

Patient Registration

Name: _____ DOB: _____ Social Security#: _____

Sex: ☐ Male ☐ Female Mailing Address: _____

Email Address: _____ Primary Language: _____

How may we communicate with you regarding your health?

	<u>Detailed Voice Messages?</u>	<u>Text Messages?</u>	<u>Automated Messages?</u>
Home Phone: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cell Phone: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Primary Insurance: _____ Secondary Insurance: _____

PCP: _____ Referring Provider: _____

Local Pharmacy: _____

Mail Order Pharmacy: _____

Do you have an Advance Directive? (Living Will, Power of Attorney, Do Not Resuscitate) ☐ YES ☐ NO

What was the date of your last FLU vaccine? _____ Month/Year if you are unsure of the exact date

Please list all doctors you currently see (Primary Care and Specialists i.e. Cardiologist)

Race: ☐ Prefer Not To Answer

Ethnicity: ☐ Prefer Not To Answer

- ☐ American Indian/Eskimo
- ☐ Black/African American
- ☐ Hispanic
- ☐ Native Hawaiian/Pacific Islander
- ☐ Other Pacific Islander
- ☐ Asian
- ☐ White
- ☐ Other

- ☐ Hispanic/Latino
- ☐ Not Hispanic/Latino

By signing below, I verify that all information is accurate and up to date

_____ Patient Signature

_____ Date

I authorize First Coast Nephrology to view my external prescription history.

☐ YES ☐ NO

***Authorization to Share Health Information:**

Are there any family members, friends, or other person(s) involved in your care or the payment of your care that you authorize First Coast Nephrology to share your health information with? Please provide their information below.

Emergency Contact:

Name: _____ Relation: _____ Phone#: _____

Name: _____ Relation: _____ Phone#: _____

Name: _____ Relation: _____ Phone#: _____

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

This notice describes how medical information may be used, disclosed and accessed. *Please review it carefully!*

Uses and disclosures of health information: This office is permitted by federal law to make use/disclosure of your health information for treatment, payment and health care operations. Protected health information (PHI) is the information we create and obtain in providing services. This includes documenting symptoms, examination and test results, diagnosis and treatment. It also includes billing for services. Information may be shared verbally, by mail, email, fax, or other methods. Without your authorization, we are prohibited to use or disclose your PHI for marketing purposes and may not sell your PHI without authorization.

We may use or disclose PHI about you without your authorization for several purposes. Subject to certain requirements, we may share PHI for evaluation by our research department, for auditing, for student training, for credentialing, for medical review, for legal services and for insurance. Where applicable, we may disclose PHI to dialysis facilities for dialysis treatment. We also provide information when required by law, such as law enforcement, judicial/administrative proceedings, or public health purposes. At your request, we may not disclose information about health care you have paid for out-of-pocket to health plans, unless for treatment purposes or in the rare event the disclosure is required by law.

We participate in Florida's Health Information Exchange (HIE) as a means to improve the quality of your health and healthcare experience. The HIE provides us with a way to securely and efficiently share patients' clinical information electronically with other health care providers. The HIE also enables emergency medical personnel and other providers who are treating you to have immediate access to your medical data that may be critical for your care. You may choose to opt-out of participation in the HIE, or cancel an opt-out choice, at any time.

We ask for your written authorization before using or disclosing any PHI. If you chose to sign an authorization, you can later revoke *in writing* that authorization to stop future uses and disclosures.

When we make a significant change in our policies, we will change and post the new notice in the waiting area. You can also request a copy of our notice at any time, or download this notice at our website: www.firstcoastkidney.com. For more information, contact our Compliance Officer listed below.

Your individual rights: You have the right to look at or obtain a copy of your health information. If you request copies, we will charge you copy fees. You also have the right to receive a list of instances where we have disclosed your information for reasons other than treatment, payment, or administrative purposes and other than when you authorized it. If you believe that information in your record is incorrect or missing, you have the right to request that we correct or add the information. We have **30 days** to respond to your request.

To file a complaint: If you are concerned we have violated your privacy rights, or if you disagree with a decision we made about access to your records, you may contact the Compliance Officer listed below. You may also send a written complaint to the US Department of Health and Human Services. Our Compliance Officer can provide you with the appropriate address, upon request.

Our legal duties and responsibilities: If a security breach occurs, we are required to notify you within 60 days of discovery. We are required to maintain the privacy of your PHI, provide this notice, follow terms described in this notice, and obtain your acknowledgment of receipt of this notice.

I hereby acknowledge that I have received First Coast Nephrology's Notice of Privacy Practices.

Name of Patient (please print)

Date of Birth

Signature of Responsible Party

Date

Patient Financial Agreement

Thank you for choosing us as your Nephrology health care provider. We are committed to being a partner in providing conscientious medical care for you. Payment of the bill is considered an important part of that partnership. Thank you for reading our Financial Agreement. Please let us know if you have questions or concerns.

The following is a statement of our Financial Policy, which we require you to read and sign.

