

# Brenham Family Practice and Obstetrics PA Patient Registration Information

Please PRINT AND complete ALL sections below!

## PATIENT'S PERSONAL INFORMATION

**Marital Status:**  Single  Married  Divorced  Widowed **Sex:**  Male  Female

Name: \_\_\_\_\_  
last name first name initial

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Apt. #: \_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

## PATIENT'S / RESPONSIBLE PARTY INFORMATION

**Relationship to Patient:**  Self  Spouse  Child  Other: \_\_\_\_\_

Name: \_\_\_\_\_  
last name first name initial

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Apt. #: \_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

## PATIENT'S INSURANCE INFORMATION

Please present insurance cards to receptionist.

PRIMARY Insurance Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Name of Insured & Social Security# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to insured:  Self  Spouse  Child  Other

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_ Copay: \$ \_\_\_\_\_

SECONDARY Insurance Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Name of insured & Social Security # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to insured:  Self  Spouse  Child  Other

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_ Copay : \$ \_\_\_\_\_

## PATIENT'S REFERRAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

## PHARMACY INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**Race:**  Decline  Black - African American  White  American Indian  Native Alaskan  Asian  Native Hawaiian  Other Pacific Islander  Other Race

**Ethnic Group:**  Declined  Hispanic  Latino  Not Hispanic or Latino

**Email Address:** \_\_\_\_\_

## Employment

Are you employed?  yes  no  self-employed

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer City, State, and Zip: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

HR Contact: \_\_\_\_\_

Occupation: \_\_\_\_\_

Describe duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job stress level:  low  moderate  high

Does your job require Lifting?  yes  no

If your job requires lifting is it?  light  moderate  heavy

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## Newborn Information

Time of Birth: \_\_\_\_\_

Birth Hospital: \_\_\_\_\_

Was birth a:  Full-Term Birth (after 37 weeks) (  Premature Birth (less than 37 weeks)

Was birth by:  Vaginal  C-Section

Gestational Age at Birth: \_\_\_\_\_ Weeks \_\_\_\_\_ Days

(Flip to Next Page)



**List your prescribed drugs and over-the-counter drugs, such as vitamins and inhalers**

Name the Drug	Strength	Frequency Taken

**Allergies to medications**

Name the Drug	Reaction You Had

**HEALTH HABITS AND PERSONAL SAFETY**

ALL QUESTIONS CONTAINED IN THIS QUESTIONNAIRE ARE OPTIONAL AND WILL BE KEPT STRICTLY CONFIDENTIAL.

<b>Exercise</b>	<input type="checkbox"/> Sedentary (No exercise)		
	<input type="checkbox"/> Mild exercise (i.e., climb stairs, walk 3 blocks, golf)		
	<input type="checkbox"/> Occasional vigorous exercise (i.e., work or recreation, less than 4x/week for 30 min.)		
	<input type="checkbox"/> Regular vigorous exercise (i.e., work or recreation 4x/week for 30 minutes)		
<b>Diet</b>	Are you dieting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, are you on a physician prescribed medical diet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	# of meals you eat in an average day?		
	Rank salt intake	<input type="checkbox"/> Hi	<input type="checkbox"/> Med <input type="checkbox"/> Low
	Rank fat intake	<input type="checkbox"/> Hi	<input type="checkbox"/> Med <input type="checkbox"/> Low
<b>Caffeine</b>	<input type="checkbox"/> None	<input type="checkbox"/> Coffee	<input type="checkbox"/> Tea <input type="checkbox"/> Cola
	# of cups/cans per day?		
<b>Alcohol</b>	Do you drink alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, what kind?		
	How many drinks per week?		
	Are you concerned about the amount you drink?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Have you considered stopping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Have you ever experienced blackouts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Are you prone to "binge" drinking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you drive after drinking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Tobacco</b>	Do you use tobacco?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Cigarettes – pks./day	<input type="checkbox"/> Chew - #/day	<input type="checkbox"/> Pipe - #/day <input type="checkbox"/> Cigars - #/day
	<input type="checkbox"/> # of years	<input type="checkbox"/> Or year quit	
<b>Drugs</b>	Do you currently use recreational or street drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Have you ever given yourself street drugs with a needle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Sex</b>	Are you sexually active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, are you trying for a pregnancy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If not trying for a pregnancy list contraceptive or barrier method used:		
	Any discomfort with intercourse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Illness related to the Human Immunodeficiency Virus (HIV), such as AIDS, has become a major public health problem. Risk factors for this illness include intravenous drug use and unprotected sexual intercourse. Would you like to speak with your provider about your risk of this illness?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Personal Safety</b>	Do you live alone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you have frequent falls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you have vision or hearing loss?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you have an Advance Directive or Living Will?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Would you like information on the preparation of these?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Physical and/or mental abuse have 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### FAMILY HEALTH HISTORY

