

## **Patient Demographic & Insurance Information**

	Basic Patie	ent Informati	on					
Patient's Social Security Number:			Date:					
Name of Patient:								
First		Middle			Last			
Birth Date:(Must be at least 18 years of age	Age:		_ Gen	der:	□F	☐ M		
Mailing Address:				<del>2</del> :	Zip:			
Street Address:				-	_ ' _			
City:								
Home Phone: ( )								
Email:								
Billing Information								
	•	ole i arty/Out		Counte				
Responsible Party: First		Middle			Last			
Mailing Address:			State	<del>3</del> :				
Street Address:					- ' -			
City:			Zip:					
Birth Date:Respon								
Home Phone: ( )	Cell Phone: ( )		Wor	Work Phone: ( )				
Responsible Party's Email:	Responsible Party's Employer:							
	Incurance Ca	verene Dri						
Please present your insurance card	Insurance Co & driver's licens			t when re	turning	this fo	rm.	
Name of Insurance:								
Policy Number:			ective Date:					
Group Number:C								
Patient's Relationship to Policyholder:			☐ Spouse					
Name of Policyholder:				Gende	er:	□ F	□ M	
(If Different from Responsible Party) First	Middle		Last	_				
Birth Date of Policyholder:(If Different from Responsible Party)			Phone: (	)				
Name of Policyholder's Employer: (If Different from Responsible Party)								

In	surance Cov	verage - Seco	ondary				
Name of Insurance:							
Policy Number:							
	Co-pay Amount:						
Patient's Relationship to Policyholder:	☐ Self	☐ Child	☐ Spouse	☐ Guardian	☐ Othe	∍r	
Name of Policyholder: (If Different from Responsible Party) First	Middle	3	Last	_ Gender:	□ F	□М	
Birth Date of Policyholder:(If Different from Responsible Party)				)			
Name of Policyholder's Employer: (If Different from Responsible Party)							
	Insurance C	overage - Tei	rtiary				
Name of Insurance:							
Policy Number:							
Group Number:		Co	-pay Amount:				
Patient's Relationship to Policyholder:	☐ Self	☐ Child	☐ Spouse	☐ Guardian	☐ Othe	∍r	
Name of Policyholder: (If Different from Responsible Party) First	Middle	)	Last	_ Gender:	□ F	□ M	
Birth Date of Policyholder:(If Different from Responsible Party)			Phone: (	)			
Name of Policyholder's Employer:(If Different from Responsible Party)							
	Additional P	atient Inform	ation				
Primary Care Physician							
How did you hear about our Practice?							
☐ Referred by Another Physician?			_ (Referring I	Physician's Nar	ne)		
☐ Friend or Family Member ☐ Face	ebook 🖵 G	oogle/Interne	t Search 🚨	Newspaper/Ma	igazine A	٩d	
Fin	ancial Respo	onsibility Agı	reement				
I/We hereby authorize Gastro Health to and treatment of myself or my child (if If, however, said insurer fails to meet th to be responsible for the fee and cost i payment for medical benefits to Gastro referred to an attorney for collection that authorize Gastro Health to act on my b	applicable) to nis obligation nvolved in the Health and f at I am respo	an insurance in whole or in e treatment of further unders nsible for all fo	e company reg part, or if I an the above na stand that shou ees and costs	arding my clain n non-insured, l med patient. I/N uld my account incurred therei	ns for be /We agr We autho have to n. I/We l	ree orize be	
Date		Patient or G	uardian Signature	 e			



# THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

### PLEASE REVIEW THIS NOTICE CAREFULLY.

Your health record contains personal information about you and your health. This information about you that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services is referred to as Protected Health Information ("PHI"). This Notice of Privacy Practices describes how we may use and disclose your PHI in accordance with applicable law, including the Health Insurance Portability and Accountability Act ("HIPAA"), regulations promulgated under HIPAA including the HIPAA Privacy and Security Rules, and the NASW Code of Ethics. It also describes your rights regarding how you may gain access to and control your PHI.

We are required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices. We reserve the right to change the terms of our Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at that time. We will provide you with a copy of the revised Notice of Privacy Practices by posting a copy on our website, sending a copy to you in the mail upon request or providing one to you at your next appointment.

### HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

For Treatment. Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating, or managing your health care treatment and related services. This includes consultation with clinical supervisors or other treatment team members. We may disclose PHI to any other consultant only with your authorization.

For Payment. We may use and disclose PHI so that we can receive payment for the treatment services provided to you. This will only be done with your authorization. Examples of payment-related activities are: making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities. If it becomes necessary to use collection processes due to lack of payment for services, we will only disclose the minimum amount of PHI necessary for purposes of collection.

