

**PATIENT DATA**  
FORM MUST BE COMPLETED IN FULL

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Marital Status  Married  Single  Widowed  Divorced Gender  Male  Female

Mailing Address \_\_\_\_\_  
Street City State Zip

Phone Numbers Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Primary Phone is  Home  Cell  Work Email Address \_\_\_\_\_

Preferred Language  English  Arabic  Chinese  French  Hindi  Portuguese  Russian  
 Spanish  Vietnamese  Unknown  Declined  Other \_\_\_\_\_

Race  American Indian/Alaskan Native  Asian  Black/African American  Native Hawaiian/Other Pacific Islander  
 White  Other Race  Unknown  Declined

Ethnicity  Hispanic or Latino  Non-Hispanic or Latino  Declined

**EMPLOYMENT**

Employer \_\_\_\_\_ Dept. | Title \_\_\_\_\_

Employer's Address \_\_\_\_\_  
Street City State Zip

Referred to Circle City Gastroenterology by \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Phone

**EMERGENCY CONTACT**

Spouse, companion, relative or friend living with you

Name & Relationship \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Nearest relative or friend not living with you

Name & Relationship \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**INSURANCE INFORMATION**

Primary \_\_\_\_\_ Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Name of Insured & Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Secondary \_\_\_\_\_ Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Name of Insured & Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Tertiary \_\_\_\_\_ Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Name of Insured & Relationship \_\_\_\_\_ DOB \_\_\_\_\_

**PREFERRED PHARMACY INFORMATION**

Pharmacy Name \_\_\_\_\_ Pharmacy Phone \_\_\_\_\_

Pharmacy Address \_\_\_\_\_  
Street City State Zip

I authorize CCGI to communicate electronically with my preferred pharmacy to obtain my prescription history.  Yes  No

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

I certify that the above information is correct. I consent to be treated by the staff and providers of CCGI and its affiliates. I authorize payment of medical benefits to CCGI and its affiliates, and authorize them to release any medical information necessary to process claims. I understand that I am responsible for co-payments, deductibles, co-insurance and non-covered services.

Patient / Guarantor Signature\* \_\_\_\_\_ Date \_\_\_\_\_

*\*If patient is a minor (under the age of 18), form must be signed by a parent or legal guardian.*

## PERSONAL HISTORY

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Referred by \_\_\_\_\_ Primary Care Physician \_\_\_\_\_

Other physicians involved in your healthcare \_\_\_\_\_

**Describe the reason(s) for your visit** \_\_\_\_\_

### 1) PATIENT MEDICAL HISTORY Check all that apply.

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> <b>Cirrhosis</b>                          | <input type="checkbox"/> <b>Hiatal Hernia</b>             | <input type="checkbox"/> Chronic Kidney Disease (CKD)             | <input type="checkbox"/> Migraines                              |
| <input type="checkbox"/> <b>Colon Cancer</b>                       | <input type="checkbox"/> <b>Irritable Bowel Syndrome</b>  | <input type="checkbox"/> Congestive Heart Disease (CHF)           | <input type="checkbox"/> Myocardial Infarction/<br>Heart Attack |
| <input type="checkbox"/> <b>Colon Polyps</b>                       | <input type="checkbox"/> <b>Liver Disease</b>             | <input type="checkbox"/> COPD/Emphysema                           | <input type="checkbox"/> Nerve/Muscle Disease                   |
| <input type="checkbox"/> <b>Crohn's Disease</b>                    | <input type="checkbox"/> <b>Stomach/Intestinal Ulcers</b> | <input type="checkbox"/> Coronary Artery Disease (CAD)            | <input type="checkbox"/> Obesity                                |
| <input type="checkbox"/> <b>Diverticulitis</b>                     | <input type="checkbox"/> <b>Ulcerative Colitis</b>        | <input type="checkbox"/> Diabetes                                 | <input type="checkbox"/> Osteoporosis                           |
| <input type="checkbox"/> <b>Diverticulosis</b>                     | <input type="checkbox"/> Anemia                           | <input type="checkbox"/> Glaucoma                                 | <input type="checkbox"/> Pancreatitis                           |
| <input type="checkbox"/> <b>End Stage Renal<br/>Disease (ESRD)</b> | <input type="checkbox"/> Anxiety/Depression               | <input type="checkbox"/> HIV/AIDS                                 | <input type="checkbox"/> Seizures                               |
| <input type="checkbox"/> <b>GERD</b>                               | <input type="checkbox"/> Arthritis/Osteoarthritis         | <input type="checkbox"/> Hyperlipidemia/High<br>Cholesterol (HLD) | <input type="checkbox"/> Stroke (CVA)                           |
| <input type="checkbox"/> <b>Hepatitis B</b>                        | <input type="checkbox"/> Asthma                           | <input type="checkbox"/> Hypertension                             |   |
| <input type="checkbox"/> <b>Hepatitis C (HCV)</b>                  | <input type="checkbox"/> Cancer: Type _____               | <input type="checkbox"/> Hypothyroidism                           |   |
| <input type="checkbox"/> Other _____                               | <input type="checkbox"/> Cataracts                        |   |   |

