

4111 Lower Beckleysville Rd, Suite C Hampstead, MD 21074 410-374-0808 410-374-0045 fax

Hampstead Primary Care wants to make your transition to our practice as easy as possible. The practice asks that you obtain the following information before a new patient appointment is made:

- Last two progress notes and/or last yearly physical progress note
- Most recent labs
- Medication list
- Immunization record
- Completed new patient packet

who are you requesting to see	in the practice:
staff member will call you to s	with the completed new patient packet our providers will review them and then a chedule an appointment. You may either drop the records off to the office or ema eadpcp.com- Please attach this cover sheet to your records.
privacy when sending sensitiv unable to respond with details	rd email communication is not HIPAA compliant and may not fully protect your information. If your message contains Protected Health Information (PHI) , we dinformation via regular email due to privacy regulations. If PHI is included in you HIPAA-compliant encrypted email system.
Patient Name:	
Date of Birth:	
Phone number:	
How were you referred to us?	
	*********Staff use*******
Date received:	Reviewed by:
Provider notes:	
	Staff Name:
Annaintment schoduled on:	Ctoff Namo:

Patient Registration

Date		

Hampstead Primary Care
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			I prefer to be called:
First Name	Middle Name	Last Name	
Address			
City / State / Zipcode			
Date of Birth	Social Security#		Sex: □ Male □ Female
Home Phone	Work Phone /	Ext	Cell Phone
Would you be interested in Email Address	n communication to you sent via er	mail? If so, provide	an email address.
Emergency Contact Name			Relationship:
Home #	Work # / Ext		_Cell #
, and the second se	e to discuss your care, treatment c		•
Can we leave personal info	ormation on any of the following:	□ Home Phone	□ Work Phone □ Cell Phone
Employer			Work Phone / Ext
Previous Medical Provider_			Phone Number
Insurance Informatio	on		
Primary Insurance Co	verage		
Insurance Company		Phor	ne #
Policy#		Group#	
Insurance Company Addre			
	arries the Insurance		
Subscriber Date of Birth			Relationship to Patient_
Secondary Insurance	Coverage		
Insurance Company			ne #
-	ess		
	arries the Insurance		
	Subscriber SS#		

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DATE OF BIRTH

FINANCIAL POLICY

Stephen Laiken M.D., PA, dba/ HAMPSTEAD PRIMARY CARE is dedicated to providing our patients with the best possible care and services while keeping the costs to you from increasing at an unreasonable rate. We ask your help by understanding and cooperating with our financial policy. For more details visit our website at: www.hampsteadpcp.com.

Insurances: We participate with several insurance companies. Please check with the office to see if we participate with yours. All patients will be responsible for presenting their insurance card at every visit and for completing registration updates semiannually.

If we Do participate with your insurance company, all services performed in our office will be submitted to them unless we have received prior notification of non-covered services. All copays, co-insurances and deductibles are the patients responsibility. All patients are responsible for ALL copayments at the time of service. Deductibles and co-insurance will be billed to you by our office. If you do not have insurance or an insurance card is not presented, all services performed will become the responsibility of the patient. Payment for services rendered in the office is due at the time of service.

Initial Visits to Establish Care: As part of your initial visit, your provider will perform a medical work-up that your insurance company may apply to your co-insurance/deductible.

This type of visit is designed to include a thorough review of your past medical history. It may include blood work or other testing, if indicated. Additionally, other complaints or issues may be addressed. Examples may include the management of diabetes/chronic diseases or the evaluation of a new complaint such as fatigue or joint pain.

In addition to the medical work-up, an annual physical exam may be performed. Since annual physical exams can only be billed yearly based on your insurance enrollment year, the provider may determine that you are currently not eligible for the service. Performing this service sooner than your insurance will allow, may cause your insurance to hold you responsible.

If the provider determines that you are eligible for your annual exam, they will include this additional service as part of the visit. This exam is for routine preventive care. The provider may review your overall health (including lifestyle risk factors, such as exercise and diet) and order any age-specific screening tests (such cancer screening or depression screening) and immunizations you may need. The goal is to identify risk factors or early signs and symptoms of chronic diseases, and counsel you on how you can reduce your risk and improve your overall health. Bloodwork may or may not be part of this visit, based on your individual state of health and your risk factors.

