

**Emerald Coast Cancer Center
1024 Mar Walt Drive
Fort Walton Beach, FL 32547**

New Patient Information Form - Please Print Legibly

Today's Date: _____

Patient's Name: _____	Date Of Birth: _____
Home Address: _____ _____	Social Security #: _____
	Male or Female _____
Mailing Address: _____ (If not same as Home) _____	Home Phone #: _____
	Mobile Phone #: _____
	Work Phone #: _____
Marital Status	Single _____ Married _____ Divorced _____ Separated _____ Widow _____ Significant Other _____
Email Address: _____	
Place of Work _____	Employer Phone # _____
Did you graduate from:	Grade School _____ High School _____ College _____ Graduate School _____

Advance Directives

Do you have a living will? Yes or No
 Do you have a power of attorney? Yes or No
 Do you have a DNR "Do not resuscitate"? Yes or No

Insurance Information

Primary Insurance Policy # _____	Employer Group Number _____
Policy Holder Name _____	Policy Holder SSN _____
Policy Holder Date of Birth _____	
Secondary Insurance Policy # _____	Employer Group Number _____
Policy Holder Name _____	Policy Holder SSN _____
Policy Holder Date of Birth _____	

Referring Doctor _____	
Telephone # _____	Address(if not local) _____
Name Other Doctors _____	
Physician Name: _____	Telephone #: _____
Physician Address (if not local): _____	
Physician Name: _____	Telephone #: _____
Physician Address (if not local): _____	

Describe your current problem in your own words: What medically bothers you? How and When did it start? Why are you referred to us?

Due to the nature of our specialty, we require a rather detailed history from our patients. The information requested below will be kept in the strictest confidence. Please be as thorough as possible so that we can provide you with the best possible care.

Please list all operations that you have had, including minor surgery:

Operation _____	Date _____	Surgeon _____
Operation _____	Date _____	Surgeon _____
Operation _____	Date _____	Surgeon _____
Operation _____	Date _____	Surgeon _____
Operation _____	Date _____	Surgeon _____

Have you every had Radiation Therapy treatments? If so, please list the date, amount/duration of therapy, the area of body that was radiated, and the name of the Radiotherapy center.

Area of Body _____	Date _____	Dosage _____	Radiotherapy Center _____
Area of Body _____	Date _____	Dosage _____	Radiotherapy Center _____

List all medications you are currently taking: Prescriptions, Over the Counter Medications, Vitamins, and etc...

Medication Name _____	Dose _____ (MG)	Frequency _____
Reason Taken _____		
Medication Name _____	Dose _____ (MG)	Frequency _____
Reason Taken _____		
Medication Name _____	Dose _____ (MG)	Frequency _____
Reason Taken _____		
Medication Name _____	Dose _____ (MG)	Frequency _____
Reason Taken _____		
Medication Name _____	Dose _____ (MG)	Frequency _____
Reason Taken _____		

(IF YOU HAVE MORE MEDICATIONS TO LIST, PLEASE LIST THEM ON THE BACK OF THIS PAGE)

Please provide your Pharmacy name and phone number for our records.

Pharmacy _____

Phone Number _____

Have you ever had an adverse reaction or allergic reaction to any medication or food? If so, Please list the agent and describe the reaction. If not, please write "Never".

List any medical problems you have now or have had in the past. (I.E. Diabetes, Ulcer, Heart Disease, Bleeding Problems)

Illness	Date of Onset	Treating MD
1		
2		
3		
4		
5		
6		

Have you ever been treated with hormones? _____

Were you ever exposed to toxic chemicals? _____

Have you traveled outside the U.S.? _____ If so, Where? _____

Have you ever had Tuberculosis (TB) ? _____ Has anyone close to you ever had TB? _____

