



Patient Name: _____ Date: _____

Name Prefer to be Called: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Sex: _____ Date of Birth: _____ Age: _____ Race: _____

Phone-Home: _____ Phone-Work: _____ Ext: _____ Phone-Cell: _____

E-Mail: _____ Language Preferred: _____

Social Security Number: _____ Employer: _____

Primary Care Physician: _____ Referring Physician: _____

Marital Status: _____ Spouse's Name: _____ DOB: ____-____-____

Emergency Contact: _____ Relationship: _____

Phone-Home: _____ Phone-Work: () _____-____ Phone-Cell: () _____-____

Who referred you to our practice?

- Relative/Friend Insurance Company Yellow Pages Website Other
Hospital/ER Health Screening Pharmacy Billboard Ledger or Bayonet
TV Radio Magazine Newspaper
Facebook Seminar Internet Physician

INSURANCE PLAN INFORMATION

Primary Insurance Plan: _____ Effective Date: _____ Copay: _____

Policy Number: _____ Group Number: _____ Referral Required: yes no

Primary Insured's Name: _____ Primary Insured's Date of Birth: _____

Secondary Insurance Plan: _____ Effective Date: _____ Copay: _____

Policy Number: _____ Group Number: _____ Referral Required: yes no

Primary Insured's Name: _____ Primary Insured's Date of Birth: _____

Tertiary Insurance Plan: _____ Effective Date: _____

Policy Number: _____ Group Number: _____ Referral Required: yes no

Primary Insured's Name: _____ Primary Insured's Date of Birth: _____

I understand that if my insurance company requires a referral form, it is my responsibility, as the patient, to get a referral form from my primary care physician. I understand that I am responsible for the charges for medical services rendered. I have been presented with a copy of the notice of privacy practices, detailing how my health information may be used and disclosed as permitted under federal and state law, and outlining my rights regarding my health information. I request that payment of authorized benefits be made on my behalf to the above provider for services rendered. I authorize release to the indicated insurance carrier any medical information about me needed to determine these payments for related services.

Signature: _____ Date: ____-____-____

FINANCIAL POLICY

This is an agreement between Urology Center of Columbus, LLC and the patient or responsible party named on this form.

In this agreement the word “you” and “your” means the patient or responsible party. The word “account” means the account that has been established in your name to which charges are made and payments credited. The words “we”, “us” and “our” refer to Urology Center of Columbus, LLC.

By executing this agreement, you are agreeing to pay for all services that are received.

Monthly Statement: If you have a balance on your account, we will send you a monthly statement. It will show separately the previous balance, any new charges to the account, the finance charge, if any, and any payments or credits applied to your account during the month.

Payments: Unless other arrangements are approved by us in writing, the balance on your statement is due and payable when the statement is issued and is past due if not paid by the end of the month.

Charges to Account: We shall have the right to cancel your privilege to make charges against your account at any time. Future visits would then need to be paid at time of service.

Required Payments: Any co-payments required by an insurance company must be paid at the time of service. This is an insurance requirement. Your insurance plan requires that you pay a deductible and out of pocket every year. You will be required to pay any balance remaining on your deductible at the time of service unless arrangements are made with our billing department in advance.

Payment Options: You may pay for service rendered by cash, personal check, money order or credit card. We also offer several options for financing your account with lending institutions and will assist you in this process. We understand that we all sometimes have difficult times and extenuating circumstances and we will make every effort to work with you to our mutual benefit but we ask that you notify our billing department of such case in advance.

Contracted Insurance: (In Network): If we are contracted with your insurance company, we must follow our contract and their requirements. If you have a co-pay or deductible, you must pay that at the time of service. It is the insurance company that makes the final determination of your eligibility. If your insurance company requires a referral and / or preauthorization, you are responsible for obtaining it. Failure to obtain the referral and / or preauthorization may result in a lower payment from the insurance company.

