

Patient Information Sheet



Patient Information

Last Name _____ First Name _____ MI _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Cell _____ Work _____
Email _____ Date of Birth _____ Gender _____
Marital Status ☐ Married ☐ Single ☐ Widowed ☐ Divorced ☐ Separated Social Security Number _____
Race ☐ American Indian ☐ Asian ☐ Black or African American ☐ Native Hawaiian ☐ White ☐ Other
Ethnicity ☐ Cambodian ☐ Filipino ☐ Hispanic/Latino ☐ Non-Hispanic
Dependent? _____ If yes, Guardian's Name _____
Address _____ Phone _____
Responsible Party _____ Address _____
City _____ State _____ Relationship to Patient _____

Employer

Employment Status ☐ Employed ☐ Self-employed ☐ Retired ☐ On active military duty ☐ Unknown
Employer Name _____ Employer Address _____
Employer phone _____ Position _____

Emergency Contact Information

Name _____ Relationship to Patient _____
Home or Work Phone _____ Cell Number _____

Insurance

Primary Insurance Carrier _____ Address _____
Insured's Name _____ Relationship to Patient _____
Insured's ID Number _____ Group Number _____

Preferred Method of Contact

Preferred Method of Contact ☐ Phone ☐ Email ☐ Patient Portal ☐ Other
Do we have your permission to leave a detailed message including test results? ☐ Yes ☐ No
Phone number to leave messages _____ Email to leave messages _____

Signature

I verify that the above information is factual and true to the best of my knowledge. I understand that proof of insurance and/or copay, if applicable, is due at the time of service.

Patient Signature (or Parent/Guardian if a minor) _____ Date _____

Pharmacy Information

Pharmacy Name _____ Address _____

Pharmacy Phone Number _____

Authorization to Release Medical Information

Please check one

☐ I authorize One to One to release my medical information including the diagnosis, examination rendered to me, treatment to:

☐ Spouse _____ Child(ren) _____ Other _____

☐ Information is not be released to anyone.

This release of information will remain in effect until terminated by me in writing.

General Consent to Treat

I consent to treatment by One to One Physicians and staff for my healthcare, including but not limited to exams, testing, medications, and minor procedures. I acknowledge and agree no guarantees have been made to me as the results or outcome of my care. I understand that State Law requires physicians to report certain communicable diseases to the Health Department.

If at any time I have questions about my examination, diagnosis, or treatment, I will not proceed until my questions have been answered to that I am fully informed. I understand that giving the providers and nurses all relevant information is important to my proper diagnosis and treatment. I understand complete compliance with my provider's instructions is critical to the success of any treatment prescribed.

I authorize one to one Health to release my health information to my health plan or to a health and wellness provider approved by my health plan for purposes of advising me concerning appropriate measures to maintain or improve my health or any condition reflected in my records. I authorize One to One Health to release information to my designated insurance plan for the purpose of health plan administration, including receiving or making payment for services rendered on my behalf. I understand a patient is responsible for all charges incurred, subject to contract and program rules, regardless of my insurance status. If it becomes necessary to send this account to collections, the patient will be responsible for all additional charges.

Patient Signature (or Parent/Guardian if a minor)

Date

NEW PATIENT HEALTH HISTORY

ALL QUESTIONS CONTAINED IN THIS QUESTIONNAIRE ARE STRICTLY
CONFIDENTIAL AND WILL REMAIN PART OF YOUR MEDICAL RECORD.



Name (Last, First, Middle)	DOB:
PCP:	Date of last physical:

ALLERGIES

Please list all allergies and the reactions below.

MEDICATION NAME OR ALLERGEN	REACTION

MEDICATIONS

Please list all medications that you are currently taking, including any over the counter medicines.

PHARMACY NAME: _____ PHONE: _____

MEDICATION NAME	STRENGTH	FREQUENCY

Do you have a pacemaker or internal defibrillator? ☐ YES ☐ No

MEDICAL HISTORY	
PLEASE LIST ANY MEDICAL PROBLEMS THAT YOU HAVE PREVIOUSLY BEEN DIAGNOSED WITH	
CONDITION	HOW LONG

SURGICAL HISTORY	
PLEASE LIST ALL SURGERIES WITH DATES	
DATE OF SURGERY	TYPE OF SURGERY

FAMILY HISTORY					
	AGE	SIGNIFICANT HEALTH PROBLEMS	CHILDREN	AGE	SIGNIFICANT HEALTH PROBLEMS
FATHER			[] MALE [] FEMAL		
MOTHER			[] MALE [] FEMAL		
SIBLINGS			[] MALE [] FEMALE		
[] MALE [] FEMALE			[] MALE [] FEMALE		
[] MALE [] FEMALE					
[] MALE [] FEMALE					
[] MALE [] FEMALE					
GRANDMOTHER MATERNAL			GRANDFATHER MATERNAL		
GRANDMOTHER PATERNAL			GRANDFATHER PATERNAL		

