



ENT & HEARING CENTER

PATIENT INFORMATION

PATIENT'S NAME _____ MALE FEMALE
LAST (FIRST) (MI) (NICKNAME)

DOB ___/___/___ SOCIAL SECURITY # ___-___-___ MARITAL STATUS SINGLE MARRIED OTHER

ADDRESS _____
(STREET) (CITY,STATE) (ZIP CODE)

HOME PHONE (___) ___-___ CELL PHONE (___) ___-___ WORK PHONE (___) ___-___

EMAIL ADDRESS _____

PHARMACY NAME _____ LOCATION _____

EMPLOYER _____ OCCUPATION _____

NAME OF SPOUSE OR PARENT _____ EMERGENCY CONTACT INFORMATION:

ADDRESS _____ NAME _____

_____ RELATIONSHIP _____ PHONE# _____

REFERRING PHYSICIAN _____ FAMILY DOCTOR _____ PHONE# (___) ___-___

INSURANCE INFORMATION – PRIMARY

INSURANCE CO. _____ POLICY# _____

POLICY HOLDER NAME _____ DOB ___/___/___ S.S. # ___-___-___

INSURANCE INFORMATION – SECONDARY

INSURANCE CO. _____ POLICY# _____

POLICY HOLDER NAME _____ DOB ___/___/___ S.S. # ___-___-___

I understand that I am financially responsible for all charges for services to me, including co-payments, co-insurance, out-of-pocket, deductibles and non covered services. I authorize the payments from my insurance company(s) according to my medical benefits be made payable to Medical Associates of Brevard for professional services rendered. I understand that I will receive statements, reflecting my account balance and that the FINAL PAYMENT of this account is my responsibility. Furthermore, should I default on payment for services rendered I agree to pay all collection costs including reasonable attorney's fee. I authorize the disclosure of my medical information to all of Medical Associates of Brevard as well as to my insurance company(s).

LIFETIME SIGNATURE AUTHORIZATION: This signature and assignment is to be a continuing one, remaining in effect until revoked in writing by the undersigned. It signifies that all information given is current.

SIGNED _____ DATE ___/___/___



HIPAA RELEASE

I authorize Medical Associates of Brevard to discuss my health care information with:

(Name) (Relationship) (Phone #)

(Name) (Relationship) (Phone #)

SIGNED _____ DATE ____/____/____

I authorize Medical Associates of Brevard to leave a detailed message on my answering machine.

SIGNED _____ DATE ____/____/____

Notice of Privacy Practices

I acknowledge that I have received a copy of the Provider Notice of Privacy Practices for Medical Associates of Brevard. The Provider Notice of Privacy Practices describes the types of uses and disclosures of my protected health information that might occur in my treatment, payment for services, or in the performance of office health care operations. The Provider Notice of Privacy Practices also describes my right and the responsibilities of duties of Medical Associates of Brevard with respect to my protected health information.

Print Name of Patient or Personal Representative

Signature of Patient or Personal Representative Date

Signature of Witness Date

PATIENT'S NAME: _____ DATE: _____

REASON FOR TODAY'S VISIT:

WHEN DID THE SYMPTOMS START? _____

THE SYMPTOM INTENSITY IS: **Mild** **Moderate** **Severe**

THE SYMPTOMS ARE: **Intermittent** **Constant**

WHAT MAKES THE SYMPTOMS WORSE? _____

WHAT MAKES THE SYMPTOMS BETTER? _____

CURRENT MEDICATIONS AND DOSAGES. PLEASE INCLUDE SUPPLEMENTS AND NASAL SPRAYS.