Non-Contracted Insurance: (Out of Network): Insurance is a contract between you and your insurance company. We are **NOT** a party to this contract, in most cases. We accept most insurance and will file all claims for you. The difference is that Out of Network provisions apply for physician services, office visits, diagnostic procedures and surgeries. This does not affect hospital or surgery center services. The other difference is that your insurance company may send the check for services directly to you rather than to us. It is your responsibility to bring the payments along with the explanation of benefits (EOB) to our billing department, so your account can be credited in a timely fashion to avoid finance charges, rebilling and late fees. If you receive a check from your insurance company, you should endorse the back with “Pay to Urology Center of Columbus” and sign your name below. Although we may estimate what your insurance company may pay, it is the insurance company that makes the final determination of your eligibility. You agree to pay any portion of the charges not covered by insurance. If your insurance company requires a referral and / or preauthorization, you are responsible for obtaining it. Failure to obtain the referral and / or preauthorization may result in a lower payment from the insurance company.

Insurance Plans: It is ultimately your responsibility to know the details of coverage and network status of providers for your particular insurance plan. We will always strive to assist you in these determinations, but our relationship is with you and we cannot know the details of every benefit plan.

Divorce: In case of divorce or separation, the party responsible for the account prior to the divorce or separation remains responsible for the account. After a divorce or separation, the parent authorizing treatment for a child will be the parent responsible for these subsequent charges. If the divorce decree requires the other parent to pay all or part of the treatment cost, it is the authorizing parent’s responsibility to collect from the other parent.

Late Fee: A late fee of \$29.00 is applied to any account when the balance or minimum payment is not paid when due.

Rebilling Fee: A rebilling fee of \$10.00 will be imposed on each account that is over thirty (30) days past due. We determine your account is past due by taking the balance owed thirty (30) days ago and then subtracting any payments or credits applied to the account during the time.

Finance Charge: A finance charge will be imposed on each item of your account which has not been paid within thirty (30) days of the time the item was added to the account. The **FINANCE CHARGE** will be computed at the rate of one and a half percent (1 ½%) per month or an **ANNUAL PERCENTAGE RATE** of eighteen (18%) percent. The finance charge on your account is computed by applying the periodic rate of 1 ½% to the “overdue balance” of your account. The “overdue balance” of your account is calculated by taking the balance owed thirty (30) days ago and then subtracting any payments or credits applied to the account during that time. The minimum finance charge is \$2.00.

Past Due Accounts: If your account becomes past due, we will take necessary steps to collect this debt. If we have to refer your account to a collection agency, you agree to pay all of the collection costs which are incurred. If we have to refer collection of the balance to a lawyer, you agree to pay all lawyers' fees which we incur plus all court costs. In case of suit, you agree the venue shall be in Muscogee County, Georgia and governed by the laws of the State of Georgia.

Returned Checks: There is a fee (currently \$25.00) for any checks returned by the bank.

Missed Appointment Fee: The second time a patient does not show up on time for an appointment or cancels with less than a 24 hour notice, a \$20.00 fee may be charged. This fee must be paid before a new appointment is scheduled. Patients with three missed appointments may be asked to transfer their records to another doctor.

Credit History: You give us permission to check your credit and employment history and answer questions about your credit experience with us. We have the option to report your account status to any credit reporting agency such as a credit bureau.

Transferring of Records: You will need to request in writing and pay a reasonable copying and postage fee, if you want to have copies of your records sent to another doctor or organization. The amount of the fee is dependent on the number of pages we need to copy. You authorize us to include all relevant information, including your payment history. If you are requesting your records to be transferred from another doctor or organization to us, you authorize us to receive all relevant information, including your payment history. A schedule of fees is available upon request.

Special Forms & Letters: There is a fee (a minimum of \$25.00, may be more depending on the request) for filling out forms and writing letters, etc., that fall outside the normal course of filing insurance claims. This fee must be paid in advance.

Waiver of Confidentiality: You understand if this account is submitted to an attorney or collection agency, if we have to litigate in court, or if your past due status is reported to a credit reporting agency, the fact that you received treatment at our office may become a matter of public record.

Responding to a Notice of Address Discrepancy: From time to time, Urology Center of Columbus may request a credit report on patients from a Consumer Reporting Agency for the purpose of making business decisions with respect to a particular patient. Urology Center of Columbus is obligated to:

- i. Compare information from the consumer reporting agency with information Urology Center of Columbus has in our files or have obtained from the patient.
- ii. If we receive a notice of address discrepancy, Urology Center of Columbus is to provide the consumer reporting agency an address that we have reasonably confirmed is accurate.

