



PATIENT REGISTRATION

PATIENT INFORMATION

Name: (Last, First, MI)			
Address:			
City:	State/Province:	Zip:	Country:
Mailing Address (if different from above):			
Home Phone:	Work:	Mobile:	
Email:	SSN:	Birth Date:	Sex: M <input type="checkbox"/> F <input type="checkbox"/>
Marital Status:	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Unknown <input type="checkbox"/>
Race:	White <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Black/African American <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/>
	Other <input type="checkbox"/>	Asian <input type="checkbox"/>	Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/>
Ethnicity:	Hispanic/Latino <input type="checkbox"/>	Not Hispanic/Latino <input type="checkbox"/>	Other <input type="checkbox"/> Language:
Contact Preferred:	Home <input type="checkbox"/>	Work <input type="checkbox"/>	Mobile <input type="checkbox"/> Leave Message: Yes <input type="checkbox"/> No <input type="checkbox"/>
Allow Appointment Reminder: If Yes, please choose one method Call <input type="checkbox"/> Text <input type="checkbox"/> No <input type="checkbox"/>			
Primary Care Physician:		Referring Physician:	
Pharmacy Name/Address/Phone:			

EMPLOYER INFORMATION

Employer Name:	Phone Number:		
Address:			
City:	State/Province:	Zip:	Country:

EMERGENCY CONTACT INFORMATION

Name:	Relationship to Patient:
Phone:	Email:

POLICY INFORMATION

Patient is the Insured:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(if no complete the Insured fields below)	
Insured Name:		Relationship to Patient:		
Insured Address:				
City:		State:	Zip:	Country:
Insured Home Phone:		Work:		Mobile:
Insured Birth Date:		Insured Sex: M <input type="checkbox"/> F <input type="checkbox"/>		Insured SSN:
Insured Employer Name:			Insured Employer Phone Number:	
Insured Employer Address:				
City:		State:	Zip:	Country:
Primary Insurance				
Policy Number:		Insurance Company Group Name:		
Effective Date:		Expiration Date:		Policy Copay:
Secondary Insurance				
Policy Number:		Insurance Company Group Name:		
Effective Date:		Expiration Date:		Policy Copay:
Tertiary Insurance				
Policy Number:		Insurance Company Group Name:		
Effective Date:		Expiration Date:		Policy Copay:

NOTICE OF PRIVACY PRACTICES

Purpose of this notice: To describe how your medical information is used, whom it is disclosed to and how you gain access to it.

Stony Brook Community Medical as a healthcare provider is permitted by law to collect, use and disclose your “protected health information” or medical record for the purpose of treatment, payment, internal business operations or as required by law for reporting purposes.

You have certain rights including access to your information and some control over who has access to your information.

Stony Brook Community Medical, PC agrees to abide by the terms of this notice but reserves the right to change the terms at any time. Should we do so, we will notify you in writing.

Use and Disclosure of Protected Health Information (PHI): When you sign a consent form to be treated, your protected health information is used to treat you, to bill you or your insurance company for your care and to make decisions on how to provide healthcare services for you, your family and the community we take care of. Your physician, office staff and others outside of Stony Brook Community Medical i.e. your insurer are allowed access to this information.

Some examples of uses and disclosures of your protected health information are for:

- Treatment by your doctor
- Law enforcement
- Workers compensation
- Appointment reminders
- Payment for your treatment by you or your insurance
- Reporting adverse events of medication or medical devices to the FDA
- Reporting health risks
- Response to legal proceedings
- Organ or tissue donation
- Coroners, funeral directors
- Stony Brook Community Medical to determine if we meet the needs of our patients

Any other uses and disclosures not specified require an authorization, including for marketing purposes and disclosures that constitutes the sale of PHI.

Patient Rights:

- A. You have the right to inspect and to obtain a copy of your protected health information for as long as the group maintains your record.
*We are permitted by NYS law to charge you a fee of 75 cents per page
- B. You have the right to restrict or to limit the use of your protected health information that we use for treatment, payment or operations.
*Stony Brook Community Medical reserves the right to deny you treatment should you restrict the use of your protected health information for treatment, payment or operations, unless the requested restriction relates to disclosures to a health plan and the Protected Health Information relates to a health care service or item which you have paid for in full and out of pocket.
- C. You can restrict the release of your health information to family or friends unless they have your written or verbal permission.
- D. You have the right to request an accounting of disclosures made of your health information.
*Your request must be submitted in writing, specifying dates and time periods as far back as six years from today, as long as the events in question happened after April 12, 2003.
- E. You have the right to amend your protected health information.
*To amend your health information, your request must be given in writing along with a reason for doing so. Your request can be denied if the information originated outside Stony Brook Community Medical, PC.
- F. You have the right to request confidential communications as long as it is done in writing
*For example, you can specify that we only contact you at work, at home or by mail, etc.
- G. You have the right to receive notifications whenever a breach of your unsecured PHI occurs.

