

Last Name	First Name	Middle Initia	I	Gender
Address	City	State		Zip
Email address		Date of Birth	Social Secu	rity Number
()_ Home Phone		() Cell Phone	<i>(</i>	
Emergency Contact	Rel	ationship	()Phone	
Employer Name:		Employer Phone		
How did you hear about us? □ \ □ Friend/Family □ ER/Hospital	• •		rsician Referral	
Do you have a Seasonal Address	5?			
What is your Ethnicity? His What is your race? America Pacific Islander White				
Occupation/Former Occupation		Age at las	t birthday	
Primary Care Physician	Referring Physi	ician		
Pharmacy Name:	Pharn	nacy Phone:		
Consent to request medication	history □ Yes □ No			
Reason For Today's Visit:				
Was this related to an Auto Acc	ident? □ Yes □ No Wo	orker's Comp accident? 🗆 Yes	□No	
If so, what was the date of your INSURANCE INFORMATION (Ple	,		ur?	
Primary Insurance:				
Other Insurance Coverage:				

CURRENT ILLNESS

Describe in your own words your medical illness. Please include the date of onset, symptoms, previous similar occurrences, names of other physicians already consulted, any tests or medications prescribed.

Past Medical History					
Condition	Yes	No	Condition	Yes	No
Allergies			High Cholesterol		
Anemia			HIV infection		
Arthritis			Kidney disease		
Asthma			Lymphedema		
Blood Clots *specify below			Lymphoma		
Cancer *indicate type below			Neuro/muscular disease *sp	pecify belo	ow
Depression, anxiety			Phlebitis		
Diabetes I or II (circle)			Seizures		
Emphysema			Sleep Apnea		
Heart disease			Stroke		
Hepatitis *indicate type below			T.B.		
High blood pressure			Thyroid Problems		
Surgery Date 1 2 3					
4 5					
Have you had any adverse reac	tions to	anesthesia?	Yes No _	If yes, 	explain:
Do you have any bleeding tend	ency or	clotting diso	rder? Yes No _	If yes,	explain:
List all ALLERGIES to medicines	s, latex, a	adhesives, e	tc.: No Known Allergies 🗆		
1	3.		5.		
2.	4.		5 6 9.		
7.	8.		 9.		

List all <u>MEDICATIONS</u>, <u>SUPPLEMENTS</u>, <u>HERBS</u> and <u>OVER THE COUNTER MEDS</u> such as Aspirin, Advil, Ibuprofen, etc. List the DOSE, FREQUENCY and REASON for use:

Medicine	Dose & how o	ften	Reason to	or use		
Example: Xanax	0.5 mg once d	aily	Anxie	ty		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Family History Pleas	se indicate if anyone	in your immediate	family has had c	ancer below:		
	Mother F	ather Sister	Brother	Daughter	Son	
Colon Cancer						
Breast Cancer						
Ovarian Cancer						
Age of diagnosis?						
Is there any other car	ncer in your family?	Yes □	No □			
If yes, what type of ca						
What relative (Aunt/						
Age of diagnosis:						
0 0						
Social History						
Do you use tobacco p	roducts? Yes	No How mucl	า			
, ,		Start Date				
	_		•			
Do you drink caffeina	ited coffee, tea, soda	a? Yes No	How ofter	n/Much		
,	, ,			,		
Do you do any recrea	itional drugs?	Yes No	What?			
,	G					
Do you drink alcohol?	? Yes	No If yes, h	now many times	s in the past year	have you had 5	(for mer
under the age of 65y						`
, , , , , , , , , , , , , , , , , , , ,	-, - (
Have you ever had a	pneumonia vaccine?)	Yes □ No □			
Have you had a Mam	•		Yes □ No □			
Have you had a Color			Yes □ No □			
, Have you had a Flu Sl	· ·		Yes □ No □			

Review of Systems Do you currently have any of the following symptoms (check all that apply): CONSTITUTIONAL SYMPTOMS

