

PATIENT REGISTRATION		TODAY'S DATE						
FIRST NAME	MIDDLE INITIAL	LAST NAME						
PREFERRED NAME (if different than legal name)		DATE OF BIRTH	GENDER					
SOCIAL SECURITY #	MARITAL STATUS	Single Married	Divorced Widowed Other					
ADDRESS		CITY	STATE ZIP					
HOME PHONEWORK		CELL PHONE						
PATIENT EMAIL								
EMPLOYER		OCCUPATION _						
		PHONE HOW RELATED?						
IF MARRIED, SPOUSES'S NAME								
SPOUSE'S EMPLOYER	DA <sup>-</sup>	TE OF BIRTH						
NAME	DAT	DATE OF BIRTH						
	NSURANCE COVERAGE I O TO PRESENT YOUR INS		S) AT EVERY VISIT					
Primary Insurance	Sec	ondary Insurance						
ADDRESS		RESS						
POLICY #GROUP #	POL	ICY #	GROUP #					
SUBSCRIBER	SUB	SCRIBER						
DATE OF BIRTH	DAT	ATE OF BIRTH						
RELATION TO PATIENT	REL	ATION TO PATIEN	NT					
INSURANCE AND	ASSIGNMENT OF BENEF	ITS AUTHORIZATI	ON INFORMATION					
I hereby authorize treatment of the above-named patiensurance claims.	ent and agree to pay all cha	arges for treatment	regardless of insurance coverage or the pendency of					
I authorize the release of all medical information to the insurance claims. I will assign all medical and surgical original. I understand that I can withdraw this medical	al benefits to Internal Medic	ine Physicians, P.C	C. A photocopy of this form shall be as valid as the					
I HAVE READ THIS INFORMATION THOROUGHLY	AND UNDERSTAND IT.							
PATIENT SIGNATURE		DATE						

Office Use Only: date & initials\_

(PARENT OR LEGAL GUARDIAN IF MINOR)



PRINT Patient Name:
Patient Date of Birth:
//

### FINANCIAL & NO SHOW POLICY

Payment in full is required at the time services are rendered. If you are unable to remit payment in full, you may be required to speak with a patient accounts representative to make alternate payment arrangements.

As a courtesy, we will file claims with your primary and secondary insurance (if applicable) providing we have your *Assignment of Benefits* (see below) and **current and accurate** insurance information from you. Payment for services is ultimately the patient's responsibility. **NOT ALL SERVICES ARE A COVERED BENEFIT OF ALL PLANS.** Your insurance coverage is an agreement between you and your insurance company. Some insurance plans have timely filing limits. If the timely filing limit has been exceeded and you failed to provide accurate insurance information, you will be responsible for ALL incurred charges. **ALL** copays are due at the time of service. Presentation of your insurance card will be expected at **each** appointment.

All patients receiving state funded healthcare benefits (ie: Medicaid) are required to provide accurate identification information for the SPECIFIC PLAN for which they are enrolled. **NOT ALL SERVICES ARE A COVERED BENEFIT.** Review your Medicaid manual if you have questions regarding your specific coverage. Presentation of your state issued Medicaid card will be expected at **each** appointment.

As a courtesy, will file claims with your workers compensation carrier or other third party liability carrier(s). All billing information must be provided by the patient in advance and must be **accurate**. Ultimately, all charges are the responsibility of the patient.

If you have questions concerning insurance payment or denial of your claim, you should **first contact your insurance provider** to obtain further information. **ALL BALANCES ARE DUE IN FULL** upon receipt of a mailed statement. If you are unable to remit payment in full, you are required to contact our billing office at 888-342-3689 to speak with a patient accounts representative. Failure to remit payment or correspond with the billing office may result in your account being subject to further collection efforts. Accounts subject to additional collection efforts may result in the responsible billing party and associated family members having medical services suspended and subject to termination from the practice.

Returned checks may be subject to a \$30.00 fee per occurrence.

Unless other arrangements have been made and agreed to by the parties in writing, the amount due as reflected on a statement is due when services are rendered. A late payment charge of one and one-third percent (1 1/3%) per month may be charged on any unpaid amounts from and after the 31<sup>st</sup> day following the date of the statement; provided, however, in the event the patient has health insurance and a claim is submitted, the late payment charges will apply from and after the 61<sup>st</sup> days following the date the insurance provider has determined what the patient's financial responsibility (e.g., deductible/co-insurance) is for the medical services rendered. In the event the patient's account is sent to a collection agency, the patient (or patient's responsible party, as applicable) agrees to reimburse IMP for the fees charged IMP by such collection agency, which fees may be based upon a percentage not to exceed 33 1/3% of the patient's outstanding account balance, and all other costs and expenses, including reasonable attorneys' fees, IMP incurs in its collection efforts.