HAVE YOU HAD ANY REACTIONS TO MEDICATIONS: Yes No

PLEASE TELL US THE MEDICATION AND WHAT REACTION YOU HAD (RASH, SWOLLEN TONGUE, STOPPED BREATHING, VOMITING, ABDOMINAL PAIN, DIARRHEA)

PLEASE LIST ALL PREVIOUS MEDICAL CONDITONS, PREVIOUS SURGERIES AND DATES, AND HOSPITALIZATIONS AND DATES

FAMILY MEDICAL HISTORY

THYROID PROBLEMS **No** **Father** **Mother** **Brother** **Sister**

HEARING LOSS **No** **Father** **Mother** **Brother** **Sister**

HEART DISEASE **No** **Father** **Mother** **Brother** **Sister**

SOCIAL HISTORY

DO YOU DRINK ALCOHOL? Yes Never Quit (year quit _____)

WHAT ALCOHOL CONTAINING BEVERAGE DO YOU DRINK? BEER WINE
OTHER _____

HOW OFTEN DO YOU DRINK ALCOHOL? OCCASIONALLY WEEKENDS DAILY

DO YOU SMOKE? Yes Never Quit (year quit _____)

CIGARETTES CIGARS MARIJUANA CHEWING TOBACCO SNUFF PAN
OTHER _____

HOW MUCH DO YOU SMOKE? _____ PACK(S) PER DAY,

HOW MANY YEARS DID YOU SMOKE OR HAVE BEEN SMOKING? _____ Years

DO YOU USE ANY RECREATIONAL DRUGS? Yes Never Quit (year quit _____)

If Yes or Quit, please list drugs used: _____

OCCUPATION: _____

If retired, what was the last thing you did before you retired? _____

MARITAL STATUS: SINGLE MARRIED DIVORCED SEPARATED ENGAGED

ARE YOU (THE PATIENT) EXPOSED TO SECOND HAND SMOKE? Yes No

DO YOU CURRENTLY HAVE ANY OF THESE SYMPTOMS?

CONSTITUTIONAL SYMPTOMS

Fevers Yes No
 Night Sweats Yes No
 Weight Loss Yes No

EYES

Pain Yes No
 Blurred vision Yes No
 Double vision Yes No
 Loss of vision Yes No

CARDIOVASCULAR

Chest pain Yes No
 Heart failure Yes No

RESPIRATORY

Difficulty breathing Yes No
 COPD/emphysema Yes No
 Asthma Yes No

GASTROINTESTINAL

Heartburn Yes No
 Difficulty swallowing Yes No

INTEGUMENTARY

Rash Yes No

PSYCHIATRIC

Depression Yes No
 Impaired memory Yes No

EAR NOSE THROAT MOUTH

Hearing loss Yes No
 Ringing in ears Yes No
 Ear pain Yes No
 Ear discharge Yes No
 Dizziness Yes No
 Ear infections Yes No
 Surgery in the ears Yes No
 Sore throat Yes No
 Had tonsils out Yes No
 Hoarseness Yes No
 Mouth lesions Yes No
 Snoring Yes No

Stop breathing at night Y N

Tired during day Yes No

ENDOCRINE

Thyroid disease Yes No
 Diabetes Yes No

ALLERGIC/IMMUNOLOGIC

Sneezing Yes No
 Runny nose Yes No
 Nasal congestion Yes No
 Facial pain Yes No
 Nosebleed Yes No
 Lost sense of smell Yes No

GENITOURINARY

Frequent urination Yes No
 Stones Yes No

MUSCULOSKELETAL

Joint pain Yes No
 Back pain Yes No

HEMATOLOGIC/LYMPHATIC

Bleed easily Yes No
 Enlarged glands Yes No

NEUROLOGIC

Headaches Yes No

Request Amendment. You have the right to amend your healthcare information, if you feel it is inaccurate or incomplete. Your request must be in writing and must include an explanation of why the information should be amended. Under certain circumstances, your request may be denied.

Right to Request Restriction of PHI: If you pay in full out of pocket for your treatment, you can instruct us not to share information about your treatment with your health plan; if the request is not required by law. Effective March 26, 2013, The Omnibus Rule restricts provider's refusal of an individual's request not to disclose PHI.

