Patient Name _____

Seen by : _____

The Village Doctor at Cherry Hill

Adult Medical History

Past Medical Problems: Please Check all that apply

❑ High Blood Pressure	❑ Diabetes	❑ Heart Disease	❑ High Cholesterol	❑ Thyroid Disease
❑ Asthma/Emphysema	❑ Arthritis	❑ Kidney Disease	❑ Stroke/mini-stroke	❑ Depression/Anxiety
Other:				

Medications: All prescription and non-prescription drugs, and supplements that you take regularly

Medication	Dose (milligrams)	Frequency (how often)	How long taking it?

Surgical History: List any surgeries you have had in the hospital or in a doctor's office

What Procedure?	When? (Month/Year)	Where?

Hospitalizations: List any times when you have had to stay in the hospital overnight

Reason/diagnosis	When (Month/Year)	Where?

Other Healthcare Providers: physicians, chiropractors, etc.

Provider	Specialty	Reason	Still seeing (Y or N)

Initials_____

Allergies: list allergic reactions to any medications or foods

Medication/Food	Type of Reaction

Family History: have any of your blood-relatives had

Disease	Who?	Disease	Who?
❑ Cancer (type:_____)		❑ Heart Attack (Age:_____)	
❑ Diabetes (?on insulin Yes or No)		❑ High Blood Pressure	
❑ High Cholesterol		❑ Stroke/mini-stroke	
❑ Asthma/Emphysema		❑ Thyroid Disease	
❑ Alcoholism		❑ Depression/Anxiety	
❑ Other:		❑ Other:	

What is your father's health status?_____
What is your mother's health status?_____
Health status of brothers/sisters?_____

Social History: please tell us a little bit about yourself
Do you have a spouse or partner?_____
Do you have any children?_____
Who lives with you at home?_____
What type of job do you do?_____ Exposures at work? (chemicals, noise, etc)_____
Do you feel safe at home?_____
Do you need help at home? (dressing, cooking, housework)_____
Have you ever smoked cigarettes?_____ Packs per day?_____ How many years?____
Do you currently smoke?_____ If yes, are you interested in quitting?_____
Do you drink any alcohol?_____ Approximate number of drinks per week_____
Have you ever felt you had to cut back on your drinking?_____
Have you ever had arguments with someone close to you about drinking?_____
Have you ever had guilty feelings about drinking?_____
Have you ever had a drink to relieve a hang-over?_____
Have you ever used any illicit or recreational drugs?_____
What type of regular exercise do you do?_____ How often?_____ How long?_____
Do you wear a seatbelt every time you are in the car?_____
Do you have smoke detectors in your home?_____ Last time batteries were changed?_____
Are there any guns that may be accessible to children in your home?_____

General Health Questions:
When (if ever) was your last

Tetanus Vaccine	Flu Vaccine	Pneumonia Vaccine	Cholesterol Test	Blood Sugar Test

Colonoscopy/Sigmoid	Mammogram	Pap Smear	Osteoporosis Test	Prostate Test (PSA)

Initials_____

 Date:

Review of Systems

Constitutional
- ❑ Fever/Night sweats
- ❑ Weight loss
- ❑ Fatigue

Eyes
- ❑ Eye pain
- ❑ Redness
- ❑ Discharge
- ❑ Blurry vision
- ❑ Double vision

Ears/Nose/Mouth/Throat
- ❑ Ear pain
- ❑ Discharge
- ❑ Ringing
- ❑ Difficulty hearing
- ❑ Nosebleeds
- ❑ Nasal discharge
- ❑ Sinus pain/pressure
- ❑ Ulcers of the mouth
- ❑ Tooth pain
- ❑ Sore throat
- ❑ Changes in voice
- ❑ Trouble swallowing
- ❑ Lump or mass in neck

Cardiovascular
- ❑ Chest pain/pressure
- ❑ Trouble breathing with activity
- ❑ Trouble breathing while lying flat
- ❑ Palpitation/irregular heartbeat
- ❑ Calf pain with walking
- ❑ Poor circulation