### No-Show/Late Arrival Policy:

A minimum 2 hour notice is required to cancel appointments. If the required notice is not received, you may be charged a \$25.00 fee. This fee is NOT covered by your insurance. If you are more than 10 minutes late for your appointment, you may be required to reschedule.

### FINANCIAL AGREEMENT/ASSIGNMENT OF BENEFITS

I have read and agree to the terms and conditions set forth above. I understand that I am responsible for and agree to pay all charges regardless of insurance coverage or pendency of claims. I authorize the release of all medical information necessary to process my health insurance claim and request payment of benefits be made to Internal Medicine Physicians, P.C.. A photocopy of this agreement shall be as valid as the original. I understand that I can withdraw this medical benefit assignment at any time by notifying this office in writing.

Patient or Responsible Party Signature	Date
I attent of Responsible I arry Signature	Date



Appointment reminders can now be made by phone call, text or e-mail. Please mark your preference below and list what number or e-mail address would be best to receive this reminder. Unfortunately our system only allows for **ONE** option, so please pick the **ONE** you most prefer.

☐ Phone c	all	
	Phone #	
□ Text	Phone #	
∐ E-mail _	e-mail address	
Name (print)		
Sign		
Date		

## INTERNAL MEDICINE AND FAMILY PHYSICIANS, P.C.

	CONTACT AUTHORIZATION
Patient Name:	Date of Birth:
Vithout your authorization, me he only information left will	Physicians, P.C. is committed to protecting our patient's prival ssages left on voicemail or with other individuals will be limit be limited to our office name and phone numbers. If you preprovided, please fill out the form below.
Best daytime contact #	:( )
	message-only provider name and phone # message-lab/test results, med changes, etc.
	en communication will go to the address on file. ease verify we have your current address.
	aing, mend, etc.):
equire system changes and doc	y Physicians, P.C. Staff: changes in contact information numentation on a Privacy Practices Action Form (PPAF).  te the above contact information. Changes to this form vapleted.
Sign:	Date:



17030 Lakeside Hills Plaza, Suite 102 ● Omaha, NE 68130 ● Phone (402) 758-5800 Fax (402) 758-5809

### **AUTHORIZATION FOR RELEASE OF INFORMATION**

Patient Name:	
Date of Birth:	
Social Security Number:	
Patient Address:	
Telephone Number:	
Purpose for Record Request:	<ul><li>□ Continuation of Care</li><li>□ Transfer of Care</li><li>□ Other</li></ul>
I hereby request and authorname:	prize:
Address:	
Phone #:	
Fax #:	
to release all my medical re Name: INTERNAL ME	ecord to: DICINE & FAMILY PHYSICIANS
Address: 17030 Lakesi	de Hills Plaza, Suite 102 Omaha, NE 68130
Phone #: 402-758-5800	
Fax #: 402-758-5809	
I understand the information may information. I release the above f	include information regarding drug or alcohol abuse, mental health and/or HIV related rom all legal responsibility or liability that may arise from the act I have authorized.
	on is valid for one year after the date of my signature. I also understand that this cept to the extent that action has already been taken to comply with.
Date	Signature of Patient or Legal Representative
	Legal Representative's Relationship to Patient

## **Symptom Screening**

Patient Name:	Date of Birth: _		/				
Patient Phone:					Today's Date: _		/
		SEV	ERITY		FR	EQUEN	CY
	N/A	Mild	Moderate	Severe	Occasionally/ Never	Seasonal	Most of the Year/Daily
Itchy Eyes	0	1	2	3	0	1	2
Watery Eyes	0	1	2	3	0	1	2
Red Eyes	0	1	2	3	0	1	2
Runny Nose	0	1	2	3	0	1	2
Itchy Nose	0	1	2	3	0	1	2
Stuffy Nose	0		2	3	0	1	2
Frequent Sneezing	0	1	2	3	0	1	2
					NO	YES	
Have you ever been diagnosed	with asth	nma?					_
Have you ever been diagnosed	with atop	oic dermatitis?					
Do you take prescription or over to manage your allergy sympton		nter medication	S				
Name any of the above medical	ions and	l last date taker	n:				
	_						
OFFICE USE ONLY:							
Sum of Severity (0-21):		Su	m of Freque	ncy (0-14):			
Order 95004: Yes	] No		Date	of Last Pl	hysical Exam:		<u> </u>
Provider Signature:					Date:		/