For Health Care Operations. We may use or disclose, as needed, your PHI in order to support our business activities including, but not limited to, quality assessment activities, employee review activities, licensing, and conducting or arranging for other business activities. For example, we may share your PHI with third parties that perform various business activities (e.g., billing or typing services) provided we have a written contract with the business that requires it to safeguard the privacy of your PHI. For training or teaching purposes PHI will be disclosed only with your authorization.

Required by Law. Under the law, we must disclose your PHI to you upon your request. In addition, we must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining our compliance with the requirements of the Privacy Rule.

<u>Without Authorization</u>. Following is a list of the categories of uses and disclosures permitted by HIPAA without an authorization. Applicable law and ethical standards permit us to disclose information about you without your authorization only in a limited number of situations.

As a social worker licensed in this state and as a member of the National Association of Social Workers, it is our practice to adhere to more stringent privacy requirements for disclosures without an authorization. The following language addresses these categories to the extent consistent with the NASW Code of Ethics and HIPAA.

Child Abuse or Neglect. We may disclose your PHI to a state or local agency that is authorized by law to receive reports of child abuse or neglect.

<u>Judicial and Administrative Proceedings</u>. We may disclose your PHI pursuant to a subpoena (with your written consent), court order, administrative order or similar process.

<u>Deceased Patients</u>. We may disclose PHI regarding deceased patients as mandated by state law, or to a family member or friend that was involved in your care or payment for care prior to death, based on your prior consent. A release of information regarding deceased patients may be limited to an executor or administrator of a deceased person's estate or the person identified as next-of-kin. PHI of persons that have been deceased for more than fifty (50) years is not protected under HIPAA.

<u>Medical Emergencies</u>. We may use or disclose your PHI in a medical emergency situation to medical personnel only in order to prevent serious harm. Our staff will try to provide you a copy of this notice as soon as reasonably practicable after the resolution of the emergency.

<u>Family Involvement in Care</u>. We may disclose information to close family members or friends directly involved in your treatment based on your consent or as necessary to prevent serious harm.

<u>Health Oversight</u>. If required, we may disclose PHI to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies and organizations that provide financial assistance to the program (such as third-party payors based on your prior consent) and peer review organizations performing utilization and guality control.

<u>Law Enforcement</u>. We may disclose PHI to a law enforcement official as required by law, in compliance with a subpoena (with your written consent), court order, administrative order or similar document, for the purpose of identifying a suspect, material witness or missing person, in connection with the victim of a crime, in connection with a deceased person, in connection with the reporting of a crime in an emergency, or in connection with a crime on the premises.



**Specialized Government Functions.** We may review requests from U.S. military command authorities if you have served as a member of the armed forces, authorized officials for national security and intelligence reasons and to the Department of State for medical suitability determinations, and disclose your PHI based on your written consent, mandatory disclosure laws and the need to prevent serious harm.

<u>Public Health</u>. If required, we may use or disclose your PHI for mandatory public health activities to a public health authority authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, or if directed by a public health authority, to a government agency that is collaborating with that public health authority.

<u>Public Safety</u>. We may disclose your PHI if necessary, to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. If information is disclosed to prevent or lessen a serious threat it will be disclosed to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

Research. PHI may only be disclosed after a special approval process or with your authorization.

<u>Fundraising</u>. We may send you fundraising communications at one time or another. You have the right to opt out of such fundraising communications with each solicitation you receive.

<u>Verbal Permission.</u> We may also use or disclose your information to family members that are directly involved in your treatment with your verbal permission.

<u>With Authorization</u>. Uses and disclosures not specifically permitted by applicable law will be made only with your written authorization, which may be revoked at any time, except to the extent that we have already made a use or disclosure based upon your authorization. The following uses and disclosures will be made only with your written authorization: (i) most uses and disclosures of psychotherapy notes which are separated from the rest of your medical record; (ii) most uses and disclosures of PHI for marketing purposes, including subsidized treatment communications; (iii) disclosures that constitute a sale of PHI; and (iv) other uses and disclosures not described in this Notice of Privacy Practices.

