

**ANNISTON MEDICAL CLINIC**  
**PATIENT INFORMATION**

If you are a new patient, please complete all of the information requested below. If you are already a patient of the Anniston Medical Clinic, please provide information below only for those items that have changed since you last completed this form.

**Patient Information:**

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

Please list your full name: \_\_\_\_\_  
  First                                    Middle                                    Maiden                                    Last                                    Suffix

Patient's Birthdate: \_\_\_\_\_ Patient's Social Security#: \_\_\_\_\_

Sex: M/F Race:  African American  White  Latino  Asian  Other \_\_\_\_\_

Ethnicity:  Hispanic  Latino  Asian  Other \_\_\_\_\_

Language:  English  Spanish  Other \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Other \_\_\_\_\_

Were you referred by another doctor? \_\_\_\_\_ Which doctor referred you? \_\_\_\_\_

If not referred by another doctor, how did you learn about the Anniston Medical Clinic and your requested doctor here? \_\_\_\_\_

Please list your mailing address:

\_\_\_\_\_  
Apt #                    Street #                    Street                    P.O. Box                    City                    State                    Zip Code

Email: \_\_\_\_\_ Home Telephone#: \_\_\_\_\_

Are you employed full-time: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

Please list your primary employer: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

\_\_\_\_\_  
Employer Name                                    Street or P.O. Box                                    City                                    State                                    Zip Code

**Emergency Contacts:**

\_\_\_\_\_  
Name  Relationship to Patient  Phone

\_\_\_\_\_  
Name  Relationship to Patient  Phone

\_\_\_\_\_  
Name  Relationship to Patient  Phone

**Guarantor Information:**

If someone other than the patient will be responsible for payment of the patient's medical bills, then the guarantor information requested below must be completed and signed by the responsible person.

Please list your full name: \_\_\_\_\_  
First Middle Maiden Last Suffix

Date of birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Please list your street address (no post office boxes, please):

\_\_\_\_\_  
Apt # Street # Street P.O. Box City State Zip Code

Email: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Are you employed full-time: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

Please list your primary employer: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

\_\_\_\_\_  
Employer Name Street or P.O. Box City State Zip Code

**Insurance Information:**

We will need to make a photocopy of all of your currently effective insurance cards - be sure to bring these with you at the time of your visit and present them to the receptionist. Please list the names of all insurance coverages currently in effect which will be used to pay patient's medical bills (list your primary insurance first).

Primary Insurance (we will file first to this insurance):

\_\_\_\_\_  
Insurance Name Insured Person Policy # Group #

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

Other Insurance (we will file amounts not paid by primary insurance to these insurances):

\_\_\_\_\_  
Insurance Name Insured Person Cardholders Date of Birth Policy # Group #

\_\_\_\_\_  
Insurance Name Insured Person Cardholders Date of Birth Policy # Group #

**NOTICE TO PATIENT AND GUARANTOR**

Please read the following statements carefully and sign and date in the spaces provided. All medical services rendered are charged to the person responsible for the patient's account, as identified above. Our business office staff will file insurance claims for you to the above identified insurances unless you indicate below that you wish to file your own insurance claims. The Anniston Medical Clinic participates in the Medicare and Blue Cross PMD programs and, as such, are required to file your claims directly with these insurers. The patient and the patient's guarantor are responsible for payment to the Anniston Medical Clinic any amounts billed but not paid by insurance no later than 90 days after the date of service. Unless otherwise provided in your insurer's contract with the Anniston Medical Clinic, we expect payment for all services provided at the time they are rendered, unless alternative payment arrangements have been made with our Patient Financial Counselor. By signing below, the patient authorizes representatives of the Anniston Medical Clinic, P.C. to release any medical records pertinent to the patient's care by doctors of the clinic to insurance carriers identified by the patient or guarantor for the purpose of evaluation of eligibility for insurance coverage and payment of medical services rendered. Patient and guarantor agree to assign to the Anniston Medical Clinic P.C. all payments made by insurance carriers for services rendered to patient by Anniston Medical Clinic doctors and staff.