### 3) VACCINES

**Have you ever had a Pneumococcal (Pneumonia) Vaccine?**

Yes  No

Have you ever had any of the following vaccines?

- Influenza (Flu)  Hepatitis A  Hepatitis B  
 Other \_\_\_\_\_

### 4) SURGICAL HISTORY

Check all that apply and provide dates.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Colon Surgery</b> _____           | <input type="checkbox"/> Hysterectomy             |
| <input type="checkbox"/> <b>Colonoscopy</b> _____             | Abdominal _____                                   |
| <input type="checkbox"/> <b>Hemorrhoid Surgery</b> _____      | Vaginal _____                                     |
| <input type="checkbox"/> <b>Gallbladder Surgery</b> _____     | <input type="checkbox"/> Joint Replacement _____  |
| <input type="checkbox"/> <b>Gastric Surgery</b> _____         | <input type="checkbox"/> Laparotomy _____         |
| <input type="checkbox"/> <b>Heller Myotomy</b> _____          | <input type="checkbox"/> Obesity Surgery _____    |
| <input type="checkbox"/> <b>Liver Surgery</b> _____           | Type, if known _____                              |
| <input type="checkbox"/> <b>Nissen Fundoplication</b> _____   | <input type="checkbox"/> Pacemaker _____          |
| <input type="checkbox"/> <b>Small Intestine Surgery</b> _____ | <input type="checkbox"/> Prostate Surgery _____   |
| <input type="checkbox"/> <b>Upper Endoscopy (EGD)</b> _____   | <input type="checkbox"/> Spinal Surgery _____     |
| <input type="checkbox"/> Appendectomy _____                   | <input type="checkbox"/> Thyroidectomy _____      |
| <input type="checkbox"/> Brain Surgery _____                  | <input type="checkbox"/> Tonsillectomy _____      |
| <input type="checkbox"/> Breast Surgery _____                 | <input type="checkbox"/> Transplant Surgery _____ |
| <input type="checkbox"/> C-Section _____                      | <input type="checkbox"/> Tubal Ligation _____     |
| <input type="checkbox"/> CABG/Heart Surgery _____             | <input type="checkbox"/> Valve Replacement _____  |
| <input type="checkbox"/> Cosmetic Surgery _____               | Surgery _____                                     |
| <input type="checkbox"/> Defibrillator _____                  | <input type="checkbox"/> Vasectomy _____          |
| <input type="checkbox"/> Fracture Surgery _____               | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Hernia Surgery _____                 |   |

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

5) MEDICATIONS

List Current Medications (including herbal) and Dosage

List Current Medications (including herbal) and Dosage

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you currently taking any blood thinners?

- Coumadin     Plavix     Warfarin     Xarelto  
 Other \_\_\_\_\_

Are you currently taking any of the following aspirin/NSAIDs?

- Advil     Aleve     BC Powder  
 Goody's Powder     Ibuprofen     Naprosyn

6) ALLERGIES

List any medication allergies.

No known medication allergies

\_\_\_\_\_

List any environmental or food allergies.

No known environmental allergies

No known food allergies

\_\_\_\_\_

7) FAMILY HISTORY (1<sup>ST</sup> degree relatives) Check all that apply.

