BAPTIST PHYSICIAN NETWORK
PATIENT REGISTRATION

Patient Name _____
Last First Initial
Address _____ City_____ State_____ Zip_____

Home Phone # _____ Cell Phone# _____ Social Security _____-_____-_____

Birth Date____-____-____ Age _____Gender_____ Preferred Language_____ Marital Status ___S___M___D___W

Race_____ Ethnicity_____ Email Address_____

Occupation_____Employer_____Work #_____

Pharmacy: _____

PRIMARY INSURANCE

Insured Name_____ Birth Date_____-_____-_____
Last First Initial

Relation to Insured:___Self___Spouse___Other Primary Care Physician _____

Insurance _____ Policy/ID#_____ Group #_____

Billing Address_____ City_____ State _____ Zip_____

Insurance Phone #_____ Employer _____ Work #_____

SECONDARY INSURANCE

Insured Name_____ Birth Date_____-_____-_____
Last First Initial

Relation to Insured:___Self___Spouse___Other Primary Care Physician _____

Insurance _____ Policy/ID#_____ Group #_____

Billing Address_____ City_____ State _____ Zip_____

Insurance Phone #_____ Employer _____ Work #_____

RESPONSIBLE PARTY

Name _____ Social Security # _____

Address _____City_____ State_____ Zip_____

Relation to Patient _____Self ____Spouse_____Other Phone #_____

EMERGENCY CONTACT

Name_____ Relationship_____ Phone #_____

I hereby authorize payment of Medicare, ALL other insurance benefits to be made directly to Baptist Physician Network for services rendered. I understand that I am financially responsible for all charges whether or not they are covered by insurance. I hereby authorize to release all information necessary to secure the payment of benefits.

X_____ Date_____
Signature of Patient (or parent if Minor) 01/16

NAME_____ DATE OF BIRTH_____TODAY'S DATE_____

PLEASE CHECK PRESENT PROBLEMS:

____NAUSEA	____GAS	____RECTAL BLEEDING
____VOMITING	____BLOATING	____ABDOMINAL PAIN
____INDIGESTION	____CHEST PAIN	____TROUBLE SWALLOWING
____ANEMIA	____UNEXPECTED WEIGHT LOSS	____BLOOD IN STOOL
____DIARRHEA	____CONSTIPATION	____MUCOS IN STOOL

PLEASE CHECK CONDITIONS THAT YOU HAVE BEEN DIAGNOSED AND TREATED FOR IN THE PAST:

____ULCERS ____HEPATITIS

____SLEEP APNEA

____HIATAL HERNIA

____SPASTIC COLON

____GALLBLADDER DISEASE

____MITRAL OR AORTIC VALVE CONDITION

____FAMILY HISTORY OF CANCER:_____

COLON CANCER: ____YES ____NO

____FAMILY HISTORY OF GI PROBLEMS

IRRITABLE BOWEL____ GI BLEEDING____

POLYPS REMOVED____ WHAT YEAR? _____

____JOINT PROSTHESIS

PLEASE CHECK CONDITIONS THAT YOU HAVE NOW OR SURGERIES THAT YOU HAVE HAD IN THE PAST:

____DIABETES	____HIGH BLOOD PRESSURE	____TB
____HEART CONDITION	____ASTHMA	____GLAUCOMA
____SEIZURES	____HEART SURGERY	
____C-SECTION	____ENDOMETRIOSIS	____HYSTERECTOMY
____STOMACH SURGERY	____COLON SURGERY	____GALLBLADDER SURGERY
____APPENDECTOMY	____RADIATION FOR PROSTATE CANCER	

____OTHER – PLEASE SPECIFY _____

ARE YOU ON BLOOD THINNERS?	____YES	____NO	IF YES, PLEASE LIST NO._____
ARE YOU ON STOMACH MEDICINES:	____YES	____NO	
IF DIABETIC, ARE YOU ON GLUCOPHAGE?	____YES	____NO	
DO YOU SMOKE?	____YES	____NO	HOW MANY PACKS____ HOW LONG_____
DO YOU HAVE LOOSE TEETH?	____YES	____NO	____CAPS ____BRIDGES ____DENTURES
DO YOU WEAR CONTACTS?	____YES	____NO	ARE CONTACTS _____IN (or) ____OUT

WHO IS YOUR FAMILY DOCTOR? _____

PLEASE LIST YOUR PREFERRED PHARMACY _____ LOCATION_____

CURRENT MEDICATIONS

(Please list ALL medicines currently taking: aspirin, vitamins, over-the-counter, herbal, etc.)