Public Health Responsibilities: We will disclose your health care information to report problems with products, reactions to medications, product recalls, disease/infection exposure and to prevent and control disease, injury and/or disability.

Marketing Health-Related Services: We will not use your health information for marketing purposes unless we have your written authorization to do so. Effective March 26, 2013, we are required to obtain an authorization for marketing purposes if communication about a product or service is provided and we receive financial remuneration (getting paid in exchange for making the communication). No authorization is required if communication is made face-to-face or for promotional gifts.

Fundraising: We may use certain information (name, address, telephone number or e-mail information, age, date of birth, gender, health insurance status, dates of service, department of service information, treating physician information or outcome information) to contact you for the purpose of raising money and you will have the right to opt out of receiving such communications with each solicitation. Effective March 26, 2013, PHI that requires a written patient authorization prior to fundraising communication include: diagnosis, nature of services and treatment. If you have elected to opt out we are prohibited from making fundraising communication under the HIPAA Privacy Rule.

Sale of PHI: We are prohibited to disclose PHI without an authorization if it constitutes remuneration (getting paid in exchange for the PHI). "Sale of PHI" does not include disclosures for public health, certain research purposes, treatment and payment, and for any other purpose permitted by the Privacy Rule, where the only remuneration received is "a reasonable cost-based fee" to cover the cost to prepare and transmit the PHI for such purpose or a fee otherwise expressly permitted by law. Corporate transactions (i.e., sale, transfer, merger, consolidation) are also excluded from the definition of "sale."

Breach Notification Requirements: It is presumed that any acquisition, access, use or disclosure of PHI not permitted under HIPAA regulations is a breach. We are required to complete a risk assessment, and if necessary, inform HHS and take any other steps required by law. You will be notified of the situation and any steps you should take to protect yourself against harm due to the breach.

QUESTIONS AND COMPLAINTS

You have the right to file a complaint with us if you feel we have not complied with our Privacy Policies. Your complaint should be directed to our Privacy Officer. If you feel we may have violated your privacy rights, or if you disagree with a decision we made regarding your access to your health information, you can complain to us in writing. Request a Complaint Form from our Privacy Officer. We support your right to the privacy of your information and will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services. **HOW TO CONTACT US:**

James T Go, MD, FACS
ENT

Office Contact: Carolyn Herrnkind
2290 West Eau Gallie Blvd, Ste 110
Melbourne, FL 32935

Tel: (321) 421-7555 Fax: (321) 421-7554

MAB Privacy Officer: Alison Alvarez

Tel: (321) 253-2900 Fax: (321) 435-0100



NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED. HOW YOU CAN GET ACCESS TO THIS INFORMATION, YOUR RIGHTS CONCERNING YOUR HEALTH INFORMATION AND OUR RESPONSIBILITIES TO PROTECT YOUR HEALTH INFORMATION.

PLEASE REVIEW IT CAREFULLY

State and Federal laws require us to maintain the privacy of your health information and to inform you about our privacy practices by providing you with this Notice. We are required to abide by the terms of this Notice of Privacy Practices. This Notice will take effect on September 1, 2013 and will remain in effect until it is amended or replaced by us.

We reserve the right to change our privacy practices provided law permits the changes. Before we make a significant change, this Notice will be amended to reflect the changes and we will make the new Notice available upon request. We reserve the right to make any changes in our privacy practices and the new terms of our Notice effective for all health information maintained, created and/or received by us before the date changes were made.

You may request a copy of our Privacy Notice at any time by contacting our Privacy Officer. Information on contacting us can be found at the end of this Notice.

We will keep your health information confidential, using it only for the following purposes:

Treatment: While we are providing you with health care services, we may share your protected health information (PHI) including electronic protected

health information (ePHI) with other health care providers, business associates and their subcontractors or individuals who are involved in your treatment, billing, administrative support or data analysis. These business associates and subcontractors through signed contracts are required by Federal law to protect your health information. We have established “minimum necessary” or “need to know” standards that limit various staff members’ access to your health information according to their primary job functions. Everyone on our staff is required to sign a confidentiality statement.

