

Signature of Patient or Responsible Party if Minor

CORELife Patient Information Sheet

Nam	E:	T SUFFIX NICKNAME DATE OF BIRTH		
Patient Demographics	Address:	☐ Same as Patient (if same as Patient, do not complete)		
	STREET	Nama		
	CITY, STATE, ZIP CODE	FIRST, MIDDLE, LAST		
		Social Sec. # Address: STREET		
	Gender:	Address:		
		CITY, STATE, ZIP CODE		
	Home Phone:			
	Daytime Phone:	Email:		
	Mobile Phone:	<u> </u>		
	Social Sec. #			
	Marital Status: ☐ Single ☐ Married ☐ Divorced	Name:		
	☐ Separated ☐ Widowed	Hame: STREET Name: STREET		
	<u> </u>			
in the state of th	☐ Declined to state ☐ Hispanic or Latino ☐ Not Hispanic or Latino	CITY, STATE , ZIP CODE		
ш	☐ Hispanic or Latino ☐ Not Hispanic or Latino	act		
	☐ African American or Black ☐ Native Hawaiian/Other Pacific	Name:		
e e	☐ American Indian or Alaska Native ☐ Other Race	Phone		
Race	☐ Asian ☐ Pacific Islander ☐ White or Caucasian	ခ်ာ		
	☐ Middle-Eastern	- Sanguer		
	Company: Addres			
2	Insured's Employer: Addres			
Primary	Insured's Name:	_Patient Relationship: ☐ Self ☐ Spouse ☐ Child ☐ Other		
	BOB Gender. Etwale			
ance	Policy Group ID:	Individual ID: Copay:		
Insui	Company: Addres	SS:		
<u> </u>	Insured's Employer: Addres	SS:		
Secondary	Insured's Name:	_Patient Relationship: ☐ Self ☐ Spouse ☐ Child ☐ Other		
9	DOB: Gender: 🗖 Male	☐ Female Phone:		
V		Individual ID:Copay:		
_				
ž	Local Pharmacy:	Mail Order Pharmacy:		
How did you hear about CoreLife? ☐ Family/Friend ☐ Internet ☐ CL Website ☐ Facebook ☐ Print Ad ☐ Insurer Info ☐ Hospital Referral ☐ Physician Referral ☐ Other.				
author		or payment of services or to accept assignment of any government benefits due to me. I at if it is later determined that I am not eligible to receive benefits for these services, I will		

Medications	2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16.	Stroke High Blood Pressure Other medical condition
	Please circle if you	have been having any of the following symptoms
	☐ Weakness ☐ Thick tongue ☐ Coarse hair ☐ Hoarseness ☐ Emotional ☐ Slow Speech ☐ instability ☐ Gain in weight ☐ Slow movement ☐ Heart Palpitation ☐ Loss of hair ☐ Swollen Feet	□ Excessive/painful menses □ Poor Memory □ Constipation □ Brittle Nails □ Nervousness □ Dry, Coarse Skin □ Diminished sweating □ Pale Skin □ Swelling of face/eyelids □ Depression □ Tired/fatigue □ Coldness and cold skin □ Difficulty breathing □ Headaches
	Please check the medical condit	tions YOU have been diagnosed with in the past or currently

Financial Policy CoreLife, Inc

Thank you for choosing **CoreLife, Inc** ("CLI") as your healthcare provider. We realize that the cost of healthcare is a concern for our patients and we are available to discuss our professional fees with you at any time. Your clear understanding of our financial policy is important to our relationship. The following is a statement of our Financial Policy, which you must read, agree to, and sign prior to treatment. Carefully review the following information and please ask if you have any questions about our fees, policies, or your responsibilities.

<u>Provide Accurate Information:</u> You have a responsibility to provide accurate and complete information about your health history, mailing address, health insurance and other billing information. If any information changes-name, address, phone, insurance coverage, etc.- you must inform this practice immediately. Insurance denials or billing errors due to patient supplied information will result in the immediate transfer of the account balance to the patient's immediate financial responsibility.

Know Your Insurance Coverage and Benefits: Your health insurance coverage is a contract between you and your health insurance carrier. Patients are responsible for understanding their health insurance coverage(s) and benefits. There may be limitations and exclusions to coverage. You are responsible for any charges not covered by your plan.

<u>Insurance Accounts:</u> We ask that you present your insurance card at <u>every visit</u>. If you fail to provide us with the correct insurance information at each visit a waiver must be signed and you may be responsible for payment for all services provided.