Worker Compensation: We require written approval / authorization by your employer and / or worker's compensation carrier prior to your initial visit. If your claim is denied, you will be responsible for payment in full.

Personal Injury: If you are being treated as part of a personal injury lawsuit or claim, we require verification from your attorney prior to your initial visit. In addition to this verification, we require that you allow us to bill your health insurance. In the absence of insurance, other financial arrangements must be discussed. Payment of the bill remains the patient's responsibility. We cannot bill your attorney for charges incurred due to a personal injury case.

Co-Signature: If this or another Financial Policy is signed by another person, that co-signature remains in effect until canceled in writing. If written cancellation is received, it becomes effective with any subsequent charges.

Authorized Signature: I authorize the release of any medical or other information necessary to process claims. I also request payment of government benefits either to myself or the party who accepts assignment. I authorize payment of medical benefits to the undersigned physician or supplier for all services.

Effective Date: Once you have signed this agreement, you agree to all of the terms and conditions contained herein and the agreement will be in full force and effect.

Patient Name: _____ **DOB:** _____ **Acct #:** _____ **Date:** _____

Responsible Party: (if not the patient) _____

Signature: _____ **Date:** _____

Co-Signature: _____ **Date:** _____



Acknowledgment of Receipt of Notice of Privacy Practices *(to be filed in patient's medical record)*

Patient Name: _____ DOB: _____ Acct #: _____ Date: _____

I have been presented with a copy of the Notice of Privacy Practices (Version 3/2011), detailing how my health information may be used and disclosed as permitted under federal and state law, and outlining my rights regarding my health information.

Signed: _____ Date: _____

Relationship (if not signed by patient): _____

For Office Use Only

Signed Acknowledgment of Receipt received on _____ Initials _____

Notice of Privacy Practices given on _____ Initials _____

Patient refused or failed to acknowledge on _____ Initials _____



Female Patient History Form

Patient Name: _____ DOB: _____ Acct #: _____

Name Prefer to be Called _____

This is a confidential document. Please fill out completely.

Please describe the main reason for your visit today. _____

- 1. Where is the problem located? Front Back Side Left Right Other _____
- 2. How long has the problem existed? __ Days __ Week(s) __ Month(s) More than 1 Yr
- 3. Does anything help the problem? Sitting/Standing Lying Down Pressure Heat/Cold
 Other _____
- 4. How often does the problem occur? Daily (# of times __) Off & On Constant Infrequently
- 5. Are there other symptoms associated with this problem? Fever/Chills Nausea/Vomiting Headache Difficult Urinating
 Other _____
- 6. Does this problem affect your daily life? No Yes; please describe: _____

Circle the number that best describes your problem: Severe ← 10 9 8 7 6 5 4 3 2 1 → Tolerable

7. Have you been treated for this condition in the past? No Yes; please explain _____

Medications

Do you have any **drug allergies**? Yes; please list: _____ No
What type of reaction? _____

Do you take **any** medication? Yes; please list all medications and dosage: _____ No

<u>Medication</u>	<u>Dosage</u>	<u>Frequency</u>	<u>Medication</u>	<u>Dosage</u>	<u>Frequency</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Pharmacy Information

Pharmacy Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Pharmacy Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Surgeries/Illness

Have you been hospitalized or undergone a surgical procedure? Yes; please list: No

Surgery/Illness	Date	Physician	Hospital

Medical History

Do you: (Please check all that apply)

Yes No

- have menstrual periods? Yes No Are they regular? Yes No
- use birth control? Yes No Method: _____
- Have you gone through menopause? Yes No
- Is there a chance you may be pregnant? Yes No
- Do you smoke? Yes No Past Smoker? Yes No
 If yes, # of packs per day _____ For how long? _____
 Less than one One Two Three or more
- Do you use smokeless Tobacco? Yes No
 If yes, For how long? _____
- Do you drink alcohol? Yes No
 Social Light Moderate Excessive
 If yes, how much? _____ For how long? _____
- Have you ever had a Bone Density Scan (DXA) to check for osteoporosis? Yes No
 If so, when? _____
 Normal Abnormal

Are you experiencing or have you ever experienced any of the following....(Please check all that apply)

