### "A Timeless Welcome"

We would like to take this opportunity to welcome you and to thank you for choosing Timeless Plastic Surgery. Having plastic surgery is a big decision that deserves thoughtful consideration. You made an important first decision when you scheduled a consultation with Timeless! We wish to make your visits more informative and your surgical experience pleasant and rewarding.

We are dedicated to excellence in concierge and patient care and looking forward to assisting you with all of your aesthetic needs. Please do not hesitate to call us at 281-242-TIME (8463) if you have any additional questions regarding your consultation. Visit our website TimelessPlasticSurgery.com to review patient testimonials and our before/after gallery.

Sincerely,

Peter Chang, M.D.

And

Concierge Care Staff





### Center of Excellence for Cosmetic Surgery

### **Patient Safety First**

In our surgical facility we emphasize PATIENT SAFETY! We have been inspected and have met 100% of the standards set by AAAASF for accreditation of our surgical facility.

The areas covered during inspection are:

- Personnel: Prove to have current and appropriate credentials of medical staff.
- Operating Room: Prove to have safe surgical equipment, sterile technique, and policies.
- Recovery Room Safety: Prove to have safe equipment, staff, and policies.
- Anesthesia: Appropriate anesthesia equipment, drugs, and qualified providers.
- Quality Assessment/Quality Improvement: Adhere to oversight thru a strict reporting and peer review policy.
- General Environment and Safety: Provide a safe, comfortable, non-threatening, and personal atmosphere in which to have surgery.
- Medical Records: Prove to have complete and accurate medical records.

Modern surgery and anesthesia have reached new heights in safety and new, less invasive procedures have been developed. However, economic pressures have created a trend in outpatient surgery in which all types of physicians are doing surgery in their offices. Many of these physicians are performing procedures learned during a weekend course and in many cases, are a far afield from their training or not in the field of specialty. Another concern is the use of oral or intravenous sedating drugs on patients undergoing these procedures in non-accredited facilities.

AAAASF accreditation assures proper credentials and strict requirements for safeguards prevent this scenario from happening.

AAAASF is unique among accrediting agencies in protecting patients in an office-based surgery (OBS) setting:

- Requires surgeons to have hospital privileges for any procedure that is performed.
- Requires the use of Anesthesia professionals for deeper levels of anesthesia
- Requires safe surgical environment, equipment, drugs, etc. through specific standards
- Holds OBS to hospital standards
- Requires peer review (peer oversight) and tracks data (complications, mortalities, etc. with extensive data covering over 2 million procedures).

TimelessPlasticSurgery.com

1327 Lake Pointe Pkwy, Ste. 300

281-242-TIME(8463)

Sugar Land, TX 77478



### **PAYMENT OPTIONS**

### Cash or Equivalent

We accept cash and cash equivalent (i.e. Money order, Cashier's Check, Personal Check [must have 10 business days to clear]). Credit/Debit cards and Financing will <u>not</u> be accepted as cash equivalent.

### **Credit Card**

We accept all major credit and debit cards.

#### **Care Credit**

To apply for care credit, please visit **www.carecredit.com** or call 833-893-7864. Care credit offers 6 and 12 months with 0% interest, and monthly statements will start a few weeks after the initial transaction. Care Credit offers 24, 36, 48 months with 14.9% interest. They also offer 60 months at 16.9% fixed interest. To find out your exact monthly payments, please visit the website, and go to "Payment Calculator" located on the homepage. (Care Credit may not be used for Surgical/Procedure Scheduling fees)

### Timeless Payment Plan

- To schedule surgery, a minimum of \$1,000 must be placed.
- If you are unable to schedule surgery at that time, you can make payments for (1) year towards your surgery. No fees or interest will be applied, even if our prices change, yours will stay the same!
- Once you have placed your \$1,000, you will be able to make payments weekly or monthly towards your surgery. This can be done over the phone with a credit card, mailing a check or money order, or you can come by the office.
- TPS payment plan does not require a minimum daily/monthly payment; your payment must be paid in full within one year from your first payment. Once surgery has been scheduled, your remaining balance MUST be paid in full at least (2) weeks before surgery. This is typically done at the time of your pre-operative appointment.

www.TimelessPlasticSurgery.com

281-242-TIME (8463)