- Co-payments are due at the time of service, as it is a requirement placed on you by your insurance carrier. Please help us by paying your co-payment at each visit.
- We will file claims to the insurance companies we contract with, provided that you authorize
 the "assignment of benefits" for payment directly to our practice. For plans that we participate
 in, the practice will accept payment based on contractual agreements. You agree to pay any
 portion of charges not covered by insurance.
- For insurance plans we do not contract with, we will file claims as a courtesy, provided that
 you authorize the "assignment of benefits" for payment directly to our practice. If your
 insurance does not pay within 60 days, you will be responsible to pay the balance of unpaid
 charges and follow-up with your insurance directly.

<u>Self-pay Accounts:</u> Self-pay accounts are patients without insurance coverage or who are unable to provide us with valid insurance information. If a patient is able to provide valid insurance information within 30 days of the original date of service a claim will be filed with the insurance carrier. If the insurance carrier issues payment for services rendered the patient will be issued a refund based upon the insurance payment. Self-pay patients are responsible for paying 100% of charges at the time services are rendered.

Worker's Compensation and Motor Vehicle Accident: In the case of a worker's compensation injury, motor vehicle accident and/or other third party liability you must obtain the claim number, phone number, contact person, and name and address of the insurance carrier PRIOR to your visit. Failure to provide worker's compensation, motor vehicle accident and/or other third party liability information within 30 days of the date of service may result in any unpaid balances transferring to patient responsibility. Payment for any services that we provide will ultimately be your responsibility if not paid promptly by another party.

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Financial Policy CoreLife, Inc

<u>Statements:</u> A statement will be sent to you once a balance becomes patient responsibility and will continue every 30 days thereafter. Unless you notify our office within 30 days of receiving your statement that you dispute the validity of the balance or any portion thereof, we will assume the balance is correct and valid.

<u>Collection of Outstanding Balances:</u> All outstanding balances shall be due within 14 days unless prior monthly payment arrangements have been made in writing. Balances that remain outstanding after 90 days or more may be referred to an outside collection agency/attorney and may result in termination of medical care by CLI. If your account is referred to an outside collection agency/attorney you may be responsible for paying any incurred collection agency/attorney's fees.

<u>Types of Payments:</u> Our practice accepts Debit, Visa, Mastercard, American Express, and Discover. Cash, check or money orders are also acceptable methods of payment. If your check is dishonored (returned for non-sufficient funds) you will be required to pay an additional fee of \$35.00.

Missed Appointments: It is important that you appear for all scheduled appointments. By way of courtesy, we usually (but need not) call to confirm your appointment a day or two before the scheduled visit. If speaking to you is not possible for any reason, we attempt to leave a reminder message on an answering machine or voice mail. Your failure to appear for a scheduled appointment or to cancel an appointment at least 24 hours prior to the visit may result in a missed appointment fee. This policy is aimed at minimizing waiting time and ensuring availability of medical care for all of our patients. We recognize the fact that there may be circumstances which may not permit you to give 24 hours prior notice but such occurrences are exceptionally rare and shall be considered on a case by case basis.

<u>Treatment of Minors:</u> The parent(s) or legal guardian(s) is responsible for full payment and will receive the billing statements. A signed release will be required to treat unaccompanied minors.

<u>Miscellaneous Fees:</u> Certain services (e.g. family conferences, completing forms, producing narrative reports, personal letters, etc) may entail additional fees not covered by insurance. Payment in full is expected at the time such services are rendered.

Regardless of any personal arrangements that a patient might have outside of our office, if you are over 18 years of age and receiving treatment, you are ultimately responsible for payment of service. Our office will not bill any other personal party.

By signing bellow, I fully understand and agree to the terms o	of the CoreLife Financial Policy.
Signature:	Date:

Waiver & Release of Liability

Name:		Phone:		_
Mailing Address:				
	Street	City	Zip	
and sufficiency of whi	ich is hereby acknowledged, for an	nd on behalf of myself and my pe	ersonal representatives, fa Forever waive, release, dis	ram, and for other valuable consideration, the receipt amily, heirs, successors, assigns and next of kin, scharge and covenant not to sue CoreLife, Inc, its
"Releasees" hereunder whatsoever, in law, econe or more of the Re or failure to achieve n	 r) from any and all liability, action quity or otherwise, that may arise a leasees or otherwise, including, bu 	s, causes of action, suits, procee nd that may be caused or alleged t not limited to, any claim of per this Waiver and Release of Liab	dings, controversies, dam d to be caused, in whole o rsonal injury, medical con	ors and directors (each considered one of the lages, judgments, executions, claims and demands or in part, by the negligence or intentional conduct of inplications, allergic reactions, death, property damage her or not any accident, loss, damage, injury or death
successors, assigns an harmless from any and	d/or next of kin, makes a claim or	claims against any or all of the I ees, claims, judgments, losses, li	Releasees, I will indemnif	o, my personal representatives, family, heirs, fy and hold the Releasees (or any one of them) ts which may be incurred by the Releasees (or any or
signing it and I have s the greatest extent allo	signed it freely and without any ind	ducement or assurance of any nat rtion of this agreement is held to	ture and I intend it to be a be invalid or unenforcea	understand that I have given up substantial rights by a complete and unconditional release of all liability to ble, the remainder shall continue in full force and
Signature:		Date:		
Signature of Parent/G	uardian –signature required if parti	icipant is 17 years old or younge	r:	
Name:		Phone:		
Mailing Address:				
	Street	City		Zip

Notice of Privacy Practices

Effective date: May 1, 2012

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

This notice describes how health information about you (as a patient of this practice) may be used and disclosed and how you can get access to your individually identifiable health information.