If you feel your privacy rights have been violated, you may file a complaint, which will be forwarded to our Compliance Officer.

**Acknowledgement of Receipt of
Stony Brook Community Medical's Privacy Practices**

I, the undersigned, acknowledge that I have received a copy of Stony Brook Community Medical's Notice of Privacy Practices. Should I have any questions about the policy, I will discuss them with my Physician or the group's *Compliance Officer*.

Print Name: _____ Date of Birth: _____

Signature: _____ Date: _____

Authorization for the Release of Patient Health Information to a Second Party

I authorize the release of my Patient Health Information to my
(Fill in name(s) of all that apply.)

Spouse, _____	Ph: _____
Family Member, _____	Ph: _____
Friend, _____	Ph: _____
School/College Health Services, _____	Ph: _____
Other, _____	Ph: _____

By signing below, I acknowledge that this authorization is valid until it is revoked by me.

Patient Signature: _____ Date: _____

Parent/Guardian Signature (if patient a minor): _____

Print name of Parent/Guardian: _____

Group # _____ : Patient Name: _____ MR#: _____ Date: _____

CLINICAL PRACTICE MANAGEMENT PLAN

Patient's Name: _____
Last First Middle

RELEASE OF INFORMATION

I hereby authorize and direct Stony Brook Internists, University Faculty Practice Corporations having treated me, to release to governmental agencies, insurance carriers, or others who are financially liable for my medical care, all information needed to substantiate payment for such medical care and to permit representatives thereof to examine and make copies of all records relating to such care and treatment.

X _____
Signature of Patient or Authorized Representative Date

UNIFORM ASSIGNMENT

I hereby assign, transfer and set over to Stony Brook Internists, University Faculty Practice Corporations sufficient monies and/or benefits to which I may be entitled from governmental agencies, insurance carriers, or others who are financially liable for my medical care, to cover the cost of care and treatment rendered to myself or my dependent.

In addition, I also assign, transfer and set over to all of the other University Faculty Practice Corporations from which I may require medical care, sufficient monies and/or benefits to which I may be entitled. These other University Faculty Practice Corporations are as follows: Stony Brook Anaesthesiology, Stony Brook Dermatology, Stony Brook Family Medical Group, Stony Brook Internists, New York Spine and Brain Surgery, Neurology Associates of Stony Brook, University Associates of Obstetrics and Gynecology, Stony Brook Preventative Medicine Services, Stony Brook Ophthalmology, Stony Brook Orthopaedic Associates., Stony Brook Children's Services, Stony Brook Psychiatric Associates., Stony Brook Radiation Oncology, Stony Brook Radiology, Stony Brook Surgical Associates, and Stony Brook Urology.

X _____
Signature of Patient or Authorized Representative Date

Account Representative: _____

Group #: _____ Name: _____ MR#: _____ Date: _____

**Stony Brook Internists
P.O. Box 417978
Boston, MA 02241-7978**

GUARANTEE OF PAYMENT

Many insurance companies, including managed care organizations, require prior written authorization for treatment and follow-up visits. It is your responsibility as a patient to obtain all necessary authorizations from your insurance company prior to receiving medical services. If you have not received prior approval for the service or authorization has been denied, you are fully responsible for all charges if your insurance company does not agree to pay. In addition, you will be responsible for all deductibles, co-insurance, co-payments, any service that is not covered by your insurance plan, and any service that your insurance company has determined not to be "medically necessary".



I have read and understand this information. I understand that my insurance company may deny coverage and request that Stony Brook Internists perform this medical service anyway. I agree to be personally and fully responsible for all charges. I understand that the provider named above is relying on this promise and is rendering services without requiring payment at the time of service based on such reliance.

_____ Signature of Patient or Legally Authorized Representative	_____ Print Name	_____ Date
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_____ Witness	_____ Print Name	_____ Date
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All Inclusive Primary Care

300 East Main Street, Suite 6 Smithtown, NY 11787 Phone (631) 257-5290 Fax (631) 257-5295

New Patient Medical History

Name: _____	Date of Birth: ___/___/___	Age: ___	Sex: ___
How did you hear about our practice?			