#### YOUR RIGHTS REGARDING YOUR PHI

You have the following rights regarding PHI we maintain about you. To exercise any of these rights, please submit your request in writing to our Privacy Officer at Gastro Health:

- Right of Access to Inspect and Copy. You have the right, which may be restricted only in exceptional circumstances, to inspect and copy PHI that is maintained in a "designated record set". A designated record set contains mental health/medical and billing records and any other records that are used to make decisions about your care. Your right to inspect and copy PHI will be restricted only in those situations where there is compelling evidence that access would cause serious harm to you or if the information is contained in separately maintained psychotherapy notes. We may charge a reasonable, cost-based fee for copies. If your records are maintained electronically, you may also request an electronic copy of your PHI. You may also request that a copy of your PHI be provided to another person.
- Right to Amend. If you feel that the PHI we have about you is incorrect or incomplete, you may ask us to amend the information although we are not required to agree to the amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy. Please contact the Privacy Officer if you have any questions.
- Right to an Accounting of Disclosures. You have the right to request an accounting of certain of the disclosures that we make of your PHI. We may charge you a reasonable fee if you request more than one accounting in any 12-month period.
- Right to Request Restrictions. You have the right to request a restriction or limitation on the use or disclosure of your PHI for treatment, payment, or health care operations. We are not required to agree to your request unless the request is to restrict disclosure of PHI to a health plan for purposes of carrying out payment or health care operations, and the PHI pertains to a health care item or service that you paid for out of pocket. In that case, we are required to honor your request for a restriction.
- Right to Request Confidential Communication. You have the right to request that we communicate with you about health matters in a certain
  way or at a certain location. We will accommodate reasonable requests. We may require information regarding how payment will be handled or
  specification of an alternative address or other method of contact as a condition for accommodating your request. We will not ask you for an
  explanation of why you are making the request.
- **Breach Notification.** If there is a breach of unsecured PHI concerning you, we may be required to notify you of this breach, including what happened and what you can do to protect yourself.
- Right to a Copy of this Notice. You have the right to a copy of this notice.

#### COMPLAINTS

If you believe we have violated your privacy rights, you have the right to file a complaint in writing with the PC's Privacy Officer, Mark Johnson at mjohnson@gastrohealth.com or with the Secretary of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201 or by calling (202) 619-0257. We will not retaliate against you for filing a complaint.

Patient Signature:	Date:	



## www.gastrohealth.com

# **PATIENT INTERVIEW FORM**

PATIENT INFOR	MATION				
First Name:		Last Nam	e:		
Date Of Birth:					
Race					
☐ White/Caucasian	☐ Black or African American	Asian	☐ Hispanic or Latino	☐ American I	Indian or Alaska Native
Native Hawaiian or Other Pacific Islander	Mixed	Other	Unknown	clines to provide information	
Ethnicity					
☐ Hispanic or Latino	☐ Not Hispanic or La	tino	Patient declines to	orovide information	ו
Gender					
■ Male	☐ Female	Other			
Preferred Language					
☐ English	French	☐ Portuguese	☐ Spanish	☐ Creole	Other:
PHARMACY					
Name		Phone N	lumber		
CURRENT MEDI	CATIONS				
None					
Name		Dose		How Taken?	
				-	

PAST OR PRESE	NT MEDICAL	COND	ITIONS				
☐ AICD/Pacemaker	□ Anemia	☐ Angir	na	☐ Anxiety Di	sorder	☐ Arthritis	
☐ Blood Clots	Cancer - Breast	Cance	er - Colon	Cancer - Head/Neck		Cancer - Leukemi	a / Lymphoma
Cancer - Lung	☐ Cancer - Prostate	Cance	er - Skin	Cancer - Other		Celiac Disease	
Chronic Lung Disease	☐ Cirrhosis of Liver	☐ Coliti	s	Colon Poly	/ps	Crohn's Disease	□ Depression
☐ Diabetes	☐ Diverticulitis	☐ Endo	metriosis	☐ Fatty Liver		☐ Fibromyalgia	Gallstones
Gastroesophageal RefluxDisease (GERD)	Glaucoma	☐ Heart	: Failure	☐ Helicobact	ter Pylori	Hemorrhoids	
Hepatitis A	☐ Hepatitis B	<b>П</b> Нера	titis C	☐ High Blood Pressure (		☐ Hepatitis Other	☐ Hernia - Abdominal Wa
Hernia - Inguinal	☐ High Cholesterol	High	Triglycerides	☐ HIV/AIDS		☐ Hernia - Umbilica	I Irritable Bowel Syndrom
☐ Kidney Disease/Failure	☐ Kidney Stone	☐ Lacto	se Intolerance	Lupus		☐ Multiple Sclerosis	
Myocardial Infarction	Osteoporosis	Ovari	an Cyst	☐ Pancreatiti	is	Parkinson's	☐ Pneumonia
Polio	Positive PPD	□ Psoria	asis	☐ Pulmonary	' Embolus	☐ Rheumatic Fever	Seizures
Sexually Transmitted Disease	Sleep Apnea	Stoma Duod	ach / lenal Ulcer	Stroke		TB (Tuberculosis)	TB Skin Test (Positive)
☐ Thyroid Disease	Ulcerative Colitis	Uterir	ne Fibroids	Other:			
Penicillins C	Codeine Sulfate Sulfa (Sulfonamides)  TUDIES / TEST	☐ Egg	-	Soy	r/roaine-Col	_	→ Morphine → Other:
None	O-505		O == a=		<b>O</b>		0-
Colonoscopy When:	☐ EGD When:		☐ ERCP When:		Liver Biopsy When:		Enteroscopy When:
EUS When:	Capsule Endos	сору	Stress Test		☐ Echo	cardiogram	
PREVIOUS PRO	CEDURES						
Abdominoplasty Tummy Tuck When:	☐ Appendectom  When:	Ga		c Banding Gast		ric Bypass	☐ Bariatric surgery - Gastric Sleeve When:
☐ Bladder Surgery When:	□ Breast		C-Section	tion Colo		n Resection	Colostomy When:
Coronary Bypass Surge When:	-			= -			Hysterectomy Surgery When:
☐ Inguinal Hernia Repair When:	When:	• •		<del>-</del>			☐ Thyroid When:
☐ Tubal Ligation	Umbilical Herr	ia Repair	Other				

