



IMPORTANT PATIENT INFORMATION NOTICE

Physician Office Compliance with the Red Flag Rule

The Federal Trade Commission (FTC), in conjunction with other agencies, published the Red Flag Rules defining with a creditor and financial institution must do to implement an Identity theft program. The Red Flag Rule requires 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.

Fort Worth ENT is committed to protecting your identity and has developed a compliance policy that will help us protect your vital personal information. Beginning **February 1, 2010**, our staff will be asking patients and /or guardians to provide the following at each appointment:

- Photo ID (Drivers license, Passport, Employment picture ID)
- Current insurance card
- Verification of patient demographics, including phone numbers

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 patients name does not match the form payment used- **UNLESS** we have a written permission from payer.

We have a form available for the person named on the card or check to complete, sign and return to our office.

Please remember that this is being instituted for your protection. Fort Worth ENT is committed to protecting our patients through the highest level quality of care and unparalleled services.

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