Preventive Care Visit: Your provider may order tests during your preventive care visit that may not be covered under your wellness benefit. These tests are covered under your medical benefits.

Additionally, at the time of the preventive care visit your provider may also treat an existing condition or illness. Tests and Prescriptions: All prescriptions need 24 hours notice for the provider to process. Please call our office or your pharmacy at least 24 hrs before it is needed. There is a \$25.00 charge for all controlled prescriptions that have to be written the same day.

Late Cancellation Fee: Our office requires 24 hour notice of cancellation. Patients will be charged a \$65.00 fee for all appointments cancelled on the same day without justification. Automatic discharge from the practice after three same-day cancellations. Late Arrivals: Arriving for a scheduled appointment 10 minutes late may require your appointment to be rescheduled and result in a missed appointment.

Missed Appointments: Patients will be charged a \$65.00 fee for any missed appointment. Three missed appointments will result in automatic discharge from the office.

After Hours Charge: The on-call provider is available for urgent calls only. All non-urgent calls will be charged a \$65.00 fee. It is important for you to understand that your health insurance coverage is an agreement between you and your insurance company and your doctor's bill for the services provided to you is an agreement between you and your doctor. Payment for services performed: Our office accepts VISA, MasterCard, Discover and American Express, cash or check. Each bounced check will be assessed a fee of \$28.00. This fee is the responsibility of the patient and not the insurance company. For your convenience, payment can be made online thru a secure portal. All co payments are expected at the time of service. Payment in full of any past due balance is expected prior to being seen, unless prior arrangements have been made. Statement balances are due within 30 days of billing, unless prior arrangements have been made. All balances that reach 90 days may be sent to a collection agency. Balances sent to the collection agency will be reported to a credit reporting agency. Should your account be sent to a collection agency, you will be financially responsible for all collection fees that our office incurs through the process utilized to collect the outstanding delinquent balance.

I HAVE READ AND FULLY UNDERSTAND THE FINANCIAL POLICY SET FORTH BY HAMPSTEAD PRIMARY CARE AND I AGREE TO THE TERMS OF THIS FINANCIAL POLICY. I ALSO UNDERSTAND AND AGREE THAT THE TERMS OF THE FINANCIAL POLICY MAY BE AMENDED BY THE PRACTICE AT ANY TIME WITHOUT PRIOR NOTIFICATION TO THE PATIENT.

Date



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Multiple services may be performed on your initial visit to the practice. New patient visits to establish care are billed separately from your annual physical exam.

Establishing Care as a New Patient: This type of appointment is for your first visit with your new health care provider after switching your health care to our practice. It is designed to include a thorough review of your past medical history. It may include blood work or other testing, if indicated.

Not all new patients are eligible for an annual exam at the time of their initial visit to the practice. Since annual visits may only be billed yearly based on your insurance enrollment year, the provider may determine that you are currently not eligible for the service. If the provider determines that you are eligible for your annual exam, they will include this additional service as part of the visit.

The annual physical exam is performed yearly and is a time to provide routine preventive care. The provider may review your overall health (including lifestyle risk factors, such as exercise and diet) and order any age-specific screening tests (such cancer screening or depression screening) and immunizations you may need. The goal is to identify risk factors or early signs and symptoms of chronic diseases, and counsel you on how you can reduce your risk and improve your overall health. Bloodwork may or may not be part of this visit, based on your individual state of health and your risk factors.

To optimally address all your health concerns, other complaints or issues are best addressed during a problem visit. Examples include the management of diabetes or other chronic diseases or the evaluation of a new complaint such as fatigue or joint pain. If these issues are addressed during your appointment for an annual physical, your health care provider may bill for these services in addition to your annual physical.

Hampstead Primary Care 4111 Lower Beckleysville Rd Hampstead, MD 21074

www.hampsteadpcp.com email: office@hampsteadpcp.com 410-374-0808 compliance officer: Dr Stephen Laiken



Your Information. Your Rights. Our Responsibilities.

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.

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronicor
paper copy of your
medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say "yes" to all reasonable requests.

continued on next page

Your Rights continued

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations.
 - We are not required to agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can
 ask us not to share that information for the purpose of payment or our
 operations with your health insurer.
 - We will say "yes" unless a law requires us to share that information.

Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

 You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- · Share information in a disaster relief situation
- · Include your information in a hospital directory
- Contact you for fundraising efforts

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- · Most sharing of psychotherapy notes

In the case of fundraising:

 We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your health information? We typically use or share your health information in the following ways.

Treat you	 We can use your health information and share it with other professionals who are treating you. 	Example: A doctor treating you for an injury asks another doctor about your overall health condition.
Run our organization	 We can use and share your health information to run our practice, improve your care, and contact you when necessary. 	Example: We use health information about you to manage your treatment and services.
Bill for your services	We can use and share your health information to bill and get payment from health plans or other entities.	Example: We give information about you to your health insurance plan so it will pay for your services.

continued on next page

How else can we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues	 We can share health information about you for certain situations such as: Preventing disease Helping with product recalls Reporting adverse reactions to medications Reporting suspected abuse, neglect, or domestic violence Preventing or reducing a serious threat to anyone's health or safety
Do research	We can use or share your information for health research.
Comply with the law	 We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.
Respond to organ and tissue donation requests	We can share health information about you with organ procurement organizations.
Work with a medical examiner or funeral director	We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
Address workers' compensation, law enforcement, and other government requests	 We can use or share health information about you: For workers' compensation claims For law enforcement purposes or with a law enforcement official With health oversight agencies for activities authorized by law For special government functions such as military, national security, and presidential protective services
Respond to lawsuits and legal actions	We can share health information about you in response to a court or administrative order, or in response to a subpoena.

We have chosen to participate in the Chesapeake Regional Information System for our Patients (CRISP), a regional health information exchange serving Maryland and D.C. As permitted by law, your health information will be shared with this exchange in order to provide faster access, better coordination of care and assist providers and public health officials in making more informed decisions. You may "opt-out" and disable access to your health information available through CRISP by calling 1-877-952-7477 or completing and submitting an Opt-Out form to CRISP by mail, fax or through their website at www.crisphealth.org. Public health reporting and Controlled Dangerous Substances information, as part of the Maryland Prescription Drug Monitoring Program (PDMP), will still be available to providers.

We will never share any substance abuse or mental health treatment records without your written permission.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.

Effective Date of Notice: September 20,2018

Stephen Laiken, MD email: office@hampsteadpcp.com 410-374-0808

Hampstead Primary Care

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AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

I authorize:						
			where am I re	equesting medical	records from	
	Phone #:			Fax #	:	
	to disclose t	he following	information fro	m the health record	l of:	
Patient Name	:				Phone #:	
Address:					Date of Birth:	
Covering the prom (date)			Tc	o (date)	_	_
	be disclosed □ Last History □ Last 3 Labo □ Discharge S □ Last 3 Prog □ Immunizatio □ X-Rays □ Other (Plea	& Physical ratory Tests Summary ress Notes ons				_
[□ Infectious D □ Psychiatric	isease Care	nation relating to	o (check if applicable se	e):	
This information Stephen Laik for treatment a	en, MD , Am	y Yankolon	is, CRNP, Susa	an Harris, CRNP aı	nd Amber Johnson, CRN	Р
	nce on this au	-		•	ept to the extent that action horization will expire on the	
•		•	•	eleased from any le ted and authorized l	gal responsibility or liability herein.	/ for
If I have quest	tions or chang	je my mind,	I know I can ca	II.		
Patient Signat	ure:				Date:	