## Peter Chang, M.D. 281-242-8463

1327 Lake Pointe Parkway, Ste 300 Sugar Land, TX 77478

Date

FACE	BREAST	BODY
Blepharoplasty (eyelid lift) Brow Bone Reduction Brow Lift Buccal Fat Pad Removal Cheek Augmentation Chin Augmentation/Reduction Facelift Facial Liposuction Fat Injection to Face Lip Augmentation Necklift (platysmaplasty) Otoplasty (ear pinning) Rhinoplasty Timeless Dimple (dimpleplasty) Upper Lip Plasty	Breast Augmentation Breast Implant Exchange Breast Implant Removal Breast Reconstruction Breast Revision Breast Reduction (cosmetic) Gynecomastia (male breast reduction) Mastopexy (breast lift) Nipple Reconstruction	<ul> <li>□ Body Lift</li> <li>□ Brachioplasty (Arm Lift)</li> <li>□ Buttock Augmentation</li> <li>□ Buttock Lift</li> <li>□ Liposuction</li> <li>□ Thigh Lift</li> <li>□ Timeless Tuck (abdominoplasty w/contouring liposuction)</li> <li>□ Umbilical Hernia Repair</li> <li>□ Umbilicoplasty</li> <li>□ Vaginal Rejuvenation</li> <li>□ Labiaplasty</li> </ul>
□ Earlobe Repair	OTHER  □ Botox®/Xeomin ®	☐ MiraDry® (sweat reduction)
<ul> <li>□ Keloid removal</li> <li>□ Cyst Removal</li> <li>□ Mole Removal</li> <li>□ Scar Revision</li> <li>□ Steroid Injection</li> <li>□ Non-Invasive Vaginal &amp; Labial Rejuvenation</li> </ul>	☐ Sculptra ☐ Kybella ☐ Juvederm® ☐ Radiesse® ☐ Restylane® ☐ TruSculpt ☐ Emsculpt ☐ Emsella	☐ Ultherapy ® ☐ Chemical Peel ☐ Laser Skin Resurfacing ☐ Laser Hair Removal ☐ Sclerotherapy/ Vein injection ☐ Laser for veins ☐ Skin Care and Products
e you had any previous non-invasive procedures? e you had previous surgeries?  YES  Insidering surgery, how far in the future would you  Unsure 1-3 months	NO  I like to have your surgery? (check one)  4-6 months	

**Patient/Guardian Signature** 



# Peter Chang, M.D. 281-242-8463

1327 Lake Pointe Parkway, Ste 300 Sugar Land, TX 77478

Patient's Name				
	First	Middle	Last	
Home Address	Street /Apt #	City	State	Zip
Home Phone	Cell			·
E-mail		w	ould you like monthly specials e	
Birth date	Age	Social Security#	Gender	☐ Male ☐ Female
Emergency Contact		Relationship to patient	Phone #_	
Marital Status ☐ Single	☐ Married to:		□ Other	
Employer (Company Name)		Occupation	Work Phone	
Any restrictions for cont	acting you? Tes No	Describe restrictions: _		
How did you hear about u	s?			
□ Commercial (circle one:	ort Bend Lifestyles, Katy Lifesty KPRC Channel 2, Comcast Name:	Cable, The KUBE Channel S		
If you were referred by a	patient of ours, may we tho	nk them? Yes No		
□ Internet (circle one: Time □ Billboard □ Other		gle.com, Facebook, Twitte	er, YouTube, RealSelf, Other	)
Surgery and myself. I unders of-network with all insurance any third party for my remain	tand that Dr. Peter Chang is no es, additional fees may apply. ning balances. Regardless of in rgery or Peter Chang, M.D., in	ot contracted with Medicare I authorize Timeless Plastic S surance coverage, I am resp	derstand that my payment contracts, Medicaid, or any other insurance for non sonsible for all bills being paid in a tilgery deposits, consultation fees, a	, and because they are out- -cosmetic care and charge mely manner. Any payments
beyond providing a copy of require a fee. Furthermore, I and will use all reasonable of	of medical records. Participation agree to refrain from directly o	on in lengthy court proceed rindirectly publishing or airing embers or acquaintances fro	her surgeons, I will not request Dr. C ngs prevents Dr. Chang from carir g negative commentary about Dr. C om engaging in such activities. If su t my cost.	ng for other patients and will Chang and/or their practices
Accountability Act (HIPAA)		nderstand that Dr. Chang n	ry, in accordance with the Healt nay use and disclose my health inf	
you can get access to that disclose your health informa and as required by local, sta	t information. A copy of this Nation for treatment, billing, hecate or federal law. You have t	otice in its entirety is provide Ithcare operations, research he right to request to inspec	v your health information may be used for you to read. Timeless Plastic a, during public health or safety thr tt, receive a copy, amend, or restr ay request a copy at any time.	: Surgery (TPS) may use and eats posed to you or others,
I acknowledge that I have	been informed, understand	, and agree to all the terms	s described above.	
Patient/Legal Representative S	Signature Printed N	ame	Date	



