

## Appointment Times:

### 1<sup>st</sup> Part Physical

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### Doctor Exam

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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## 1<sup>st</sup> Part Physical Reminders

- Please allow **1-1 ½ hours** for this appointment.
- Wear **clothing that is easy** to remove for the EKG and waist measurements.
- **No lotion or powder** on your body for the EKG. Deodorant is allowed.
- Please have this **paperwork filled out** prior to the appointment or arrive 30 min early.
- If having blood work done, **you must be fasting for 8 hours**. You are encouraged to drink plenty of water and other caffeine-free, non-caloric beverages.
  - Take medications you can tolerate on an empty stomach.
  - You may bring something to eat after your lab draw takes place so you can take the rest of your medications.
- Reminders specific to the **metabolism test only** (especially if you have all labs in hand):
  - ✓ 4 hours fasting, water is ok
  - ✓ No exercise for 4 hours before
  - ✓ No caffeine for 4 hours before
  - ✓ No smoking or use of nicotine 1 hour before
  - ✓ No alcohol 3 days before
- On your first visit, you will be responsible for **\$195** (unless you've been notified of another amount based on your insurance policy).
  - If you **do not have insurance**, the cost for the first visit is \$525.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_  
 Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Can we send a letter to your  
 MD Address: (include city and zip) \_\_\_\_\_ doctor about your program?  
 Did your doctor refer you to CONCI? Yes No (If no: I heard about Conci \_\_\_\_\_) Yes No

**Please complete the information below as completely as you can.**

Have you ever had: \_\_\_\_\_ (your occupation \_\_\_\_\_)

- Y N  High blood pressure hypertension
- Y N  High cholesterol elevated triglycerides hyperlipidemia
- Y N  High blood sugar diabetes abnormal glucose tolerance hypoglycemia
- Y N  Heart murmur irregular heart beat flopping of heart palpitations
- Y N  Heart attack stroke congestive heart failure angina
- Y N  Blood clots in the legs or lungs DVT pulmonary embolism
- Y N  Gout arthritis painful joints back problems
- Y N  Sleep apnea excessive snoring fatigue morning headaches
- Y N  Heartburn reflux esophagitis hiatal hernia
- Y N  Stomach ulcers gall bladder disease
- Y N  Diverticulosis bleeding from bowels irritable bowel syndrome
- Y N Any allergy to milk eggs trouble digesting milk
- Y N  Any liver or kidney disease
- Y N  Frequent headaches migraine headaches
- Y N Females: Are you breastfeeding now pregnant now
- Y N Do you have a history of drug alcohol substance abuse
- Y N Do you have a history of an eating disorder bulimia anorexia nervosa
- Y N Do you have depression anxiety bipolar disease schizophrenia

List any medical problems not listed above: \_\_\_\_\_

**YOUR FAMILY AND PERSONAL MEDICAL HISTORY**

	You	mom	dad	siblings	grandparents	maternal	paternal
High blood pressure	___	___	___	___	___	___	___
Cancer	___	___	___	___	___	___	___
Mental illness	___	___	___	___	___	___	___
Diabetes/weight	___	___	___	___	___	___	___
Stroke/seizures	___	___	___	___	___	___	___
Respiratory disorder	___	___	___	___	___	___	___
Heart disease (CHF)	___	___	___	___	___	___	___
Other	___	___	___	___	___	___	___

**SOCIAL HISTORY**

marital status: M S D W student  
 cigarettes: yes no amount/d \_\_\_\_\_  
 alcohol: yes no amount/wk \_\_\_\_\_  
 illicit drugs: yes no  
 residence: own home rent  
 live with parents/caregiver/roommate  
 education - completed high school 1-2-3-4  
 trade school college 1-2-3-4 post grad  
 occupation: \_\_\_\_\_

Last 4 times in hospital	1	2	3	4
Type of operation/illness				
Month and year hospitalized				

