



A Simple Answer to Patient Confidentiality...

As required by the Health Insurance **Portability and Accountability Act (HIPAA)** law, healthcare professionals are expected to develop policies and procedures that will limit access to personal health information without sacrificing the quality of healthcare.

We offer two confidential patient sign-in systems:



**Now Available in
English/Spanish
Combination!**



Patient Sign-In Label Form

- ▶ Each patient prints his/her name, appt/arrival time and “Name of Healthcare Professional” on a numbered line. If using the optional numbered label, patient takes the number. **The office staff removes the signed name label and either adds to the patient file or to a workflow tracking system.** Once the label has been removed, the information is protected behind part one, available only for office use.
- ▶ The front desk attendant calls each patient by number or name. (Available in blue, burgundy or green)
- ▶ Each package contains 125 forms, numbered 1 through 25, or enough forms to see **3,125 patients**.
- ▶ W-PSGN-GN (Green), W-PSGN (Blue), W-PSGN-BY (Burgundy).
- ▶ W-PSGN-BIL (Blue) Bilingual.



3-Part Patient Sign-in System

- ▶ Each patient prints his/her name, arrival time and “Name of Healthcare Professional” on a numbered slip, then removes it. Once the patient removes the slip, the information is protected behind the carbonless paper, available only for office use.
- ▶ The front desk attendant reads the log and calls each patient by number or name.
- ▶ Each kit contains 40 sets, numbered 1 through 25, or enough slips to see **1,000 patients**.
- ▶ Kit, includes binder, item W-SGNKIT.
- ▶ Reorder, without a binder, item W-JSGN.

We also offer a complete line of Compatible Filing Products. We provide superior quality file folders, alpha, numeric, year, and communication labels, as well as transcription labels. For a **FREE** sample kit, order item number W-HLTH-TOOLS-KIT.