



Form PF-7000
HIPAA FORM FOR
VERIFICATION OF IDENTITY



OFFICE
NAME: _____

OFFICE
ADDRESS: _____

PHYSICIAN
NAME(S): _____

VERIFICATION OF PATIENT IDENTIFICATION

Name: _____ Document verifying name: _____
Document verifying name must not appear altered or forged

Date of birth: _____ Document verifying DOB: _____
Document verifying DOB must not appear altered or forged

S.S. #: _____ Document verifying SS#: _____
Document verifying SS# must not appear altered or forged

California Drivers license # _____ Other State and # _____

Photograph copied to chart Yes No (if no, see below)
Patient must have photo identification or see below

Physical Description entered in chart Yes No

VERIFICATION OF PATIENT'S AUTHORIZED REPRESENTATIVE

1. Must have proof of authorization to receive information. Document should not appear forged, altered or destroyed and re-assembled. Verify patient signature.

2. Must have photo identification to verify their identity prior to release of information.

RED FLAGS THAT MIGHT INDICATE IDENTITY THEFT

The FTC and other experts have identified examples of these warning signs, including:

- 1. Suspicious documents, such as a forged or altered driver's license or health insurance card.**
- 2. Photographs or a physical description on file are not consistent with the appearance of the patient**
- 3. A patient who has an insurance number but never produces a card or other documentation.**
- 4. A query from a patient regarding a bill or insurance statement for services never received or in another individual's name.**
- 5. Records showing medical treatment that is inconsistent with a patient's medical history.**
- 6. A notice from a patient or law enforcement entity indicating possible identity theft.**
- 7. Unusual billing patterns.**
- 8. Other inconsistent information identifies the patient**
- 9. Inconsistent signatures on file**
- 10. Patient forms or applications appear forged, altered, or destroyed and reassembled**
- 11. Statements sent to the patient or guarantor are returned as un-deliverable despite ongoing transactions on active records**

A patient whose identity cannot be verified should not be seen until their identity can be verified. A long-time patient who has not exhibited any of the above listed "red flags" while receiving care in your office should not be turned away but any new staff who are not familiar with the patient should still verify the identity of the patient if existing staff who are certain of the patient's identity are not present. A patient who presents verification which meets any of the Red Flag criteria listed above should not be seen by the physician and should be reported to local law enforcement authorities and if the patient's information is already entered into Care Tracker a warning note should be posted for other offices to see.