OFFICE USE ONLY \*\*\*\*\*

1st Part → Date \_\_\_\_\_ Ht \_\_\_\_\_ Wt \_\_\_\_\_ BP \_\_\_\_\_ Pulse \_\_\_\_\_ BMI \_\_\_\_\_ Body Gem \_\_\_\_\_ Body fat % \_\_\_\_\_ BDI \_\_\_\_\_  
 Goal wt. \_\_\_\_\_ Waist Cirr. \_\_\_\_\_ UA: BLOOD = \_\_\_\_\_ KETONE = \_\_\_\_\_ GLUCOSE = \_\_\_\_\_ PROTEIN = \_\_\_\_\_ PH = \_\_\_\_\_  
**PEx: HEENT NECK LUNGS HEART ABD EXT. NEURO SKIN BREAST**

	Problem List
Weight _____ BP _____ Pulse _____	1. _____ 5. _____
Lab _____ Glu _____ TChol _____ HDL _____ LDL _____ TG _____	2. _____ 6. _____
EKG: _____	3. _____ 7. _____
DR signature _____ Date _____	4. _____ 8. _____
Plan _____	

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MID INIT \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 BIRTHDAY \_\_\_\_/\_\_\_\_/\_\_\_\_ SEX: M F RELATIVE NAME/PHONE \_\_\_\_\_  
 SOCIAL SECURITY NUMBER \_\_\_\_ - \_\_\_\_ - \_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
 EMPLOYER ADDRESS \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_

**INSURANCE INFORMATION**

**PRIMARY INSURANCE**

**SECONDARY INSURANCE**

Name of policy holder:	_____	_____
Insurance company:	_____	_____
Address:	_____	_____
Policy number:	_____	_____
Group number:	_____	_____

\*If the insured is not the primary carrier of the insurance please give the primary insurer's date of birth and ss# below.  
 \_\_\_\_\_

I UNDERSTAND THAT **I AM RESPONSIBLE** FOR PAYMENT OF FEES INCURRED AT THE CENTRAL OHIO NUTRITION CENTER REGARDLESS OF WHETHER MY INSURANCE REIMBURSES SERVICES (including but not limited to the \$195 for the body composition, materials fee, and initial nutritional consultation at the first part physical).

I UNDERSTAND THAT **I AM NOT ALLOWED** TO RETURN ANY OPTIFAST ONCE IT HAS BEEN PURCHASED.

I UNDERSTAND THAT **I AM RESPONSIBLE** FOR PROVIDING CENTRAL OHIO NUTRITION CENTER WITH UPDATED INSURANCE INFORMATION SUCH AS CHANGE OD INSURANCE PROVIDER, CHANGE IN CO-PAY ETC. AND I AM RESPONSIBLE FOR ANY FEES INCURRED DUE TO LACK OF NOTIFICATION.

IF I RECEIVE INSURANCE REIMBURSEMENT **I HERBY ASSIGN** MY INSURANCE BENEFITS TO BE PAID TO THE CENTRAL OHIO NUTRITION CENTER. **I AUTHORIZE** CONCI TO RELEASE ANY INFORMATION REQUESTED BY MY INSURANCE COMPANY. I ALSO AUTHORIZE CONCI TO RELEASE INFORMATION REQUESTED BY ANOTHER PHYSICIAN IN REGARDS TO MY CARE.

I UNDERSTAND THAT IF I DO NOT CALL OR SHOW UP EACH WEEK FOR THE DURATION OF MY SPECIFIC PROGRAM THAT I WILL BE CHARGED A \$25 **NO SHOW FEE**.

I UNDERSTAND THAT IF I HAVE A **RETURNED CHECK** THAT I WILL HAVE TO PAY THE \$30 FEE ASSOCIATED WITH THAT.

I HAVE RECEIVED AND READ THE **CONCI HIPPA FORM** THAT WAS GIVEN TO ME AND HAVE HAD A CHANCE TO ASK QUESTIONS ABOUT IT.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_



**CONCI PROGRAM UTILIZATION STATEMENT**

My name is \_\_\_\_\_ . I have chosen CONCI's programs/services for the following reasons.