17030 Lakeside Hills Plaza, Ste 102 Omaha, NE 68130 Phone (402) 758-5800 Fax (402) 758-5809

## ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY POLICY NOTICE

The undersigned hereby acknowledges receipt of the Internal Me Privacy Practices and attached Notice of Privacy Practices.	dicine Physicians, P.C. Summary Notice o
 Signature	 Date
Print Name of Patient	
(If an authorized representative)	
Print name of Representative	
Relationship to Patient	



### 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 it carefully and retain a copy for your records.

Under applicable law, Internal Medicine and Family Physicians, P.C. (referred to as "we," "our" or "IMP") is required to protect the privacy of your individual health information (information we refer to in this notice as "Protected Health Information" or "PHI"). We are also required to provide you with this notice regarding our policies and procedures regarding your PHI, and to abide by the terms of this notice, as it may be updated from time to time.

## USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

We are permitted to make certain types of uses and disclosures under applicable law for treatment, payment and healthcare operations purposes without obtaining your authorization.

For treatment purposes, we may use and disclose your PHI for the purpose of providing, coordinating or managing the delivery of healthcare services to you by one or more healthcare providers, including doctors, nurses, technicians, medical students or other hospital personnel who are involved in taking care of you. For example, another physician may consult with us regarding your condition or treatment.

For payment purposes, we may use and disclose your PHI to obtain payment or reimbursement for providing healthcare services, such as when we request payment for your insurer, health plan or a government benefit program. For healthcare operations purposes, we may use and disclose your PHI in a number of ways, including for quality assessment and improvement for planning and development, management and administration. Your information could be used, for example, to assist in the evaluation of the quality of care you were provided. Healthcare operations also include conducting training programs in which students, trainees or

practitioners in areas of healthcare learn under supervision to practice or improve their skills.

- In addition, we may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.
- Where applicable, we may disclose your health information to your health plan sponsor. This applies to a group health plan, a health insurance issuer or a Health Maintenance Organization (HMO) with respect to a group health plan.

We may use and disclose your PHI without your authorization for treatment, payment and healthcare operations purposes either within IMP or with other healthcare providers, health plans and those that process healthcare claims benefits and related information. We are also permitted to share your PHI without your authorization in the following instances.

We may also use or disclose your PHI as permitted or required by law including, for example:

- To public health authorities for the purpose of preventing or controlling disease or other public health purposes.
- To appropriate government authorities to report about victims of suspected abuse, neglect or domestic violence.
- To the Food and Drug Administration to report quality, safety, or effectiveness of the FDA regulated products or activities.
- In certain limited circumstances to an employer such as if we are asked to evaluate or treat a workrelated illness or injury for workers' compensation purposes.
- To qualified health authorities for purposes of conducting health oversight activities.
- In response to subpoenas, discovery requests or other lawful legal processes in the course of a judicial or administrative proceeding.

- To law enforcement authorities as required or permitted by law such as, for example, to report a death, a crime on our premises or if it appears necessary to alert law enforcement to respond to an emergency.
- To persons involved with respect to matters pertaining to a decedent or relating to cadaveric organ, eye or tissue donation.
- In certain instances, for research purposes.
- We may disclose your PHI if we believe, in good faith, it is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
- We may disclose your PHI for certain specialized government functions such as, for example, to Armed Forces Authorities with reference to military personnel or for national security purposes.

Unless vou object, we may also disclose to a member of your family or other relative, to a close personal friend or to any other person identified by your PHI that is directly relevant to that person's involvement with your care or payment related to your care. In addition, unless you object, orally or in writing, to a doctor, nurse or our privacy policy officer, we may use or disclose the PHI to notify, identify or locate a member of your family, your personal representative, another person responsible for your care or certain disaster relief agencies of your location, general condition or death. If you are incapacitated, there is an emergency or you otherwise do not have the opportunity to object to this use of disclosure, we will do what in our judgment is in your best interest regarding such disclosures and will disclose only the information that is directly relevant to the person's involvement with your healthcare. We will also use our judgment and experience regarding your best interest in allowing people to pick up filled prescriptions, medical supplies, x-rays or other similar forms of PHI. Other uses and disclosures will be made only with your written authorization, and you may revoke your authorization by notifying the Privacy Officer.

#### YOUR PRIVACY RIGHTS

**To Request Restrictions.** You have the right to request restrictions on our use and disclosure of your PHI. We are not required to agree to your request. If we do agree to a restriction, we will abide by that restriction except in an emergency.

