

Hampstead Primary Care wants to make your transition to our practice as easy as possible. The practice asks that you obtain the follow 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:	·
•	eted new patient packet our providers will review them ule an appointment. You may either drop the records off
to the office or email the records to office@ha	ampsteadpcp.com- Please attach this cover sheet
to your records.	
Patient name:	
Date of birth:	
Phone number:	
St	taff use
Records received:	Reviewed by:
Provider notes:	
Appointment scheduled for:	staff member:

4111 Lower Beckleysville Rd Hampstead, MD 21074 P:410-374-0808 F:410-374-0045 Email: office@hampsteadpcp.com

Patient Registration

Date		

Hampstead Primary Care
4111 Lower Beckleysville Rd
Hampstead, MD 21074
410-374-0808 . 410-374-0045 fax

			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		
le	ommunication to you sent via er	•	an email address.		
Emergency Contact Name			Relationship:		
			Cell #		
,	o discuss your care, treatment o	• • •	besides yourself? □Yes □ No		
Can we leave personal inform	nation on any of the following:	□ Home Phone	□ Work Phone □ Cell Phone		
Employer			Work Phone / Ext		
Previous Medical Provider	Medical ProviderPhone Number				
Insurance Information					
Primary Insurance Cove					
		Phon	ne #		
		<u> </u>	- · · · · · · · · · · · · · · · · · · ·		
Insurance Company Address					
	,				
	ries the Insurance				
<u>'</u>	Subscriber SS#_				
			relationering to 1 attent		
Secondary Insurance Company			ne #		
			e #		
	3				
· —	ing the Leaving				
	ries the Insurance				
Subscriber Date of Birth	Subscriber SS#		Relationship to Patient		

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 semi-annually.

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.

Signature of Patient and/or Guardian (SEAL)

Date



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

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

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

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

I authorize:			Euro un
	W	here am I requesting medical records	Trom
	Phone #:	Fax #:	
	to disclose the following int	ormation from the health record of:	
Patient Name		Phone #	<u></u>
Address:		Date of	Birth:
Covering the prom (date)	period(s) of healthcare:	To (date)	
C C C	be disclosed: Last History & Physical Last 3 Laboratory Tests Discharge Summary Last 3 Progress Notes Immunizations X-Rays Other (Please Specify)		
<u> </u>	hat this will include information Infectious Disease Psychiatric Care Treatment for alcohol and/	on relating to (check if applicable): or drug abuse	
Stephen Laik	on is to be disclosed to: en, MD , Amy Yankolonis, and evaluation.	CRNP, Susan Harris, CRNP and Ambe	r Johnson, CRNP
	ce on this authorization. Un	oked in writing at any time, except to the less otherwise revoked, this authorization	
		are hereby released from any legal respo exent indicated and authorized herein.	nsibility or liability for
If I have quest	ions or change my mind, I k	now I can call.	
Patient Signat	ure:		Date:

Patient Name:		DOB:	Date:
Pleas	e list PROBLEMS you would like	evaluated today in order of	significance:
	e list PROBLEMS you would like	·	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	— · -/ - - -	□ Lung Disease/COPD
] Stroke	☐ Heart Disease	☐ Heart Attack	□ Liver Disease
Ulcers/ GERD	☐ Digestive Disorder	•	•
Diabetes/Pre-Diabetes		-	□ Anxiety
Anemia	☐ Bleeding Disorder		•
High Cholesterol	•		□ Prostate Enlargement
☐ HIV/ Hepatitis C	☐ STD (type)	☐ Mental Disorder	
Other			
PAST MEDICAL HISTORY			
Please describe and give da	ates of surgeries :		
1.			
	ST THAT YOU CURRENTLY SEE		
1	4.		
2	5.		
	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): \Box	Positive Negative Date:	
How was your Positive Tub	erculosis diagnosed: Skin Prick/I	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		eath	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 onse	t	Relation to you	
Cancer						
Heart Attack						
Stroke						
Mental Illness						
SOCIAL HISTORY						
			oation:			
# of Children: # Boys # Girls # of People in Household: Currently Live With:						
Gender Identity □Male □Female □Female to Male □Male to Female						
Sexual Orientation: □Lesbian	[⁄] Gay □Str	aight □Bi-sexu	ıal □Don't know			
Sexual Activity: □ Monogamous Relationship □ Not sexually active □ Multiple partners □ Does not practice "safe" sex						
Are you an ORGAN DONOR?						
List the amount PER DAY of be	everages	you regularly o	consume:			
Coffee/Tea: Beer:	V	/ine:	Hard liquor: _	9	Soda:	Water:

