For Office use only Patient Account Number:

PATIENT INFORMATION

vpfw

News					virginia physician FOR WOMEN
Name	First	Middle (M	laiden) Location_		
Preferred Name/Nickname (if appli	cable)				Age
Date of Birth		Social Se	ecurity Number		
Race	Ethnicity	y-Hispanic/Latino	□ Yes □ No Primary	/ Language	
Marital Status: 🗖 Single	Married	□ Separated	Divorced	U Widowed	
C C					
Mailing Address	Street			Apt #	
City		State		Zip	
Phone: Home ()	<u>Cell (</u>))	Work ()	
Primary Number (circle one):	Home	Work	Cell		
Email					
Preferred Communication Method f	or Appointment Re	minders (circle on	e): Home phone	Cell phone Text	Email
Primary Care Physician			Referred to VPFW b	У	
Patient Employer			Occupation		
<u>If you do not want test results ma</u>	iled or phoned to	your home, where	e should we contact y	ou with the results?	<u>:</u>
Address			Phone (_)	
In case of an emergency, please n	otify: Name		Phone (_)	
Primary Insurance Information: Insurance Company Name					
Policy Holder's Name					
First		Middle (N	-	Last	
Policy Holder's Date of Birth					
Patient's Relationship to Policy Hole		Spouse 🖵 Child	□ Other:		
Secondary Insurance Information					
Policy Holder's Name		Midd	le (Maiden)	Last	
Policy Holder's Date of Birth					
Patient's Relationship to Policy Hole					
ration o relationship to roncy 1100			– other.		
Patient (or Parent/Guarantor	if under 18) Sigr	nature		Date	e
					Revised: 6/2017



Patient History

Name	Preferred	Nickname_		D.O.B	Age
Reason for visit:	Annual Returning OE	B patient	□ Gynecologic Problem:		
		GYNECO	LOGIC HISTORY		
Age of very first per Have you experienc If yes to either: Age How often do your p How long do your p Is the flow heavy, m Do you use tampon How often do you h Do you experience o	ed: 🔲 a Hysterectomy or 🖵 e at Menopause Yea period usually occur? Every _ eriods last? edium, or light? s or pads? ave to change tampons or pa cramps Y / N Are they	or IN, or IN, or N, or N, ds? Every _ mild/mode	ectomy days/months or □ N/A /A /A minutes/hours or erate/severe?		or 🗖 N/A
	f Breast Exams? Y/N If so, Last pap sr		?Last HPV testing		
Are you sexually act		Y / N			
	d for pregnancy prevention?		Form of birth control used? (pills, condom, e	tc.)
Have you ever had a	an abnormal pap?	Y / N	If yes, what kind of treatment Conization)	was done? (C	olpo, Cryo, Leep,
Have you ever had a	an HPV test?	Y / N	Date and result:		
Have you ever had a	an STD?	Y / N	If so, which?		
Have you ever had a	a mammogram?	Y / N	Date of last mammogram:		
Have you ever had a	an abnormal mammogram?	Y / N			
Have you ever had a	a breast biopsy?	Y / N	Results		
Have you received t	he HPV vaccine?	Y / N	If yes, Gardasil or Cervarix?	(circle one) A	I 3 Doses? Y / N
Have you ever had a	a colonoscopy?	Y / N	Date of last colonoscopy:		
Have you ever had l	oone density testing?	Y / N	Date of last bone density:		

Do you currently experience any of the following?

Irregular periods	Y / N	Pain with intercourse	Y / N
Heavy periods	Y / N	Decreased libido	Y / N
Bleeding between periods	Y / N	Breast lump	Y / N
Pelvic or abdominal pain	Y / N	Breast swelling	Y / N
Abnormal vaginal discharge	Y / N	Breast pain	Y / N
Sexual problems	Y / N	Nipple discharge	Y / N
Pelvic or abdominal pain	Y / N		

OBSTETRIC HISTORY

How many times have you been pregnant?	Any twins or multiples?
How many times have you given birth?	How many miscarriages/ectopic?
How many living children do you have?	How many terminations/abortions?