Respiratory
- ❑ Cough
- ❑ Coughing up blood
- ❑ Shortness of breath
- ❑ Wheezing

Gastrointestinal
- ❑ Abdominal pain
- ❑ Nausea/vomiting
- ❑ Diarrhea
- ❑ Constipation
- ❑ Blood in stool
- ❑ Change in stool color

Genitourinary
- ❑ Pain with urination
- ❑ Urinary urgency
- ❑ Blood in urine
- ❑ Leaking of urine
- ❑ Difficult urination/weak stream
- ❑ Urination at night: # _____

Females
- ❑ Irregular or absent periods
  Start of last period_____
- ❑ Vaginal discharge
- ❑ Pelvic pain
- ❑ Pain with sex
- ❑ Other sexual difficulty
- ❑ Abnormal Pap Smears
  Date of last Pap_____
- ❑ Age when periods began_____
- ❑ Number of pregnancies_____

Males
- ❑ Penile discharge
- ❑ Sexual difficulty

Musculoskeletal
- ❑ Joint pain
- ❑ Morning stiffness
- ❑ Joint swelling
- ❑ Back pain

Skin/Breast
- ❑ Rash
- ❑ Itching
- ❑ Lump under skin
- ❑ New or changing mole
- ❑ Lump in breast
- ❑ Skin or nipple changes
- ❑ Breast pain

Endocrine
- ❑ Always hot
- ❑ Always cold
- ❑ Excessive urination
- ❑ Excessive thirst

Hematologic/Lymphatic
- ❑ Lymph nodes/swollen glands
- ❑ Easy bruising or bleeding

Allergic/Immunologic
- ❑ Seasonal allergies/hayfever
- ❑ Frequent infection

Neurological
- ❑ Headache
- ❑ Weakness
- ❑ Dizziness/unsteadiness
- ❑ Seizures
- ❑ Fainting/loss of conciousness
- ❑ Numbness/tingling
- ❑ Memory problems/confusion

Psychiatric
- ❑ Depression
- ❑ Anxiety
- ❑ Difficulty with sleep
- ❑ Excessive anger

Patient_____ Date:_____
Provider:_____ Date:_____

The Village Doctor at Cherry Hill

GENERAL CONSENT FOR TREATMENT

Patient Name:_____ Date of Birth:_____

1. **CONSENT:** I request and authorize inpatient, emergency, and/or outpatient care as my physician, and his/her designees and assistants may deem necessary or advisable. This includes, but is not limited to, routine diagnostic, radiology, and laboratory procedures, administration of routine drugs and other therapeutics, and routine medical, nursing, and hospital care.

2. **MINORS:** A patient under 18 years of age must have authorization for treatment signed by a parent or legal guardian. Minors with decision-making capacity have the right to participate in discussions regarding their care, and to answers to their questions about their condition and treatment.
   Exceptions: Minors do not require consent from their parent/guardian in the following instances:
   a. Minor is married
   b. Minor is in the Armed Forces of the United States
   c. Minor is emancipated by court order
   d. Minor who has/is receiving prenatal or pregnancy related care, substance abuse or psychiatric treatment, or treatment for HIV or sexually transmitted diseases
   e. A minor may consent to the release of their own child(ren)'s records

3. **NO GUARENTEES:** I am aware that the practice of medicine and surgery is not an exact science. I acknowledge that no guarantees or promises have been made to me as to the results of the care and treatment which I have authorized. I understand I have a responsibility to cooperate in my care.

4. **PATIENT RESPONSIBILITIES:** I understand and agree that it is my responsibility to:

- Schedule follow-up appointments and tests ordered by my physician
- Provide a minimum of 24 hours' notice of cancellation or to reschedule an appointment if needed
- Call the office if I am unable to keep an appointment for any reason
- Pay all charges not covered by my insurance company including:
  - Deductibles
  - Co-pays
  - Non-covered services
- Pay all charges for services rendered despite any disputes or disagreements between myself and my insurance company.

5. **PAYMENT:** I assign and authorize payment, for any and all services rendered, directly to Cherry Hill Village Family Medicine from my insurance company or third party payer including, but not limited to Medicare, Medicaid, commercial health insurance, automobile no-fault insurance and worker's disability compensation insurance.