	Mother	Father	Sister	Brother	Son	Daughter	Age at diagnosis (if known)
Acid Reflux/GERD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Barrett's Esophagus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Colon Polyps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crohn's Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ulcerative Colitis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Cancers</b>							
Breast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Colon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Esophagus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lung	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lynch Specific (uterine, bladder or ureter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pancreas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Prostate		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		_____
Stomach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Liver Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hyperlipidemia/High Cholesterol (HLD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart Disease/Coronary Artery Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

8) SOCIAL HISTORY

Provide details regarding current and/or past use of the following:

Alcohol (beer, wine, liquor)     Yes     No    Usage \_\_\_\_\_

I.V. or Recreational Drugs     Yes     No    Usage \_\_\_\_\_

Tobacco (cigarettes, cigars, chewing tobacco)     Yes     No    Usage \_\_\_\_\_

Smoking Status     Every Day     Some Days     Former     Never     Current Status Unknown     Unknown if Ever Smoked

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

9) SYSTEMS REVIEW

Do you have or have you experienced any of the following in the last 12 months?

**CONSTITUTIONAL**

- Body Aches
- Chills
- Fatigue
- Fever
- Loss of Appetite
- Malaise (feeling ill)
- Night Sweats
- Weight Gain
- Weight Loss (dieting)
- None of the Above

**EYES**

- Blurred Vision
- Visual Changes
- None of the Above

**EARS/NOSE/THROAT**

- Ear Pain/Ringing
- Hearing Loss
- Mouth Ulcers/Sores
- Nose Bleeds
- Problems with Gums/Teeth
- Trouble Swallowing
- None of the Above

**CARDIOVASCULAR**

- Chest Pain
- Leaky Heart Valves
- Heart Murmur
- Heart Racing/Skipping
- High Blood Pressure
- Palpitations
- None of the Above

**RESPIRATORY**

- Chronic Cough
- Shortness of Breath
- Wheezing or Asthma Symptoms
- None of the Above

**GASTROINTESTINAL**

- Abdominal Pain/Discomfort
- Anal/Rectal Pain or Itching
- Anal Spasm
- Black Stool
- Bloating/Belching/Gaseousness
- Change of Bowel Habit
- Constipation
- Diarrhea/Loose Stool
- Difficulty in Swallowing
- Heartburn/Esophageal Reflux
- Hemorrhoids
- Indigestion
- Mucus in Stool
- Nausea/Vomiting
- Rectal Bleeding (in stool, commode, toilet paper)
- Unintentional Weight Loss (not dieting)
- None of the Above

**GENITOURINARY**

- Are you pregnant?
- Date of last period \_\_\_\_\_
- Blood in Urine
- Burning/Pain with Urination
- Increased Frequency/During Night
- Recent/Frequent Urinary Tract Infection
- Kidney Stones
- None of the Above

**SKIN**

- Itching/Dry Skin
- Jaundice (yellow eyes or skin)
- Rashes, Bumps or Sores
- None of the Above

**NEUROLOGIC**

- Headaches
- Dizziness/Vertigo
- Head Trauma/Injury
- Recent Numbness/Weakness
- Seizures
- None of the Above

**MUSCULOSKELETAL**

- Back Pain
- Decreased Range of Motion
- Joint Pain/Arthritis
- Problems Walking/Calf or Leg Pain
- None of the Above

**ENDOCRINE**

- Bruise easily
- Excessive Thirst
- Heat/Cold Intolerance
- History of High or Low Blood Sugar
- None of the Above

**PSYCHIATRY**

- Anxiety
- Changes in Sleep Pattern
- Depression
- Loss of memory
- None of the Above

**HEMATOLOGY/LYMPHATIC**

- Bleeding Problems
- Enlarged Nodes/Swollen Glands
- Excessive Bruising
- History of Anemia
- None of the Above

**ALLERGY/IMMUNOLOGY**

- Seasonal Allergies
- None of the Above

**OTHER** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Patient Signature \_\_\_\_\_

Date \_\_\_\_\_

My signature below confirms I have reviewed the above with the patient/family.