<b>FAMILY MEDIC</b>	AL HISTORY	<b>1</b>					
☐ No knowledge of fam	nily history						
No family history of	Colon Cancer	☐ Crohn's	Disease U	cerative Colitis	☐ Colon	Polyps	Liver Disease
Health Status	Moth	er Fat	her Sis	ter	Brother	Grandmoth	ner Grandfather
Healthy	0		) (	כ			0
Deceased / at Age							
Diagnoses							<del></del>
Alcoholism		) (		$\supset$		0	
Bleeding Disorders				$\supset$	0	0	0
Celiac Disease							0
Colon Cancer					0	0	0
Colon Polyps					0	0	0
Crohn's Disease					00	00	0
Diabetes Heart Trouble				<u> </u>	0	0	0
Liver Disease					0		0
Pancreatic Cancer				<u> </u>	0		0
Stomach Cancer				<u></u>	0		0
Stroke				<u></u>	<u> </u>	<del></del>	
Thyroid Disease				5	0		
Ulcer Disease					<u> </u>		
SOCIAL HISTO	DV						
Occupation:		Number o	of Children:				
Marital Status ☐ Single	■ Married	☐ Divorce	d 🔘 Se	eparated	☐ Widov	wed	
<b>Alcohol</b> None							
Пуре	Qua	antity	Numbe	er			
Rarely							_
Less than 2 days/wee	k						
☐ More than 2 days/we							_
_							_
☐ I quit using							_
<b>Tobacco</b> Smoking Status	Current daily	smoker	Current weekly	smoker	☐ Former s	moker	□ Never smoker
Sirioking Status			Unknown if eve		Oronners	inokei	O Never smoker
Туре	Started	Quit	Quar		Frequenc	CV	
☐ Cigarettes				,	•	,	
							_
Cigar							_
☐ Chewing Tobacco							_
Pipe							_
Drug Use							
None							
Туре							
☐ I have never used re	ecreational drugs		□Ihave	used recreatio	nal drugs in th	ne past	
	9				J 41		

☐ I have been treated for substance abuse

☐ I am currently using recreational drugs

### **REVIEW OF SYSTEMS**

CONSTITUTIONAL  None Yes No fatigue fever weight loss  RESPIRATORY None Yes No Cough shortness of	breath	GENITOURI  Yes No  GENITOURI  None  Yes No  GENITOURI	dark urine	ding	PSYCHIATE Yes No  PSYCHIATE Yes No  O  O  O  O  O  O  O  O  O  O  O  O  O	headaches
CARDIOVASCULAR  None Yes No Chest pain palpitations		MUSCULOS None Yes No INTEGUMEN None	joint pain			
GASTROINTESTINAL  None  Yes No  gas heartburn nausea vomiting drouble swalle abdominal pa change in bo constipation diarrhea soiling/incont rectal bleedir rectal pain hemorrhoids jaundice	ain wel habits inence	Yes No	rash			
IMMUNIZATIONS  ☐ None						
☐ Flu When:	☐ Hepatitis A When:		Hepatitis B nen:	☐ Pneui When: _	monia	☐ HPV When:
☐ Shingles When:	☐ Tetanus When:		Other: nen:			