It is your responsibility:

- To understand your benefit plan.
- To know if a referral is required.
- To know if preauthorization is required prior to a procedure, and
- To know what services are covered.

Full payment for self-pay patients, co-payments and deductibles are due at the time of service. You may also be asked to pay your coinsurance at the time of service.

We accept cash, checks, Visa/MasterCard/Discover/AMEX.

Any other arrangements *must be made in advance* with our Billing Office.

Regarding Insurance:

Your insurance policy is a contract between you and your insurance company. Payment of your bill is ultimately your responsibility. First Coast Nephrology contracts with and bills most insurance carriers. We also participate with both Medicare and Medicaid of Florida. If you are insured by a company with which we do not contract, we can supply you with a statement of your charges. You may submit this, along with any additional forms your insurance requires, to your insurance company.

1. I have read and agree to this Financial Agreement.
2. I authorize and consent to the release of medical information necessary to bill and process insurance claims.
3. I authorize payment of medical benefits directly to the physician.
4. If we cannot successfully collect on an outstanding balance, and payment arrangements are not established within 30 days of statement, the cost of collection, including reasonable attorney fees, shall be included as part of the obligation due.

Name of Patient (please print)

Date of Birth

Signature of Responsible Party

Name: _____ DOB: _____

What was the date of your last FLU Vaccine? _____ Month/Year if you don't know the exact date

Medications

Please list any medications you currently taking along with **dosage and directions** (including birth control, vitamins and OTC medications):

☐ I brought all my bottles with me ☐ See attached/below medication list

Medical History – Health Conditions

CONDITION	Y	N	CONDITION	Y	N	CONDITION	Y	N
Kidney Disease			Kidney Stones			Epilepsy/Seizures		
Irregular Heart Beat			Tuberculosis			Thyroid Problems		
High Blood Pressure			Gallstones			Anemia		
Heart Attack			Liver Disease			Asthma		
Heart Murmur			Ulcers in Stomach/Bowels			Blood Transfusion		
Rheumatic Fever			Bleeding from Bowels			Depression		
High Cholesterol			Arthritis			Anxiety		
Congestive Heart Failure			Prostate Problems			Cancer		
Emphysema/Chronic Bronchitis			Gout			Details:		
Blood Clot in Lung			Skin Disease					
Blood Clot in Leg			Diabetes/High Blood Sugar			Other:		
Bleeding Problems			Stroke					

Allergies

List any allergies you have:

☐ NO KNOWN ALLERGIES

Surgeries

If NO, Leave Blank

TYPE	YES	Date	TYPE	YES	Date
Nephrectomy			Bladder surgeries		
Cataract Surgery			Joint Scope Surgery		
Tonsils Removed			Knee/Hip Joint Replacement		
Neck Artery Surgery			Back Disk Surgery		
Open Heart Surgery/Catheterization			Prostate Surgery		
Appendectomy			Hernia Surgery		
Gallbladder Removal			Vasectomy		
Abdominal Surgery			Hysterectomy		

Hospitalizations

Please list any recent hospitalizations including the reason, location and date:

Family Medical History

Check all that apply

Member	Alive or Deceased	Age	Diabetes	Kidney Disease	Cancer	Hypertension	Heart Disease	Stroke	Other
Mother									
Father									
M-Grandpa									
M-Grandma									
P-Grandpa									
P-Grandma									
Sibling(s)									
Daughter(s)									
Son(s)									

Siblings: How many brothers? _____ How many sisters? _____ Healthy ☐

Children: How many sons? _____ How many daughters? _____ Healthy ☐

Social History

Have you ever smoked? (please check): ☐ Yes ☐ No

If Yes:

- For how many years? _____
- If you have stopped smoking, when did you quit? _____
- If you currently smoke, how many packs per day? _____
- Do you use smokeless tobacco? (i.e. chewing tobacco) _____

Alcohol/Drugs

- Do you drink alcohol? _____
 - If yes, how often did you have a drink containing alcohol in the past year? (Never, monthly or less, 2-4 times a month, 2-3 times a week, 4 or more times a week)
 - If yes, how many drinks did you have on a typical day when you were drinking in the past year? (1 or 2, 3 or 4, 5 or 6, 7-9, 10 or more)
 - If yes, how often did you have 6 or more drinks on one occasion in the past year? (never, less than monthly, monthly, weekly, daily, almost daily)
- Do you currently use recreational drugs? _____
 - If yes, how often and which drugs? _____
 - If no, have you used recreational drugs in the past? _____

Exercise (please check frequency): ☐ Walking ☐ Rarely ☐ Occasional ☐ Never ☐ Daily ☐ Other _____