Have you ever had a problem with drugs or alcohol? _____

If so, Describe: _____

Do you drink alcohol now? _____ If so, how much? _____

Do you drink coffee or tea? _____ If so, how much? _____

Have you ever smoked? _____ If so, how much? _____

Have you quit smoking? _____ If so, when? _____

Have you ever had a blood transfusion? _____

Please describe the circumstances: _____

Have you ever had a reaction to a blood transfusion? _____

Have you ever had psychiatric treatment or psychiatric hospitalization? _____

If so, please describe: _____

Have you ever take psychoactive medications? _____

If yes, please describe: _____

Family History

Has anyone in your family ever had cancer? _____

If so, List relationship to you and type of Cancer? _____

Is your mother alive? _____

If not, what did she die from and what age? _____

Does/Did she have any medical problems? _____

List Here: _____

Is your father alive? _____

If not, what did he die from and what age? _____

Does/Did she have any medical problems? _____

List Here: _____

How many brothers and sisters do you have? _____

Please list all serious illnesses that any of them has had _____

How many children do you have? _____

Please list all serious illnesses that any of them has had _____

Emerald Coast Cancer Center

1024 Mar Walt Drive
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Fax: 850-863-3132
Alt Fax: 850-862-8668

Harvey Y. Hsiang, M.D., PhD
Y. Henry Hsiang, M.D., PhD
Melissa King, M.D.
Tiffany Connors, ARNP
Deborah Hewitt, ARNP
Courtney Loper, PA-C
Brittany Booker, ARNP

REQUEST FOR RELEASE/REQUEST OF MEDICAL RECORDS

Please Sign This Page Only

Date: _____

To: _____
(previous physician/practice name)

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone #: _____ **Fax #:** _____

I hereby request that my medical records be released to us or by us.

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Date of Birth: _____

Patient Name Printed: _____

Patient Signature: _____

Emerald Coast Cancer Center

Appointment Guidelines

Since providing quality treatment for all our patients, in a timely manner is a major focus of our practice philosophy, and because last minute cancellations can cause hardships for many individuals, we would like to clarify our appointment guidelines. It is our sincere hope you will accept these guidelines and join us in our efforts to provide quality time for you and each value patient in our practice.

1. Please give us a 24 hour notice to cancel an appointment otherwise there is a \$25 cancellation fee. If you have an emergency please let us know and we will see if we can waive the fee. If you consistently miss an appointment or cancel at the last minute we will have no choice but to disengage you from the practice.
2. Patients who habitually do not show up for appointments may be required to pay reservation fee to make future appointments.
3. Patients who are fifteen (15) minutes late to a scheduled appointment may not receive all scheduled treatment and / or may be asked to reschedule the entire appointment.

I have read and understand the above information listed.

Patient Signature:

Patient Name:

Date:

Financial Information and Health Insurance

After your first consultation with the doctor, our business office personnel will explain our billing and insurance filing procedures. During the course of your care, any problems or questions you may have concerning your account or insurance may be addressed to them.

Insurance Patients:

We file insurance claims as a *courtesy and convenience* for our patients. Some insurance companies will make payments directly to the insured. If this is the case with your insurance company, you will be responsible for charges at each visit. If your insurance company pays directly to us within 30 days as required by the Florida State Insurance Commissioner, you need only pay applicable cost shares, deductibles, and any non-covered services/denials.

Since each insurance carrier has different rules and standards of coverage, it is necessary for each patient's policy to be reviewed individually. After you see the doctor today, our business personnel will review your coverage with you and explain our filing procedures. This usually takes on a few moments. Thereafter, you will stop in the insurance office after each visit to pay your cost shares. Our business manager or insurance personnel will speak to you privately and figure your payment due for that day's medical care. Often we can estimate monthly costs for your ongoing care so that you may make one monthly payment. Please let us know if you wish us to do so. Remember, since treatment, and therefore fees, may vary depending on your progress, we can only estimate monthly costs.

We would like you to be aware, that you will be responsible for any fees denied by your insurance company as not allowed unless the doctors are participating providers (accepts assignment) with your primary insurance company.

Should you ever have any problems or questions concerning your account, please feel free to call or come in and discuss them with us.

The release form on the following page is standardized to cover most insurance companies' requirements. Please read and sign this form if you wish us to file insurance claims for you, and to assign benefits to this office.

Private Pay Patient

If you are not covered by insurance or prefer to file your own insurance and pay cash for medical services provided, please complete and sign the form below. We require a guarantor signature for all minors, full-time students or other dependents.

Unless *Prior Arrangements are made, **payment in full is expected at the time of service**. You may pay cash, check, or with credit card. After each visit, our business office personnel will speak privately with you and calculate your payment due for that day's medical care.

*If you wish to discuss a payment plan or have questions about fees, please let the receptionist know and you may speak privately with our business manager.

I prefer to pay cash, check or credit card for any office charges. Bills and receipts will be provided to me if necessary and I will file the insurance claim myself. If this account is assigned to a collection agency or attorney for collection and/or suit, the prevailing party shall be entitled to reasonable attorney's fees and costs of collection. The undersigned guarantor secures and warrants the timely payment of the obligations of the patient as set forth above.