Payment: We may use and disclose your health information to seek payment for services we provide to you. This disclosure involves our business office staff and may include insurance organizations, collections or other third parties that may be responsible for such costs, such as family members.

Healthcare Operations: We will use and disclose your health information to keep our practice operable. Examples of personnel who may have access to this information include, but are not limited to, our medical records staff, insurance operations, health care clearinghouses and individuals performing similar activities.

Disclosure: We may disclose and/or share protected health information (PHI) including electronic disclosure with other health care professionals who provide treatment and/or service to you. These professionals will have a privacy and confidentiality policy like this one. Health information about you may also be disclosed to your family, friends and/or other persons you choose to involve in your care, only if you agree that we may do so. As of March 26, 2013 immunization records for students may be released without an authorization (as long as the PHI disclosed is limited to proof of immunization). If an individual is deceased we may disclose PHI to a family member or individual involved in care or payment prior to death. Psychotherapy notes will not be used or disclosed without your written authorization. The Genetic Information Nondiscrimination Act (GINA) prohibits health plans from using or disclosing genetic information for underwriting purposes. Uses and disclosures not

described in this notice will be made only with your signed authorization.

Right to an Accounting of Disclosures: You have the right to request an “accounting of disclosures” of your protected information if the disclosure was made for purposes other than providing services, payment, and or business operations. Disclosures can be made available for a period of 6 years prior to your request and for electronic health information 3 years prior to the date on which the accounting is requested. If for some reason we aren’t capable of an electronic format, a readable hardcopy will be provided. To request this list or accounting of disclosures, you must submit your request in writing to our Privacy Officer. A fee will be charged to cover copying costs and the staff time required to locate and copy your health information. Please contact our Privacy Officer for an explanation of our fee structure.

Non-routine Disclosures: You have the right to receive a list of non-routine disclosures we have made of your health care information. You can request non-routine disclosures going back 6 years starting on April 14, 2003.

Appointment Reminders: We may use your health records to remind you of recommended services, treatment or scheduled appointments.

National Security: The health information of Armed Forces personnel may be disclosed to military authorities under certain circumstances. If the information is required for lawful intelligence, counterintelligence or other national security activities, we may disclose it to authorized federal officials.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. This information will be disclosed only to the extent necessary to prevent a serious threat to your health or safety or that of others.

Required by Law: We may use or disclose your health information when we are required to do so by law. (Court or administrative orders, subpoena, discovery request or other lawful process.) We will use and disclose your information when requested by national security, intelligence and other State and Federal officials and/or if you are an inmate or otherwise under the custody of law enforcement.

Research: We will use and disclose your protected health information to researchers provided the research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Your Health Information Rights

Inspect and Copy. Upon written request, you have the right to inspect and get copies of your health information (and that of an individual for whom you are a legal guardian.) We will provide access to health information in a form / format requested by you. There will be some limited exceptions. If you wish to examine your health information, you will need to complete and submit an appropriate request form. Contact our Privacy Officer for a copy of the request form. You may also request access by sending us a letter to the address at the end of this Notice. Once approved, an appointment can be made to review your records. Coping fees as allowed by Florida Statutes will apply. If you prefer a summary or an explanation of your health information, we will provide it for a fee. If you want the copies mailed to you, postage will also be charged. In light of the increasing use of Electronic Medical Record technology (EMR), the HITECH Act allows you the right to request a copy of your health information in electronic form if we store your information electronically. Access to your health information in electronic form, if readily producible, may be obtained with your request. A fee will be charged to cover the cost of staff to produce the electronic copy and the cost of the electronic media onto which the copy is saved. If for some reason we aren’t capable of an electronic format, a readable hardcopy will be provided. Please contact our Privacy Officer for an explanation of our fee structure.