Please briefly state in the box below the reason for your visit

Past Medical History			
Condition / Disease	Year Began	Condition / Disease	Year Began
<input type="checkbox"/> Hypertension		Other(s):	
<input type="checkbox"/> High Cholesterol			
<input type="checkbox"/> Hyper/Hypothyroidism			
<input type="checkbox"/> COPD, Emphysema or Asthma			
<input type="checkbox"/> Diabetes			
<input type="checkbox"/> GERD			
<input type="checkbox"/> Depression or Anxiety			
<input type="checkbox"/> Heart Conditions			

Past Surgical Procedures / Hospitalizations / Serious Injuries or Fractures			
Operation / Hospitalization / Injury	Month/ Yr	Operation / Hospitalization / Injury	Month /Yr

Other Physicians and Specialists
List below your other physicians (i.e. Gyn, Dermatology, GI, Orthopedics, Urology, Psychiatry, etc)

Medication/Food Allergies or Intolerances			
Medication /Food	Reaction	Medication /Food	Reaction

Family Health History				
Relative	Living or Deceased	Current Age or Age of Death	Cause of Death	Health Problems

Health Maintenance				
Test Performed	Date			
Lipid (Cholesterol)		Abnormal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Colonoscopy		Abnormal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mammography		Abnormal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pap Smear		Abnormal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bone Density		Abnormal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dental Exam				
Eye Exam				

Vaccinations	
	Date
Tetanus (Tdap)	
Influenza	
Pneumovax (Pneumonia)	
Zostavax (Shingles)	

Current Medications			
Medication	Dosage	Medication	Dosage

Social, Educational and Work History	
Marital Status:	
Work Status (circle one): Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Disabled <input type="checkbox"/>	Hours worked per week:
Do you drink alcohol?	Number of drinks per week?
Are you a smoker?	If yes, how many packs per day?
Are you a former smoker?	If yes, what year did you quit?
Do you exercise?	Duration and Frequency?
Over the past two weeks, how often have you been bothered by the following _problems:	
Little interest or pleasure in doing things? <input type="checkbox"/> Not at all <input type="checkbox"/> Some days <input type="checkbox"/> More days than not <input type="checkbox"/> Nearly every day	
Feeling down, depressed, or hopeless? <input type="checkbox"/> Not at all <input type="checkbox"/> Some days <input type="checkbox"/> More days than not <input type="checkbox"/> Nearly every day	

Review of Systems

Please mark any **persistent** symptoms you have had in the **past few months**. Read through every section and mark "no problems" if none of the symptoms apply to you.

General

- Unexplained weight loss/gain
- Unexplained fatigue/weakness
- Fever/chills
- No problems**

Skin

- New or change in mole
- Rash/itching
- No problems**

Breast

- Breast pain/lump/nipple discharge
- No problems**

Ears/Nose/Throat

- Nosebleeds
- Trouble swallowing
- Frequent sore throat, hoarseness
- Hearing loss/ringing in ears
- No problems**

Eyes

- Change in vision
- Eye pain
- Eye redness
- No problems**

Cardiovascular

- Chest pain/discomfort
- Palpitations (fast or irregular heartbeat)
- No problems**

Respiratory

- Cough/Wheeze
- Loud snoring/altered breathing during sleep
- Short of breath with exertion
- No problems**

Gastrointestinal

- Heartburn/reflux/indigestion
- Blood or change in bowel movement
- Constipation
- No problems**

Genitourinary

- Leaking urine
- Blood in urine
- Nighttime urination or increased frequency
- Discharge from penis or vagina
- Concern with sexual function
- No problems**

Musculoskeletal

- Neck pain
- Back pain
- Muscle/joint pain
- No problems**

Endocrine

- Heat or cold sensitivity
- No problems**

Hematologic/Lymphatic

- Swollen glands
- Easy bruising

No

problems

Neurological _

- Headache
- Memory Loss
- Fainting
- Dizziness
- Numbness/tingling
- Unsteady gait

No

problems

Allergic/Immune

- Hay fever/allergies
- Frequent infections

No

problems

Psychiatric

- Anxiety/stress/irritability
- Sleep problems
- Lack of concentration.