Date:

Patient Name (print):

Patient Signature:

Guarantor Name (print):

Guarantor Signature:

Witness Name (print):

Witness Signature:

Guarantor Address:

Guarantor Home Phone #:

Guarantor Work Phone #:

Lifetime Authorization

Insurance Assignments and Authorization to Release Information

- I. **Release of Information** - I hereby authorize Harvey Y. Hsiang, MD, PhD, Y. Henry Hsiang, MD, PhD, and/or his authorized employees to release any medical information (including psychiatric, alcohol, or drug-related records) necessary for processing my insurance claims.

- II. **Physician Insurance Assignment** - I hereby request, authorize, and direct Harvey Y. Hsiang, MD, PhD, Y. Henry Hsiang, MD, PhD, and/or his authorized employees to file insurance claims on my behalf to all applicable third payers. I hereby assign all benefits due directly to Harvey Y. Hsiang, MD, PhD or Y. Henry Hsiang, MD, PhD. In the event that my policy prohibits payment to be made directly to the doctor, I direct my insurance company to send all checks to me in care of Emerald Coast Cancer Center at the above address.

- III. **Medicare/Medicaid** - I authorize Harvey Y. Hsiang, MD, PhD., Y. Henry Hsiang, and/or his employees to bill Medicare and/or Florida Medicaid for any benefits that may be due under these programs. I certify that the info given to me pertaining to Medicare/Medicaid is correct. I hereby assign to Harvey Y. Hsiang, MD, PhD. or Y. Henry Hsiang MD, PhD any benefits that are due under these programs. In the event that I am deemed no longer eligible for coverage under these programs, I acknowledge my responsibility for any unpaid claims.

- IV. **I permit a copy of this authorization and assignment to be used in place of the original which is on file at the physician's office.** *This release will remain in effect until revoked by me in writing.*

I understand that you file insurance as a courtesy and convenience to me. I realize that I am responsible for any copayments, deductibles, non-covered services, and any claims not covered by my insurance or third party payers within 30 days from the date filed. All payments are required on a 30 day cycle, unless prior arrangements have been made and documentation signed by both myself and one of the doctor's representatives.

If this account is assigned to a collection agency or attorney for collection and/or Suit, the prevailing party shall be entitled to reasonable attorney's fees and costs of collection. The undersigned guarantor secures and warrants the timely payment of the obligation of the patient as set forth above.

Date: _____

Patient Name: _____

Policyholder/Guarantor: _____

Policyholder/Guarantor Address: _____

Policyholder/Guarantor Home #: _____

Policyholder/Guarantor Work #: _____

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FINANCIAL QUESTIONNAIRE FOR DRUG REPLACEMENT AND COPAY ASSISTANCE

Information is being requested for the sole purpose of registering our patients in patient access programs in order to improve our services offered to you. These programs offer copayment / out of pocket assistance to those that qualify, and many programs will replace the medication free of charge if we receive a denial from your insurance. Please fill out the following questions below and if possible please bring your most current tax return or other financial information (one month of recent paystubs or SSI Award Letter) to your next visit. All information will be kept confidential. Please let us know if you do not want to share this information.

Patient Name: _____ Date Of Birth: _____

How many in household?: _____

What is total income that was claimed on most recent tax return?: (if income has changed from amount claimed please provide new income amount.)

Please initial in box if you choose to decline patient assistance/drug replacement at this time.

Patient Signature: _____

Date: _____

****ALL INFORMATION PROVIDED WILL BE KEPT COMPLETELY PRIVATE AND CONFIDENTIAL****

FORM WILL NEED TO COMPLETED YEARLY.

**Emerald Coast Cancer Center
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HIPAA Consent

Patient Name: _____

Patient Record of Disclosures

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that a communication of PHI is made by alternative means, such as, sending correspondence to the individual's office instead of their home.

I wish to be contacted in the following manner (check all that apply):

_____ Home Telephone _____ _____ OK to leave a message with details _____ OK to fax to this number	_____ Leave message with call-back number only _____ or Work Fax _____ I give authorization for Emerald Coast Cancer Center to leave a message _____ OK to send fax to work fax number
_____ Work Telephone _____ _____ OK to leave a message with details _____ Leave message with call-back number only my absence	_____ My appointment reminders _____ my account such as billing and amount due
_____ Cell Phone _____ _____ OK to leave a message with details _____ Leave message with call-back number only _____ my treatment/test results	

I acknowledge that I have read a copy of the Notice of Privacy Practices for HIPAA.

The Privacy Rule generally requires healthcare providers to take reasonable steps to limit the use or disclosure of, and requests for PHI to the minimum necessary to accomplish the intended purpose. These provisions do not apply to uses or disclosures made pursuant to an authorization requested by the individual. Healthcare entities must keep record of PHI disclosures. Information provided below, if completed properly, will constitute an adequate record.