	AGE	SIGNIFICANT HEALTH PROBLEMS		AGE	SIGNIFICANT HEALTH PROBLEMS
<b>Father</b>			<b>Children</b>	<input type="checkbox"/> M <input type="checkbox"/> F	
<b>Mother</b>				<input type="checkbox"/> M <input type="checkbox"/> F	
<b>Sibling</b>	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> M <input type="checkbox"/> F	
	<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> M <input type="checkbox"/> F		
	<input type="checkbox"/> M <input type="checkbox"/> F		<b>Grandmother</b> <i>Maternal</i>		
	<input type="checkbox"/> M <input type="checkbox"/> F		<b>Grandfather</b> <i>Maternal</i>		
	<input type="checkbox"/> M <input type="checkbox"/> F		<b>Grandmother</b> <i>Paternal</i>		
	<input type="checkbox"/> M <input type="checkbox"/> F		<b>Grandfather</b> <i>Paternal</i>		

### MENTAL HEALTH

Is stress a major problem for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you feel depressed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you panic when stressed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have problems with eating or your appetite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you cry frequently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever attempted suicide?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever seriously thought about hurting yourself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have trouble sleeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been to a counselor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**WOMEN ONLY**

Age at onset of menstruation:		
Date of last menstruation:		
Period every ____ days		
Heavy periods, irregularity, spotting, pain, or discharge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of pregnancies ____ Number of live births ____		
Are you pregnant or breastfeeding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had a D&C, hysterectomy, or Cesarean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any urinary tract, bladder, or kidney infections within the last year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any blood in your urine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any problems with control of urination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any hot flashes or sweating at night?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have menstrual tension, pain, bloating, irritability, or other symptoms at or around time of period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Experienced any recent breast tenderness, lumps, or nipple discharge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of last pap and rectal exam?		

**MEN ONLY**

Do you usually get up to urinate during the night?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, # of times ____		
Do you feel pain or burning with urination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any blood in your urine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you feel burning discharge from penis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the force of your urination decreased?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had any kidney, bladder, or prostate infections within the last 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any problems emptying your bladder completely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any difficulty with erection or ejaculation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any testicle pain or swelling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of last prostate and rectal exam?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**OTHER PROBLEMS**

Check if you have, or have had, any symptoms in the following areas to a significant degree and briefly explain.

<input type="checkbox"/> Skin	<input type="checkbox"/> Chest/Heart	<input type="checkbox"/> Recent changes in:
<input type="checkbox"/> Head/Neck	<input type="checkbox"/> Back	<input type="checkbox"/> Weight
<input type="checkbox"/> Ears	<input type="checkbox"/> Intestinal	<input type="checkbox"/> Energy level
<input type="checkbox"/> Nose	<input type="checkbox"/> Bladder	<input type="checkbox"/> Ability to sleep
<input type="checkbox"/> Throat	<input type="checkbox"/> Bowel	<input type="checkbox"/> Other pain/discomfort:
<input type="checkbox"/> Lungs	<input type="checkbox"/> Circulation	





# HIPAA PRIVACY NOTIFICATION FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*If we are unable to reach you by at your home phone we will try one of the checked boxes below. If we are unsuccessful, we will then mail you a letter as a final attempt to inform you of results.*

*It is often difficult to reach patients and our staff may not always be readily available when patients respond to 'call back' message left on answering machines or with a family member. To facilitate contacting you in a timely manner and to comply with federal HIPAA regulations, please complete the following. Please check the appropriate choice or choices for you:*

\_\_\_\_\_ You may only speak to me personally. If a staff member is unable to come to the phone, I will leave a number and a time where and when I can be reached later that day or the next day.

