

PATIENT INFORMATION/DEMOGRAPHIC FORM

Date: _____

PATIENT NAME: _____

SSN: _____

Date of Birth: _____ **Mother's Maiden Name:** _____

Patient Mailing Address:

Street: _____

City: _____ State: _____ Zip: _____

Living Status: Single Married Divorced Widow Separated Domestic partner

Telephone / Contact Information

Home: _____ **Work:** _____ **Mobile:** _____
(Mobile # if no home phone) (If employed) (If you have a mobile #)

Email address: _____

Occupation: _____ Employer: _____

Prefer to be called / Nickname

Race:

I decline to answer Caucasian/White African American/Black

American Indian/Alaskan Native Native Hawaiian Asian

Hispanic/Latino Other Pacific Islander More than one

Unsure

Ethnicity:

I decline to answer Hispanic/Latino Not Hispanic/Latino

Primary language spoken in household: _____

I acknowledge that the information is correct to the best of my knowledge.
 I authorize The Family Health Centers, PA, to render treatment to me and provide information to other care givers regarding my condition while under medical care. My signature below authorizes the release of medical records to another physician involved in my care or to the insurance company for payment of claims.

Signature **Date**

If you are a new patient, how did you hear about us?

Doctor Referral Employer Family or Friend Insurance Provider

Magazine Ad Street Sign Health Fair Social Media Google

Yellow Pages Brochure Other _____

OFFICE USE ONLY

MR # _____

ADULT PATIENT HISTORY

Date: _____

Please complete both sides of this form.

If today's appointment is a Medicare Annual Wellness visit or a Complete Physical, we will review your preventative health needs. Should you need care for a new or ongoing medical problem, it could be addressed today, but a co-pay will be required. We may need to schedule a separate appointment.

PATIENT NAME: _____	Prefer to be called / Nickname _____
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Date of Birth: _____

Do you have a Living Will, Health Care Power of Attorney or an Advance Care Directive? Yes No

Ask our staff if you would like Advance Care Directives information

What type of diet do you follow? _____

Do you use tobacco or other cigarettes?

- No, never Yes, ___ packs/day ___ age started
- Previously smoked ___ packs/day, for ___ years, stopped in _____ (year)
- Oral tobacco user e-cigarette / vapor cigarette user

Do you drink alcohol?

Please check the item that best describes your current consumption of alcohol:

- Never Monthly or less 2 to 4 times a month 2 to 3 times per week 4 or more times per week
- Previous heavy alcohol use. If stopped completely – month/year: _____

If you drink alcohol, how much do you consume on a typical day when you are drinking:

- 1 or 2 drinks 3 or 4 drinks 5 or 6 drinks 7 to 9 drinks 10 or more drinks

Do you currently use street drugs (such as marijuana, cocaine, heroin, opioids or others)? Yes No

Have you ever used IV street drugs? Yes No

What is your current exercise routine? _____

Marital Status: Single Married Divorced Widow Separated Domestic partner

Who lives with you? _____

What is your occupation and where do you work? _____

Are you under any unusual stressors? Work Family Financial Illness Other

Do you use any home medical equipment? Yes No

If yes, what medical equipment and who is your supplier: _____

What form of birth control, if needed, do you use? _____

Number of pregnancies: _____

Sexual History: Currently sexually active With men With women With men and women

Never Not active in past 12 months More than 3 partners in lifetime

CURRENT HEALTH CONCERNS (please list):

Please complete both sides of this form.

ADULT PATIENT HISTORY *page 2*

IMMUNIZATIONS & HEALTH MAINTENANCE (give date of last shot/exam)

- Tetanus shot with or without Whooping Cough _____ Flu shot _____ Cholesterol test _____
 Pneumonia shot - Pevnar 13 or Pneumovax (if over 65) _____ Shingles shot (if over 50) _____
 Colon Cancer Screening (if over 50) Stool Test _____ Colonoscopy _____ Sigmoidoscopy _____
 If smoking history, last lung cancer screening / CT scan (if 55 to 80) _____

Women only: (please give date of last exam)

- Mammogram _____ Last Period _____ PAP Smear _____ Bone Density _____

Men only: (Please give date of last exam) PSA test _____

Allergies to medications and the reaction you had: _____

New Patients: list all medications. **Current patients:** list any new medications. (Include non-prescription.)

Please ask for a second sheet if needed

Medication	Dose	How often

Medical history (Any illness for which you have received a diagnosis):

- Anxiety Arthritis Asthma Back Problems Chronic Pain COPD / Emphysema Depression
 Diabetes Fibromyalgia Reflux / Heartburn High Cholesterol Heart Disease/Stroke
 High Blood Pressure History of Cancer Type(s) _____ Kidney Disease Thyroid Disorder

Other: _____

List previous surgeries: _____

Family History of Major Medical Problems (if deceased, list cause and age of death)