Please review this notice carefully.

A. Our commitment to your privacy:

Our practice is dedicated to maintaining the privacy of your individually identifiable health information (also called protected health information, or PHI). In conducting our business, we will create records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your PHI. By federal and state law, we must follow the terms of the Notice of Privacy Practices that we have in effect at the time.

We realize that these laws are complicated, but we must provide you with the following important information:

- How we may use and disclose your PHI,
- Your privacy rights in your PHI,
- Our obligations concerning the use and disclosure of your PHI.

The terms of this notice apply to all records containing your PHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. Our practice will post a copy of our current Notice in our offices in a visible location at all times, and you may request a copy of our most current Notice at any time.

B. If you have questions about this Notice, please contact:

Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447

C. We may use and disclose your PHI in the following ways:

The following categories describe the different ways in which we may use and disclose your PHI.

- 1. Treatment. Our practice may use your PHI to treat you. For example, we may ask you to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. We might use your PHI in order to write a prescription for you, or we might disclose your PHI to a pharmacy when we order a prescription for you. Many of the people who work for our practice including, but not limited to, our doctors and nurses may use or disclose your PHI in order to treat you or to assist others in your treatment. Additionally, we may disclose your PHI to others who may assist in your care, such as your spouse, children or parents. Finally, we may also disclose your PHI to other health care providers for purposes related to your treatment.
- 2. Payment. Our practice may use and disclose your PHI in order to bill and collect payment for the services and items you may receive from us. For example, we may contact your health insurer to certify that you are eligible for benefits (and for what range of benefits), and we may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment. We also may use and disclose your PHI to obtain payment from third parties that may be responsible for such costs, such as family members. Also, we may use your PHI to bill you directly for services and items. We may disclose your PHI to other health care providers and entities to assist in their billing and collection efforts.
- 3. Health care operations. Our practice may use and disclose your PHI to operate our business. As examples of the ways in which we may use and disclose your information for our operations, our practice may use your PHI to evaluate the quality of care you received from us, or to conduct cost-management and business planning activities for our practice. We may disclose your PHI to other health care providers and entities to assist in their health care operations.
- 4. Disclosures required by law. Our practice will use and disclose your PHI when we are required to do so by federal, state or local law
- D. Use and disclosure of your PHI in certain special circumstances:

The following categories describe unique scenarios in which we may use or disclose your identifiable health information:

- 1. Public health risks. Our practice may disclose your PHI to public health authorities that are authorized by law to collect information for the purpose of:
- Maintaining vital records, such as births and deaths,
- Reporting child abuse or neglect,
- Preventing or controlling disease, injury or disability,
- Notifying a person regarding potential exposure to a communicable disease,
- Notifying a person regarding a potential risk for spreading or contracting a disease or condition,
- Reporting reactions to drugs or problems with products or devices,
- Notifying individuals if a product or device they may be using has been recalled,
- Notifying appropriate government agency(ies) and authority(ies) regarding the potential abuse or neglect of an adult patient (including domestic violence); however, we will only disclose this information if the patient agrees or we are required or authorized by law to disclose this information,
- Notifying your employer under limited circumstances related primarily to workplace injury or illness or medical surveillance.
- 2. Health oversight activities. Our practice may disclose your PHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure and disciplinary actions; civil, administrative and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.
- 3. Lawsuits and similar proceedings. Our practice may use and disclose your PHI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your PHI in response to a discovery request, subpoena or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.