I have read the above Notice to Patient and Guarantor and I agree to be bound by its provision:

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

\_\_\_\_\_  
Guarantor Signature (if not patient)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**ANNISTON MEDICAL CLINIC, P.C.**

1010 CHRISTINE AVENUE  
P.O. BOX 2127  
ANNISTON, ALABAMA 36202  
(256) 236-5631

**Policy 7**

**CONSENT FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION  
FOR PAYMENT, TREATMENT AND HEALTH CARE OPERATIONS**

By signing below, you hereby consent for this Practice to use or disclose information about yourself (or another person for whom you have the authority to sign) that is protected under federal law, for the sole purposes of treatment, payment and health care operations. You may refuse to sign this consent form. Under this Law, we have the right to refuse to treat you should you choose to refuse to sign this consent. Some ways we may communicate with you are including but not limited to: leaving messages on your home phone, to family members or others answering the phone, to family members or others answering your phone.

You should read the Notice of Privacy Practices for PHI attached to this form before signing the Consent. The terms of the Notice may change from time to time, and you may always get a revised copy of it by asking the Privacy Officer for this Practice.

You have the right to request in writing that The Practice restrict how PHI is used or disclosed to carry out treatment, payment or health care operations. The Practice is not required to agree to requested restrictions, however; if The Practice agrees to your requested restrictions, the restriction is binding on it.

Information about you is protected under federal law, and you have the right to revoke this Consent, unless we have taken action in reliance on your authorization (as determined by our Privacy Officer). By signing below, you recognize that the protected health information used or disclosed pursuant to this Consent may be subject to re-disclosure by the recipient and may no longer be protected under federal law.

In addition to the individuals listed in the Privacy Practices Guidelines, you may also communicate with the following individuals regarding my condition or course of treatment:

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You may communicate confidential information to me, including invoices for services, to the address and/or phone numbers already listed with the clinic. Any others you may communicate to will be listed below:

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\_\_\_\_\_  
Patient Signature or Personal Representative

\_\_\_\_\_  
Date

As personal representative, I have authority to act for the individual because I am the individual's -

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## 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.

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#### Get an electronic or 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.

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#### 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.

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#### 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.

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## 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.

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### 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.

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### 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.

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### 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.

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### 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/](http://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](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

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**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

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**Do research**

- We can use or share your information for health research.

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**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.

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**Respond to organ and tissue donation requests**

- We can share health information about you with organ procurement organizations.

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**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.

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**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

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**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.

## 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](http://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 web site.

**This Notice of Privacy Practices applies to the following organizations.**





# ANNISTON MEDICAL CLINIC, P.C.

1010 Christine Avenue  
P.O. Box 2127  
Anniston, Alabama 36202  
(256) 236-5631

## Acknowledgement of Receipt

### **ELECTRONIC PRESCRIBING (ePrescribing) and MEDICATION HISTORY**

ePrescribing is defined as a physician's ability to electronically send an accurate, error free, and understandable prescription directly to a pharmacy from the point of care. Congress has determined that the ability to electronically send prescriptions is an important element in improving the quality of patient care. ePrescribing greatly reduces medication errors and enhances patient safety. The Medicare Modernization Act (MMA) of 2003 listed standards that have to be included in an ePrescribe program. These are:

- **Formulary and Benefit Transactions** - Gives the prescriber information about which drugs are covered by the drug benefit plan.
- **Medication History Transactions** - Provides the physician with information about medications the patient is already taking to minimize the number of adverse drug events.
- **Fill Status Notification** - Allows the prescriber to receive an electronic notice from the pharmacy to let them know the medication has been filled successfully and is ready for patient pickup.

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By signing this consent form you are agreeing that Anniston Medical Clinic, P.C. can request and use your prescription medication history from other healthcare providers and/or third party pharmacy benefit payors for treatment purposes.