 $\hfill\Box$  Peter Chang, M.D.

☐ Consultant

1327 Lake Pointe Parkway, Ste 300 Sugar Land, TX 77478 281-242-TIME (8463) / 281-242-2639 (FAX)

Patient Name	DOB	Height	Weight	Sex: M F
List all medical problems:	List all Me (Including Herb		List all su (including	-
List all drug allergies:				
YES NO				
1. Have you or a family member ever had a 2. Have you ever or do you now smoke, ho 3. Do you drink alcohol? If yes, how much a 4. Are you immunocompromised? HIV? AID 5. Do you have asthma? What induces it? V 6. Do you have high blood pressure? For ho 7. Do you have a heart murmur? Mitral val 8. Have you ever had angina, a heart attack 9. Have you had a persistent cough more th 10. Do you have problems walking up a flight 12. Do you have "hardening of your arteries 13. Have you had kidney disease or require a 14. Have you ever had hepatitis or been jaur 15. Do you have a hiatal hernia, acid reflux, 16. Do you have a cold, cough, or have any b 17. Have you ever had a stroke? 18. Do you have limb that becomes weak or 19. Have you ever had seizures, loss of vision 20. Do you have diabetes? For how long? 21. Do you have diabetes? For how long? 22. Do you have back, neck, or jaw problems 23. Do you have any bleeding disorders or a 24. Have you taken aspirin, Coumadin, Plavit 25. Have you taken any diet medications in 126. Have you had any disease requiring cher 27. Is there any chance you could be pregna 28. Have you ever had a mammogram? Date 29. Do you or your family have a history of b	w much and for how loand how often?  Serve prolapsed?  And a weeks, coughing unave swelling?  A special diet due to you diced?  For an ulcer?  For an ulcer?	t)? week? ship?	ever?	
medical information may affect my care. I understand and a	gree that non-compliance	with any instructions may aff	fect my care.	
Patient/Guardian Signature		1	Da	ate
BMI: Size (Waist/Bra): Se Assessment:			☐ Multivitamin [	□ Iron □ MMG
Plan:				
Med Clr (Y/N) Lovenox (Y/N) Overnight (None/Loca Anesthesia (IV/Gen) Anes Hrs: Fac. Hrs.	•	Physician Signa	ature:	



Peter Chang, M.D. 281-242-8463

1327 Lake Pointe Parkway, Ste 300 Sugar Land, TX 77478

# **Cancellation and No Show Policy**

Dear Patient,

We Strive to render excellent medical care to you and the rest of our patients. In order to do so we have had to implement an appointment/cancellation policy. The policy enables us to better utilize available appointments for our patients in need of medical care.

### **Schedule Appointments**

For a scheduled appointment, please call our office at 281-242-8463 and our staff will try their best to schedule your appointment at the most convenient time possible. As a courtesy, we contact you one (1) business day prior to your appointment to remind you. If we leave you a message, please confirm your appointment by calling or emailing our office during normal business hours.

### Cancellation/Rescheduling of an Appointment

In order to be respectful of the "No Show" policy, please be courteous and call our office promptly if you are unable to attend an appointment. We require at least 24-48 hours' notice, so that your appointment time can be reallocated to someone else. **Multiple (more than one) appointment rescheduling will result in a fee of \$50 that will be enforced upon making any new appointments.** <u>In addition, failure to make scheduled appointments for procedures will result in the loss of all funds for that procedure.</u>

Late cancellations will be considered as a "NO SHOW"

### No Show policy

A "no show" is someone who misses an appointment without cancelling it at least 24-48 hours in advance or who fails to keep a scheduled appointment. In the event a 24-48 hour notice is not give, a fee of \$50.00 will be charged for missed office visits and for any missed procedures.