Physician Signature \_\_\_\_\_

Date \_\_\_\_\_

# HEPATITIS C SCREENING QUESTIONNAIRE

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

The hepatitis C virus (HCV) is spread through exposure to contaminated blood. This can occur by sharing drug needles, through accidental needle sticks, or from mother to child during pregnancy. In many cases, HCV has no symptoms until significant liver damage has occurred. Therefore, early detection is key to treating this virus effectively. The CDC recommends that patients who meet the below criteria complete a rapid screening test for HCV. Please answer the questions below to determine if you are a candidate for this test. Note: If you have previously been tested for HCV by any physician, your insurance carrier may not cover this test.

Yes  No Have you previously been tested for hepatitis C by your primary care physician or any other provider?

If yes, no need to proceed with questionnaire.

If no, please answer the following 10 questions:

- Yes  No Were you born between 1945 through 1965?
- Yes  No Are you currently or have you ever used recreational injectable and/or IV drugs?
- Yes  No Have you ever received a transfusion of plasma products (clotting factor concentrates) produced before 1987?
- Yes  No Are you currently or were you ever on long-term hemodialysis?
- Yes  No Do you have a history of persistently abnormal alanine aminotransferase levels (ALT-liver function blood test)?
- Yes  No Have you ever been diagnosed with HIV?
- Yes  No Did you receive a transfusion of blood, blood components, or an organ transplant before July 1992?
- Yes  No Are you a healthcare, emergency medical, or public safety worker who has ever had exposure to HCV-positive blood? (e.g. accidental needle stick, sharps, or mucosal exposure)
- Yes  No Are you a biological child of a HCV-positive woman?
- Yes  No Have you been exposed to HCV within the past 6 months?

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_

## Staff Use Only

If patient answers yes to any of the above questions and accepts screening, administer Rapid Hepatitis C test.

- Patient meets criteria; test administered.  Patient does not meet criteria; test not administered.  
 Patient meets criteria; patient declined screening.  Patient does not meet criteria; patient desires screening.

**Rapid Hepatitis C Results**  Positive  Negative Lot # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Notes \_\_\_\_\_

MA Name \_\_\_\_\_ MA Signature \_\_\_\_\_

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

## FINANCIAL DISCLOSURE STATEMENT

Date \_\_\_\_\_

Patient Name \_\_\_\_\_  
(please print) Date of Birth \_\_\_\_\_

Thank you for choosing CCGI. Please read and sign this Financial Disclosure Statement prior to your appointment. Patients who do not pay in full at the time of service must complete the required information and insurance forms before service will be rendered.

You can expect to receive the following bills as a result of your visit:

- **Physician Fee:** Fee to be paid to the physician for performing the service. This bill will be from CCGI.
- **Lab Fee:** If a lab test is ordered, a second bill will come from a lab or a radiologist.

Some insurance companies require pre-certification for this service. We will make every effort to verify your benefits and obtain any necessary pre-certification prior to your appointment. This is not a guarantee of payment.

Your insurance company will send you an Explanation of Benefits that will explain how your bill was paid by them and any amount for which you may be responsible. It is your responsibility to understand your insurance benefits.

Some insurance plans require you to pay different out-of-pocket amounts based on the location where the service is performed. Deductibles, co-insurance and co-payments may also apply according to your insurance plan. By law, you are responsible for these amounts, as well as any non-covered services outlined in your health plan. We will submit primary, secondary and tertiary claims on your behalf as long as the information needed to process the claim is obtained and verified before your visit. If this information is obtained after your visit or if the information provided is deemed inactive for your dates of service, the patient or guarantor is responsible for the balance.

**We accept cash, checks and major credit cards.** CCGI collects co-payments at the time of service.

### PATIENT'S REASSIGNMENT AND RELEASE STATEMENT

By signing below, I understand the billing practices of CCGI and its affiliates and that I may receive multiple bills related to my service as explained above. I authorize payment of medical benefits to CCGI and its affiliates and authorize them to release any medical information necessary to process claims. I give CCGI permission to apply payments received to balances due at CCGI, and understand that payments will be applied to the oldest balance first. I understand that I am financially responsible for any co-payments, deductibles, co-insurance and non-covered services as outlined by my health plan.

\_\_\_\_\_  
Date

\*Patient /Authorized Representative Signature \*If patient is a minor (under the age of 18), form must be signed by a parent or legal guardian.

\_\_\_\_\_  
Date

Witness

## NOTICE OF PRIVACY PRACTICES

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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.