Name of Drug	Strength	Instructions	Prescribing Physician

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REQUEST FOR LIMITATIONS AND RESTRICTIONS OF PROTECTED HEALTH INFORMATION (PHI)

PATIENT PLEASE NOTE: THE PRACTICE IS NOT REQUIRED TO AGREE TO YOUR REQUEST. PLEASE SEE OUR NOTICE OF PRIVACY PRACTICES FOR MORE INFORMATION REGARDING SUCH REQUESTS.

Patient Name: _____ Date of Birth: _____

Patient Address: _____
Street

_____
Apartment #

_____
City, State and Zip Code

Type of PHI to be restricted or limited: (Please check all that apply. Note: should you need to be referred to another physician, anything checked will ***NOT*** be shared.)

_____ Home phone #
_____ Home address
_____ Occupation
_____ Name of employer
_____ Visit notes
_____ Hospital notes
_____ Prescription information
_____ Patient History
_____ Office address
_____ Office phone #
_____ Spouse's name
_____ Spouse's office phone #
_____ Other: _____

How may we use and/or disclose of your PHI restricted information?

_____

_____

_____

_____ _____
Signature of Patient or Legal Guardian Date

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PATIENT AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

By signing this authorization, I authorize, Baptist Physician Network, to use and/or disclose certain Protected Health Information (PHI) about me to the following family members:

_____

_____

_____

This authorization permits Baptist Physician Network to use and/or disclose medical and/or billing information directly related to my diagnosis and/or treatment. This information will be used or disclosed at the request of myself or the person(s) designated above. This authorization will not expire unless specifically revoked by either myself or the person(s) designated above.

I do not have to sign this authorization in order to receive treatment from Baptist Physician. In fact, I have the right to refuse to sign this authorization. When my information is used or disclosed pursuant to this authorization, it may be subject to re-disclosure by the recipient and may no longer be protected by the federal HIPPA Privacy Rule. I have the right to revoke this authorization in writing except to the extent that the practice has acted in reliance upon this authorization. My written revocation must be submitted to the Privacy Officer at:

Signed by:

_____	_____
Signature of Patient or Legal Guardian	Relationship to Patient
_____	_____
Print Name of Patient or Legal Guardian	Date

PATIENT/GUARDIAN TO BE PROVIDED WITH A SIGNED COPY OF AUTHORIZATION

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RECEIPT OF NOTICE OF PRIVACY PRACTICES
WRITTEN ACKNOWLEDGEMENT FORM

I, _____, have received a copy of Baptist Physician Network
Patient's Name

Notice of Privacy Practices.

_____ _____
Signature of Patient Date

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Medical Record Request Form

Patient Identification – Please Print

Full Name:_____ Date of Birth:_____

Home Address:_____

City:_____ State:_____ Zip Code:_____

Home Telephone #: (_____) _____-_____ Cell Phone #: (_____) _____-_____

Information To Be Released – Covering the Periods of Healthcare

From (date):_____ To (date): _____

Type of Information To Be Released – Please Check Only Those That Apply

___Complete Health Record ___Photographs, videotapes ___X-ray reports

___History and Physical exam ___X-ray films / images ___Complete billing record

___Laboratory test results ___Consultation reports ___Discharge summary

___Progress Notes ___Other, (please be specific):_____

Purpose of Request

___Treatment or Consultation ___At the request of the Patient ___Billing or Claims Payment

___Other, (please be specific):_____

Where to Send Information

Practice Name: **Baptist Physician Network Gastroenterology Center**

Address: **740 Hospital Drive, Suite 230**

City: **Beaumont** State: **Texas** Zip: **77701**

Telephone #: **(409) 212-6900** Fax #: **(409) 212-6911**

What Practice are We Requesting Records

Practice Name:_____

Address:_____

City:_____ State:_____ Zip:_____

Telephone #: ( ) _____-_____ Fax #: ( )_____-_____

Signature of Patient or Personal Representative

I authorize the release of this information to Baptist Physician Network

I authorize Baptist Physician Network to request the protected health information specified above

Signature:_____ Date:_____

Signing Authority:_____ Relationship:_____

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Cancellation/No Show Policies:

A 24-hour notice is required if you are unable to keep a scheduled appointment. Missed appointments will incur a $25.00 fee. This fee must be paid prior to scheduling another appointment. Failure to appear for 3 scheduled appointments will results in discharge from the clinic.

Signature: _____ Date: _____

Witness: _____

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CONSENT/AUTHORIZATION for TREATMENT

1) I consent to services, treatment and diagnostic procedures, including but not limited to medications and lab test which may be ordered by my provider at BAPTIST Physician Network.