CONSTITUTIONAL SYMPTOMS	S		
Fever	Infection	Night sweats	
Fatigue	Other general problems _		
EYES			
Blindness	Glaucoma Re	etinal problems	
Cataracts	Other eye problems		
EARS, NOSE, MOUTH, AND TH	HROAT		
Earaches	Ringing in the ear	Sensation of spinning	
Ear problems	Nose bleed	Sinus problems	
Sore tongue	Dental problems		
		Difficulty swallowing	
Change in voice	Other head or neck pr	roblems	
BREAST (women only)			
• • • • • • • • • • • • • • • • • • • •	Nipple discharge	Breast pain	
Last Gynecological Exam/Date	: Age of mens	Abnormal vaginal bleeding struation: Age of menopause: e your ovaries removed? Yes No	
CARDIOVASCULAR			
Heart disease	High blood pressu		
Chest pain	Ankle swelling	Leg pain when walking	
Rheumatic fever	Fast heart beats	Irregular heart beats	
Heart murmur	Congestive heart f		
Pulmonary Embolism	Thrombophlebitis	Venous or Arterial Thrombosis	
Other heart problems			
RESPIRATORY			
Asthma	Chronic cough	Coughing up blood	
Emphysema	Tuberculosis	Shortness of breath	
GASTROINTESTINAL			
Weight loss	Decreased appetit	te Difficulty swallowing	
Weight gain	Hiatal hernia	Peptic ulcers	
Esophagitis	Nausea/vomiting		
Gastritis	Liver disease	Hepatitis	
Gallstones	Crohn's disease	Cirrhosis	
Ulcerative colitis	Black stools	Bloody stools	
Hemorrhoids	Anal problems	Diverticulitis	

Other stomach or intestinal problems	
GENITOURINARY	
Kidney stones Frequent urination Painful urination	
Blood in urine Slow starting of urine Passing urine at night	
Kidney infection Bladder infection Enlarged prostate	
Leaking/Incontinence Other kidney/bladder problems	
CHAL	
SKIN Psoriasis Skin cancer Previous biopsies	
PSOLIASIS Skill calicel Flevious biopsies	
Melanoma Other skin problems	
NEUROLOGICAL	
Headaches Slurred speech Weakness on one side	
Seizures Stroke Temporary eye blindness	
Migraines Other brain or nerve problems	
MUSCULOSKELETAL	
Arthritis Osteoporosis Neck pain	
Back pain Artificial joints Disc problems	
Other muscle or bone problems	
ENDOCRINE	
Diabetes Hypoglycemia Goiter/Thyroid surgery	
Thyroid medications Heat/Cold intolerance	
Other endocrine problems	
PSYCHIATRIC	
Mental illness Depression Drug/alcohol abuse	
Other psychiatric problems	
Other psychiatric problems	
HEMATOLOGIC/LYMPHATIC	
Anemia Sickle cell disease Enlarged lymph nodes	
Hemophilia Easy bruising Blood clotting problem	
Daily aspirin Other blood or lymph gland problems	
ALLERGY/IMMUNE SYSTEM	
Immune deficiency Plant/animal allergy AIDS/HIV	
Other allergy/immune problems	
Patient Signature Date	
Reviewed by: Physician/Provider Date	

HIPAA Patient Questionnaire

1. Please list the family members or other person(s), if any, whom we may inform about your general medical

condition and your diagnosis (including treatment, payment and health care operation):

Name & Relationship: Phone number Name & Relationship: Phone number_____ Name & Relationship: Phone number_ Name & Relationship: Phone number 2. Please list the family members or others, if any, whom we may inform about your medical condition ONLY IN AN EMERGENCY. Name & Relationship: Phone number 3. Please print the address of where you would like your billing statements and/or correspondence from our office to be sent if other than your home. (Confidential Communications) 4. Please indicate if you want all correspondence from our office sent in a sealed envelope marked "CONFIDENTIAL": **Yes:** \square **No:** \square 5. Please print the telephone number or email address where you want to receive calls about your appointments and other health care information if other than your home phone number: Email Address: 6. Can confidential messages (i.e., appointment reminders) be left on your telephone answering machine or Yes: □ No □ voicemail? 7. I understand the Privacy Protection Act and have been offered a copy of the Organization's Notice of Privacy Practices updated for the HITECH Omnibus Rule of 2013. PATIENT NAME:_______(guardian if under 18 years) PATIENT/GUARDIAN SIGNATURE **DATE**

Financial Policy

If you have medical insurance, we are anxious to help you receive your maximum allowable benefits. In order to achieve this goal, we need your assistance and understanding of our financial policy.

CO-PAYMENTS AND DEDUCTIBLES: These payments must be made at check-in. Bay Surgical Specialists accepts cash, personal checks (in-state only), VISA, MasterCard, American Express and Discover. There is a service charge for returned checks. Patients with an outstanding balance referred to collection must make arrangements for payment in full prior to scheduling appointments. If you need assistance or have questions, please contact Ashley Stewart, Billing Manager, between 8:30 a.m. and 5:00 p.m., Monday through Friday at 727-821-8101 ext 309.

MANAGED CARE: If you are enrolled in a managed care insurance plan (i.e., HMO), you must obtain a referral from your Primary Care Physician before you can be seen at Bay Surgical Specialists. Retroactive referrals are not always granted by the Primary Care Physician. It is your responsibility to ensure that your visit has been authorized prior to your appointment.