Patients who fail to pay the above fee will not be allowed to schedule future appointments until the fee is paid. Multiple Cancellations or No Shows may result in dismissal from our practice.

I have read and understand the Cancellation and No Show Policies of the practice and I agree to the terms.

Patient Name/Guardian Printed: _		_
Signature of Patient/Guardian:	Do	ite:



## Peter Chang, M.D. 281-242-8463

1327 Lake Pointe Parkway, Ste 300 Sugar Land, TX 77478

### **Notice of Privacy Practices** Acknowledgement of Receipt

atient Name:	Date of Birth:
acknowledge that I have received a Notice of Privacy Practices.	and been asked to review a copy of the Timeless Plastic Sur
notice of Filvacy Fractices.	
Patient's Signature	Date:
f completed by the patient's legal repres	sentative, please print and sign your name in the space below.
Legal Representative's Name:	Date:
Legal Representative's Signature:	Relation to Patient:
For Office Use Only	
Complete this section if this form is	is not signed and dated by the patient or patient's legal representative.
I have made a good faith effort	to obtain a written Acknowledgement of Receipt of the Timeless
<u>o</u>	cy Practices but was unable to do so for the following reason:
□ Patient refused to sign	n
	ı because
□ Other	
Staff Name:	Date:

### **TIMELESS PLASTIC SURGERY**

### **NOTICE OF PRIVACY PRACTICES**

Effective Date: August 1, 2015

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This notice applies to the information and records we have about you, your health, and the health care and services you receive from Timeless Plastic Surgery. Your medical information, also called Protected Health Information (PHI), may include information created and received by us, may be in the form of written or electronic records or spoken words, and may include information about your health history, symptoms, examinations, test results, diagnoses, treatments, procedures, prescriptions, billing and payment activities, and similar types of health-related information.

We are required by law to give you this notice of our legal duties and privacy practices with respect to your PHI, maintain the privacy of your PHI, and follow the terms of our notice that is currently in effect.

**HOW WE MAY USE AND DISCLOSE YOUR PHI** We may use and disclose your PHI for the following purposes without your specific written authorization:

**For Treatment** We may use and disclose your PHI to provide you with medical treatment and services. For example, we may disclose your PHI to doctors, nurses, staff, and other health care professionals within and outside our office to ensure that they have the necessary information to treat you. Family members and friends who are involved in your medical care may also need to know your PHI in order to care for you. We will request your permission before sharing Information with them unless you are unable to give permission due to your health condition.

**For Payment** We may use and disclose your PHI to bill and receive payment from you, an insurance company, or a third party for the treatment and services you receive from us. For example, we may need to give your health plan information about a service you received here so it will pay us or reimburse you for the service. However, if you pay for the service yourself (i.e. out-of-pocket and without any third party contribution or billing), we will not disclose this PHI to a health plan if you instruct us not to do so.

**For Health Care Operations** We may use and disclose your PHI to operate our office and make sure that you receive the highest quality of care. For example, we may use your PHI to evaluate the performance of our staff or to help us determine whether certain new treatments are effective. We may disclose your PHI to health plans and other providers for the purpose of helping them provide or improve care, reduce cost, and comply with the law.

**For Fundraising** We may contact you to ask for your support with fundraising campaigns on our own behalf. If you wish to opt-out of receiving such communications, please notify us in writing, and we will not use or disclose your information for these purposes.

**IN SPECIAL SITUATIONS** We may use and disclose your PHI for the following purposes when subject to applicable legal requirements without your specific written authorization:

To Avert a Serious Threat to Health and Safety to you and/or others.

As Required By Law and Government Authorities.

**To Business Associates** who perform functions on our behalf. All of our business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract with them.

**For Research Projects** that are subject to a special approval process. We will ask you for your permission if the researcher will have access to your name, address or other information that reveals who you are.

For Workers' Compensation in connection to your claim.