2) I acknowledge full responsibility for the payment of such services and agree to pay my bills in full AT TIME OF SERVICE unless other arrangements are made. By signing this consent I assign all rights, title and interest and authorize direct payment to the BAPTIST Physician Network of any insurance benefits or benefits under the Social Security Act for the services. BAPTIST Physician Network will assist in billing my insurance company but I am financially responsible for charges not collected by this assignment. I authorize BAPTIST Physician Network to bill my insurance or third party payor and receive payment from them directly.

3) I acknowledge that to the extent necessary to determine liability for payment or to obtain reimbursement, BAPTIST Physician Network may disclose my records to any person, Social Security Administration, insurance or benefit payor, health care service or plan, worker's compensation carrier is, or may be, liable for all or any of the charges. Furthermore BAPTIST Physician Network may disclose my records to other treating providers, health care providers, audit committees for the purpose of quality improvement, and applicable state and federal agencies.

4) My signature acknowledges that I have been given the right to ask questions and receive information about any services and I voluntarily sign this consent. This authorization shall remain valid for a period of one year unless I revoke it in writing. A photocopy or a faxed copy of this authorization shall be deemed as valid as the original.

Signed: _____ Date: _____
(Patient, Parent or Guardian)

Relationship to Patient: _____ Date: _____

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Dear valued patient:

The most valuable information that I need to properly take care of you is an accurate medication list. Therefore, I strongly urge you to bring all your MEDICATION BOTTLES with you each time you come for an office visit so we can compare it to our current list and make sure it is accurate. I must have a correct list of your medications, dosage, and the frequency in which you are taking these medications to care for you properly. I also need to be aware of any over-the-counter medications you are taking. As many patients see multiple physicians it is often possible you may be taking medications or had dosage changes that I am not aware of. In addition I request that you call us immediately with any change in your medications or medication dosages. Failure to comply with the above request could lead to serious errors in your treatment with the potential for significant morbidity and mortality. By signing below you attest that you have read and understand the potential seriousness of your noncompliance with this request.

Signature:_____ Date:_____

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.

This notice takes effect on _____January 1, 2017_____ and remains in effect until we replace it.

1. OUR PLEDGE REGARDING MEDICAL INFORMATION

The privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a record of the care and services you receive at our organization. We need this record to provide you with quality care and to comply with certain legal requirements. This notice will tell you about the ways we may use and share medical information about you. We also describe your rights and certain duties we have regarding the use and disclosure of medical information.

2. Our Legal Duty

Law Requires Us to:

1. Keep your medical information private.
2. Give you this notice describing our legal duties, privacy practices, and your rights regarding your medical information.
3. Follow the terms of the notice that is now in effect.

We Have the Right to:

1. Change our privacy practices and the terms of this notice at any time, provided that the changes are permitted by law.
2. Make the changes in our privacy practices and the new terms of our notice effective for all medical information that we keep, including information previously created or received before the changes.

Notice of Change to Privacy Practices:

1. Before we make an important change in our privacy practices, we will change this notice and make the new notice available upon request.

3. USE AND DISCLOSURE OF YOUR MEDICAL INFORMATION

The following section describes different ways that we use and disclose medical information. Not every use or disclosure will be listed. However, we have listed all of the different ways we are permitted to use and disclose medical information. We will not use or disclose your medical information for any purpose not listed below, without your specific written authorization. Any specific written authorization you provide may be revoked at any time by writing to us.

FOR TREATMENT: We may use medical information about you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students, or other people who are taking care of you. We may also share medical information about you to your other health care providers to assist them in treating you.

FOR PAYMENT: We may use and disclose your medical information for payment purposes.

FOR HEALTH CARE OPERATIONS: We may use and disclose your medical information for our health care operations. This might include measuring and improving quality, evaluating the performance of employees, conducting training programs, and getting the accreditation, certificates, licenses and credentials we need to serve you.

NOTICE OF PRIVACY PRACTICES

ADDITIONAL USES AND DISCLOSURES: In addition to using and disclosing your medical information for treatment, payment, and health care operation, we may use and disclose medical information for the following purposes.

Facility Directory: Unless you notify us that you object, the following medical information about you will be placed in our facilities' directories: your name; your location in our facility; your condition described in general terms; your religious affiliation, to others who contact us and ask for information about you by name.

Notification: Medical information to notify or help notify: a family member, your personal representative or another person responsible for your care. We will share information about your location, general condition, or death. If you are present, we will get your permission if possible before we share, or give you the opportunity to refuse permission. In case of emergency, and if you are not able to give or refuse permission, we will share only the health information that is directly necessary for your health care, according to our professional judgment. We will also use our professional judgment to make decisions in your best interest about allowing someone to pick up medicine, medical supplies, x-ray or medical information for you.