6. **RELEASE OF INFORMATION:** I understand that the confidentiality of all medical records will be protected to the full extent of the law. I authorize Cherry Hill Village Family Medicine to release all

information from my medical record, including information about Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), and Hepatitis (if any), and substance abuse treatment information protected by 42 CFR Part 2 (if any):

1) Providers to which I am referred and will receive treatment for the purpose of continuity of care

2) Payers, organizations or insurance companies which are responsible, in whole or in part, or obtaining insurance benefits for me, for billing and/or paying my hospital and/or physicians bill, and for filing appeals of denial of benefits, so that the hospital and physician may be paid for the services provided to me, and

3) Independent auditors or review agencies retained by any third party payers and insurer to analyze the changes for services rendered to me

This authorization shall be effective only so long as is necessary to accomplish the purpose for which it is given. This authorization may be revoked at any time, except to the extent that it has been relied upon.

I understand that Cherry Hill Village Family Medicine may perform a test for HIV or Hepatitis upon me without my written consent, as permitted by State Law, if a health care worker or emergency first responder sustains an exposure to my blood or body fluids. The results of any test will be treated confidentially.

7. **VALUABLES:** I understand that Cherry Hill Village Family Medicine is not responsible for clothing, eyeglasses, dentures, jewelry, money, or other personal articles kept in my possession. I release Cherry Hill Village Family Medicine from responsibility for all personal articles which I have with me during the time I am a patient at the physician office or medical facility.

8. **TEACHING INSTITUTION:** I have been informed that Cherry Hill Village Family Medicine participates with teaching institutions and that my medical, surgical, nursing, and routine health care may be observed and provide for my supervised health care provider students. I authorize such clinical students to observe and provide this care. I also understand that my treatment and medical records may be viewed by approved students and staff for teaching, study and research purposes and the confidentiality of my identity shall be protected. I may request that a clinical student not be involved in my care.

I have read both pages of this consent form or it has been read to me and I am satisfied that I understand its contents. My questions have been answered to my satisfaction.

_____

Signature of Patient/Legal Guardian/Patient Advocate/Parent/Next of Kin (circle one) Date

_____

Signature of Witness Date

The Village Doctor at Cherry Hill

PATIENT DEMOGRAPHIC QUESTIONNAIRE

Name:_____ Date of Birth:_____

Cherry Hill Village Family Medicine is dedicated to providing you with high quality health care that meets your needs. We are asking for your race and ethnicity because this can affect your risk of developing certain diseases, such as high blood pressure, diabetes, and heart disease. It is also important that we know your preferred spoken language to make sure that you and your health care team communicated clearly.

We will keep this information privately in your medical record. This information will assist us in continuing to provide you with the best possible care.

Thank you for filling in the information below.

1. **Race—please mark which best describes you**
   - □ White or Caucasian
   - □ Black or African American
   - □ American Indian or Alaska Native
   - □Asian
   - □ Native Hawaiian or Pacific Islander
   - □ Other (please specify)_____
   - □ I prefer not to answer

2. **Ethnicity—please mark which best describes you**
   - □ Hispanic or Latino
   - □ Not Hispanic or Lantino
   - □ I prefer not to answer

3. **Please tell us your preferred spoken language:**_____
   - □ I prefer not to answer

4. **Interpreter Service: would a language interpreter be helpful to you during your visit?**
   - □ Yes
   - □ No

The Village Doctor at Cherry Hill

PATIENT FINANCIAL RESPONSIBILIY

Thank you for choosing Cherry Hill Village Family Medicine as your health care provider. We are committed to your successful treatment. Please understand that payment of your bill is considered a part of your treatment and also helps to reduce the cost of health care. The following is a statement of our Patient Financial Responsibility Policy, which we require you to read and sign prior to seeing the physician. Please let us know if you have any questions or concerns regarding this policy.

For your convenience, we accept cash, check, Visa, MasterCard, American Express, and Discover.

I understand that I am financially responsible for treatment provided to me or my legal dependent by Cherry Hill Village Family Medicine.