MISSED APPOINTMENTS/LATE CANCELLATIONS: Broken appointments represent a cost to us, to you, and to other patients who could have been seen in the time set aside for you. Cancellations are requested 24 hours prior to the appointment. We reserve the right to charge for missed or late-canceled appointments. Excessive abuse of scheduled appointments may result in discharge from the practice.

I have read and understand Bay Surgical Specialists, PA Financial Policy. I agree to assign insurance benefits to Bay Surgical Specialists' Practice whenever necessary. I also agree that if it becomes necessary to forward my account to a collection agency, in addition to the amount owed, I also will be responsible for the fee charged by the collection agency for costs of collections.

Signature of insured or authorized representative:	
Date:	

CONSENT AND ASSIGNMENT OF BENEFITS

Bay Surgical Specialists, PA is contracted to various health insurance programs, including Medicare, and accepts assignments only for those health insurances. If a contract exists between my insurance company and Bay Surgical Specialists, PA, Bay Surgical Specialists, PA will file my health insurance. I request that payment be made by my insurance on my behalf to Bay Surgical Specialists, PA. I agree to pay any portion of my charges rendered by Bay Surgical Specialists, PA that my contracted health insurance determines is my responsibility. In the event a charge is determined to be cosmetic, I agree to pay for the cosmetic services in full at the time service is rendered.

If I do not have a health insurance plan that Bay Surgical Specialists, PA is contracted with, I agree to pay all fees in full at the time services are rendered.

I understand that I am ultimately responsible for payment of my medical bill. If it becomes necessary for Bay Surgical Specialists, PA to collect payment, I understand that I will be responsible for legal costs, including attorney's fees.

I understand that as a result of refusal to sign this form, or if I have altered this form in any way, Bay Surgical Specialists, PA may refuse to diagnose and treat me. I have the right to revoke this consent and assignment of benefits in writing except for services that have already occurred.

Printed Patient Name or Personal Representative	Date
Signature of Patient or Personal Representative	Date

MEDICARE PATIENTS (only) MUST ALSO READ AND SIGN BELOW

I request that payment of authorized Medicare services rendered by Bay Surgical Specialists, PA be paid to Bay Surgical Specialists, PA I agree to pay any portion of my charges rendered by Bay Surgical Specialists, PA that Medicare determines to be my responsibility. In the event a charge is determined to be cosmetic, I agree to pay for the cosmetic services in full at the time services are rendered.

Patient Signature	Date
Witness Signature	

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.

Your Rights

You have the right to:

- · Get a copy of your paper or electronic medical record
- · Correct your paper or electronic medical record
- · Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've share your information
- · Get a copy of this privacy notice
- · Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- · Include you in a hospital directory
- Provide mental health care
- · Market our services and sell your information
- Raise funds

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services

- Help with public health and safety issues
- Do research
- · Comply with the law
- Respond to organ and tissue donation
- requests
- Work with a medical examiner or funeral director

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to amend your medical record

- You can ask us to amend health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say "yes" to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information.

Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care
 operations, and certain other disclosures (such as any you asked us to make). We'll provide one
 accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one
 within 12 months

Get a copy of this privacy notice - You can ask for a paper copy of this notice at any time. Choose someone to act for you

• If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will ensure the person has this authority before we take any action.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

• Share information with your family, close friends, or others involved in your care • Share information in a disaster relief situation If you are not able to tell us your preference we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety In these cases we never share your information unless you give us written permission: • Marketing purposes • Most sharing of psychotherapy notes • Sale of your information

In the case of fundraising we may contact you for fundraising efforts, but you can tell us not to

Our Uses and Disclosures

We typically use or share your health information in the following ways.

We can use your health information and share it with other professionals who are treating you.

We can use and share your health information to run our practice, improve your care, and contact you when necessary. We can use and share your health information to bill and get payment from health plans or other entities.

Electronic Exchange. Your information may be shared w/ other providers, labs and radiology groups through our EHR system as listed:

1) Baycare 2) HCA

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
 Preventing disease Preventing or reducing a serious threat to anyone's health or safety
- Helping with product recalls Reporting suspected abuse, neglect, or domestic violence
- Reporting adverse reactions to medications

Do research, Comply with the law, Respond to organ and tissue donation requests, Work with a medical examiner or funeral director.

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

We can use or share health information about you:

- $\bullet \ For \ workers' \ compensation \ claims \ \bullet \ For \ law \ enforcement \ purposes \ or \ with \ a \ law \ enforcement \ official$
- · With health oversight agencies for activities authorized by law
- For special government functions as military, national security, and presidential protective services Respond to lawsuits and legal actions

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html. Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

You Have A Right To File A Complaint If You Feel Your Privacy Has Been Violated

• If you feel your Privacy Rights have been violated, please ask our staff for a Privacy Complaint Form. Our Security Officer will review the form and promptly notify you of the actions our office will take. Or You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting https://www.hhs.gov/hipaa/filing-a-complaint/complaint-process/index.html
• We will not retaliate against you for filing a complaint.