Genitourinary

- Blood in Urine
- Pus in Urine
- Frequent urination
- Uncontrolled loss of urine
- Pelvic Pain

Constitutional Symptoms

- Frequent Headache
- Fever/Chills
- Wt. loss _____ lbs

Eyes

- Cataract
- Blurred/Double vision

Ear/Nose/Throat/Mouth

- Ear infection
- Difficulty hearing
- Bleeding Gums
- Sore throat

Respiratory

- Shortness of breath
- Trouble breathing

Gastrointestinal

- Nausea/vomiting
- Abdominal pain
- Constipation
- Diarrhea

Musculoskeletal

- Neck pain
- Back pain

Endocrine

- Excessive thirst
- Tired/sluggish
- "Out of Sorts" feeling

Cardiovascular

- Chest pain
- High blood pressure

Hematologic/Lymphatic

- Swollen glands
- Easy bleeding or bruising

Integumentary

- Skin rash
- Skin lesions

Allergic

- Seasonal Allergies

Neurological

- Depression
- Anxiety
- Sleep Disorder
- Overly Stressed
- Dizzy spells/Vertigo

I have not experienced any of the above.

I/My Family has a history of ... (Please check all that apply)

	Me	Family	Comment		Me	Family	Comment
Anemia	<input type="checkbox"/>	<input type="checkbox"/>	_____	Interstitial Cystitis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Breast Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____	Kidney Diseases	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	_____	Kidney Stones	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chronic Pain	<input type="checkbox"/>	<input type="checkbox"/>	_____	Liver Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Depression/Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	_____	Lung Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes, Type 1 or 2	<input type="checkbox"/>	<input type="checkbox"/>	_____	Neurological Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diverticulosis	<input type="checkbox"/>	<input type="checkbox"/>	_____	Osteoporosis/Osteopenia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Endometriosis	<input type="checkbox"/>	<input type="checkbox"/>	_____	Overactive Bladder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Female Sexual Dysfunction	<input type="checkbox"/>	<input type="checkbox"/>	_____	Obesity	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fractures (Bones)	<input type="checkbox"/>	<input type="checkbox"/>	_____	Psychological Disorders	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gout	<input type="checkbox"/>	<input type="checkbox"/>	_____	Stroke	<input type="checkbox"/>	<input type="checkbox"/>	_____
Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>	_____	Stomach Ulcers/Reflux/GERD	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____	Seizures	<input type="checkbox"/>	<input type="checkbox"/>	_____
High Cholesterol/Triglyceride	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sickle Cell Anemia	<input type="checkbox"/>	<input type="checkbox"/>	_____
HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sleep Disorders	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hemorrhoids	<input type="checkbox"/>	<input type="checkbox"/>	_____	Spine Injury/Surgery	<input type="checkbox"/>	<input type="checkbox"/>	_____
Headache	<input type="checkbox"/>	<input type="checkbox"/>	_____	Thyroid Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	_____	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hormone Disorders	<input type="checkbox"/>	<input type="checkbox"/>	_____				

UDI-6 Urogenital Distress Inventory

Do you experience the following? If so, how much are you bothered by:	NOT AT ALL	SLIGHTLY	MODERATELY	GREATLY
Frequent urination?	0	1	2	3
Urine leakage related to the feeling of urgency? (sudden desire to urinate)	0	1	2	3
Urine leakage related to physical activity, coughing, or sneezing?	0	1	2	3
Small amounts of urine leakage (drops)?	0	1	2	3
Difficulty emptying your bladder?	0	1	2	3
Pain or discomfort in the lower abdominal or genital area?	0	1	2	3

Obtain the mean value of all the answered items then multiply by 25 for the scale score

Symptom Score _____

IIQ-7 Incontinence Impact Questionnaire

Over the past month has the leakage of urine and/or prolapse affected:	NOT AT ALL	SLIGHTLY	MODERATELY	GREATLY
your ability to do household chores (cooking, housecleaning)?	0	1	2	3
your physical recreation such as walking, or other exercise?	0	1	2	3
your ability to attend entertainment activities (movie, concerts)?	0	1	2	3
your ability to travel by car more than 30 minutes from home?	0	1	2	3
your participation in social activities outside your home?	0	1	2	3
your emotional health (nervousness, depression, etc?)	0	1	2	3
made you feel frustrated?	0	1	2	3

The average score of items responded to is calculated. The average, which ranges from 0 to 3, is multiplied by 33 1/3 to put scores on a scale of 0 to 100.