I understand my insurance policy is a contract solely between me and my insurance company. I understand that, as a courtesy, my physician will submit a claim to my insurance plan. I authoriae my insurance plan to make payments for covered services directly to my physician.

I understand that I am responsible to pay at the time of service for co-pays, deductibles, non-covered services, or services provided by a physician who is not my primary care provider. I understand a $10 fee will be added if I do not pay my co-pay at the time of service.

If my physician does not participate with my insurance company, or if my insurance company has not paid the claim within 45 days, I understand the balance remains my responsibility and I must pursue reimbursement directly from my insurance company. If there is a balance on my account, as statement of my charges and payments will be sent to my mailing address.

I authorize Cherry Hill Village Family Medicine to communicate with my health insurance company, in accordance with their Privacy Policy, regarding my policy coverage. I further authorize Cherry Hill Village Family Medicine to release information required by my insurance company to make payment for services rendered.

I understand a payment plan may be set up if I have financial difficulties. Charges over 90 days past due without a payment plan, may be sent to a collection agency and may result in being discharged from the practice.

I understand that there is a $10 late fee for amounts over 60 days. I understand that there is a $20 fee for returned personal checks.

I understand that appointment cancellations with less than 24 hours notice or "No Show" patients are charted a service fee of $25. I understand that I am responsible for this fee. I understand it cannot be billed to my insurance plan.

I have read this Patient Financial Policy and understand my responsibilities.

_____

Signature of Patient or Legal Guardian/Guarantor Date

_____

Signature of Witness Date

Revised 1/12/2012

The Village Doctor at Cherry Hill

NOTICE OF USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

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

We are committed to protecting the privacy of your personal and health information. All of our employees are required to comply with our confidentiality policies.

We may use or disclose your protected health information for purposes of treatment, payment, or practice operations only with your written consent. For example, we may contact another physician to coordinate your care, submit a claim to an insurer, or look at your file to perform internal quality monitoring. We must obtain your written authorization for any other use or disclosure. You may revoke your consent or authorization at any time in writing. This will not apply to information used or disclosed while the consent or authorization was in effect.

We will provide access to your information, without your consent or authorization, when required to do so by law or regulation. Access may be granted to public health and law enforcement authorities, health care oversight agencies, government benefits programs, employers (in the case of work-related illness or injury), courts and administrative tribunals.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services. You may want a friend or family member to discuss care with a physician, or staff member, take messages, and pick up prescriptions or other medically related communication.

Please indicate if there is a friend or family member to whom **we are allowed** to release medical information:

Name:_____ Phone:_____

You may also identify a friend or family member to whom **we are restricted** specifically from releasing medical information.

Please indicate if you want medical information restricted from:

Name:_____ Phone:_____

You have the right to: access and amend your information, request an accounting of any disclosures, request restrictions on use and disclosure of your information, request a copy of this Notice, or receive confidential communications. If you request restrictions on the use and disclosure of your information, we are not required to grant your request. You may exercise your rights by contacting the individual identified at the conclusion of this Notice.

We are required by law to maintain the privacy of protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information. We are required to abide by the terms of the most current notice in effect. We reserve the right to change the terms of our notice and to make the new notice provisions effective for all protected health information that we maintain. We will provide you with a revised notice by mail.

If you believe that your privacy rights have been violated, you may complain to us or to the Secretary of the U.S. Department of Health and Human Services. We will not retaliate again you for filing a complaint.

For more information about this notice, please contact us at 734-879-1068.

This notice is effective: January 1, 2011

The undersigned acknowledges that he/she has received a copy of this notice of privacy practices.

Print Name	Patient/Guardian Signature	Date

Revised 1/12/2012

The Village Doctor at Cherry Hill

PATIENT INFORMATION UPDATE

Name: _____ Date of Birth: _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Preferred Method of Contact: Home Work Cell (circle one)

Email Address: _____

Parent/Guardian Name (if minor): _____

Emergency Contact Name: _____

Emergency Contact Relationship: _____

Emergency Contact Phone: _____

Pharmacy Name: _____

Pharmacy Phone: _____

Health Insurance: _____

Policy Holder: (if other than self) _____

Policy Holder Date Of Birth: _____