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

Patient Name:	DOB:	Date:
SOCIAL HISTORY CONTINUED		
Smoking Status: □Never a smoker □ Current Smoker- How n	nany 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 dat	e and which drug(s	s)?
OTHER		
Recent Significant Changes in Your Life? Yes No If yes, I	Explain	
Financial Hardships? □Yes □No Have Special Stresse	s in Your Life? □Y	es □No
I am NOT happy with (select those that apply) □Myself □M	y Health □My Wor	rk □My Partner □My Life
Do you feel safe in your current relationships? (family, friend	s, significant other)	
Do you have a Living Will or Advanced Directive?		
Do you exercise regularly? □Yes □No Type of exercise and	frequency:	
Are you happy with your weight? □Yes □No How many n	neals/snacks do yo	u eat per day?
How many meals do you eat out/carry out per week?	<u>.</u>	
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	do vou brush/flos	s per day?
When was your last Eye exam?		
Do you wear your seatbelt? □ Always □ Sometimes □ Never		
Do you ride a motorcycle? □ Y □ N Bicycle? □ Y □ N Ski/S		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 asb		
If yes, please explain:		
Do you have a smoke detector in the home: □ Y □ N When w		

Patient Name:	DOB:	Date:

	History Form					Provider Comments			
					SYSTEM	<u>IS</u> :			
Select those items	s you <u>curr</u>	ently h	ave signific	ant prob GENI					
□Recent Weight 0	Change	□I	ncreased Th				Night Sweats/Ho	ot Flashes	11
□Always Hot/Alv		□I	Rashes or Sl	in Prob	lems	_	Significant Fatig]
Do you have chro	nic pain p	roblem							
			BREA		len & Wor			- 17 17	
□Lumps/Tendern							y Self Breast Exa		{
□Drainage from r	nipples		EYE, EAF				Last Mammogra	m:	{
□Glaucoma	□Blurrec	l or Doi	uble Vision-		1		s or Contact Len	ses	l l
□Hearing Loss			Vision- Eve		_		res (Partial or To		11
□History of Radia					1		um Problems		11
j					LMONAR	RY]
□Shortness of Bre					Dizziness			□Chest Pain	<u> </u>
□Daily Sputum (I					□Coughing			□Heart Palpitations	l l
□Difficulty Breat			g Flat			_	hile Walking	□Wheezing	! !
□Waking Up Sho	rt of Brea	th	CAC		Daily Cou			□Ankle Swelling	! !
□Change of Appe	tita I	_ A ls d	GAS ominal Pain		TESTINA		Blood in Stool/Bl	a alt Cta al	l l
□Difficulty Swall			rhea/Consti				requent Nausea/		li
□Heartburn	owing		gestion from	_	oods		requent readsear	Volinting	11
					CHIATRI	C			11
□Frequent Disabl	ing Heada	ches		□Diffic	ulty Sleepi	ing	□Tremors]
□Frequent Anxiet					ory Loss		□Passing Out/	Fainting]]
Treated in Past fo	r Emotion	al or Ps	sychological	Proble	ns: please		□Often Feel S	ad or Depressed	ll .
describe			MUSCIII	OSKE	LETAL &	SKI	N		l l
□Frequent Neck of	or Back Pa	nin	□Muscle		LETAL &	JIXI	□Disabling Nig	ht Leg Cramps	11
□Joint Problems				a Splint				11	
Mole that has cha	nged colo	r, size,				□No	0]
		G	ENITOUR	INARY	: MEN &	WO	MEN]
□Urinary Tract Ir					res in the C		al Area		!
□Difficult or Pain					ood in Urir				!!
☐ History of Kidn							han Once a Nigh		[]
Method of Birth (ex Part	ners		xuai interc	ourse	e Before 18 years	solu	l l
Have you ever ha	d any Sex	ually Tı	ransmitted I	Disease:	□Yes	□ N	lo		
if yes, please desc	ribe:		GENITO	IRINA	RY: MEN	ONI	. V		{
Pain or Lump in T	Testicles/S	crotum					ticular Exam: 🗆	Yes □No	11
□Yes □No							A: □Yes □No		ll .
		(GENITOUF]
Age of first Period							of Menstrual Peri		!
Date of Last Men		od:			nge in Mer			□N	! !
Number of Pregna Disabling Menstra		vc ¬7	/ □N		nber of Chi		ischarge/Itching	$\neg V \neg N$	
		ıs ⊔1	. LIN					⊔ 1 ⊔1 \	11
	Date of Last Pap Smear: Date of last Mammogram History of Abnormal Pap Smear: □Y □N Any Treatments for Abnormal Pap:								

Patient Name:	DOB:	Date:
	Medication List	
Preferred Pharmacy:Pharmacy Address:	·	Phone:
MEDICATION ALLERGIES: (su	t medication?	
OTHER ALLERGIES: (such as be What happens when you are expo	ees, foods, latex, etc.)sed?	
Name of Medication	Dosage	Frequency
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

15.