(Please check one)

\_\_\_\_\_ 1. Medical/Physical reasons

\_\_\_\_\_ 2. Cosmetic weight loss

If you have selected Medical/Physical reasons to use CONCI services, please list the medical conditions or physical ailments that have caused you to select our services, and/or describe the hope for medical benefits from utilizing our services.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Please use the space below for any comments or statements you wish to add to the above descriptions of why you want or need to use one of the programs offered by the Central Ohio Nutrition Center Inc. Please sign and date at the bottom of this statement of intention.

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

# BECK INVENTORY

NAME \_\_\_\_\_

DATE \_\_\_\_\_

On this questionnaire are groups of statements. Please read each group of statements carefully. Then pick out the one statement that best describes the way you have been feeling in the **past week**. Circle the number beside the statement you picked. If several statements in the group seem to apply equally well, circle each one. Be sure to read all the statements in each group before making your choice.

- 1) 0 I do not feel sad  
1 I feel sad  
2 I am sad all the time and I can't snap out of it  
3 I am so sad or unhappy that I can't stand it
- 2) 0 I am not particularly discouraged about the future  
1 I feel discouraged about the future  
2 I feel I have nothing to look forward to  
3 I feel that the future is hopeless and that things can't improve
- 3) 0 I do not feel like a failure  
1 I feel I have failed more than the average person  
2 As I look back on my life all I see is failures  
3 I feel I am a complete failure as a person
- 4) 0 I get as much satisfaction out of things as I used to  
1 I don't enjoy things as I used to  
2 I don't get real satisfaction out of anything anymore  
3 I am dissatisfied and bored with everything
- 5) 0 I don't feel particularly guilty  
1 I feel guilty a good part of the time  
2 I feel quite guilty most of the time  
3 I feel guilty all the time
- 6) 0 I don't feel I am being punished  
1 I feel I may be punished  
2 I expect to be punished  
3 I feel I am being punished
- 7) 0 I don't feel disappointed in myself  
1 I am disappointed in myself  
2 I am disgusted with myself  
3 I hate myself
- 8) 0 I don't feel I am any worse than anybody else  
1 I am critical of myself for my weaknesses or mistakes  
2 I blame myself all the time for my faults  
3 I blame myself for everything bad that happens
- 9) 0 I don't have any thoughts of killing myself  
1 I have thoughts of killing myself but would not carry them out  
2 I would like to kill myself  
3 I would kill myself if I had the chance
- 10) 0 I don't cry anymore than usual  
1 I cry more now than I used to  
2 I cry all the time now  
3 I used to be able to cry but now I can't cry even though I want to
- 11) 0 I am no more irritated now than I ever am  
1 I get annoyed or irritated more easily than I used to  
2 I feel irritated all the time now  
3 I don't get irritated at all by things that used to irritate me
- 12) 0 I have not lost interest in other people  
1 I'm less interested in other people than I used to  
2 I have lost most interest in other people  
3 I have lost all my interest in other people
- 13) 0 I make decisions about as well as I ever could  
1 I put off making decisions more than I used to  
2 I have greater difficulty making decisions now  
3 I can't make decisions at all any more
- 14) 0 I don't feel I look any worse than I used to  
1 I'm worried that I'm looking old or unattractive  
2 I feel that there are permanent changes in my appearance that make me look unattractive  
3 I believe that I look ugly
- 15) 0 I can work about as well as before  
1 It takes extra effort to get started with things  
2 I have to push myself very hard to do anything  
3 I can't do any work at all
- 16) 0 I can sleep as well as usual  
1 I don't sleep as well as I used to  
2 I wake up early & it's hard to get back to sleep  
3 I wake up quite early and can't get back to sleep
- 17) 0 I don't get more tired than usual  
1 I get tired more easily than I used to  
2 I get tired from doing almost anything  
3 I am too tired to do anything
- 18) 0 My appetite is no worse than usual  
1 My appetite is not as good as it used to be  
2 My appetite is much worse now  
3 I have no appetite at all anymore
- 19) 0 I haven't lost much weight if any lately  
1 I have lost more than 5 lbs. I am trying to lose  
2 I have lost more than 10 lbs by eating less  
3 I have lost more than 15 lbs
- 20) 0 I am no more worried about my health now  
1 I am worried about physical problems such as aches and pains or upset stomach or constipation  
2 I am very worried about my physical problems and it is hard to think of much else  
3 I am so worried about my physical problems that I can't think of anything else
- 21) 0 I have not noticed any recent change in my interest in sex  
1 I am less interested in sex than I used to be  
2 I am much less interested in sex now  
3 I have lost complete interest in sex