Patient Name:		DOB:	Date:
Pleas	e list PROBLEMS you would like	evaluated today in order of	significance:
		·	significance.
3			
Have you ever been diagno	osed with? (select all that apply	y)	
Asthma	☐ Seasonal/ Food Allergies	☐ High Blood Pressure	☐ Heart Murmur
Cataracts	☐ Glaucoma	☐ Seizure/ Epilepsy	□ Lung Disease/COPD
Stroke	☐ Heart Disease	☐ Heart Attack	Liver Disease
Ulcers/ GERD	☐ Digestive Disorder	☐ Kidney Disease	☐ Kidney Stone
Diabetes/Pre-Diabetes	☐ Hypo/ Hyperthyroidism	□ Depression	□ Anxiety
Anemia	□ Bleeding Disorder	☐ Bone/ Joint disease	□ Osteoporosis
High Cholesterol	•		☐ Prostate Enlargement
HIV/ Hepatitis C	☐ STD (type)	☐ Mental Disorder	
Other PAST MEDICAL HISTORY			
Please describe and give da	ates of surgeries :		
_	-		
4			
PLEASE LIST ANY SPECIALIS	ST THAT YOU CURRENTLY SEE		
1	4.		
2	5.		
3	6.		
IMMUNIZATIONS			
Hepatitis B □ Yes □ No Da	te: Hepatitis A	☐ Yes ☐ No Date:	
Tetanus shot □ Yes □ No	Date:Influe	nza (flu) □ Yes □ No Date:	
	o Date: No Date:		Date:
Have you ever had a test fo	or Tuberculosis? if yes (select): 🗆	Positive Negative Date:	
How was your Positive Tub	erculosis diagnosed: Skin Prick/E	Blood Test/Chest X-ray?	
Have vou ever had a blood	transfusion? if ves: Date(s):		

Patient Name:			DOB	:	Date:	
FAMILY HISTORY	Living/Deceased		Cause & Age	of Death	Medical Conditions	
MOTHER						
FATHER						
SISTER (S)						
BROTHER (S)						
DAUGHTER (S)						
SON (S)						
MATERNAL GRANDMOTHER						
MATERNAL GRANDFATHER						
PATERNAL GRANDMOTHER						
PATERNAL GRANDFATHER						
FAMILY HISTORY CONTINUED):					
Is there any family history	/ of?	Туре	or Age of onset		Relation to you	
Cancer						
Heart Attack						
Stroke						
Mental Illness						
SOCIAL HISTORY						
		Your Occup	nation:			
# of Children: # Boys # Girls # of People in Household: Currently Live With:						
Gender Identity □Male □Fem	ale □Fem	ale to Male □ ſ	Male to Female			
Sexual Orientation: □Lesbian,	/Gay □Str	aight □Bi-sexu	al □Don't know			
Sexual Activity: Monogamo	us Relatio	onship 🗆 Not s	exually active \square Mult	iple partners 🗆 [Does not practice "safe" sex	
Are you an ORGAN DONOR?						
List the amount PER DAY of b	everages	you regularly	consume:			
Coffee/Tea: Beer:	V	Vine:	Hard liquor:	Soda:	Water:	

I drink alcohol: □ Currently □ Occasionally □ Never □ Socially

Patient Name:	DOB:	Date:
SOCIAL HISTORY CONTINUED		
Smoking Status: □Never a smoker □ Current Smoker- How	many packs per day	/: Start Date:
□ Former Smoker - Smoking amount: Start date:	Quit Date:	Any Smokers in home? Yes No
Have you ever used illicit drugs: □Yes □No If so, last da	ate and which drug(s)?
OTHER		
Recent Significant Changes in Your Life?	Explain	
Financial Hardships? □Yes □No Have Special Stress	es in Your Life? □Y	′es □No
I am NOT happy with (select those that apply) \square Myself \square N	⁄ly Health □My Wo	rk □My Partner □My Life
Do you feel safe in your current relationships? (family, frien	ds, significant other	·)
Do you have a Living Will or Advanced Directive?		
Do you exercise regularly? □Yes □No Type of exercise and	d frequency:	
Are you happy with your weight? □Yes □No How many	meals/snacks do yo	ou eat per day?
How many meals do you eat out/carry out per week?		
List any nutrition or diet concerns you would like help with:		
If you are on a special diet? If yes, please explain:		
Do you have regular Dental check-ups? □Yes □No How often		
When was your last Eye exam?		. ,
Do you wear your seatbelt? ☐ Always ☐ Sometimes ☐ Neve		
Do you ride a motorcycle? □ Y □ N Bicycle? □ Y □ N Ski,	/Snowboard? □ Y □	N Skateboard? □ Y □ N
If yes, do you wear a helmet? □ Y □ N		
Have you fallen in the last 6 months? If so, explain:		
Have you been exposed to any Toxic Substances, such as as	bestos, DES, radiatio	on, chemicals? Yes No
If yes, please explain:		
Do you have a smoke detector in the home: $\Box Y \Box N$ When v		