Please provide details about your previous pregnancies:

Date of Delivery	How many weeks along?	How many hours did labor last?	Baby's weight	Male/ Female	Vaginal or C- section? Vacuum or forceps?	Epidural or none? Type of Anesthesia?	Complications of pregnancy or delivery?	Location

SOCIAL HISTORY

Marital Status:	Single Arried Divorced Widowed	
Sexual Orientation:	□ Heterosexual □ Gay/Lesbian □ Bisexual	•
Education	Are you employed? Y / N Occupation	:
Do you diet? Y / N	Do you exercise? Y / N Caffeine Intake:	

History of physical/mental/sexual abuse	Y / N	
Have you ever smoked?	Y / N	
Do you smoke currently?	Y / N	If so, how often/how much?
Do you drink alcohol?	Y / N	If so, how much?
Do you use illegal drugs?	Y / N	If so, what type & how much?

MEDICAL HISTORY

Do۱	ou have anv	current illnesses?	Y / N	If yes, please list

Do you have any medical problems such as Diabetes, high blood pressure, heart disease, thyroid disorder, cancer? Y / N If yes, please list

Do you take any medications or over-the-counter medications (including vitamins)? If yes, please list _____

Are you allergic to any medications or latex? Y / N If yes, please list medication and reaction _____

Have you ever had surgery? Y / N	If yes, please list surgery date & type
Have you had other hospitalizations	s? Y / N If yes, please list date & type of procedure

INFECTION HISTORY

Have you or your spouse/partner ever experienced any of the following:

	Self	Spouse/Partner		Self	Spouse/Partner
Chicken Pox			HIV/AIDS		
Syphilis			Recent Gonorrhea or Chlamydia Infection		
Rheumatic Fever			Tuberculosis Infection or +TB Skin Test		
Genital Herpes			Exposure or Infection with Hepatitis B or C		

REVIEW OF SYSTEMS

Do you experience any of the following symptoms on a regular basis?

	Fatigue		Syncope	Difficulty breathing
	Malaise		Shortness of Breath on	Wheezing
	Fever/Chills		exertion	Diarrhea/constipation
	Night sweats		Heart pounding	Leaking stool
	Visual changes		Irregular heartbeat	Nausea or vomiting
	Chest pain		Cough	Stomach pains
	Blood in stools		Incomplete emptying after	Unintended weight gain/loss
	Change in appearance of		urinating	Bruising/bleeding easily
sto	ols		Kidney stones	Enlarged lymph nodes
	Loss of appetite		Muscle weakness	Headaches
	Blood in urine		Joint pain	Vertigo/Lightheadedness
	Pain with urination		Back pain	Hallucinations
	Frequency/urgency with		Seizures	Anxiety
	urination		New skin lesion/rash	Depression
	Leakage of urine		Hot flashes	Suicidal or homicidal thoughts
	Pain with intercourse		Thyroid problems	
Please desc	cribe the symptoms you marked	l abo	ove:	

FAMILY HISTORY

Mother alive and well	_Father alive and well
Do you have any Brothers	_Sisters

Do you have a family history of any of the following? Please list the affected family member(s):

Diabetes	Y / N	Breast cancer	Y / N
High blood pressure	Y / N	Colon cancer	Y / N
High cholesterol	Y / N	Ovarian cancer	Y / N
Heart disease	Y / N	Endometrial (uterine) cancer	Y / N
Thyroid disorder	Y / N	Any other cancer	Y / N

Any other medical problems in the family? Please list ______

PREGNANT PATIENTS ONLY:

GENETIC HISTORY

Do you or your baby's biological father have any of the following in your family history? Cystic Fibrosis Y / N Hemophilia Y/N Muscular Dystrophy Y/N Sickle Cell Disease/Trait Y/N Chromosomal Abnormalities Y / N Neural Tube Defects/Spina Bifida Y/N Y / N Y/N Congenital Heart Defects Fragile X Y / N Y/N Huntington's Disease Down Syndrome Mental Retardation Thalassemia Y / N Y/N Y/N Jewish Heritage

If yes to any of the above, please describe: ______

Any other family history of babies born with abnormalities?_____

Any of the following ethnic histories? Jewish/French Canadian/Creole/Cajun/Asian/Mediterranean

Virginia Physicians for Women 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.

If you have any questions about this Notice please contact the Privacy Officer. 804-897-2100

Effective Date: April 14, 2003 Revised: 7/1/13

We are committed to protect the privacy of your personal health information (PHI).

This Notice of Privacy Practices (Notice) describes how we may use within our practice or network and disclose (share outside of our practice or network) your PHI to carry out treatment, payment or health care operations. We may also share your information for other purposes that are permitted or required by law. This Notice also describes your rights to access and control your PHI.