**PATIENT LIFESTYLE INVENTORY**

NAME \_\_\_\_\_

LIST 3 OR MORE REASONS OF WHY YOU WANT TO LOSE WEIGHT

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LIST YOUR GOALS IN TREATMENT FOR OBESITY

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LIST SOME OF YOUR EXPECTATIONS

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**BIOLOGICAL INFORMATION**

**Weight History**

1. When did you begin to have a weight problem?  
\_\_\_\_\_ childhood onset    \_\_\_\_\_ adolescent onset    \_\_\_\_\_ gradual adult onset    \_\_\_\_\_ sudden adult onset
2. Have you ever been at a weight that you have felt comfortable?    Y    N    weight \_\_\_\_\_    age \_\_\_\_\_
3. What has been your usual weight range for the past 5 years? \_\_\_\_\_
4. What was your lowest adult weight? \_\_\_\_\_ age \_\_\_\_\_
5. What was your highest adult weight? \_\_\_\_\_ age \_\_\_\_\_
6. What would you consider a realistic weight for you? \_\_\_\_\_

**Family History**

1. In your opinion, is anyone in your family 50 lbs or more above their "ideal body weight?"    Y    N  
If so, place a check mark next to the appropriate relative(s).

\_\_\_\_\_ maternal grandparents    \_\_\_\_\_ aunt(s)    \_\_\_\_\_ paternal grandparents  
\_\_\_\_\_ parent(s)    \_\_\_\_\_ uncle(s)    \_\_\_\_\_ children  
\_\_\_\_\_ spouse    \_\_\_\_\_ sibling(s)    \_\_\_\_\_ cousin(s)

2. Are any of your family members overweight by 50 lbs or less?    Y    N

3. Describe family attitudes toward food and eating while you were growing up.

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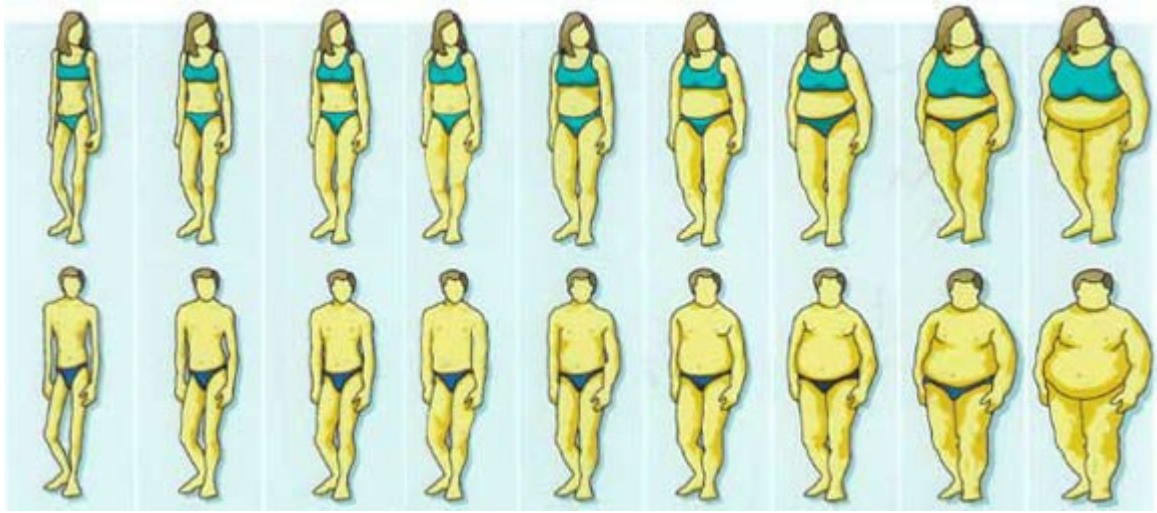
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**Medical Information**