**To Limit Communications.** You have the right to receive confidential communications about your own PHI by alternative means or at alternative locations. This means that you may, for example, designate we contact you only via email or at work rather than at home. To request communications via alternative means or alternative locations, you must submit a written request to the Privacy Officer. All reasonable requests will be granted.

To Access and Copy Health Information. You have the right to inspect and copy any PHI about you other than psychotherapy notes, information compiled in anticipation of or for use in civil, criminal or administrative proceedings or certain information governed by the Clinical Laboratory Improvement Act. To arrange for access to your records, or to receive a copy of your records, you should submit a written request to the Privacy Officer. If you request copies, you may be charged a reasonable fee based on our costs for labor, copying and mailing the requested information. Despite your general right to access your PHI, access may be denied in some limited circumstances as provided by law. In certain situations, if access is denied you have the right to have the decision reviewed by a healthcare professional who did not participate in the original decision. If access is ultimately denied, the reasons for that denial will be provided to you in writing.

To Request Amendment. You may request your PHI be amended. Your request may be denied if the information in question: was not created by us (unless you show the original source of the information is no longer available to seek amendment from), is not part of our records, is not the type of information that would be available to you for inspection or copying (for example, psychotherapy notes), or is accurate and complete. If your request to amend your PHI is denied, you may submit a written statement disagreeing with the denial, which we will keep on file and distribute with all future disclosures of the information to which it relates. Requests to amend PHI must be submitted in writing to the Privacy Officer.

To an Accounting of Disclosure. You have to right to an accounting of any disclosures of you PHI made during the six-year period preceding the date of your request beginning from April 14, 2003. However, the following disclosures will not be accounted for: (i) disclosures made for the purpose of carrying out treatment, payment or healthcare operations, (ii) disclosures made to you, (iii) disclosures of information maintained in our patient directory, disclosures made to persons involved in your care, or for the purpose of notifying your family or friends your whereabouts, (iv) disclosures for national security or intelligence purposes, (v) disclosures to correctional institutions or law enforcement officials who had you in custody at the time of disclosure, (vi) disclosure that occurred prior to April 14, 2003, (vii) disclosures that are part of a limited data set, (ix) disclosures that are incidental to another permissible use or disclosure, or (x) disclosures made to a health oversight agency or law enforcement official, but only if the agency or official asks us not to account to you for such disclosures and only for the limited period of time covered by that request. The accounting will include the date of each disclosure, the name of the entity or person who received the information and that person's address (if known) and a brief description of the information disclosed and the purpose of the disclosure. To request an accounting of disclosures, submit a written request to the Privacy Officer.

### **Our Duties**

1)We are required by law to maintain the privacy of your PHI connected with this Notice and to provide you with this Notice of our legal duties and privacy practices.

2)We are required to abide by the terms of this Notice. We reserve the right to change the terms of this Notice and to make those changes applicable to all health information we maintain. Any changes to this Notice will be posted in our office, if applicable, and at our facilities, and will be available from us upon request.

### **Complaints**

You can complain to us and to the federal Secretary of the Department of Health and Human Services if you believe your privacy rights have been violated. To lodge a complaint with us, please file a written complaint with the Privacy Officer. This person will also provide you with further information about our privacy policies upon request. No action will be taken against you for filing a complaint.

For further information concerning our privacy policy, your privacy rights, or the complaint procedure, please contact our Privacy Officer: Dr. David Sharp, telephone number (402) 758-5800, fax number (402) 758-5809 or by mail 17030 Lakeside Hills Plaza, Suite 102, Omaha, NE 68130



17030 Lakeside Hills Plaza, Ste 102/104

Omaha, NE 68130

&

16909 Lakeside Hills Court, Ste 105

Omaha, NE 68130

Phone: (402) 758-5800

Fax: (402) 758-5809

www.impomaha.com



# HEALTH HISTORY QUESTIONNAIRE All questions contained in this questionnaire are strictly confidential and will become part of your medical record.