Bother Score _____

If you were to spend the rest of your life with your urinary condition just the way it is now, how would you feel about that? Circle the number that best reflects your feelings about your urinary problem.



QOL Score _____

Please check the "low hormone" symptoms that apply to you.

	<u>Mild</u>	<u>Moderate</u>	<u>Severe</u>
1. Low sex drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Painful intercourse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Difficulty reaching orgasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Difficulty becoming aroused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lack of lubrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot flashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Mood swings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Irritability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Lack of energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Weight gain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<u>Yes</u>	<u>No</u>
12. Have you been through menopause?		<input type="checkbox"/>	<input type="checkbox"/>
13. Have you had a complete hysterectomy?		<input type="checkbox"/>	<input type="checkbox"/>
(uterus <u>AND</u> ovaries removed)			

IF THERE IS ANYTHING ELSE IN YOUR MEDICAL HISTORY THAT YOU THINK YOUR DOCTOR SHOULD BE AWARE OF NOT INCLUDED ABOVE

PLEASE LIST IT HERE: _____

Patient Signature _____ **Date** ____/____/____

Reviewed By _____ **Date** ____/____/____

Physician Signature _____ **Date** ____/____/____



NOTICE OF PRIVACY PRACTICES

EFFECTIVE APRIL 14, 2003

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Dr. Harper in ownership with Southeastern Medical Research Institute, LLC, may review your chart to see if you qualify for a clinical research study. If you meet the qualifications, you may be contacted to give your permission of participation. Your information is important and confidential. Our ethics and policies require you're your information be held in strict confidence.

Introduction

We maintain protocols to ensure the security and confidentiality of your personal information. We have physical security in our building, passwords to protect databases, compliance audits, and virus/intrusion detection software. Within our practice, access to your information is limited to those who need it to perform their jobs. At the offices of Urology Center of Columbus, LLC, we are committed to treating and using protected health information about you responsibly. This Notice of Privacy Policies describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice is effective April 14, 2003, and applies to all protected health information as defined by federal regulations.

Understanding Your Health Record

Each time you visit Urology Center of Columbus, LLC, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- Tool in educating health professionals,
- Source of data for medical research,
- Source of information for public health officials charged to improve the health of the state and nation,
- Source of data for our planning and marketing, and
- Tool by which we can assess and continually work to improve the care we render and outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy; better understand who, what, when, and where, and why others may access your health information; and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Urology Center of Columbus, LLC, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of privacy policies upon request,
- Inspect and obtain a copy of your health record as provided by 45 CFR 164.524 (reasonable copy fees apply in accordance with state law),
- Amend your health record as provided by 45 CFR 164.526,
- Obtain an accounting of disclosures of your health information as provided in CFR 164.528, and
- Request confidential communication of your health information as provided by 45 CFR 164.522 (b), and
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522 (a) (however, we are not required by law to agree to a requested restriction).
- Revoke your authorization to disclose health information unless the information has already been released.

Our Responsibilities

Our practice is required to:

- Maintain the privacy of your health information,
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this notice,
- Notify you if we are unable to agree to a requested restriction, and
- Accommodate reasonable requests you may have to communicate your health information.
- Follow the terms of our notice of privacy practices.
- Notify you, within 60 days, in writing if there is a significant breach of our health information as defined in the HITECH privacy breach notification rule.
- Under certain circumstances, we will comply with your requests to make restrictions of your PHI.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. We will keep a posted copy of the most current notice in our facility containing the effective date in the top, right-hand corner. In addition, each time you visit our facility for treatment, you may obtain a copy of the current notice in effect upon request. We will not use or disclose your health information in a manner other than described in the section regarding Examples Of Disclosures For Treatment, Payment, and Health Operations, without your written authorization, which you may revoke as provided by 45 CFR 164.508 (b) (5), except to the extent that action has already been taken.