Please identify family members who have had the following:

	Paternal grandparents	Maternal grandparents	Parents	Aunt (if obese)	Uncle (if obese)	Spouse	Siblings	Children
Stroke								
Congestive heart failure								
Heart attack								
Kidney failure								
Diabetes								
Gall bladder disease								
Gout								
High blood pressure								
Anemia								
Malignancies								

**Body Image**



1            2            3            4            5            6            7            8            9

1. Using the diagram, which number best illustrates your weight today? \_\_\_\_\_

2. Using the diagram, which number best illustrates the weight you would like to achieve? \_\_\_\_\_



**Diet History**

1. Have you ever tried the following to lose weight?

- |   |   |                               |   |   |                  |
|---|---|-------------------------------|---|---|------------------|
| Y | N | Weight Watchers               | Y | N | Hypnosis         |
| Y | N | Supervised diet plans         | Y | N | Group therapy    |
| Y | N | Self prescribed diets         | Y | N | Pills            |
| Y | N | Registered Dietitian consults | Y | N | Shots            |
| Y | N | Adkins or low carb or low fat | Y | N | “Fasting”        |
| Y | N | Liquid diets                  | Y | N | Eating disorders |

2. Your dieting and previous experiences

- \* Maximum amount of weight loss \_\_\_\_\_ pounds
- \* Length of time to achieve weight loss \_\_\_\_\_ months
- \* Length of time weight was kept off \_\_\_\_\_ months
- What method of dieting if any did you find most successful? \_\_\_\_\_
- What usually interferes with your weight loss program? \_\_\_\_\_

**Psychological Information**

1. Have you ever been counseled by a psychiatrist or psychologist for your weight problem?      YES      NO
2. When dieting do you have problems with depression?      YES      NO
3. Do you “binge” on food?      YES      NO

- If you are a binge eater please describe a “typical binge.” \_\_\_\_\_
- How often do you binge? \_\_\_\_\_
- Have you ever purged after bingeing?      YES      NO
- Have you ever used laxatives after a binge?      YES      NO
- Have you ever used diet pills after a binge?      YES      NO

4. How would you rate your self-esteem using the scale below?

LOW DEGREE      \_\_\_\_\_      MODERATE      \_\_\_\_\_      HIGH DEGREE

1      2      3      4      5      6      7      8      9      10

**Additional Information**

1. Please check all items that have contributed to your weight problems.

- |                                     |   |
|-------------------------------------|---|
| _____ Negative emotions and boredom | _____ Dining out frequently             |
| _____ Social occasions              | _____ Eat too often                     |
| _____ Food cravings                 | _____ Not hungry                        |
| _____ Positive emotions             | _____ Inappropriate quantities of food  |
| _____ Lack of exercise              | _____ Physical problems                 |
| _____ Metabolic problems            | _____ Eating “on the run” and fast food |

\_\_\_\_\_ Other \_\_\_\_\_

2. Physical activity

- \* Do you exercise on a regular basis?      YES      NO
- If so what do you do for exercise, how often, how long?

- What type of recreational activities do you enjoy? \_\_\_\_\_

3. Social support

What kinds of support do you expect from the following individuals? Please circle the most appropriate answer.