\_\_\_\_\_ You may call me at work. Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

\_\_\_\_\_ You may call my cell phone. Cell Phone: \_\_\_\_\_

\_\_\_\_\_ You may leave a message on my answering machine or voicemail regarding those items checked below at:

\_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Cell

\_\_\_\_\_ You may leave a message regarding those items checked below with the following family members:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Other Request: \_\_\_\_\_  
\_\_\_\_\_

<input type="checkbox"/>	<b>BLOOD WORK</b>	<input type="checkbox"/>	<b>REFERRALS</b>	<input type="checkbox"/>	<b>APPOINTMENTS</b>
<input type="checkbox"/>	<b>PAP SMEAR</b>	<input type="checkbox"/>	<b>MAMMOGRAM</b>	<input type="checkbox"/>	<b>CULTURES</b>
<input type="checkbox"/>	<b>XRAYS / CT / MRI</b>	<input type="checkbox"/>	<b>MEDICAL RECORDS</b>	<input type="checkbox"/>	<b>XRAYS</b>
<input type="checkbox"/>	<b>ALL OF THE ABOVE and/or any other test performed</b>				

Results regarding sexually transmitted diseases, whether positive or negative, will ONLY be given to the Patient.

*I understand that Brenham Family Practice and Obstetrics will make reasonable efforts to accommodate this request for as long as I am a patient; but I can request a change at any time. I further understand that in some emergency situations, my protected health information may be released.*

\_\_\_\_\_  
Patient / Parent / Guardian Signature

\_\_\_\_\_  
Date



## **BRENHAM FAMILY PRACTICE AND OBSTETRICS HIPAA PRIVACY AND DISCLOSURE POLICY NOTICE**

### **Privacy and Disclosure Authorization Policy: For Storage and Disclosure of Confidential Information and Records**

1. This Notice describes how your health information, including therapy records, may and may not be used and disclosed to others, and how you may gain access to this health information. Please review the information in this Notice carefully.
2. **The Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA)** provides strict guidelines about the maintenance, use, storage, and disclosure of client medical information called Protected Health Information (PHI). HIPAA also requires that those who receive health services be given written statements of the privacy policies of the health providers. In addition to HIPAA guidelines, there are many other federal, state, and professional guidelines and ethical standards that inform our policies and practices at BRENHAM FAMILY PRACTICE AND OBSTETRICS PA. While we are required to keep records of services provided, we are also required to safeguard this information. BRENHAM FAMILY PRACTICE AND OBSTETRICS PA staff will make every effort to safeguard your privacy and your rights.
3. You as a health services consumer have a right to know how information about you and about services you receive may be used. You also have rights to ask for limits on the disclosures made on your behalf, and to have appropriate access to your records for review and release.
4. The **Policies and Practices of Health In Balance Physical Therapy, LLC**, regarding PHI privacy and disclosure are contained in the Notice. The purposes for the maintaining and disclosing of client records relates to providing services, as requested by our clients, and generally are involved in treatment, payment, and other health care operations, such as those required by government agencies or in emergency situations.
5. Based on legal regulations and ethical guidelines, BRENHAM FAMILY PRACTICE AND OBSTETRICS PA will only disclose information about you to persons or organizations outside of our clinic in a limited number of situations:
  - a. With your written and specific permission (consent).
  - b. If required to do so by certain specific court orders, subpoenas, or Workers' Compensation inquires.
  - c. In cases where laws require reporting for protection, such as significant danger to self or others, child, or elder abuse or neglect.
  - d. When confidential audits are lawfully conducted by governmental or insurance oversight agencies (such as for clinic licensing).
  - e. When an emergency required immediate communication with appropriate persons in order to secure appropriate help or treatment: in these situations, the minimum disclosure necessary to secure services will be provided.
  - f. In order to bill for services provided by BRENHAM FAMILY PRACTICE AND OBSTETRICS PA. Payers are typically insurance companies or other responsible parties. Billing services and insurance companies are also bound by HIPAA and other governmental agencies.
  - g. When a client in treatment is transferred or completes treatment, follow-up contact is required by statute.
  - h. Note: when the client is a minor, privacy rights belong to the parents, except in certain situation. Please discuss age-related rights with your doctor.
6. Based on legal regulations and ethical guidelines, BRENHAM FAMILY PRACTICE AND OBSTETRICS PA doctors/nurses/staff will use or disclose your PHI within the clinic:
  - a. To provide services to you, including: Consultation and coordination of services among personnel and professional consultants (as appropriate), in order to aid in diagnosis, assessment and treatment planning, and in facilitation of ongoing treatment, with professional supervision as required by law.
  - b. To maintain business records, as required legally and ethically. We maintain client records in file folders, kept in locked file cabinets, and are destroyed by