- 4. Law enforcement. We may release PHI if asked to do so by a law enforcement official:
- Regarding a crime victim in certain situations, if we are unable to obtain the person's agreement,
- Concerning a death we believe has resulted from criminal conduct,
- Regarding criminal conduct at our offices,
- In response to a warrant, summons, court order, subpoena or similar legal process,
- To identify/locate a suspect, material witness, fugitive or missing person,
- In an emergency, to report a crime (including the location or victim(s) of the crime, or the description, identity or location of the perpetrator).
- 5. Deceased patients. Our practice may release PHI to a medical examiner or coroner to identify a deceased individual or to identify the cause of death. If necessary, we also may release information in order for funeral directors to perform their jobs.
- 6. Organ and tissue donation. Our practice may release your PHI to organizations that handle organ, eye or tissue procurement or transplantation, including organ donation banks, as necessary to facilitate organ or tissue donation and transplantation if you are an organ donor.
- 7. Serious threats to health or safety. Our practice may use and disclose your PHI when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.
- E. Your rights regarding your PHI:

You have the following rights regarding the PHI that we maintain about you:

- 1. Confidential communications. You have the right to request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. In order to request a type of confidential communication, you must make a written request to Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447 specifying the requested method of contact, or the location where you wish to be contacted. Our practice will accommodate reasonable requests. You do not need to give a reason for your request.
- 2. Requesting restrictions. You have the right to request a restriction in our use or disclosure of your PHI for treatment, payment or health care operations. Additionally, you have the right to request that we restrict our disclosure of your PHI to only certain individuals involved in your care or the payment for your care, such as family members and friends. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies or when the information is necessary to treat you. In order to request a restriction in our use or disclosure of your PHI, you must make your request in writing to Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447.

Your request must describe in a clear and concise fashion:

I have received a copy of the CoreLife Notice of Privacy Practices.

- The information you wish restricted,
- Whether you are requesting to limit our practice's use, disclosure or both,
- To whom you want the limits to apply.
- 3. Inspection and copies. You have the right to inspect and obtain a copy of the PHI that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447 in order to inspect and/or obtain a copy of your PHI. Our practice may charge a fee for the costs of copying, mailing, labor and supplies associated with your request. Our practice may deny your request to inspect and/or copy in certain limited circumstances; however, you may request a review of our denial. Another licensed health care professional chosen by us will conduct reviews.
- 4. Amendment. You may ask us to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447.

You must provide us with a reason that supports your request for amendment. Our practice will deny your request if you fail to submit your request (and the reason supporting your request) in writing. Also, we may deny your request if you ask us to amend information that is in our opinion: (a) accurate and complete; (b) not part of the PHI kept by or for the practice; (c) not part of the PHI which you would be permitted to inspect and copy; or (d) not created by our practice, unless the individual or entity that created the information is not available to amend the information

5. Accounting of disclosures. All of our patients have the right to request an "accounting of disclosures." An "accounting of disclosures" is a list of certain non-routine disclosures our practice has made of your PHI for purposes not related to treatment, payment or operations. Use of your PHI as part of the routine patient care in our practice is not required to be documented – for example, the doctor sharing information with the nurse; or the billing department using your information to file your insurance claim. In order to obtain an accounting of disclosures, you must submit your request in writing to Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447.

All requests for an "accounting of disclosures" must state a time period, which may not be longer than six (6) years from the date of disclosure and may not include dates before April 14, 2003. The first list you request within a 12-month period is free of charge, but our practice may charge you for additional lists within the same 12-month period. Our practice will notify you of the costs involved with additional requests, and you may withdraw your request before you incur any costs.

- 6. Right to a paper copy of this notice. You are entitled to receive a paper copy of our notice of privacy practices. You may ask us to give you a copy of this notice at any time. To obtain a paper copy of this notice, contact Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447.
- 7. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
- 8. Right to provide an authorization for other uses and disclosures. Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding the use and disclosure of your PHI may be revoked at any time in writing. After you revoke your authorization, we will no longer use or disclose your PHI for the reasons described in the authorization. Please note: we are required to retain records of your care.

Again, if you have any questions regarding this notice or our health information privacy policies, please contact Practice Administrator at 579 Baltimore Annapolis Blvd, Severna Park, MD 21146 at 410-975-5447

Signature:	Dat	e:
0		

HIPAA DISCLOSURE FORM

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I hereby acknowledge that I have been provided a coinformation about how CoreLife medical practice m			ices. This notice provides
Signature of patient or legal representative	Date		
If other than patient, indicate relationship			
CoreLife medical practice has made a good faith eff	ort to obtain the above acknowled	gement. At this time the following circumstances e	exist:
Patient refused to sign			
The patient is not able to sign and there is no le	egal representative available		
CoreLife Authorized Signature			
	NOTICE TO OU	JR PATIENTS	
Prescription drugs may be purchased at C	CoreLife by the patient if a phar "conveniently available" is n	macy is not conveniently available to the patient nade solely by the patient.	. The determination of
		our prescription please contact the medical admi ark, MD 21146 or call 410-975-5447.	inistrator at CoreLife at 5°
Patient Signatur	re:	Date:	
REQUEST	FOR RELEASE O	F MEDICAL INFORMATIO	N
		CoreLife Inc. (821 W. Benfield Rd. Suite 5, Seve	
		maries, compiled during office visits to the follow	
phys	sician:		
	This release is valid for one	e year from today's date.	
I	Patient Signature:		

Date: _____