SPOUSE	very good	fair	very little	sabotage
PARENTS	very good	fair	very little	sabotage
CHILDREN	very good	fair	very little	sabotage
SIBLINGS	very good	fair	very little	sabotage
FRIENDS	very good	fair	very little	sabotage
CO-WORKERS	very good	fair	very little	sabotage

4. Food intake

How many times per week do you eat the following meals away from home...and where do you usually eat out?  
For example: cafeteria, fast food, restaurants, take out, delivery foods, others houses...etc.

MEAL	# TIMES PER WEEK	WHERE
BREAKFAST		
LUNCH		
DINNER		
SNACKS		

5. Please write down everything you ate in the past 24 hours.

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Name \_\_\_\_\_

Date \_\_\_\_\_

**Personal Views (on exercise)**

1. On a scale of 1-10 (1 being the worst) how would you rate your well being right now compared to 3-4 months ago?

1	2	3	4	5	6	7	8	9	10
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2. Walking on level ground, do you get short of breath when you go: (average block 100 yards)

More than 5 blocks	Up to 5 blocks	1-2 blocks	Less than 1 block
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3. Walking on level ground do you become fatigued after:

More than 5 blocks	Up to 5 blocks	1-2 blocks	Less than 1 block
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4. Do you characterize your walking as:

Brisk	Normal	Slow
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5. How many flights of stairs can you climb comfortably?

More than 2	2	1	Less than 1
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6. Are you short of breath when you are at rest (for example in a chair or on a sofa or bed)? YES NO

7. Do you awaken during the middle of the night due to shortness of breath? YES NO

8. In the last 3-4 months, what changes have you noticed in your ability to exercise?

Improved	No change	Deteriorated
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9. Did you notice any of the following last month? ( 0=no 1=very little 2=some 3=moderately 4=often 5=very often )

	0	1	2	3	4	5
• swelling of ankles, feet, or legs	—	—	—	—	—	—
• feeling tired, fatigued, or low energy	—	—	—	—	—	—
• difficulty in walking about or climbing stairs	—	—	—	—	—	—
• shortness of breath	—	—	—	—	—	—

## **NOTICE OF PRIVACY PRACTICES**

Effective Date April 14, 2003

### **CONCI Notice of Privacy Practices**

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU (AS A PATIENT OF THIS PRACTICE) MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.**

#### **A. Our commitment to your privacy:**

Our practice is dedicated to maintaining the privacy of your individually identifiable health information (also called protected health information, or PHI). In conducting our business, we will create records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your PHI. By federal and state law, we must follow the terms of the Notice of Privacy Practices that we have in effect at the time. We realize that these laws are complicated, but we must provide you with the following information:

1. How we may use and disclose your PHI,
2. Your privacy rights in your PHI,
3. Our obligations concerning the use and disclosure of your PHI.

The terms of this notice apply to all records containing your PHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. Our practice will post a copy of our current Notice in our offices in a visible location at all times, and you may request a copy of our most current notice at any time.

#### **B. If you have any questions about this Notice, Please contact:**

Mara Habak, 648 Taylor Rd. Gahanna, Ohio 43230 614-864-7225

#### **C. We may use and disclose your PHI in the following ways:**

The following categories describe the different ways in which we may use and disclose your PHI.

1. **Treatment.** Our practice may use your PHI to treat you. For example, we may ask you to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. We might use your PHI in order to write a prescription for you, or we might disclose your PHI to a pharmacy when we order a prescription for you. Many of the people who work for our practice, including, but not limited to, our doctors and medical assistants may use or disclose your PHI in order to treat you or to assist others in your treatment. Additionally, we may also disclose your PHI to other health care providers for purposes related to your treatment.
2. **Payment.** Our practice may use and disclose your PHI in order to bill and collect payment for the services and items you may receive from us. For example, we may contact your health insurer to certify that you are eligible for benefits (and for what range of benefits), and we may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment. We also may use or disclose your PHI to obtain payment from third parties that may be responsible for such costs, such as family members. Also, we may use your PHI to bill you directly for services and items. We may disclose your PHI to other health care providers and entities to assist in their health care operations.