shredding after they have been held as required by law (and not less than seven years after client discharge). BRENHAM FAMILY PRACTICE AND OBSTETRICS PA also maintains records on computer, respecting legal and ethical privacy guidelines.

c. To share and discuss with you your PHI as contained in clinic records, with a prior written request; also, you may update or correct (add to) your PHI as needed.

State law does provide some restrictions on these rights (when judged to be in your best interest). In addition, you may request a listing of non-routine disclosures made of your PHI records. You may also choose how we communicate with you, as via an alternative address or phone number.

d. Examples of other situations that might involve disclosure: Consultation regarding emergency planning, defense of lawsuits, or processing of grievances, or you bringing a friend with you during therapy sessions.

7. **Consent:** Your signature on your new patient demographics, indicates that you are aware of the collection and storage of treatment, payment and other health care information, and that you consent to its use in the course of services provision, billing and collection procedures, and within BRENHAM FAMILY PRACTICE AND OBSTETRICS PA , as discussed above. This form has no expiration date, unless amended or revoked. You may revoke this consent with written notice at any time, except to the extent that it has already been acted upon.

You may restrict the released information and its use, as indicated on the appropriate form, or restrict its use within BRENHAM FAMILY PRACTICE AND OBSTETRICS PA, but doing so may legally or ethically compromise our ability to provide you with medical services. We may therefore determine that we are unable to provide those services in good faith.

8. There is a separate form for consent to release/exchange information with your insurance company or other third party payer.

9. Other relevant information: **Fees for Copying Records:** A uniform and reasonable fee may be charged for copying records. That fee may be reduced or waived in accordance with BRENHAM FAMILY PRACTICE AND OBSTETRICS PA policy. Health In Balance Physical Therapy, LLC will ordinarily have 2 weeks to respond to a request to copy records. **Transportation of Records:**

Whenever records must be transported out of the office, great care will be taken to protect client privacy. **Electronic Transmissions:** E-mail and Internet communications may be used within BRENHAM FAMILY PRACTICE AND OBSTETRICS PA. In those rare instances, BRENHAM FAMILY PRACTICE AND OBSTETRICS PA staff will take care to limit identifying information within the messages, and to make sure the recipient is authorized to receive the information. **Future Changes:** BRENHAM FAMILY PRACTICE AND OBSTETRICS PA will revise and update this information and form as needed, and in compliance with the law.

**Complaints:** has BRENHAM FAMILY PRACTICE AND OBSTETRICS PA a Grievance Policy posted in the office: clients may ask any BRENHAM FAMILY PRACTICE AND OBSTETRICS PA staff for a copy of the policy. You may also contact any BRENHAM FAMILY PRACTICE AND OBSTETRICS PA for further information about our privacy and disclosure policies, or about HIPAA questions. Privacy concerns may be addressed to the Secretary of the U.S. Department of Health and Human Services. Information and assistance may be found through the HHS Office for Civil Rights (website:<http://www.hhs.gov/ocr/hipaa>).