For More Information or to Report a Problem

If you have questions and would like addition information, you may contact our practice's Privacy Officer at (706) 324-7700. If you believe your privacy rights have been violated, you can either file a complaint with our practices Privacy Officer or with Office for Civil Rights, U.S. Department of Health and Human Services (OCR). There will be no retaliation for filing a complaint with either our practice or the OCR. The address for the OCR regional office for Georgia is as follows:

Office for Civil Right
U.S. Department of Health and Human Services
Atlanta Federal Center, Suite 3B70
61 Forsyth Street, SW.,
Atlanta, GA 30303-8909

Examples of Disclosure

We will use your health information for treatment.

We may provide medical information about you to health care providers, our practice personnel, or third parties who are involved in the provision, management, or coordination of your care.

For example:

Information obtained by a nurse, physician, or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. Your medical information will be shared among health care professionals involved in your care.

We will also provide your other physician (s) or subsequent health care provider (s) (when applicable) with copies of various reports that should assist them in treating you.

We will use your health information for payment.

We may disclose your personal information so that we can collect or make payment for the health care services you receive.

For example:

If you participate in a health insurance plan, we will disclose necessary information to that plan to obtain payment for your care.

We will use your health information for regular health operations.

We may disclose your health information for our routine operations. These uses are necessary for certain administrative, financial, legal, and quality improvement activities that are necessary to run our practice and support the core functions.

For example:

Our quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide and to reduce health care costs.

- Appointment Reminders, Etc.
We may disclose medical information by contacting you at the phone or fax number or email address you have provided to us and leaving a message of an appointment reminder or with the results of a test.
- Decedents
Consistent with applicable law, we may disclose health information to a coroner, medical examiner, or funeral director.
- Workers Compensation
We may disclose health information to the extent authorized by and necessary to comply with the laws relating to workers compensations or other similar programs established by law.
- Public Health
As required by law, we may disclose your health information to researchers when their research has been approved and the researcher has obtained a required waiver from the Institutional Review Board/Privacy Board, who has reviewed the research proposal.
- Organ Procurement Organizations
Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of donation and transplant.
- As required By Law
We may disclose health information as required by law. This may include reporting a crime, responding to a court order, grand jury subpoena, warrant, discovery request, or other legal process, or complying with health oversight activities, such as audit, investigations, and inspections, necessary to ensure compliance with government regulations and civil rights laws.
- Inmates
We may disclose your protected health information if you are an inmate of a correctional institution or under the custody of a law enforcement official to the correctional institution or law enforcement official.
- Legal Proceeding, Lawsuits and Disputes
We may disclose your protected health information in response to a court or administrative order or in response to a subpoena, discovery request, or other lawful process to the extent such disclosure is expressly authorized.
- Specialized Government Functions
We may disclose health information for military and veterans affairs or national security and intelligence activities.
- Business Associates
There are some services provided in our organization through contacts with business associates. Some examples are billing or transcription services we may use. Due to the nature of business associates' services, they must receive your health information in order to perform the jobs we've asked them to do. To protect your health information, however, when these services are contracted we require the business associate to appropriately safeguard your information. All business associates are required to complete HIPAA training.
- Practice Marketing

We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you (for example, to notify you of any new tests or services we may be offering).

- Food And Drug Administration (FDA)

We may disclose to the FDA health information relative to adverse events with respect to food supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

- Personal Representative

We may use or disclose information to your personal representative (person legally responsible for you care and authorized to act on your behalf in making decisions related to your health care).

- To Avert A Serious Threat To Health/Safety

We may disclose your information when we believe in good faith that this is necessary to prevent a serious threat to your safety or that of another person. This may include cases of abuse, neglect, or domestic violence.

- Communication With Family (Unless you object)

Health professionals, using their best judgment, may disclose to a family member or close personal friend health information relevant to that person's involvement in your care. We may notify these individuals of your location and general condition.

- Disaster Relief (Unless you object)

We may disclose health information about you to an organization assisting in a disaster relief effort.

- Health oversight Activities

We may disclose your protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections.

Oversight agencies seeking such information would include: government agencies that oversee the health care system, government benefit programs and government agencies that oversee compliance with civil rights laws.

For all non-routine operations, we will obtain your written authorization before disclosing your personal information. In addition, we take great care to safeguard your information in every way that we can to minimize any incidental disclosures.
(NPP Version 3/2011)