## PATIENT INFORMATION FORM



Name	_ Today's Date		
Social Security #	Date of Birth		
Marital Status Married Single Widowed	d Divorced Partner		
Gender Male Female			
Home Address			
Street Phone Numbers	City State Zip Work		
nomeCell	WORK		
Primary Phone	Email		
Preferred Language English Spanish Oth	er		
Race American Indian/Alaskan Asian Bla	ack/African American  White		
☐ Native Hawaiian/ Other Pacific Islander ☐ ○			
Ethnicity Hispanic or Latino Non-Hispanic or	Latino Declined		
EMERGENCY CONTACT			
Spouse, companion, relative or friend living with you			
NamePhone	e		
Relationship			
Nearest relative or friend not living with you			
Name Phone	e		
Relationship			
PHARMACY INFORMATION			
Please provide us with the local pharmacy you norma	ally use to fill your prescriptions.		
Pharmacy Name:			
Address:			
Phone #:			

## Assignment of Medical Beneficiary and Insurance Authorization



I certify that the health insurance information that I provided is accurate as of the date set forth below and that I am responsible for keeping it updated. I hereby authorize provider to submit claims, on my and/or my dependent's behalf, to the benefit plan (or its administrator) listed on the current insurance card or insurance information. I also hereby instruct my benefit plan (or its administrator) to pay the Provider directly for services rendered to me or my dependents. To the extent that my current policy prohibits direct payment to provider, I hereby instruct and direct my benefit plan (or its administrator) to provide documentation stating such non-assignment to myself and the provider upon request. Upon proof of such non-assignment, I instruct my benefit plan (or its administrator) to make the check payable to me and mail it directly to the provider. I am fully aware that having health insurance does not absolve me of my responsibility to ensure that my bills for all professional services from the Provider are paid in full. I also understand that I am responsible for all amounts not covered by my health insurance, including co-payments, co-insurance, and deductibles.

I understand, agree and hereby certify that I am obligated to pay, as charged and billed for global service charges, regardless if the above services are covered under my health insurance or plan. I understand that "Deductible" is defined, under the Uniform Glossary from ERISA & the Patient Protection & Affordable Care Act (ACA) as: "The amount you owe for healthcare services your health insurance or plan covers before your health insurance or plan begins to pay," and that I have no knowledge of any plan exclusion or limitation for the charges for healthcare services rendered by the above listed provider, in case that I can't afford to pay for 100% deductible. I understand the payments are due at the time of the services unless otherwise proactively arranged with applicable PPO or ACA discount. I am fully protected against any unexpected medical bills or charges by my provider's ACA or indigency discount under the above provider's indigency Policy, for any payor compliant PPO Discount or Non-PPO Re-pricing Discount from my health insurance plan from my health insurance or plan. My satisfaction is guaranteed in connection with my provider's proactive reasonable efforts to collect or make a good faith determination for my ASA Discount qualifications solely based on my unique ability to pay and individual health need. I hereby assign billed charges for healthcare services rendered as my legal claims to the above listed provider as full payment, as my authorized representative, and a PPACA or ERISA claimant, to claim or legally pursue for the proper reimbursement from my health insurance or plan.

I hereby authorize the Provider to: (1) release any information necessary to my health benefit plan (or its administrator) regarding my illness and treatments; (2) process insurance claims generated in the course of examination or treatment; and (3) allow a photocopy of my signature to be used to process insurance claims. This order will remain in effect until revoked by me in writing. I authorize the Provider, its designated business associate to make any request, file and obtain appeals information, receive any notice in connection with my appeal or health care services, wholly in my stead. Further, I hereby authorize my plan administrator fiduciary, insurer, and/or attorney to release to the above-named health care provider or its designated business associated any and all Plan and relevant claim documents, requested disclosures, administrative claim files, summary benefit description, insurance policy, and/or settlement information upon written request from the above-named health care provider or its attorneys in order to secure and claim such medical benefits. I authorize the release or disclosure of my protected health information to my authorized representative in order to secure and claim medical benefits due; (1) obtain information regarding the claim to the same extent as me; (2) submit evidence; (3) make statements about facts or law; (4) make any request including filing, providing or receiving notice of any appeal proceedings; (5) act as my authorized representative in connection with any request for external review by applicable state or Federal External Review Process. I authorize my designated authorized representative to make any request; to present or to produce evidence; to file and obtain external review information; and to receive any notice in connection with my external review, wholly in my stead. (6) Participate in any administrative review process, including but not limited to review fiduciary duties involving the administration of benefits. I understand that I will be held financially responsible for all collection agency fees, administrative fees, attorney fees and court costs incurred by the provider listed above for any delinquent account requiring outside collection assistance, to the fullest extent of the law.