CCGI presents this Notice of Privacy Practices ("Notice") to our patients describing how your identifiable medical information (called protected health information or PHI) may be used or disclosed, and to notify you of your rights regarding this information.

### Patient Protected Health Information

Under Federal law, your patient health information is protected and confidential. Protected health information (PHI) includes information about your symptoms, test results, diagnosis, treatment and related medical information. Your health information also includes payment, billing and insurance information.

### How We Use Your Protected Health Information

CCGI uses health information about you for treatment, analyzing procedures and lab results. We also use PHI to obtain payment and for health care operations, including administrative purposes and evaluation of the quality of care that you receive. Under some circumstances where the law applies, we may be required to use or disclose the information without your permission.

### Examples of Treatment, Payment, and Health Care Operations

**Treatment:** CCGI will use and disclose your PHI to provide you with medical treatment or services. For example, nurses, physicians and other members of your treatment team will record information in your medical record and use it to determine the most appropriate course of care. CCGI may also disclose this information by fax, in person, or via telecommunication. We may communicate to other health care providers who are participating in your treatment, to pharmacists who are filling and refilling your prescriptions, and to family members who are helping with your care.

**Payment:** CCGI will use and disclose your PHI for payment purposes. For example, CCGI may need to obtain authorization from your insurance company before providing certain types of treatment. CCGI will submit bills and maintain records of payments from your health plan.

**Health Care Operations:** CCGI will use and disclose your health information to conduct our standard internal operations. Examples include proper administration of records, evaluation of the quality of treatment, and assessing the care and outcomes of your case and others like it.

### Release of Information to Family or Friends

CCGI knows that family or friends are an integral part of a patient's care. If you wish to authorize a family member or friend to receive or request information regarding your care or test results, please provide their name and contact information on the

'Notice of Privacy Practices Acknowledgement' form. CCGI will not release your information to any friend or family without your written consent. If you wish to change or update the authorized individuals, you will need to make these updates in writing.

### Special Uses

CCGI may use your information to contact you with appointment reminders by phone, mail, email, or text message. CCGI may also contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you. This communication may be sent to you via phone, mail, or email. If you have granted written permission, protected health information may also be sent to you via email. If you wish to authorize the use of email as a method for CCGI to communicate with you regarding your PHI, sign the proper section on the 'Notice of Privacy Practices Acknowledgement' form.

### Other Uses and Disclosures Not Requiring Written Permission

CCGI may use or disclose your protected health information for other reasons, even without your consent. Subject to certain requirements, CCGI is permitted to give out health information without your permission for the following purposes:

- Required by Law

CCGI may be required by the law to disclose your PHI for certain purposes, such as reporting gunshot wounds, suspected abuse or neglect, or similar injuries and events.

- **Research**  
CCGI may use or disclose information for approved medical research subject to specific criteria.
- **Public Health Activities**  
As required by law, CCGI may disclose vital statistics, diseases, proof of immunization, information related to recalls of dangerous products, and similar information to public health authorities.
- **Health Oversight**  
CCGI may be required to disclose information to assist in investigations and audits; eligibility for government programs; inspections; licensure or disciplinary actions; compliance to civil rights laws; and similar activities.
- **Judicial and Administrative Proceedings**  
CCGI may disclose information in response to an appropriate subpoena or court order.
- **Law Enforcement Purposes**  
Subject to certain restrictions, CCGI may disclose information required by law enforcement officials.
- **Deaths**  
We may report information regarding deaths to coroners, medical examiners, funeral directors, and organ donation agencies.
- **Serious Threat to Health or Safety**  
CCGI may use and disclose information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.
- **Military and Special Government Functions**  
If you are a member of the armed forces, CCGI may release information as required by military command authorities. CCGI may also disclose information to correctional institutions or for national security purposes.
- **Workers' Compensation**  
CCGI may release information about you as authorized by and to the extent necessary to comply with laws relating to workers' compensation or similar programs providing benefits for work-related injuries or illness.

In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

### **Individual Rights**

You have the following rights with regard to your health information. Submit any concerns in writing to CCGI's Compliance Officer (see below).