NOTE: Uses and disclosures for Treatment Records, Payment Information, and Healthcare Operations may be permitted without prior consent in an emergency.

In addition to the authorization for release of my PHI, I authorize disclosure of information regarding my billing, condition, treatment, and prognosis to the following individual(s):

Name _____	Relationship _____	Phone # _____
Name _____	Relationship _____	Phone # _____
Name _____	Relationship _____	Phone # _____
Name _____	Relationship _____	Phone # _____

Patient Signature: _____ Date _____

MALE PATIENT FORM

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Please fill out the following form in order to assist us with the move to our new medical records system.
Thank You.

Patient Name: _____ Date Of Birth: _____

Tobacco Use and Cessasion Counseling

Tobacco Use

____ Non Smoker ____ Current Every Day Smoker ____ Current Some Day Smoker ____ Heavy Tobacco Smoker
____ Light Tobacco Smoker ____ Former Smoker ____ Pipe Smoker ____ Chews Tobacco ____ Snuff User
____ User of Moist Powdered Tobacco ____ Never Smoker ____ Years Discontinued ____ Number of Years of Use
____ Pack(s) Per Day ____ Pack(s) Per Year History
Type: ____ Cigarettes ____ Cigars ____ Pipe ____ Smokeless Tobacco
 ____ E-Cigarettes

Smoking Cessasion Counseling

____ N/A ____ Advised to Quit ____ Discussed Cessation Methods ____ Discussed Cessation Medications
____ Not Discussed

Alcohol

____ Never ____ Current ____ Social ____ Former
If Former Please Provide Date Stopped _____

____ Drinks Per Day ____ Drinks Per Month
Type: ____ Wine ____ Beer ____ Spirits

Recreational Drug Use

____ Yes ____ No

Marital Status

____ Never ____ Single ____ Married ____ Partnered ____ Separated
____ Divorced ____ Widowed

Children

____ Yes ____ No If Yes, How Many Children Do You Have? _____

Occupation/Employment

Full Time Employment Part Time Employment Retired Disabled
 Full Time Student Part Time Student Never Employed Other or N/A

If currently employed please list current occupation: _____
If retired or disabled please list former occupation: _____
Secondary occupation (if applicable) _____

Occupation Exposure

Not Evaluated No Occupational Exposure Occupational Exposure
 N/A

If so what type of occupational exposure? _____

Health Maintenance

Colonoscopy

Never OR Date of Last Colonoscopy

Please List the Physician That Performed Your Last Colonoscopy _____

Stomach Scope (EGD)

Never OR Date of Last Stomach Scope (EGD)

Please List the Physician That Performed Your Last Stomach Scope (EGD) _____

PSA

Never OR Date of Last PSA

Bone Density

Never OR Date of Last Bone Density

Facility Bone Density Done At: _____

Vaccination Record

Influenza (Flu Shot) Yes No _____ Date of Influenza (Flu) Shot
Shingles Yes No _____ Date of Shingles Vaccination
Pneumovax Yes No _____ Date of Pneumovax
COVID-19 Yes No _____ Date of COVID-19 Vaccination

Other Vaccination(s) _____

Family History

Mother Living Deceased

If Deceased Please List Age and Cause of Death _____

Father Living Deceased

If Deceased Please List Age and Cause of Death _____

EMERALD COAST CANCER CENTER

PATIENT HEALTH QUESTIONNAIRE -9 (PHQ-9)

Name: _____

Date: _____

Over the last 2 weeks, how often have you been bothered by any of the following problems?

Circle your answer	Not at all	Several days	More than half the days	Nearly every day
1. Little interest or pleasure in doing things	0	1	2	3
2. Feeling down, depressed, or hopeless	0	1	2	3
3. Trouble falling or staying asleep, or sleeping too much	0	1	2	3
4. Feeling tired or having little energy	0	1	2	3
5. Poor appetite or overeating	0	1	2	3
6. Feeling bad about yourself --or that you are a failure or have let yourself or family down	0	1	2	3
7. Trouble concentrating on things, such as reading the newspaper or watching TV	0	1	2	3
8. Moving or speaking so slowly that other people could have noticed? Or the opposite -- being so fidgety or restless that	0	1	2	3
9. Thoughts that you would be better off dead or of hurting yourself in some way	0	1	2	3

FOR OFFICE CODING

0 + _____ + _____ + _____

= Total Score: _____

If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home,

Not
difficult at
all

Somewhat
difficult

Very
Difficult

Extremely
difficult