

# Patient Sign-in Forms

## Your "How To" on using secure sign-in sheets



**Protecting your patient's privacy** is a must these days as HIPAA enforcement has begun to hit all entities to civil and criminal penalties that goes up to \$50,000 per day in violations. This starts with the patient signing in for their appointment. Having a secure sign-in sheet at the front office is a start to protecting your patients privacy.

**Patient Sign-In** Date: \_\_\_\_\_

Please sign-in and notify us if:

- New Patient
- Phone/address change
- Insurance Change

NO.	Patient Name Please Print	Appt. Time	Arrival Time	Appt. with	New Patient (✓)	Phone/address Change (✓)	Insurance Change (✓)
1	1						
2	2						
3	3						
4	4						

This inexpensive form can help protect your office from thousands of dollars in fines. The patient signs their name on the next available line and will provide their appointment time and who they are seeing for that appointment. This also is valuable information that has been used in legal cases to prove a patient was seen on that day and the charges filed with the insurance company are valid.

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- Phone/address change
- Insurance Change

NO.	Patient Name Please Print	Appt. Time	Arrival Time	Appt. with	New Patient (✓)	Phone/address Change (✓)	Insurance Change (✓)
1	1 John Doe	1:30	1:15	Dr. Smith			✓
2	2						
3	3						
4	4						

The office personnel should then remove that label with the patient's signature, before allowing any other patients to sign-in on the form. If the office chooses to use the numbering system when calling patients back to the room, instruct the patient to take the number from the left column before taking a seat in the waiting room. Once the label has been removed, text will appear to instruct the patient to "please use next line" so there is no confusion on which line they should be signing in on.

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1	1 John Doe	1:30	1:15	Dr. Smith			✓
2	2						
3	3						
4	4						

The office personnel may then apply the label to a patient flow chart, or discard it. After using the entire sheet, separate the multiple parts by breaking the snap-set at the top and bottom perforations. Discarding the top two sheets will leave you with a complete, private log of all patients seen for the day/week. This can then be used for any reporting purposes, daily audits or kept as office records. This can help you manage patient volume and flow, and reduce wait times.

For best results, use with a ballpoint pen and ask the patients to press firmly to make sure their information transfers on to the next page. Using one sheet at a time on a hard surface further ensures the success of the patient log.