- **Request Restrictions**  
You may request restrictions on certain uses and disclosures of your health information. These requests must be in writing. CCGI is not required to agree to most restrictions, but if we do agree, CCGI must abide by those restrictions.
- **Restrict Disclosure to a Health Plan**  
You may request, in writing, to restrict disclosure of your PHI to a health plan. For example, you may request in writing that you choose not to use your insurance for a specific visit. If the request is made in writing in advance, the healthcare service or item is paid in full at the time of service, and the disclosure is for payment or healthcare operations, CCGI must agree to the restriction except for cases where the disclosure is required by law. (i.e., your health plan requires all healthcare services to be disclosed or filed.)
- **Confidential Communications**  
You may ask us to communicate with you confidentially including by reasonable alternate means or locations. This request must be made in writing. There may be conditions placed on accommodating the request in certain situations.



- **Inspect and Obtain Copies**

You have the right to see or receive a copy of your health information. There may be a small charge dictated by California Law for these copies. You may obtain a copy of your health information by completing and submitting a medical records release form. By law, you must receive the requested information within 30 days.

- **Amend Information**

If you believe information in your record is incorrect, you have the right to request that CCGI correct or amend the existing information. The request must be made in writing and include a reason to support the requested amendment. Your CCGI physician has the right to refuse your request. Regardless, a letter concerning your request will be sent within 60 days of said request.

- **Accounting of Disclosures**

You may request a list of instances where we have disclosed health information about you within the last six years for reasons other than treatment, payment, or health care operations. This request must be submitted in writing. The request must be fulfilled within 60 days. If CCGI is unable to fulfill the request within 60 days, the law grants a one-time 30 day extension. A written statement regarding the reason for the delay will be provided to you. If you request an accounting more than once in a 12 month period, CCGI may impose a reasonable cost-based fee for each subsequent request.

- **Obtain Paper Copy of Notice**

If you have previously received this Notice in electronic form, you have the right to request a paper copy of this Notice.

#### **Our Legal Duty**

We are required by law to protect and maintain the privacy of your PHI, to provide this Notice about our legal duties and privacy practices regarding PHI, and to abide by the terms of the Notice currently in effect. We are also required by law to notify you in the event of a breach of your unsecured PHI.

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## NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

### ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_, hereby acknowledge that CCGI and its affiliates have given me the opportunity to read a detailed notice of their Privacy Practices.

\_\_\_\_\_  
Patient/Authorized Representative Signature \* If patient is a minor (under the age of 18), form must be signed by a parent or legal guardian. Date \_\_\_\_\_

**If not signed**, please provide a reason why the acknowledgement was not obtained.

\_\_\_\_\_  
Witness / Staff Signature Date \_\_\_\_\_

### CONSENT TO RELEASE INFORMATION

In the event I cannot be reached, I, \_\_\_\_\_, give permission for a representative from CCGI and its affiliates to share information regarding care or tests results with the individuals listed below. These individuals may also request protected health information on my behalf.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Is it OK to leave results or protected health information on your voicemail?  Yes  No

I recognize that CCGI and its affiliates may share my protected health information with other healthcare providers, including sensitive health information such as: HIV/AIDS information, substance abuse records, genetic testing information, and developmental disability records. This information may be shared with other healthcare providers via various methods, including but not limited to, fax or health information exchange.

*NOTE: If you choose to opt out of having your information shared via health information exchange, you must request and complete an Opt-Out Form available at CCGI offices.*

\_\_\_\_\_  
Patient/Authorized Representative Signature \* If patient is a minor (under the age of 18), form must be signed by a parent or legal guardian. Date \_\_\_\_\_

### CONSENT TO CORRESPOND ELECTRONICALLY

While CCGI and its affiliates take reasonable precautions to protect your confidential information, email is not a completely secure method of communication.

I acknowledge that if I use electronic mail to initiate contact with an CCGI physician regarding medical care, the CCGI physician and/or his/her representative has my permission to correspond via that email address.

I give permission for an CCGI physician or clinical staff member to email me at \_\_\_\_\_ @ \_\_\_\_\_ regarding medical care.

\_\_\_\_\_  
Patient/Authorized Representative Signature \* If patient is a minor (under the age of 18), form must be signed by a parent or legal guardian. Date \_\_\_\_\_