I understand revocation of this appointment will not affect any action taken in reliance on this appointment before my written notice of revocation is received. Unless revoked in writing, this assignment is valid for any and all requested administrative and judicial reviews rightfully due me under my governing plan or policy and to the fullest extent permitted by law. A photocopy of this assignment is to be considered valid, the same as if it was the original. I understand that, by signing this form, I am confirming my appointment of my authorized representative, the scope of my authorized representative's authority, and the option of revoking of this appointment.

I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT.

## Appointment/Cancellation/No Show Policy Consent to Call/Text



### **Appointments**

Office visits are by appointment only, please call 989-323-3863 to schedule. The receptionist may ask about the reason for your visit. This helps us schedule the provider's time more efficiently. Please arrive at least 15 minutes early for your appointment. Patients who are late for an appointment may be asked to reschedule at the provider's discretion. Remember to bring all of your prescriptions, over the counter medicines, vitamins and and supplements to each office visit, this will enable your doctor to review the medications at each visit.

#### **Cancellations**

When we schedule your appointment, we are reserving time for your particular needs - a room is reserved, your records are prepared, and special instruments are readied for your visit. We know that your time is valuable and, except in the case of emergency treatment for another patient you can expect us to be running on schedule. If you are unable to keep an appointment, we ask that you cancel at least 24 hours in advance. This courtesy makes it possible to give your reserved time to another patient who would like it. If this is not possible, please call as soon as you can so that another patient can be given your appointment time.

## **Missed Appointments (Non-Canceled)**

We understand that missed appointments can occur for a variety of reasons, but, when you miss an appointment without canceling someone else who needed an appointment could have been seen in your place. We track missed (non-canceled) appointments. A "No Show/Late Cancellation" is defined as missing an appointment without canceling at least 24 hours before scheduled time. Your first missed visit will be waived as a courtesy, as we know emergencies happen. For each missed visit thereafter, there will be a charge of \$50 for a missed or non-canceled appointment. Insurance will not cover charges for no show/late or late cancellation fees. Repeated missed appointments may result in your discharge from the practice. If this is the case, we will offer 30 days of emergent care only and transfer your medical records when you find a new physician.

## **Payment**

Any copays, coinsurance, deductibles, as well as outstanding balances are due in full at the time of service **no exceptions**.

## **Consent to Call/Text**

By providing my telephone number to Saginaw Medical Associates, I consent for the Practice to send automated, prerecorded, and artificial voice telephone calls and/or text messages that telephone number. To alter or revoke this consent, please notify the Practice in writing.

I understand and acknowledge the above statemer	nts:
Patient Name:	Date of Birth:
Signature of Patient/Guardian:	Date:

## Notice of Privacy Practices and HIPPA Authorization



Patient Name:		Date of Birth:							
We are committed to protecting your privacy and ensuring that your health informused and disclosed appropriately. Our Notice of Privacy Practices identifies all potentials									
uses and disclosures of your health information by our practice and outlines your rigil with regard to your health information. You will be offered a copy today and it is also available on our website.									
					-	nowledge that I have been offered and, Patient or Guardian:		• •	-
					HIPPA AU	JTHORIZATION:			
<del>-</del>	ize Saginaw Medical Associates to use and/or c	lisclose pro	ected health information ("PHI") as i	ndicated:					
-	essages on your home answering machine?	YES	NO						
May we leave messages on your work voice mail?  May we leave messages on your cell phone voicemail?		YES YES	NO NO						
•			-						
	ze Saginaw Medical Associates to disclose the	_							
commun	tion regarding billing, conditions, treatment and nicable diseases, and drug or alcohol abuse tion regarding billing, conditions, treatment and			ealth,					
	Mental Health Records								
	Communicable Diseases (including HIV/AIDS) Alcohol/Drug Abuse Records/Treatment								
	OTHER: (please specify)								
Spouse:	Name:								
Parent(s)	): Name(s):		<del>-</del>						
Children	· Name(s):								
Other:	Name:		Relationship:						

#### I understand that:

- I have the right to revoke this authorization at any time and understand that this authorization will remain in effect until revoked in writing.
- I may inspect or copy the protected health information to be disclosed as described in this document.
- I may revoke these disclosures at any time by notifying the practice in writing. 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 re-disclosure 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.

Signature of Patient/Guardian:	Date:
Signature of Patient/Guardian:	Date:



## Patient Centered Medical Home Patient/Provider Agreement

Our staff is committed to providing you the highest quality medical care. Good communication between patients and providers is the key to better outcomes. This can best be accomplished by a clear understanding about our responsibilities to you, and your rights and responsibilities as a patient in our practice.

#### **OUR RESPONSIBILITIES TO YOU:**

- **RESPECT YOU AS AN INDIVIDUAL** We will not make judgments based on race, ethnicity, national origin, religion, gender, age, mental or physical disability, sexual orientation or genetic information.
- **RESPECT YOUR PRIVACY –** Your medical information will not be shared with anyone else unless you give permission or as require by law.
- PROVIDE THE BEST POSSIBLE TREATMENT AND SERVICE BASED ON CURRENT MEDICAL EVIDENCE –
  We respect your right to information and will discuss appropriate or medically necessary treatment options
  regardless of cost or benefit coverage.
- MANAGE YOUR HEALTH STATUS, including well person/preventive care as well as treatment for acute and
  chronic diseases. PROVIDE YOU TIMELY ACCESS TO CARE in our practice, as well as facilitate timely access
  to specialists, diagnostic services, and other care as needed.
- SHARING PATIENT INFORMATION In the course of providing care, our providers will share patient information with other providers who are involved in the patient care as appropriate. The data may be through provision of written medical information or through electronic sharing of information.

#### WHAT WE ASK OF YOU:

- Ask questions, share your feelings and be part of your care.
- Be honest about your history, symptoms and other important information about your health.
- Tell your doctor about any changes in your health and well-being.
- Take your medicine as ordered and follow your doctor's advice; if you are unwilling or unable to do so, be honest with the doctor.
- Make healthy decisions about your daily habits and lifestyle.
- Prepare for and keep scheduled visits or reschedule visits in advance whenever possible.
- Call your doctor first with all problems, unless you have a medical emergency.
- End every visit with a clear understanding of your doctor's expectations, treatment goals and future plans.

**PLEASE NOTE:** Our office is open Monday 8am-5pm, Tuesday 8am-5pm, Wednesday 10am-7pm, Thursday 8am-5pm, Friday 8am-12pm. It is important that you keep all scheduled appointments and notify us sufficiently in advance if you need to cancel or reschedule appointments. We ask that when the office is closed, you call to talk to the on call provider for any medical issues which cannot wait until regular office hours.

**URGENT OR EMERGENT CARE:** Please attempt to call the on call provider before going to an after-hours urgent care facility or to an emergency room unless you believe you have a serious problem requiring immediate medical attention.

By signing below, you indicate that you have read this document, and that it is your wish to join our medical home and to do your best to abide by the statements listed above. This is not a legally binding contract, but is intended to provide a framework upon which we can build a relationship that will allow you to maximize your health status in a comfortable and welcoming environment.