SOCIAL HISTORY		
DO YOU DRINK ALCOHOL? _____	IF YES, WHAT KIND? _____	HOW OFTEN? _____
DO YOU USE TOBACCO PRODUCTS? _____	IF YES, WHAT KIND? _____	HOW LONG? _____
YEAR QUIT _____		
CAFFEINE: _____	HOW MANY PER DAY? _____	
DRUGS: DO YOU CURRENTLY USE RECREATIONAL OR STREET DRUGS? _____ HAVE YOU EVER GIVEN YOURSELF STREET DRUGS WITH A NEEDLE? _____		

HOSPITALIZATIONS	
DATE:	REASON
DATE:	REASON
DATE:	REASON
DATE:	REASON

IMMUNIZATIONS	
[] TETANUS DATE:	[] PNEUMONIA DATE:
[] HEPATITIS A ____ B ____ DATE:	[] CHICKEN POX DATE:
[] INFLUENZA DATE:	[] MMR (MEASLES, MUMPS, RUBELLA) DATE:
[] Covid-19 DATE:	[] Other: DATE:
[] Other: DATE:	[] Other: DATE:

Signature:

Date:

HIPAA Information and Patient Privacy Consent

Patient's Name: _____

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. The Notice contains a Patient Rights section describing your rights under the law. You have the right to review our Notice before signing this Consent. The terms of our Notice may change, and if so, you may obtain a revised copy by contacting our office.

You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment or health care operations. We are not required to agree to this restriction, but if we do, we shall honor that agreement.

By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment and health care operations. You have the right to revoke this Consent, in writing, signed by you. However, such a revocation shall not affect any disclosures we have already made in reliance on your prior Consent. The Practice provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The patient understands that:

- Protected health information may be disclosed or used for treatment, payment or health care operations.
- All other disclosures by the practice will require specific authorization by you unless required by law.
- The Practice has a Notice of Privacy Practices and that the patient can review this Notice and receive a copy.
- The Practice reserves the right to change the Notice of Privacy Policies. The new policy will be posted in the lobby and on the web site.
- The patient has the right to restrict the uses of their information used for treatment, payment or operations, but the Practice does not have to agree to those restrictions.

Patient Signature

Date

Parent/Guardian Signature if Minor

Date

Witness/Practice Staff Member Signature

Date

ONE TO ONE NOTICE OF PRIVACY PRACTICES

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.

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 supervisions or other treatment team members. We may disclose PHI to any other consultant only with your authorization.

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.

Without Authorization. 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/ Disabled Adult/Elder Abuse. We may disclose your PHI to a state or local agency that is authorized by law to receive reports of abuse or neglect.

Judicial and Administrative Proceedings. We may disclose your PHI pursuant to a subpoena, court order, administrative order or similar process.

Medical Emergencies. We may use or disclose your PHI in a medical emergency to medical personnel only in order to prevent serious harm. Including suicidal ideation or homicidal ideation.

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

Health Oversight. 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 quality control.

Law Enforcement. 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.

Public Health. 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.

Public Safety. 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.

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

With Authorization. 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; (ii) 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 to the Center for Healthy Living.

- **Rights 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.
- **Right to an Accounting of Disclosures.** You have the right to request a restriction or limitation on the use of 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 our The Center for Healthy Living 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.**

The effective Date of this Notice is September 2013



Notice of Privacy Practices

Receipt and Acknowledgement of Privacy Practice Notices

Patient Name/Client: _____

DOB: _____

SSN: _____

I hereby acknowledge that I have received and have been given an opportunity to read a copy of the One to One's Notice of Privacy Practices. I understand that if I have any questions regarding the Notice or my Privacy Rights, I can contact One to One.

Signature of Patient/Client

Date

Signature or Parent, Guardian or Personal Representative*

Date

*If you are signing as a personal representative of an individual, please describe your legal authority to act for this individual (power of attorney, healthcare surrogate, etc.)

☐ Patient/Client Refuses to Acknowledge Receipt:

Signature of One to One Staff Member

Date