Patient Name:	DOB:	Date:	

History Form						Provider Comments
REVIEW OF SYSTEMS: Select those items you currently have significant problems with. GENERAL						
□Recent Weight Change □Inc	st or Urination		□Night Sweats/Hot Flashes			
□Always Hot/Always Cold □Ras	shes or Skin	Problems		□Significant Fatigue		
Do you have chronic pain problems?						
		TS: Men & Women				
□Lumps/Tenderness		Do You Do Monthly Self Breast Exams? $\Box Y \Box N$				
□Drainage from nipples		Month and Year of Last Mammogram:				
EYE, EAR, NOSE, AND THROAT						
□Glaucoma □Blurred or Doubl						
☐ Hearing Loss ☐ Brief Loss of Vis	□Use Dentures (Partial or Total)					
□History of Radiation Therapy to Head or Neck □Teeth or Gum Problems CARDIOPULMONARY						
□Shortness of Breath with Activity	CAKDIC	Dizzines			□Chest Pain	
□ Daily Sputum (Phlegm) Production		□Coughing Up Blood		☐Heart Palpitations		
□Difficulty Breathing While Lying F		□ Leg Cramps While Walking			□Wheezing	
□Waking Up Short of Breath		□Daily Cough		□ Ankle Swelling		
- Waking op bliott of Breath	GASTR	OINTESTINA	_		17 tilkie 5 weining	
□Change of Appetite □Abdom					ack Stool	
5 11	2 11				Vomiting	
□Heartburn □Indigestion from Fatty Foods						
	NEURO	PSYCHIATR	IC			
□Frequent Disabling Headaches □		Difficulty Sleeping □7		□Tremors		
ı y		Memory Loss		□Passing Out/Fainting		
Treated in Past for Emotional or Psyc	oblems: please □Often F		□Often Feel Sa	ad or Depressed		
describe MUSCULOSKELETAL & SKIN						
	□Muscle Pai				ht Leg Cramps	
□ Joint Problems □ Use a Brace or a Splint Mole that has changed color, size, shape, or won't heal? □ Yes □ No						
GENITOURINARY: MEN & WOMEN						
□Urinary Tract Infections □Sores in the Genital Area						
□Difficult or Painful Urination		□Blood in Urine				
□History of Kidney or Bladder Stones		☐Urination More Than Once a Night				
☐History of Four or More Sex Partners		□Sexual Intercourse Before 18 years old				
Method of Birth Control:						
	smitted Dise	ease: □Yes		Ю		
GENITOURINARY: MEN ONLY						
Pain or Lump in Testicles/Scrotum	Do you do Self Testicular Exam: □Yes □No					
□Yes □No		Have you had a PSA: □Yes □No				
GENITOURINARY: WOMEN ONLY						
		•				
		Date of last Mammogram				
History of Abnormal Pap Smear: □Y □N		Any Treatments for Abnormal Pap:				
□Urinary Tract Infections □Difficult or Painful Urination □History of Kidney or Bladder Stones □History of Four or More Sex Partners Method of Birth Control: Have you ever had any Sexually Transmitted Disease: if yes, please describe: GENITOURINARY Pain or Lump in Testicles/Scrotum □Yes □No GENITOURINARY: Age of first Period: □Date of Last Menstrual Period: □Change Number of Pregnancies: □Number of Last Pap Smear: □Date of Date of Last Pap Smear: □Date of Last P			res in the Genital Area pood in Urine ination More Than Once a Night xual Intercourse Before 18 years old PYES DO RY: MEN ONLY TOU do Self Testicular Exam: PYES DNO E you had a PSA: PYES NO E you had a PSA: PYES NO E WOMEN ONLY uency/Length of Menstrual Periods: nge in Menstrual Pattern PYDN aber of Children: sual Vaginal Discharge/Itching PYDN of last Mammogram			

Patient Name:	DOB:	Date:				
	Medication List					
Preferred Pharmacy:Pharmacy Address:						
MEDICATION ALLERGIES: (such What happens when you take that m	as penicillin)					
OTHER ALLERGIES: (such as bees, foods, latex, etc.) What happens when you are exposed?						
Name of Medication	Dosage	Frequency				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

15.