Patient Printed Name	Patient Signature	Date	
Provider Signature			



Please explain Respresentative's authority to act on behalf of the Patient

## Medical Records Release Form

Patient Name	Date of Birth:
Address   Street Number	
City, State and Zip Code	Phone
Social Security Number / L	ast 4 digits only XXX - XX
RECORDS REQUESTED FROM:	
Name of Person or Facility	
Practice Address / Street Number	
City, State and Zip Code	Phone
Email	
RECORDS TO BE DISCLOSED TO:	Tax
Name of Person or Facility	
Practice Address / Street Number	
City State and 7in Code	Phone
	Fax
Please select all the specific documents that apply to your request:	
	reto.
Please select the purpose of your request:  Continued Patient Care  Attorney/Legal  Insurance	Social Service/Disability
Worker's Compensation Personal Other	Social Service/ Disability
Please send the records via:  Mail to address above URGENT: Fax to number listed above	
ONGENT. Pax to number listed above	
I understand that I may revoke this authorization any time. I understand that revocation of that has already been released and that I must revoke this authorization <i>in writing</i> to Sagina refuse to sign this authorization and that my treatment cannot be conditioned upon my authorization this authorization will expire 1 year from the date of signature. <i>My signature below the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization form and authorize the release of my medical reduced to the information in this authorization formation in the for</i>	www.Medical Associates. I understand that I may orization of this disclosure. Unless otherwise ow confirms that I have read and understand
Patient Signature	Date
Printed Name of Patient	
Signature of Authorized Representative	Date
Printed Name of Authorized Representative	



Patient Name:	Date of Birth:	
E-mail Address:		

Despite the use of secure/encrypted e-mail software, Saginaw Medical Associates cannot guarantee the security and confidentiality of an e-mail transmission. We request that you call the office at 989-323-3863 utilize the secure messaging functionality of our Patient Portal when at all possible.

I understand the following when using e-mail for Protected Health Information:

- I am aware that employers and on-line services have the right to access and archive e-mail transmitted through their systems.
- Despite necessary precautions, email may be sent to the wrong address by either party. Email may be intercepted or altered in transmission by a computer hacker or computer virus
- If I use an e-mail that is used by multiple family members, others may see my messages, therefore, I understand that I e-mail at my own risk.
- Saginaw Medical Associates is not liable for breaches of confidentiality caused by myself or a third party.
- E-mail is best suited for routine matters and simple questions.
  - You should not send us e-mail for urgent or emergency situations or for matters requiring an immediate response. Your provider will attempt to read and respond promptly to e-mail but cannot guarantee that any particular e-mail will be read and responded to within any particular period of time.
  - Time sensitive issues should be taken care of by telephone.
- Please do not use e-mail for communications regarding sensitive health information, such as sexually transmitted diseases, AIDS/HIV, mental health or substance abuse.
- Please include your full name, birth date and telephone number in all e-mails. List the subject of your email in the "Subject" line of your message.
- All e-mails between you and your provider regarding diagnosis or treatment will be printed and made part of your permanent health information.
- Your provider may forward your e-mail to other staff members as necessary for response. However, your e-mail will not be forwarded outside the Practice without your authorization.
- In order to prevent the introduction of computer viruses into our system, do not send attachments to us in your e-mail. We request that you fax them to us at 989-502-1212 or bring them in person.

<ul> <li>You are responsible for protecting your password or</li> </ul>	other means of access to email.
I have read, understood, and agreed to the above.	
Signature of Patient:	Date:
Witness:	Date:

NAME:	BIRTH DATE:	DATE:	COUNTY:	

## Social Determinants of Health

## Patient Screening Questionnaire

This form is to help assist our providers to determine what form of assistance and what type of resources our office can assist you with, to ensure that you are meeting your basic needs and maintaining a quality of life. Please fill this form out and return to our front desk. Our office will follow up with you. Thank you!