Disaster Relief: Medical information with a public or private organization or person who can legally assist in disaster relief efforts.

Fundraising: We may provide medical information to one of our affiliated fundraising foundations to contact you for fundraising purposes. We will limit our use and sharing to information that describes you in general, not personal, terms and the dates of your health care. In any fundraising materials, we will provide you a description of how you may choose not to receive future fundraising communications.

Research in Limited Circumstances: Medical information for research purposes in limited circumstances where the research has been approved by a review board that has reviewed the research proposal and established to protocols to ensure the privacy of medical information.

Funeral Director, Coroner, Medical Examiner: To help them carry out their duties, we may share the medical information of a person who has died with a coroner, medical examiner, funeral director, or an organ procurement organization.

Specialized Government Functions: Subject to certain requirements, we may disclose or use health information for military personnel and veterans, for national security and intelligence activities, for protective services for the President and others, for medical suitability determinations for the Department of State, for correctional institutions and other law enforcement custodial situations, and for government programs providing public benefits.

Court Orders and Judicial and Administrative Proceedings: We may disclose medical information in response to a court or administrative order, subpoena, discovery request, or other lawful process, under certain circumstances. Under limited circumstances, such as court order, warrant, or grand jury subpoena, we may share your medical information with law enforcement officials. We may share limited information with a law enforcement official concerning the medical information of a suspect, fugitive, material witness, crime victim or missing person. We may share medical information of an inmate or other person in lawful custody with a law enforcement official or correctional institution under certain circumstances.

Public Health Activities: As required by law, we may disclose your medical information to public health or legal authorities charged with preventing or controlling disease, injury or disability, including child abuse or neglect. We may also disclose your medical information to persons subject to jurisdiction of the Food and Drug Administration for purposes of reporting adverse events associated with product defects or problems, to enable product recalls, repairs or replacements, to track products, or to conduct activities required by the Food and Drug Administration. We may also,

when we are authorized by law to do so, notify a person who may have been exposed to a communicable disease or otherwise be at risk of contracting or spreading a disease or condition.

NOTICE OF PRIVACY PRACTICES

Victims of Abuse, Neglect, or Domestic Violence: We may disclose medical 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. We may share your medical information if it is necessary; to prevent a serious threat to your health or safety or the health or safety of others. We may share medical information when necessary to help law enforcement officials capture a person who has admitted to being part of a crime or has escaped from legal custody.

Workers Compensation: We may disclose health information when authorized and necessary to comply with laws relating to workers compensation or other similar programs.

Health Oversight Activities: We may disclose medical information to an agency providing health oversight for oversight activities authorized by law, including audits, civil, administrative, or criminal investigations or proceedings, inspections, licensure or disciplinary actions, or other authorized activities.

Law Enforcement: Under certain circumstances, we may disclose health information to law enforcement officials. These circumstances include reporting required by certain laws (such as the reporting of certain types of wounds), pursuant to certain subpoenas or court orders, reporting limited information concerning identification and location at the request of a law enforcement official, reporting death, crimes on our premises, and crimes in emergencies.

4. YOUR INDIVIDUAL RIGHTS

You Have a Right to:

1. Look at or get copies of your medical information. You may request that we provide copies in a format other than photocopies. We will use the format you request unless it is not practical for us to do so. You must make your request in writing. You may get the form to request access by using the contact information listed at the end of this notice. You may also request access by sending a letter to the contact person listed at the end of this notice. If you request copies, we will charge you $_____ for each page, and postage if you want the copies mailed to you. Contact us using the information listed at the end of this notice for a full explanation of our fee structure.
2. Receive a list of all the time we or our business associates shared your medical information for purposes other than treatment, payment, and health care operations and other specified exceptions.
3. Request that we place additional restrictions on our use or disclosure of your medical information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in the case of an emergency).
4. Request that we communicate with you about your medical information by different means or to different locations. Your request that we communicate your medical information to you by different means or at different locations must be made in writing to the contact person listed at the end of this notice.
5. Request that we change your medical information. We may deny your request if we did not create the information you want changed or for certain other reasons. If we deny your request, we will provide you a written explanation. You may respond with a statement of disagreement that will be added to the information you wanted changed. If we accept your request to change the information, we will make reasonable efforts to tell others, including people you name, of the change and to include the changes in any future sharing of that information.
6. If you have received this notice electronically, and wish to receive a paper copy, you have the right to obtain a paper copy by making a request in writing to the Privacy Officer at your office.

QUESTIONS AND COMPLAINTS

If you have any questions about this notice or if you think that we may have violated your privacy rights, please contact us. You may also submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services. We will not retaliate in any way if you choose to file a complaint.