



MINIMALLY INVASIVE INSTITUTE OF SURGERY

Date: _____

Last Name First Name Middle Initial Gender

Address City State Zip

Email address Date of Birth Social Security Number

() Home Phone

() Cell Phone

Emergency Contact Relationship Phone

Employer Name: Employer Phone

How did you hear about us? Website Newspaper Magazine Physician Referral Friend/Family ER/Hospital Insurance Plan Worker's Comp Adjustor

Do you have a Seasonal Address?

What is your preferred communication?

Phone E-mail Postal Mail Fax Patient Portal Decline

What is your Ethnicity? Hispanic or Latino Not Hispanic or Latino Decline

What is your race? American Indian Alaskan Native Asian National Hawaiian Pacific Islander White Black (African American) Other Decline

Occupation/Former Occupation Age at last birthday

Primary Care Physician Referring Physician

Pharmacy Name: Pharmacy Phone:

Consent to request medication history Yes No

Reason For Today's Visit:

Was this related to an Auto Accident? Yes No Worker's Comp accident? Yes No

If so, what was the date of your injury? In what State did your accident occur?

INSURANCE INFORMATION (Please present your insurance cards to be scanned.)

Primary Insurance: Secondary 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 *specify below		
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	___	___

***What type of Cancer?** _____ ***Blood Clots WHERE?** _____

***Neuro/muscular specify type** _____ ***What type of Hepatitis?** B C

Past Surgical History List any major operations, hospitalizations:

Surgery	Date	Name of Hospital/location
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Have you had any adverse reactions to anesthesia? Yes ___ No ___ If yes, explain:

Do you have any bleeding tendency or clotting disorder? Yes ___ No ___ If yes, explain:

List all ALLERGIES to medicines, latex, adhesives, metals etc.: No Known Allergies

- | | | |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

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

Medicine	Dose & how often	Reason for use
<i>Example: Xanax</i>	<i>0.5 mg once daily</i>	<i>Anxiety</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Family History Please indicate if anyone in your immediate family has had cancer below:

	Mother	Father	Sister	Brother	Daughter	Son
Colon Cancer	_____	_____	_____	_____	_____	_____
Breast Cancer	_____	_____	_____	_____	_____	_____
Ovarian Cancer	_____	_____	_____	_____	_____	_____
Age of diagnosis?	_____	_____	_____	_____	_____	_____

Is there any other cancer in your family? Yes No
 If yes, what type of cancer? _____
 What relative (Aunt/Uncle/Cousin, etc): _____
 Age of diagnosis: _____

Social History

Do you use tobacco products? Yes _____ No _____ How much _____
 Former _____ Start Date _____ Stop Date _____

Do you drink caffeinated coffee, tea, soda? Yes _____ No _____ How often/Much _____

Do you do any recreational drugs? Yes _____ No _____ What? _____

Do you drink alcohol? Yes _____ No _____ If yes, how many times in the past year have you had 5 (for men under the age of 65yrs) or 4 (for women & all adults over 65yrs) or more Alcoholic drinks in a day? _____

- Have you ever had a pneumonia vaccine? Yes No
- Have you had a Mammogram with the past 27 months? Yes No
- Have you had a Colonoscopy within the past 9 Years? Yes No
- Have you had a Flu Shot within 12 months? Yes No

____ 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 _____

SKIN

____ Psoriasis ____ Skin cancer ____ Previous 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 _____

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 _____
Name & Relationship: _____ Phone number _____
Name & Relationship: _____ Phone number _____
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: No:

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 voicemail? Yes: No

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

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.

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 contact you again.

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:

- For workers' compensation claims
- 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 <http://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 Surgery|
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 bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. 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

هال صم وال بكم: رقم برقم ات صل بالمجان لك توافرة الى لغو المساعدة خدمات فإل اللغة، اذكر ت تحدث ك نت إذا بملاحظة

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

ВНИМАНИЕ: Если вы 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 ریڈ گ. شما یی راگان یز اب صورت یز بان لاتی سهدی کن یم گ وگ فت یف ارس ز بان به اگ ر بت وجه

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



**ACKNOWLEDGEMENT OF RECEIPT OF
NOTICE OF PRIVACY PRACTICES**

You May Refuse To Sign This Acknowledgement

I, _____, have received a copy of
(Print Name)
this Office's Notice of Privacy Practices.

(Please Print Name)

(Signature)

(Date)

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Communication barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify)