Marital Status: ☐ Single/Never married ☐ Married ☐ Divorced ☐ Widow/Widower

Living with: _____

Your Occupation: _____

Please Check All That Apply

General/Constitutional	Y	N
Chills		
Fatigue		
Fever		
Night Sweats		
Unexplained Weight Loss/Gain		
Head/Eyes/Nose/Throat	Y	N
Frequent Headaches		
Severe Headaches		
Wears Glasses/Contacts		
Chronic Nasal Discharge		
Impaired Hearing		
Diabetic Eye Disease		
Endocrine	Y	N
Thyroid Problems		
Excessive Hunger		
Cold Intolerance		
Excessive Thirst		
Heat Intolerance		
Respiratory	Y	N
Asthma		
Cough		
Shortness of Breath		
Wheezing		
Cardiovascular	Y	N
Heart Trouble		
Swelling of Ankles		
Rheumatic Fever		
Chest Pain		
Irregular Heartbeat		
Palpitations		

Hematology	Y	N
Anemia		
Excessive Bleeding		
Abdominal Bleeding		
Swollen Glands/Nodes		
Women Only	Y	N
Birth Control Use		
Sexual Dysfunction		
Men Only	Y	N
Lump in Groin		
Scrotal Pain		
Sexual Dysfunction		
Genitourinary	Y	N
Blood in Urine		
Difficulty Urinating		
Frequent Urination		
Painful Urination		
Urinary Tract Infections		
Musculoskeletal	Y	N
Chronic Back Pain		
Medication for Pain		
Painful Joints		
Skin	Y	N
Oral Ulcers		
Itching		
Rash		
Skin Cancer		

Neurological	Y	N
Trouble Sleeping		
Frequent Depression		
Anxiety		
Nervousness		
Convulsions		
History of Stroke		
Numbness in Fingers/Toes		
Dizziness		
Fainting		
Memory Loss		
Seizures		
Gastrointestinal	Y	N
Hemorrhoids		
Rectal Disease		
Abdominal Pain		
Blood in Stool		
Change in Bowel Movements		
Constipation		
Decreased Appetite		
Diarrhea		

Pregnancy	
Total pregnancies?	
Total living children?	
Have you been diagnosed with preeclampsia?	
Have you been diagnosed with proteinuria?	
Total elective abortions?	
Total miscarriages?	

Reproductive Health	
Last Menstrual Cycle?	
If Applicable, what age did you go through menopause?	
Last Pap Smear?	
History of Abnormal Pap Smear? If Yes, When? What was the abnormality? What treatment did you have?	
Last Mammogram?	
History of Abnormal Mammogram? If yes, When? What was the abnormality? What treatment did you have?	

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

This notice describes how medical information may be used, disclosed and accessed. *Please review it carefully!*

Uses and disclosures of health information: This office is permitted by federal law to make use/disclosure of your health information for treatment, payment and health care operations. Protected health information (PHI) is the information we create and obtain in providing services. This includes documenting symptoms, examination and test results, diagnosis and treatment. It also includes billing for services. Information may be shared verbally, by mail, email, fax, or other methods. Without your authorization, we are prohibited to use or disclose your PHI for marketing purposes and may not sell your PHI without authorization.

We may use or disclose PHI about you without your authorization for several purposes. Subject to certain requirements, we may share PHI for evaluation by our research department, for auditing, for student training, for credentialing, for medical review, for legal services and for insurance. Where applicable, we may disclose PHI to dialysis facilities for dialysis treatment. We also provide information when required by law, such as law enforcement, judicial/administrative proceedings, or public health purposes. At your request, we may not disclose information about health care you have paid for out-of-pocket to health plans, unless for treatment purposes or in the rare event the disclosure is required by law.

We participate in Florida's Health Information Exchange (HIE) as a means to improve the quality of your health and healthcare experience. The HIE provides us with a way to securely and efficiently share patients' clinical information electronically with other health care providers. The HIE also enables emergency medical personnel and other providers who are treating you to have immediate access to your medical data that may be critical for your care. You may choose to opt-out of participation in the HIE, or cancel an opt-out choice, at any time.

We ask for your written authorization before using or disclosing any PHI. If you chose to sign an authorization, you can later revoke *in writing* that authorization to stop future uses and disclosures.

When we make a significant change in our policies, we will change and post the new notice in the waiting area. You can also request a copy of our notice at any time, or download this notice at our website: www.firstcoastkidney.com For more information, contact our Compliance Officer listed below.

Your individual rights: You have the right to look at or obtain a copy of your health information. If you request copies, we will charge you copy fees. You also have the right to receive a list of instances where we have disclosed your information for reasons other than treatment, payment, or administrative purposes and other than when you authorized it. If you believe that information in your record is incorrect or missing, you have the right to request that we correct or add the information. We have **30 days** to respond to your request.

To file a complaint: If you are concerned we have violated your privacy rights, or if you disagree with a decision we made about access to your records, you may contact the Compliance Officer listed below. You may also send a written complaint to the US Department of Health and Human Services. Our Compliance Officer can provide you with the appropriate address, upon request.

Our legal duties and responsibilities: If a security breach occurs, we are required to notify you within 60 days of discovery. We are required to maintain the privacy of your PHI, provide this notice, follow terms described in this notice, and obtain your acknowledgment of receipt of this notice.

I hereby acknowledge that I have received First Coast Nephrology's Privacy Practices.

Name of Patient (please print)

Date of Birth

Signature of Responsible Party

Date