We are required by law to maintain the privacy of your PHI. We will follow the terms outlined in this Notice. We may change our Notice, at any time. Any changes will apply to all PHI. Upon your request, we will provide you with any revised Notice by:

- Posting the new Notice in our office.
- If requested, making copies of the new Notice available in our office or by mail.
- Posting the revised Notice on our website: vpfw.com.

Uses and Disclosures of Protected Health Information

We may use or disclose (share) your PHI to provide health care treatment for you.

Your PHI may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you.

EXAMPLE: Your PHI may be provided to a physician to whom you have been referred for evaluation to ensure that the physician has the necessary information to diagnose or treat you. We may also share your PHI from time-to-time with another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your physician, becomes involved in your care by providing assistance, to your physician, with your health care diagnosis or treatment.

We may also share your PHI with people outside of our practice that may provide medical care for you such as home health agencies.

We may use and disclose your PHI to obtain payment for services. We may provide your PHI to others in order to bill or collect payment for services. There may be services for which we share information with your health plan to determine if the service will be covered. PHI may be shared with the following:

- Billing companies
- Insurance companies, health plans
- Government agencies in order to assist with qualification of benefits
- Collection agencies

EXAMPLE: You are seen at our practice for a procedure. We will need to provide a listing of services such as x-rays to your insurance company so that we can get paid for the procedure. We may at times contact your health care plan to receive approval PRIOR to performing certain procedures to ensure the services will be covered. This will require sharing of your PHI.

We may use or disclose, as-needed, your PHI in order to support the business activities of this practice, which are called health care operations.

EXAMPLES:

- Training students, other health care providers, or ancillary staff such as billing personnel to help them learn or improve their skills.
- Quality improvement processes which look at delivery of health care and for improvement in processes which will provide safer, more effective care for you.
- Use of information to assist in resolving problems or complaints within the practice.

We may use and disclosure your PHI in other situations without your permission:

- <u>If required by law:</u> The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. For example, we may be required to report suspected abuse or neglect.
- <u>Public health activities</u>: The disclosure will be made for the purpose of controlling disease, injury or disability and only to public health authorities permitted by law to collect or receive information. We may also notify individuals who may have been exposed to a disease or may be at risk of contracting or spreading a disease or condition.
- <u>Health oversight agencies</u>: We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.
- Legal proceedings: To assist in any legal proceeding or in response to a court order, in certain conditions in response to a subpoena, or other lawful process.
 - <u>Police or other law enforcement purposes</u>: The release of PHI will meet all applicable legal requirements for release.
 - <u>Coroners, funeral directors:</u> We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law
 - <u>Medical research:</u> We may disclose your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.
 - <u>Special government purposes</u>: Information may be shared for national security purposes, or if you are a member of the military, to the military under limited circumstances.
 - <u>Correctional institutions:</u> Information may be shared which is necessary for your health or the health and safety of other individuals if you are an inmate or under custody of law.
 - <u>Workers' Compensation</u>: Your protected health information may be disclosed by us, as authorized, to comply with workers' compensation laws and other similar legally-established programs.

Other uses and disclosures of your health information.

<u>Business Associates:</u> Some services are provided through the use of contracted entities called "business associates". We will always release only the minimum amount of PHI necessary so that the business associate can perform the identified services. We require the business associate(s) to appropriately safeguard your information. Examples of business associates include billing companies, collection agencies or transcription services.

<u>Health Information Exchange</u>: We may make your health information available electronically to other healthcare providers outside of our facility who are involved in your care.

<u>Treatment alternatives</u>: We may provide you notice of treatment options or other health related services that may improve your overall health.

Appointment reminders: We may contact you as a reminder about upcoming appointments or treatment.

We may use or disclose your PHI in the following situations UNLESS you object.

- We may share your information with friends or family members, or other persons directly identified by you at the level they are involved in your care or payment of services. If you are not present or able to agree/object, the healthcare provider using professional judgment will determine if it is in your best interest to share the information. For example, we may discuss post procedure instructions with the person who drove you to the facility unless you tell us specifically not to share the information.
- We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location, general condition or death.
- We may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts.

The following uses and disclosures of PHI require your written authorization:

Marketing

Disclosures for any purposes which require the sale of your information <u>All other uses and disclosures not recorded in this Notice will require a</u> written authorization from you or your personal representative.

Written authorization simply explains how you want your information used and disclosed. Your written authorization may be revoked at any time, in writing. Except to the extent that your doctor or this practice has used or released information based on the direction provided in the authorization, no further use or disclosure will occur.