No

problems

Women only

- Pre-menstrual symptoms (bloating, cramps, irritability)
- Problem with menstrual periods
- Hot flashes/night sweats
- No problems**

Please list any other concerns here: _____

ALL INCLUSIVE PRIMARY CARE

Patient Portal

Patient's First Name: _____

Patient's Last Name: _____

Patient's Date of Birth: _____

Patient's Email Address: _____

Security Question:

Patient's Postal-Zip Code: _____

Prescription Refill Policy

Effective 12/10/18

Currently our practice has had an increase in the amount of calls requesting medication refills. In an effort to provide quality care in an efficient manner, and safely manage refill requests, it has become necessary for our practice to implement a new prescription refill policy. While we understand this change will affect you, we hope by keeping you informed of the policy change, to continue to work together to ensure high quality and safe medical care.

1. Prior to your next visit you should review your medications and determine which if any you will need refilled. If you have questions regarding medications, you should discuss them at your appointment.
2. It is **your responsibility** to notify AIPC in a timely manner when refills are necessary. **Don't wait until you run out of medication.** Refill requests may take up to 48hrs to be processed. If you use mail order pharmacy you should give 2 weeks' notice before medication will run out.
3. All refill requests will be handled during business hours Monday-Friday. No medications will be refilled on Saturday, Sunday or Holidays.
4. Refills will only be provided for medications prescribed by AIPC providers.
5. You are required to be compliant with your follow up visits in order to have the medication refilled.
6. If you are requesting a refill and require lab work or a follow up visit, your provider may call in a limited amount of medication until you come in or have the necessary testing. **This is not to exceed one weeks' time of medication.**
7. It is your responsibility to schedule your appointments prior to leaving after your visit, and/or prior to the prescription running out.
8. If you are requesting a controlled substance you must be compliant with your follow up care.
9. It is **your** responsibility to inform the staff of the prescription name, strength, dosage, and correct pharmacy information.
10. Some medications require pre-authorization, this may take several days. Please note AIPC will process these requests as quickly as possible. We will inform you once approval has been obtained.
11. New symptoms or problems require an appointment.

Acknowledgement of Policy:

Print Patient Name: _____ Patient Signature: _____

Date: _____

Signature if other than Patient: _____ Relationship: _____

Date: _____



PATIENT REQUEST FOR DISCLOSURE

I hereby authorize _____ to disclose the following information from my health record

Patient name: _____ Date of birth: _____

Address: _____ Telephone: _____

_____ Medical Record Number: _____

Dates of Treatment being requested: _____

Requested Information:

- Abstract (subset of records)
- Discharge Summary
- Operative Report
- Radiology (X-Ray, MRI, etc.)
- Cardiac CD
- Emergency Record
- Laboratory Testing
- Consults
- Cardiac Testing
- Autopsy Report
- Pathology Report
- Endoscopy/Colonoscopy
- Complete Record

Other (please specify) _____

I understand that this may include **sensitive information** relating to:

- Acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV) infection
- Behavioral health services/psychiatric care.
- Treatment for alcohol and/or drug abuse.

This information is to be released to: _____

Please send by the following method:

- Printed copy @ 75 cents per page
 - e-Mail to _____ @ \$6.50
 - CD @ \$6.50
 - Electronic download @ \$6.50
- (print very clearly)

Please note: e-mail is not a secure method of transmission of your health information. Stony Brook Medicine is not responsible for the privacy of information e-mailed at your request.

Signed: _____ Date: _____
(Patient) or (Parent/Legal Guardian)

_____ Date: _____
Health Care Agent – Only if the patient lacks capacity to sign for his/her self

Date: _____
Medical Record #: _____
File#: _____

FINANCIAL AGREEMENT

I/We hereby agree as follows:

1. Guarantee of Payment. Medical care has been or will be provided to the patient whose name appears below. I/We, both jointly and individually, shall be fully responsible for payment of the patient's bill, based on the charges incurred which I/We now agree are fair and reasonable. The University Faculty Practice Corporations may demand full payment of the patient's bill at any time, but the University Faculty Practice Corporations are not required to do this. Even if the University Faculty Practice Corporations do not demand immediate payment, my/our obligation to make such payment remains the same.

2. When the Patient's Insurance Coverage is Insufficient. If any insurance coverage which the patient may have, such as Blue Shield, Medicare, Medicaid, Compensation or other coverage, rejects the patient's claim or allows only part of the claim, I/we shall be responsible for immediate payment of the balance due to the extent permitted by law.

3. The Agreement. I/We have read and understood this Agreement and have received a copy as well.

Name of Patient

Name of Person Guaranteeing
Payment

Signature of Person Guaranteeing
Payment

UNIVERSITY FACULTY PRACTICE
CORPORATIONS

Home Address

Telephone Number

Employer's Name

Witness

PA-29g/7-92 8/2009