3. **Health care operations.** Our practice may use and disclose your PHI to operate our business. As examples of the ways in which we may use and disclose your information for our operations, our practice may use your PHI to evaluate the quality of care you received from us, or to conduct cost-management and business planning activities for our practice. We may disclose your PHI to other health care providers and entities to assist in their health care operations.
  4. **Appointment reminders.** Our practice may use and disclose your PHI to contact you and remind you of an appointment.
  5. **Treatment options.** Our practice may use and disclose your PHI to inform you of potential treatment options or alternatives.
  6. **Health-related benefits and services.** Our practice may use and disclose your PHI to inform you of health-related benefits or services that may be of interest to you.
  7. **Release of information to family/friends.** Our practice may use and disclose your PHI to a friend or family member that is involved in your care, or who assists in taking care of you.
  8. **Disclosures required by law.** Our practice may use and disclose your PHI when we are required to do so by federal, state, or local law.
- D. **Use and disclosure of your PHI in certain special circumstances:**

The following categories describe unique scenarios in which we may use or disclose your identifiable health information:

1. **Public health risks.** Our practice may disclose your PHI to public health authorities that are authorized by law to collect information for the purpose of: Maintaining vital records, such as birth and deaths, Reporting child abuse or neglect, preventing or controlling disease, injury, or disability, Notifying a person regarding a potential risk spreading or contracting a disease or condition, Reporting reactions to drugs or problems with products or devices, Notifying individuals if a product or device that they may have been using has been recalled, Notifying appropriate government agency (IES) and authority regarding the potential abuse or neglect of an adult patient (including domestic violence); however, we will only disclose this information if the patient agrees or we are required or authorized by law to disclose this information, Notifying your employer under limited circumstances related primarily to workplace injury or illness or medical surveillance.
2. **Health oversight activities.** Our practice may disclose your PHI to a health oversight agency for activities authorized by law, oversight activities can include, for example, investigations, audits, surveys, licensure, and disciplinary actions; civil, administrative and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.
3. **Lawsuits and similar proceedings.** Our practice may use and disclose your PHI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your PHI in response to a discovery request, subpoena or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.
4. **Law enforcement.** We may release PHI if asked to do so by a law enforcement official:

Regarding a crime victim in certain situations, if we are unable to obtain the person's agreement, Concerning a death we believe has resulted from criminal conduct, Regarding criminal conduct at our offices, In response to a warrant summons, court order, subpoena or similar legal process, to identify/locate a suspect, material witness, fugitive or missing person, In an emergency, to report a crime (including the location or victim(s) of the crime, or the description, identity or location of the perpetrator.

5. **Deceased patients.** Our practice may release PHI to a medical examiner or coroner to identify a deceased individual or to identify the cause of death. If necessary, we also may release information in order for funeral directors to perform their jobs.

6. **Organ and tissue donation.** Our practice may release your PHI to organizations that handle organ, eye, or tissue procurement or transplantation, including organ donation banks, as necessary to facilitate organ or tissue donation and transplantation if you are an organ donor.

7. **Research.** Our practice may use and disclose your PHI for research purposes in certain limited circumstances. We will obtain your written authorization to use your PHI for research purposes except when an Internal Review Board or Privacy Board has determined that the waiver of your authorization satisfies all of the following conditions:

(A) Use or disclosure involves no more than a minimal risk to your privacy based on the following (i) an adequate plan to protect the identifiers from improper use and disclosure; (ii) an adequate plan to destroy the identifiers at the earliest opportunity consistent with the research (unless there is a health or research justification for retaining the identifiers or such retention is otherwise required by law); and (iii) adequate written assurances that the PHI will not be re-used or disclosed to any other person or entity (except as required by law) for authorized oversight of the research study, or for other research for which the use or disclosure would otherwise be permitted;

(B) The research could not practicably be conducted without the waiver. The research could not practicably be conducted without access to and use of the PHI

8. **Serious threats to health or safety.** Our practice may use and disclose your PHI when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.