Your Privacy Rights

You have certain rights related to your protected health information. All requests to exercise your rights must be made in writing. You may do this by providing a written request either by mail, fax or electronic methods (i.e. <u>info@vpfw.com</u>).

You have the right to see and obtain a copy of your protected health information.

This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. If requested we will provide you a copy of your records in an electronic format. There are some exceptions to records which may be copied and the request may be denied. We may charge you a reasonable cost based fee for a copy of the records.

You have the right to request a restriction of your protected health information.

You may request for this practice not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. We are not required to agree with these requests. If we agree to a restriction request we will honor the restriction request unless the information is needed to provide emergency treatment.

There is one exception: we must accept a restriction request to restrict disclosure of information to a health plan if you pay out of pocket, in full for a service or product, unless it is otherwise required by law.

You have the right to request for us to communicate in different ways or in different locations.

We will agree to reasonable requests. We may also request alternative address or other method of contact such as mailing information to a post office box. We will not ask for an explanation from you about the request.

You have the right to request an amendment of your health information.

You may request an amendment of your health information if you feel that the information is not correct, along with an explanation of the reason for the request. In certain cases, we may deny your request for an amendment at which time you will have an opportunity to disagree. This request should be in writing, addressed to the Privacy Officer. You have the right to a list of people or organizations who have received your health information from us.

This right applies to disclosures for purposes other than treatment, payment or healthcare operations. You have the right to obtain a listing of these disclosures that occurred after April 14, 2003. You may request them for the previous six years or a shorter timeframe. If you request more than one list within a 12 month period you may be charged a reasonable fee.

Additional Privacy Rights

- You have the right to obtain a paper copy of this notice from us, upon request. We will provide you a copy of this Notice the first day we treat you at our facility. In an emergency situation we will give you this Notice as soon as possible.
- You have a right to receive notification of any breach of your protected health information.

Complaints

If you think we have violated your rights or you have a complaint about our privacy practices you can contact:

Privacy Officer Fax: 804-897-9074 Mail: 10710 Midlothian Turnpike, Suite 200 Richmond, VA 23235

You may also complain to the United States Secretary of Health and Human Services if you believe your privacy rights have been violated by us.

If you file a complaint we will not retaliate against you for filing a complaint.

This notice was published and becomes effective on April 13, 2003



Written Acknowledgement Form

Our Notice of Private Practices provides information about how we may use and disclose medical information about you. As provided in our notice, the terms of our notice may change. If we change our notice, you may receive a revised copy.

١,	(please print name) have been provided with a copy
0	f Virginia Physicians for Women's Notice of Privacy Practices.

I have had the opportunity to read the Notice of Privacy Practices.

I understand that I may ask questions to Virginia Physicians for Women if I do not understand any information contained in the Notice of Privacy Practices.

Patient (or Guarantor) Signature	Date:

Guarantor's Relationship to Patient_____

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E-PRESCRIBING PBM CONSENT FORM

ePrescribing is defined as a physician's ability to electronically send a prescription directly to a pharmacy. Benefits data are maintained for health insurance companies by organizations known as Pharmacy Benefits Managers (PBM). PBM's are third party administrators of prescription drug programs whose primary responsibilities are processing and paying prescription drug claims.

By signing this consent form you are agreeing that Virginia Physicians for Women can request and use your prescription medication history from other healthcare providers and/or third party Pharmacy Benefits Managers for treatment purposes.

Patient Name (printed)	 Date of Birth	/ /_	
N / ·			

Relationship (if other than patient)_____

Signature of patient (or Guarantor):

__Date ____ /____ /____

For Office use only Patient Account Number



Disclosure to Family Members and Friends

It has been explained to me that information related to my health may be disclosed to my family and friends, or as needed for payment of health care services. I understand that Virginia Physicians for Women, Ltd. (VPFW) will only disclose information relevant to my current treatment. I agree that VPFW may disclose health information to the individuals listed below.

Patient Name:		
Patient Signature:		Date:
<u>Name (first,middle,last)</u>	Relationship	This person may access my records:
		Phone In Person w/Patient
		Phone In Person w/Patient
		Phone In Person w/Patient

******Please remember** it is your responsibility to keep this information current.

Virginia State law allows parental access to a minor's health records.

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Financial Policy



Thank you for choosing Virginia Physicians for Women, LTD (VPFW) as your trusted medical provider. Please understand payment of non-covered services is due at the time of service. The Business Office will be happy to answer any questions regarding this financial policy at (804) 897-2100 option 4.

