern from patients and the government’s inconsistent patchwork of state and federal rules, the Department of Health and Human Services opened the door to offer more consistent protection of one’s personal information. For the benefit of the “patient” the Clinton and the Bush Administrations have been working since 2000 to finalize a rule that would regulate the way physicians, hospitals, insurance companies and computer companies transmit or communicate your “Protected Health Information” (PHI). Some examples of your “PHI” are your health information (*past, present or future*), your payment information (*past, present or future*), along with an “Individual Identifier” (*your name, address, phone number, date of birth, diagnosis, Social Security Number and even your e-mail address*).

As of April 14, 2003 the “Final Rule” states that physicians along with hospitals, insurance companies, computer companies and anyone else that is considered a business associate, must comply with these new regulations of communicating “Private Information” with each other, as well as securing your “PHI” within our office.

We will be asking you to complete some additional *consent* and *acknowledgement forms* to help us comply with these new laws. However, keep in mind that the “HIPAA” law was implemented to protect your rights as a patient. These forms will also allow us to communicate in a more efficient manner with you or a “representative of your care” (*spouse, son, daughter, sibling, fiancé, etc*). Our staff is trained and able to answer your questions regarding these forms if you feel uncomfortable signing or completing them.

*Thank you in advance for your cooperation!*

*The Northgate Urology Staff*