

# Saving Face, LLC

It is our policy not to release confidential and/or unauthorized information by home telephone, answering machine, work telephone, voice mail, cell phone and/or pager without express permission from our patients. When returning calls and an answering machine picks up, we do not leave a message unless it is a reminder. Information also will not be left with an unauthorized person who may answer the phone.

If you would like to have information released to someone other than yourself, please complete the following:

I authorize the staff of Saving Face or Piedmont Plastic Surgery to leave (check appropriate types of information):

- medical information pertaining to my care;
- appointment reminders including reminders by text, voicemail or email
- information about upcoming events/specials

Information may be left by the following methods, and this authorization will remain in effect until cancelled in writing by me:

- Home Telephone       Yes    No   OK to leave message on voice mail?
- Home Fax
- Work Telephone
- Work voice mail
- Cell phone
- Cell phone text messaging and voice mail
- Email
- Other \_\_\_\_\_

Please list the names of authorized people with whom we may leave messages (spouse/partner, children, parent, significant other, secretary, etc.):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Patient: \_\_\_\_\_