**For Public Health Reasons** in order to prevent or control disease, injury, or disability; or report births, deaths, suspected abuse or neglect, non-accidental physical injuries, reactions to medications, or problems with products.

**For Health Oversight Activities** such as audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health care system, government programs, and compliance with civil rights laws. **In Lawsuits and Disputes in response to a court or administrative order or subpoena.** 

To Law Enforcement Officials in response to a court order, subpoena, warrant, summons or similar process.

To Coroners and Medical Examiners in order to identify a deceased person or determine the cause of death.

To Individuals Involved in Your Care or Payment for Your Care if 1) we obtain your verbal agreement to do so, or 2) we give you an opportunity to object to such a disclosure and you do not raise an objection, or 3) we can infer from the circumstances, based on our

professional judgment, that you would not object. For example, we can assume you agree to our disclosure of your PHI when you bring a companion with you into the exam room during an appointment. In situations where you are not capable of giving consent, we may, using our professional judgment, determine that a disclosure is in your best interest and will disclose only the PHI that is relevant to the person's involvement in your care.

<u>OTHER USES AND DISCLOSURES OF YOUR PHI</u> We will use or disclose your PHI for the following purposes, only with your specific written authorization:

For Fundraising and Marketing Purposes where there is financial remuneration

For the Sale of Your PHI

For Disclosure of Your PHI to an Attorney or Employer

For Disclosure of Your Psychotherapy Notes

For Other Uses and Disclosures NOT described in this notice.

If you give us authorization to use or disclose your PHI, you may revoke that authorization, *in writing*, at any time. If you revoke your authorization, we will no longer use or disclose information about you for the reasons covered by your written authorization, but we cannot take back any uses or disclosures already made with your permission.

**YOUR RIGHTS REGARDING YOUR PHI** You have the following rights regarding your PHI that we maintain in a *designated record set* (i.e. medical records and billing records we use to make decisions about you).

**Right to Inspect and Copy** You have the right to inspect and receive a copy of your PHI that is in a designated record set. You must submit a written request to Timeless Plastic Surgery to inspect and/or receive a copy of your PHI. We may deny your request in certain limited circumstances. We will not charge you if you wish to inspect your PHI. Timeless Plastic Surgery staff supervision is required when inspecting your PHI. If you request a copy of your PHI, we will charge a fee for the labor, supplies, and postage per State regulations. We will notify you in advance of the cost involved, and you may choose to withdraw or modify your request before any costs are incurred.

**Right to Amend** If you believe your PHI in a designated record set is incorrect or incomplete, you may ask us to amend the information. To request an amendment, you must submit a written request to Timeless Plastic Surgery. We may deny your request in certain circumstances.

**Right to an Accounting of Disclosures** You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of your PHI in a designated record set that was non-authorized or required under special circumstances. You must submit a written request and pay a fee to Timeless Plastic Surgery to receive this list.

**Right to Request Restrictions** You have the right to request a restriction or limitation on the PHI we use and disclose about you for treatment, payment and health care operations. You have the right to request a limit on PHI we disclose about you to someone who is involved in your care or the payment for it. To request restrictions, you must submit a written request to Timeless Plastic Surgery. If you pay for treatment, services, supplies, or prescriptions out-of-pocket and you request for that information not be communicated to your health plan for payment or health care operations purposes, we will comply with your request. However, we are not required to agree to any other requested restrictions.

**Right to Request Confidential Communications** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must submit a written request to Timeless Plastic Surgery. Your request must specify how or where you wish to be contacted. You need not disclose the reason for your request. We will accommodate all reasonable requests.

Right to a Paper Copy of This Notice You have the right to receive a paper copy of this notice at any time.

Right to Breach Notification We will inform you if there is a breach of your unsecured PHI.

<u>CHANGES TO THIS NOTICE</u> We reserve the right to change the terms of this notice and to make the new notice provisions effective for PHI we already have about you as well as any information we receive in the future. We will post the current notice with its effective date in our office as well as on our website. You are entitled to a copy of the notice currently in effect.

**QUESTIONS/CONCERNS** If you have any questions about this notice, please contact Timeless Plastic Surgery at 1327 Lake Pointe Parkway, Suite 300, Sugar Land, Texas 77478 or call (281) 242-TIME (8463).

If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services. You will not be penalized for filing a complaint.