Father: _____

Mother: _____

Brothers/Sisters: _____

Circle any of the following symptoms you currently experience

General	Appetite changes, chills, fatigue, fever, night sweats, weight gain, weight loss
Skin	Changes in wart/mole, new lesions, rash
HEENT	Eye exams by ophthalmologist or optometrist, glasses or contact lenses, headache, head injury, hearing loss, hoarseness, disturbances
Neck	Neck mass, neck pain
Respiratory	Shortness of breath, cough, coughing with blood, snoring
Breast	Breast mass, breast pain, nipple discharge
Cardiovascular	Chest pain, difficulty breathing lying down, difficulty breathing on exertion
Gastrointestinal	Abdominal pain, black stool, tarry stool, bloody stool, constipation, diarrhea, difficulty swallowing, indigestion, nausea
Female Genito-urinary	Blood in urine, change in bladder habits, painful urination, hot flashes, menstrual irregularities, painful menstruation, are you in Menopause Yes _____ No _____
Male Genito-urinary	Blood in urine, change in bladder habits, painful urination, sexual difficulty, discharge from penis, urine leakage
Musculoskeletal	Back pain, joint pain, muscle weakness, swelling of extremities
Neurological	Dizziness, falls, loss of consciousness, stroke-like symptoms, seizures, falling, trouble walking
Psychiatric	Change in sleep pattern, depression, insomnia, mood changes, nervousness
Endocrine	Heat or cold sensitivity, excessive thirst, hunger or urination
Hematology	Easy bruising, easy bleeding, enlarged lymph nodes

EMERGENCY CONTACT & HIPAA FORM

Date: _____ MRN: _____

PATIENT NAME: _____ Date of Birth ____ / ____ / ____

Healthcare Insurance Portability and Accountability Act (HIPAA) information

By signing this form, you authorize The Family Health Centers to release protected health information for the above-named patient according to the instructions below.

If unable to reach the patient via telephone, we may (please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Leave a detailed voice message | <input type="checkbox"/> Leave a voice message asking you to return our call |
| <input type="checkbox"/> Do not leave a voice message | <input type="checkbox"/> Mail a post card or letter |

I have read and fully understand The Family Health Centers, PA's Privacy Notification. I have the right to revoke this authorization at any time. I have the right to inspect or copy the protected health information to be disclosed as described in this document by sending a written notification to The Family Health Centers. A revocation is not effective in cases where the information has already been disclosed but will be effective going forward. Information used or disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law. I have the right to refuse to sign this authorization and that my treatment will not be conditioned on signing. This authorization shall be in effect until revoked by the patient.

I authorize this information to be released to:

- | | |
|---------------------|--|
| Name: _____ | <input type="checkbox"/> Emergency Contact |
| Relationship: _____ | <input type="checkbox"/> Billing/Financial Information |
| Phone #: _____ | <input type="checkbox"/> Medical Information |
| Name: _____ | <input type="checkbox"/> Emergency Contact |
| Relationship: _____ | <input type="checkbox"/> Billing/Financial Information |
| Phone #: _____ | <input type="checkbox"/> Medical Information |
| Name: _____ | <input type="checkbox"/> Emergency Contact |
| Relationship: _____ | <input type="checkbox"/> Billing/Financial Information |
| Phone #: _____ | <input type="checkbox"/> Medical Information |

Signature: _____ Date: _____

Description of patient representatives' authority, if applicable _____



Notice of Patient Privacy Practices Uses and Disclosures of Health Information

We, (The Family Health Centers of Asheville, Arden and Hominy Valley), are required by law to protect the privacy of your personal health information, provide this notice about our information practices and follow these guidelines.

Your health record is the physical property of The Family Health Centers; however, the information in the health record belongs to you.

We may use your personal health information for treatment, payments, and operations; for example, administrative purposes and evaluation of the quality of care we provide. You may request that we do not use or disclose this information to a particular entity or person, however, we ask that such a request be made in writing by you.

Although your request will be considered, please be aware we may not be able to grant your request under certain instances required by law. We review all such requests on an individual basis to determine our ability to grant them and we will respond to your request within thirty (30) days, if possible.

Understanding Health Information

A record is made of each visit you make to our practice. This typically contains your history, examinations, symptoms, diagnoses, test results, and plans of care or treatment. This information is referred to as your medical record and may serve as the following:

- *Basis for planning your care and treatment*
- *Means of communication with other health professionals who care for you, your child or dependents*
- *Legal document describing the care received*
- *Means by which you or third-party payers may verify services rendered and for payment purposes*
- *Tools for educating health professionals*
- *Sources of data for medical research*
- *Sources of information for public health officials*

We will not use or disclose your health information without your authorization except as described in this notice.

You may request to inspect or obtain a copy of your health information or that of your children or dependents. We may charge a reasonable fee for copies. We attempt to provide this information with thirty (30) days of your request.

If you believe any information in your record is incorrect or if important information is missing, you may request we amend or add such information. These requests must be in writing on a release form that we provide.

You may request a written accounting of all disclosures made of your Protected Health Information. This request may be made for all information we have after April 14, 2003. We will keep an accounting of disclosures made OTHER THAN those for treatment, payment or other healthcare operations as defined in this notice for six (6) years. We will respond to your request within thirty (30) days, if possible. If more than one request is made within a 12 month period, you may be charged a reasonable fee.