Name (Last, F	irst, M.I.):					□М	□F	DOB:		
Marital statu	s: Sing	le Partnere	d Married	☐ Separated	l 🗆	Divorced	☐ Wide	owed		
Previous or r	eferring doc	etor:				Date last	seen by p	revious Dr		
Pharmacy:						Date of la	st physic	al exam:		
			PERSON	NAL HEA	LT	H HIS	<b>TORY</b>	<u> </u>		
Childhood ill	nocc•	□ Measles □	Mumps □ Rube	alla 🗆 Chicker	nnov F	□ Phoumati	c Fever	□ Polio □	Other:	
Immunization		☐ Tetanus	Mumps 🗀 Kuo	спа 🗖 спісксі	трох с	☐ Pneum			ouici.	
date last rece		Hepatitis				Chicke				
						☐ MMR (				
		☐ Influenza				Mumps, R				
		Shingles				Other:				
List any med	ical problen	ns that other do	ctors have diagr	nosed						
List any spec	ialists you h	ave seen (past o	or present)							
Surgeries/Pro	ooduree									
	Reason							Location		
Tear	Reason							Location		
	Cardiac Stre	ss Test								
	EKG									
	Colonoscopy	y								
	PSA	·								
	Pap Smear									
	Mammogran	n								

List your presc	ribed medications as we	ll as over-the	-counter	medications (suc	h as vi	tamins and inhalers)	***USE BAG	CK I	F NEI	EDEI	D***	
Name of Medica	tion	Dose				Frequency 7	aken					
Allergies to Med	dications ***PLEASE L	IST NON-M	EDICAT	TION ALLERGIE	ES ON	BACK OF PAGE**	*					
Туре		React	ion You	Had								
	TITE A	NIAT CARREN										
	HEALTH HABITS AND PERSONAL SAFETY											
Exercise	☐ Sedentary (No exerci	ise)										
LACTCISC	☐ Mild exercise (i.e., climb stairs, walk 3 blocks, golf)											
	Occasional vigorous exercise (i.e., work or recreation, less than 4x/week for 30 min.)											
	☐ Regular vigorous exe	ercise (i.e., wo	ork or rec	reation 4x/week fo	or 30 m	inutes)						
Diet	Are you "dieting"?								Yes		No	
	If yes, are you on a physician prescribed medical diet?								Yes		No	
	How would you describe your diet?											
Caffeine	□ None	☐ Coffee		☐ Tea		☐ Cola	# of cups	s/can	s per d	ay?		
Alcohol	Do you drink alcohol?								Yes		No	
	If yes, what kind?											
	How many drinks per week?											
	Are you concerned about the amount you drink?								Yes		No	
	Have you considered stopping?								Yes		No	
Tobacco									day			
	☐ # of years	☐ Or year o	quit									
Drugs	Do you currently use "re	ecreational" o	r "street	drugs"? Type:					Yes		No	
	Have you used "recreati	onal" or "stre	et drugs"	in the past? Type:					Yes		No	
Personal	Do you live alone?								Yes		No	
Safety	Do you have frequent fa	ılls?							Yes		No	
	Do you have vision or h	earing loss?							Yes		No	
	Physical and/or mental abuse has also become major public health issues in this country. This often takes the form of verbally threatening behavior or actual physical or sexual abuse. Would you like to discuss this issue with your provider?								Yes		No	

	FA	. 1	ЛТТ	$\mathbf{Y}$	HEA	T	TH	HI	ST	OR	7	7
--	----	-----	-----	--------------	-----	---	----	----	----	----	---	---

	AGE	SIGNIFICAN PROBI			AG	E	SIGNIFICA PRO			ТН		
Father				Children	□ M □ F							
Mother				-	□ M □ F							
Sibling	□ M □ F				□ M □ F							
	□ M □ F				□ M □ F							
	□ M □ F			Grandmother Maternal								
	□ M □ F			Grandfather  Maternal								
	□ M			Grandmother								
	☐ F			Paternal Grandfather								
	F			Paternal								
MENTAL HEALTH												
Is stress a major	problem for vo	u?							Yes		No	
Do you feel depr		<u></u>							Yes		No	
Do you panic wl	hen stressed?							Yes		No		
Have you ever a	ttempted suicid	e?						Yes		No		
Have you ever s	eriously though	t about hurting yourse						Yes		No		
Do you have tro	uble sleeping?							Yes		No		
If yes,	Insomnia			leep Apnea	a	Other	:					
ADVANCED DIRECTIVE												
Do you have an	advanced direct	tive or living will?							Yes		No	
			OTHER P	ROBLEM	IS							
			<u> </u>									
C	Check if you ha	ve, or have had any	symptoms in the fo	ollowing areas to	a signific	cant o	legree and briefly ex	plai	<b>1.</b>			
Skin			Chest/Heart				Recent changes in:					
☐ Head/Neck			Back				Weight					
☐ Ears			☐ Intestinal				Energy level					
□ Nose							Ability to sleep					
☐ Throat						Other pain/discomfor	t:					
Lungs			Circulation									
Sign:												
Date:												