DOMAIN	QUESTION			
HealthCare	In the past month, did poor physical or mental health keep you from doing your usual activities, like work, school, or hobby?	No	Yes	N/A
	In the past year, was there a time when you needed to see a doctor but could not because it cost too much?	No	Yes	N/A
Food	Do you ever eat less than you feel you should because there is not enough food?	No	Yes	N/A
Employment & Income	Do you have job or other steady source of income?	No	Yes	N/A
Housing & Shelter	Are you worried that in the next few months, you may not have safe housing that you own, rent or share?	No	Yes	N/A
Utilities	In the past year, have you had a hard time paying your utility company bills?		Yes	N/A
Child Care	Does getting child care make it hard for you to work, go to school or study?	No	Yes	N/A
Education	Do you think completing more education or training, like finishing a GED, going to college, or learning a trade, would be helpful for you?		Yes	N/A
Transportation	Do you have a dependable way to get to work or school, and your appointments?		Yes	N/A
Clothing & Household	Do you have enough household supplies? For ex: clothing, shoes, blankets, mattress, diapers, toothpaste and shampoo.		Yes	N/A
General	Would you like to receive assistance with any of these needs?	No	Yes	N/A
	Any of your needs urgent?		Yes	N/A
Abuse	Do you feel unsafe or scared at home or anyone physically or mentally causing you harm?	No	Yes	N/A

## Patient Name:

# PATIENT HEALTH QUESTIONNAIRE-9 (PHQ-9)

Over the <u>last 2 weeks</u> , how by any of the following pro (Use """ to indicate your ans		Not at all	Several days	More than half the days	Nearly every day
1. Little interest or pleasure in	n doing things	0	1	2	3
2. Feeling down, depressed,	or hopeless	0	1	2	3
3. Trouble falling or staying a	sleep, or sleeping too much	0	1	2	3
4. Feeling tired or having little	e energy	0	1	2	3
5. Poor appetite or overeating	g	0	1	2	3
Feeling bad about yourself have let yourself or your fa	f — or that you are a failure or amily down	0	1	2	3
7. Trouble concentrating on t newspaper or watching tel		0	1	2	3
noticed? Or the opposite	wly that other people could have — being so fidgety or restless g around a lot more than usual	0	1	2	3
Thoughts that you would be yourself in some way	e better off dead or of hurting	0	1	2	3
	For office cod	ING <u>0</u> +		· +	
			=	Total Score	:
	olems, how <u>difficult</u> have these thome, or get along with other		ade it for	you to do	your
Not difficult at all □	Somewhat difficult 0	Very difficult □		Extreme difficul	•



### **FAMILY PRACTICE HEALTH HISTORY QUESTIONNAIRE**

Your answers on this form will help your health care provider better understand your medical concerns and conditions. If you are uncomfortable with any question, do not answer it. If you cannot remember specific details, please approximate. Add any notes you think are important. ALL QUESTIONS CONTAINED IN THIS QUESTIONNAIRE ARE OPTIONAL BUT YOUR ANSWERS ARE VERY HELPFUL TO THE PROVIDER AND WILL BE KEPT STRICTLY CONFIDENTIAL.

#### **ALLERGIES**

List anything that you are allergic to (medications, food, bee stings, etc.) and how each affects you.

ALLERGY	REACTION
1.	
2.	
3.	

#### **MEDICATIONS**

Please list all the medications you are taking. Include prescribed drugs and over-the-counter drugs, i.e., vitamins and inhalers.

DRUG NAME	STRENGTH	FREQUENCY TAKEN
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

#### **PROBLEMS**

Please list all medical problems you have been diagnosed with. Please use the back of the page if necessary.