Use of your contact information

By supplying my home phone number, mobile phone number, email address, and any other personal contact information, I authorize my health care provider to employ a third-party automated outreach and messaging system to use my personal information, the name of my care provider, the time and place of my scheduled appointment(s), and other limited information, for the purposes of notifying me of a pending appointment, a missed appointment, overdue wellness exam, balances due, lab results, or any other healthcare-related function. I also authorize my healthcare provider to disclose to third parties, who may intercept these messages, limited protected health information (PHI) regarding my healthcare events. I consent to receiving multiple messages per day from my healthcare provider, when necessary. I consent to allowing detailed messages to be left on my voice mail, answering system, or with another individual, if I am unavailable at the number provided by me.

We must obtain a written authorization from you to disclose information for purposes other than outlined in this brochure. You have the right to revoke this authorization, except to the extent we have already used or disclosed this information.

You have the right to obtain and keep a written copy of this notice.

Concerns and Complaints

If you believe your privacy rights may have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services (DHHS). All such concerns or complaints must be submitted in writing. You will not be penalized for filing a complaint. To file a complaint or concern with our practice, contact our Privacy Officer:

Terry A. McLane MBA, CEO
HIPAA COMPLIANCE OFFICER
The Family Health Centers of Asheville, Arden & Hominy Valley, PA
Email: privacy@thefhc.net
Telephone: (828) 258-8681

Changes to this Policy

The Family Health Centers reserves the right to amend, change or update this policy at any time. When this occurs, a new "Notice of Patient Privacy Practices" will be posted on The Family Health Centers website, fhconline.com, and will be available at your next appointment or upon request.

Updated July, 2018



ACKNOWLEDGEMENT OF RECEIPT OF PRACTICE NOTICES

My signature below acknowledges and authorizes that I understand, agree and have been informed of my rights in regard to my Protected Health Information (HIPAA – Health Insurance Portability and Accountability Act). I have received the Notice of Privacy Practices, and have been given the opportunity to ask questions about this notice, and to request additional restrictions on the Practice’s use and disclosure of my personal health information, or to request additional confidential treatment of my communications between the Practice and myself or others.

CONSENT OF CARE AGREEMENT

The Family Health Centers may render treatment to me and provide information to other caregivers concerning my condition while under medical care.

COMMUNITY EXCHANGE AGREEMENT

Release of medical records to another physician involved in my care or to the insurance company for payment of claims is approved.

ACQUIRE MEDICATION HISTORY AGREEMENT

The Family Health Centers may acquire a medication history from my pharmacy or insurance company.

ACQUIRE MEDICAL RECORDS AGREEMENT:

The Family Health Centers may acquire medical records from any provider I have seen in order to assist in my treatment while under medical care at any of their facilities.

Print Patient Name

Date of Birth

Patient Signature (or Representative Signature)

Date

Print Name of Person Signed Above (if other than patient)

MR # _____	OFFICE USE ONLY	DATE FAXED / INITIALS _____
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Date: _____

Please review this **Financial Policy** and sign in the space provided.

1. Please complete all forms provided and be prepared to present your driver's license and current insurance card at the time of your visit. It is YOUR responsibility to provide us with your most current mailing address, phone number and insurance information.
2. We participate with many insurance plans, including Medicare. Understanding your plan benefits and what services are or are not covered is your responsibility. If we provide services at a Wellness Visit that are not covered by your insurance or Medicare, extra charges and a copay may appear on your bill. Contact your insurance company directly for any questions you might have regarding your coverage.
3. Please check our website for our participation list. If your insurance plan is not listed, payment in full is expected at time of service.
4. Co-payments and deductibles are due at time of service. We accept: cash, check, debit and major credit cards, including Care Credit.
5. Please be advised that some services you receive may be designated as non-covered or not necessary by Medicare or other insurers. Payment for these services is also expected at time of service.
6. We submit claims to insurance carriers promptly. Your insurance company may require additional information directly from you to pay your claim. It is your responsibility to provide this as timely as possible. Whether your insurance pays all or part of the claim, it is ultimately your responsibility to pay any balance due after insurance processes your claim.
7. If your insurance coverage changes, please notify us before your next visit so we can make the change in our system.
8. If you do not have health insurance, the Family Health Centers offers a 30% discount on select services ONLY if payment in full is made at the time of the visit.
9. If a balance due on your account is 90 days or older, your account will be moved to a collection process. You will receive a final letter offering an opportunity to pay the debt. If payment is not made, your account may be turned over to a collection agency and you may be dismissed from the practice. If this occurs, you will be given 30 days to find alternative medical care. During that 30-day period your FHC provider will only be able to treat you on an *emergency* basis.
10. **If you use a check for payment, you agree to the following terms:** If your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount, plus any applicable fees as permitted by state law.

Our practice is committed to providing high quality care to the patients. Please let us know if you have any questions or concerns.

I have read, understand and agree to abide by the above financial policy.

Signature of Patient/Responsible Party

Printed Name of Patient/Responsible Party

Signature of FHC Employee

MR #