I also understand that Anniston Medical Clinic utilizes healthcare technology and participates with SureScripts™. SureScripts™ operates the Pharmacy Health information Exchange, which facilitates the electronic transmission of prescription information between providers and pharmacists. SureScripts™ also facilitates notifying providers of any medications prescribed to me (medication history).

Patient Name (Please Print) : \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

\_\_\_\_\_  
Parent or Legal Representative  
(If Patient is under 19)

\_\_\_\_\_  
Date

Date \_\_\_\_\_ Chart # \_\_\_\_\_

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Primary Care Doctor: \_\_\_\_\_

Pharmacy: \_\_\_\_\_

Allergies: \_\_\_\_\_

**Please List Your Current Medications:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**What surgeries or procedures have you had?**

_____	_____
_____	_____
_____	_____

**Do you or any immediate family members (parent, child, sibling, etc.) have a history of the following?**

	Yes	No	Who?		Yes	No	Who?
Heart Disease				High Blood Pressure			
Diabetes				Migraine Headaches			
Cancer				Asthma			
Stroke				Tuberculosis			
Blood Clots/Embolism				Gastrointestinal			
Osteoporosis				Depression/Anxiety			
Broken Bones				Cholesterol			
Liver Disease/Hepatitis				Other:			
Kidney Disease				Other:			

**Please list the date of your last:**

Flu Vaccine: \_\_\_\_\_ Pneumonia Vaccine: \_\_\_\_\_ Colonoscopy: \_\_\_\_\_

Menstrual Period: \_\_\_\_\_ Pap Smear: \_\_\_\_\_

Mammogram: \_\_\_\_\_ DEXA (Bone Density): \_\_\_\_\_

Have you ever had an abnormal pap smear? YES NO If yes, when: \_\_\_\_\_

Are you sexually active? YES NO Have you ever been pregnant? YES NO

If yes, how many pregnancies? \_\_\_\_\_ How many pregnancies carried delivery? \_\_\_\_\_

Do you currently smoke or use tobacco products? YES NO Years: \_\_\_\_\_ Quit Date: \_\_\_\_\_

Do you drink alcohol? YES NO Quantity: \_\_\_\_\_ Years: \_\_\_\_\_ How Often: \_\_\_\_\_

Do you wear a seat belt? YES NO

**Optional Personal Information:**

Patient's Occupation: \_\_\_\_\_

Spouses's Name & Occupation: \_\_\_\_\_

Children's Names and Birthdates: \_\_\_\_\_

**ANNISTON MEDICAL CLINIC  
PATIENT PORTAL SIGN UP FORM**

- YES I WOULD LIKE TO SIGN UP FOR THE PATIENT PORTAL (PLEASE READ AND FILL OUT THE FORM BELOW)
- NO I WOULD NOT LIKE TO SIGN UP FOR THE PATIENT PORTAL AT THIS TIME (PLEASE SIGN BELOW AND DATE)

**PLEASE USE THE FORM BELOW TO SIGN UP FOR OUR PATIENT PORTAL.**

Patient Name (First & Last): \_\_\_\_\_

Patient Birth Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The patient portal is designed to enhance secure patient-physician communications and is provided as a courtesy to our valued patients. This secure portal uses encryption to keep unauthorized persons from reading communications, information or attachments. Secure messages and information can only be read by someone who knows the right password to log into the portal site.

**Via the Patient Portal you will be able to:**

- Use the message function to communicate with our staff
- Communicate results from staff of laboratory and diagnostic results
- View medication list and request refills on those prescribed by our office
- View and print health summary
- View demographic/insurance information and sent staff requests to update information
- View upcoming scheduled appointments

We will respond to portal inquiries within 1 business day. The patient portal is **not** intended for emergency communications or services. If you have an emergency please go to the nearest phone and call 911 or go to your nearest emergency room.

Please fill out this form and return it to the front desk. Once this is complete you will receive an email notification from Follow My Health that will give you instructions on how to register. We also have instruction sheets at the front desk on how to sign up for the patient portal. If you have any questions please call the office at **256-236-5631**.

**PATIENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_