9. **Military.** Our practice may disclose your PHI if you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.

10. **National security.** Our practice may disclose your PHI to federal officials for intelligence and national security activities authorized by law. We also may disclose your PHI to federal and national security activities authorized by law. We also may disclose your PHI to federal officials in order to protect the president, other officials or foreign heads of state, or to conduct investigations.

11. **Workers' compensation.** Our practice may release your PHI for workers' compensation and similar programs.

E. **Your rights regarding your PHI:**

**You have the following rights regarding the PHI that we maintain about you:**

1. **Confidential communications.** You have the right to request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than at work. In order to request a type of confidential communication, you must make a written request to Mara Habak (864-7225) specifying the requested method of contact, or the location where you wish to be contacted. Our practice will accommodate reasonable request. You do not need to give a reason for your request.

2. **Requesting restrictions.** You have the right to request a restriction in our use or disclosure of your PHI for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your PHI to only certain individuals involved in your care or the payment for your care, such as family and friends. We are not required to agree to your request however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies or when the information is necessary to treat you. In order to request a restriction in our use or disclosure of your PHI, you must make your request in writing to Mara Habak, 864-7225.

**Your request must describe in a clear and concise fashion:**

The information you wish restricted \_\_\_\_\_

Whether you are requesting to limit our practice's use, disclosure or both \_\_\_\_\_

To whom you want the limits to apply \_\_\_\_\_

3. **Inspection and copies.** You have the right to inspect and obtain a copy of the PHI that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to Mara Habak, 864-7225, in order to inspect and/or obtain a copy of your PHI. Our practice may charge a fee for the costs of copying, mailing, labor, and supplies associated with your request. Our practice may deny your request to inspect and/or copy in certain limited circumstances; however, you may request a review of your denial. Another licensed health care professional chosen by us will conduct this review.

4. **Amendment.** You may ask us to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by or for our practice. To request and amendment, your request must be made in writing and submitted to Mara Habak, 864-7225. You must provide us with a reason that supports your request for amendment. Our practice will deny your request if you ask us to amend information that is in our opinion: (a) accurate and complete; (b) not part of the PHI kept by or for the practice; (c) not part of the PHI which you would be permitted to inspect and copy; or (d) not created by our practice, unless the individual or entity that created the information is not available to amend the information.

5. **Accounting of disclosures.** All of our patients have the right to request an "accounting of disclosure." An "accounting of disclosures" is a list of certain non-routine disclosures our practice has made of your PHI for purposes not related to treatment, payment, or operations. Use of your PHI as part of the routine patient care in our practice is not required to be documented. A- For example, the doctor sharing information with the nurse; or the billers using your information to file your insurance. In order to obtain an "accounting of disclosures", you must submit your request in writing to Mara Habak, 864-7225. All requests for an "accounting of disclosures" must state a time period, which may not be longer than six (6) years from the date of the disclosure and may not include dates before April 14, 2003. The first list you request within a 12 month period is free of charge, but our practice may charge you for additional lists within the same 12 month period. Our practice will notify you of the costs involved with additional requests, and you may withdraw your request before you incur any costs.

6. **Right to a paper copy of this notice.** You are entitled to receive a paper copy of our notice of privacy practices. You may ask us to give you a copy of this notice at any time. To obtain a paper copy of this notice, contact Mara Habak, 864-7225.

7. **Right to file a complaint.** If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact Mara Habak, 864-7225. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

8. **Right to provide an authorization for other uses and disclosures.** Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding the use and disclosure of your PHI may be revoked at any time in writing. After you revoke your authorization, we will no longer use or disclose your PHI for the reasons described in the authorization. Please note: We are required to retain records of your care.

Again, if you have any questions regarding this notice or our health information privacy policies, please contact Mara Habak, 864-7225

I acknowledge I have had the chance to read CONCI'S NOTICE OF PRIVACY PRACTICES document as required by HIPAA.

Signature/Date \_\_\_\_\_