Minimally Invasive Institute of Surgeryl Bay Surgical Specialists, P.A.

HIPAA Compliance Officer: Jade Duncanson

Phone: 727-821-8101

This Notice of Privacy Practices is effective December 1, 2016

Notice Informing Individuals about Nondiscrimination and Accessibility Requirements

Bay Surgical Specialists, P.A. complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Our practice does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Bay Surgical Specialists, P.A., provides at no cost aids and services to people with disabilities to communicate effectively with us, such as: Qualified sign language interpreters, written information in other formats (large print, audio, accessible elec. formats, other formats). Provides at no cost language services to people whose primary language is not English, such as: qualified interpreters; information written in other languages. If you need these services please tell our front desk or any staff member.

If you believe our practice has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Civil Rights Coordinator: Jade Duncanson, 960 7th Avenue North, St. Petersburg, Florida 33705, 727-821-8101. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance our Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at: U.S. Department of Health and Human Services 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201. 1-800-368-1019, 800-537-7697 (TDD) Complaint forms are available at http://www.hhs.gov/civil-rights/filing-a-complaint/index.html

Proficiency of Language Assistance Services

ATTENTION: If you speak any of the languages below, language assistance services, free of charge, are available to you.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al.

注意:如果您使用繁體中文,您可以免費獲得語言援助服務。請致電.

CHÚ Ý: Nếu ban nói Tiếng Việt, có các dịch vu hỗ trơ ngôn ngữ miễn phí dành cho ban. Gọi số.

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 번으로 전화해 주십시오.

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa

ه ال صم وال بكم: رقم برقم ال صل بالمجان لك ت توافرة يا لغو المساعدة خدمات فإن اللغة، اذكر ت تحدث ك نت إذا بملحوظة

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele.

ВНИМАНИЕ: Если в ы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните.

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le.

UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod Numer.

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para.

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero.

注意事項:日本語を話される場合、無料の言語支援をご利用いただけます。

تم دی ری بیگ شمای براگان ی را بصورت ی زبان لاتی تسه دی کن ی مگوگ فتی ف ارس زبان به اگر توجه

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche.



ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

You May Refuse To Sign This Acknowledgement

l,	, have received a copy of	
(Print Name this Office's	e) Notice of Privacy Practices.	
(Please Prin	t Name)	
(Signature)		
(Date)		
-	Ise Only ted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but ackn te obtained because:	owledgement
	Individual refused to sign	
	Communication barriers prohibited obtaining the acknowledgement	
	An emergency situation prevented us from obtaining acknowledgement	
	Other (Please Specify)	



Kevin L. Huguet, M.D.

Jamii St. Julien, M.D.

Jinny L. Gunn, M.D.

BREAST QUESTIONNAIRE

REVIE	WED BY:			DATE: _		
PATIE	NT NAME:			DATE: _		
8.	Any breast biopsies? Which breast? (circle one) When was biopsy done?	□ Ye Right		No Left		
7.	Number of pregnancies: Number of children: Your age at the time of each birth:					
6.	If yes, are you still taking them? For how many years?	□ Ye	S 🗆	No		
5.	Are you or have you taken hormone r	eplacement	?	□ Yes	□ No	
4.	Age when you started menses: Still menstruating? If no, at what age did menses stop? Hysterectomy? Ovaries removed?	Was □ Yes □	No it due No No	to surge	ry? □ Yes	□ No
3.	History of ovarian cancer? Personal or family history? (circle one	□ Ye	S 🗆	No		
2.	Personal history of breast cancer?	□ Y e	S 🗆	No		
1.	Family history of breast cancer? If yes, who? Age at diagnosis of cancer:	□ Ye	S 🗆	No		





Photography Consent

I hereby grant permission for the use of any of my photographic medical records including illustrations, images and/or other imaging records for Dr. Jinny Gunn for the following uses:

All identifiable characteristics will be omitted to protect patient privacy unless written consent is obtained from the patient.

 Educational presentations or lectures to Consulting with other patients about po Images on practice website to share po Administrative /Case reviews 	tential surgery outcomes		No :: No :: No :: No ::
also understand that I may withdraw this peri Gunn written notice specifying the images I no not want <u>any</u> of my images used. Dr. Gunn wi mages within 15 business days of receiving th	longer want him/her to u Il discontinue use of the s	se or tha	_
Patient Signature	Date		
Nitness	Date		