Insurance: Please bring your insurance card to each office visit. As a courtesy to you, we will file claims associated with participating insurance plans. You will receive separate bills from all providers of outside services, including laboratory, x-ray, pathology, anesthesia and the hospital. It is your responsibility to pay any deductibles, co-insurance and/or non-covered services associated with your specific insurance plan. Medicaid Plan First patients have limited benefits and will be required to make a deposit of \$160 prior to services being rendered. You will receive a statement from our office indicating what your insurance has covered and the remaining patient account balance. All balances are payable upon receipt. **You are responsible for informing VPFW of changes in insurance coverage within 30 days from the date of service, or you may be responsible for any charges incurred due to delay in timely submission of your claims.**

Payment at Time of Services: You will be required to pay the estimated cost of services (including copays, additional procedures, and ultrasounds) at time of service. Financial arrangements must be made prior to services if you are unable to pay the balance in full. Self-pay patients are expected to pay their balance in full at the time of service. If the insurance payments and the amount of your payment exceed the amount owed for services, the difference will be refunded back to you.

Individualized Payment Plans: Surgical and prenatal patients will be required to make separate payment arrangements based on our OB and surgical policies prior to services being rendered. If you are a surgical or OB patient, VPFW will verify insurance coverage and prepare estimated costs of services as a courtesy to you.

Cancelled Appointments: If you are unable to keep your scheduled appointment, please contact our office at least 24 hours prior to the scheduled appointment time to reschedule. If you do not notify us prior to missing a scheduled appointment, you will be considered a "no-show" patient and a \$25 charge will be added to your account. New appointments cannot be scheduled until this charge is paid in full.

Referrals: Your participating insurance carrier may require that you obtain a referral from your Primary Care Physician (PCP) prior to receiving services. Please bring that referral to your scheduled appointment. Any services received without a referral will be the responsibility of the patient.

Declined or Returned Payments: A \$40 charge will be applied to your account for any checks rejected by the bank for any reason. **If a pre-arranged credit card payment plan is established and a payment declines, you may be charged \$25 per declined transaction.** Please ensure that there are sufficient funds on the stored credit card to cover these payments prior to setting up payment arrangements and contact our office immediately with any changes regarding your stored card. Additional fees may be charged by your financial institution.

Patient Financial Responsibility Acknowledgement

I acknowledge full financial responsibility for services rendered by Virginia Physicians for Women, LTD (VPFW). I understand that I am responsible for any portion of the charges including co-pays, deductibles and co-insurance amounts. I understand that payment of co-pays, deductibles, co-insurance amounts and non-covered services are expected at the time of service, as well as any prior balance due that I may owe. Should this account become delinquent, I agree to pay all collection and court costs, including attorney's fees which are 31% of the total balance owed. All past due amounts may accrue interest at the rate of 1.5% per month, 18% per annum if balance is not paid within 60 days. I understand the above financial agreement and my patient responsibilities. Should my insurance company not cover charges associated with my services at VPFW, I am aware that any non-covered charges will be my responsibility.

Print Patient Name

_Date

Signature of Patient or Responsible Party _



REFERRAL FORM

PATIENT NAME:			
TYPE OF VISIT: GYN		🗆 ОВ	
Where did you hear a	bout us? Please che	eck all that apply.	
 Called Wrong Number Direct Mail (postcard mailed) Drove by Emergency Room at Hospital Facebook Family/ Friend/ Coworker (Name): Health Fair Goochland Chamber Event Health Fair Hospital Website Insurance Company On-Site Seminar Patient First 		Magazine/ Publications (which one): Boomer Chesterfield Living Chesterfield Observer Colonial Voice/ Progress Index Ft. Lee Traveller/ Military Newspaper Goochland Gazette Hopewell News News Patriot Our Health Richmond Magazine West End's Best College Guides (which one): Richard Bland	
Phone book/ Yellow Pages Physician Referral		VCU VSU Pulse	
(Name): Internet (which site): CompletelyKids.com		Radio (which station): Lite 98 K95 Q94	
Google iHeartRadio KnowDifferent		WTOX ACTIVA WVNZ MAXIMA	
MacaroniKids.com RichmondMommi VPFW.com Other:	es.com	TV (which channel): Channel 6 WTVR (Dr. Oz/Ellen) Channel 8 WRIC Other (please list):	
		Other (picase iist)	