## **IMMUNIZATION HISTORY**

Immunizations and most rece	ent date:			
☐ Chickenpox	Date:	☐ Meningo	coccus	Date:
☐ Flu Shot	Date:	□ MMR (M Rubella)	leasles, Mumps,	Date:
☐ Gardasil/HPV	Date:	☐ Pneumo	nia	Date:
☐ Hepatitis A	Date:	☐ Tdap (Te pertussis		Date:
☐ Hepatitis B	Date:	☐ Tetanus		Date:
		☐ Zostavax	(Shingles)	Date:
(WOMEN ONLY) OBSTETR	ı			
Last PAP Smear	Date:	☐ Abnormal	CHECK BELOW IF AP	PLIES TO YOU:
Last Mammogram	Date:	☐ Abnormal	☐ Bleeding betv	veen periods
Age of First Menstrual Pe	riod		☐ Heavy Periods	S
Last Period / Age of Meno	ppause (Date / Ag	ge):	☐ Extreme Men	strual Pain
Number of pregnancies:			☐ Vaginal itchin discharge	g, burning, or
Number of Miscarriages:			☐ Waking in the the bathroom	
Number of Cesarean sect	ions:		☐ Hot flashes	
Number of Births:			☐ Breast lump of discharge	or nipple
Number of Abortions:			☐ Painful interc	ourse
Current sexual partner is:	☐ Female	☐ Male	☐ Sexually Activ	е
Do you use condoms?	☐ Yes	□ No		
Other Birth control metho	od used:			
Interested in being screer	ned for STDs:	☐ Yes ☐ No		
	-			-

#### **PAST SURGICAL HISTORY**

SURGERY	REASON	YEAR	HOSPITAL
1.			
2.			
3.			
4.			
5.			

## **FAMILY HEALTH HISTORY**

				!	Signific	ANT HE	ALTH PR	OBLEMS	S IN <b>M</b> Y	FAMILY		
RELATION	ALIVE?	Age	Ассоноціям	ARTHRITIS	DEPRESSION	CANCER	DIABETES	GENETIC DISEASE	HEART DISEASE	HYPERTENSION	OSTEOPOROSIS	STROKE
GRANDMOTHER	ПΥ											
(MATERNAL)	□N											
GRANDFATHER	□Y											
(MATERNAL)	□N											
GRANDMOTHER	□Y											
(PATERNAL)	$\square$ N											
GRANDFATHER	ПΥ											
(PATERNAL)	$\square$ N											
Гатибр	□ Y											
FATHER	$\square$ N											
Motuse	ПΥ											
MOTHER	$\square$ N											
Dooruse /Custen	ПΥ											
BROTHER/SISTER	$\square$ N											
Dootuse /Cictes	ПΥ											
BROTHER/SISTER	$\square$ N											

## **SOCIAL HISTORY**

	MARITAL ST	ATUS	Exercise		CAFFEINE	
□ < 8 <sup>th</sup> grade [	☐ Married	☐ Separated	☐ No exer	cise	□ None	
☐ High School [	☐ Single	☐ Widowed	☐ Occasio	nal exercise	☐ Occasional	
☐ 2 Yr College [	☐ Divorced	☐ Domestic Partner	☐ Modera	te exercise	☐ Moderate	
☐ 4 Yr College			☐ High level exercise		☐ Heavy	
☐ Post Graduate					# cups/cans per day?	
ALCOHOL	Товасс	0		Drugs		
Drink Alcohol?	Do you u	ise Tobacco?		Do you curre	ntly use recreational or	
Yes □ No □	Yes □	No □		street drugs?	-	
	□ Ci	garettes pks./day		_	☐ If yes, please list:	
How often?						
	□ Cł	new/day				
☐ Occasionally				Activities of I	Daily Living	
	□ Ci	gars/day		Are you able	to care for voursalf?	
□ < 3 times/week	If not no	w, did you ever use tob	acco?	Yes \( \square\) No	to care for yourself? □	
☐ > 3 times/week	Yes □	No □		Are you deaf	or do you have significant	
= 7 5 times, week				difficulty hea	aring?	
# Drinks/week?	# Years	s Used		Yes □ No		
				Do you have difficulty walkin		
	Or yea	r quit		Yes□ No□		

se add other infor			