

Dear New Medical Patient,

Thank you for choosing Choptank Community Health for your medical needs.

Enclosed please find information that needs to be completed and returned. This information will help us to provide you with a successful first visit and establish your new patient plan of care.

Please read all the enclosed materials carefully. Materials enclosed include:

- Demographic update form please sign and date
- New Adult Patient Form please complete
- Notice of Privacy Practices for your information
- Consent and Assignments this form allows you to designate individuals we can share your health information with, please complete and sign
- Patient Financial Responsibilities this form explains your financial responsibilities, please sign
- Medical Record Authorization Form
- Sliding Fee Acknowledgement this form provides an overview our sliding fee program providing financial assistance for your medical, dental, and behavioral health care please complete and sign

When you have completed the enclosed forms, please return them to our office in the stamped return envelope provided. You may also fax them, using the enclosed fax cover sheet provided. Once the materials have been returned you will be contacted to schedule an appointment.

If you have questions, please contact us at:

Site	Phone	Fax
Bay Hundred Medical Center	(410) 745-0200	(833) 908-2281
(St. Michaels)		
Chestertown Health Center	(443) 215-5353	(833) 615-2165
Denton Health Center	(410) 479-2650	(833) 908-2283
Easton Pediatrics	(410) 770-8910	(833) 908-2284
Fassett Magee Medical Center	(410) 228-9381	(833) 908-2286
(Cambridge)		
Federalsburg Medical Center	(410) 754-9021	(833) 908-2285
Goldsboro Medical Center	(410) 634-2380	(833) 908-2287

Thank you again for choosing Choptank Community Health. We look forward to partnering with you to provide your medical care.



Patient Demographic Update Form

Which office do you want to establish care at?
☐ Bay Hundred Medical Center
☐ Chestertown Health Center
☐ Denton Health Center
☐ Easton Health Center
☐ Fassett Magee Medical Center
(Cambridge)
\square Federalsburg Medical Center
☐ Goldsboro Medical Center

PATIENT INFORMATION						
Last Name:			SSN#:			
First Name:	Mid.	. Initial:	DOB:		Sex:	
Home Address1:			Age:			
Apt/Suite #:			Home Tel#:			
City, State, Zip:			Race/Ethnicity:			
Email:			Cell Tel#:			
Language:						
		Respons	sible Party			
Name:						
Address:						
Phone Number:						
	P	REFERRE	D PHARMACY			
Pharmacy Name:			Pharmacy Tel#:			
Pharmacy Address	:		City/St/Zip:			
EMEI	RGENCY CONTACT INFORMA	TION: (In	case of emerger	cy who should	l be no	otified?)
Name:		Tel#		Relationship:		
		PRIMARY	INSURANCE			
Plan/Policy Name:			Group #:			
Plan Tel#:			Subscriber DOB:			
Subscriber Name:			Subscriber ID:			
	SI	ECONDAR	Y INSURANCE			
Plan/Policy Name:			Group #:			
Plan Tel#:			Subscriber DOB:			
Subscriber Name:			Subscriber ID:			

Patient or authorized person's signature: ______ Date: _____

NAME: Last		First	Middle Initial
DATE OF BIRTH:			
PHONE NUMBER: Hor	me	Cell	Work
INSURANCE:			
CURRENT LIST OF C	ARE PRO	OVIDERS, PHARMACIES, AND SUPPLI	IERS
Who was your previou Doctor or Provider?		-,,	-
Date of Last Visit with Previous Provider:			
What are the names of specialists you have set the past year?			
What hospitals or emorooms have you been in the past year?			
What pharmacy do yo for your medications?			
What are the names of any companies that provide you with medical supplies or services?			
ALLERGIES, MEDICA	ATIONS,	AND VACCINES	
Are you allergic to any medications, food, or environmental allergens?	Yes If yes, pla		
Do you take any prescription, over the counter, or herbal medications? *There is no guarantee that CCHS will continue to prescribe medications from	Yes	No ease list the names, dosage and frequency o	of all medications that you take:

previous providers*	
Have you received any of the following vaccines: Flu, Tdap, Pneumonia, Shingles, or COVID-19?	YesNo If yes, please list the name of the vaccine and where you received it:
GYNECOLOGICAL H	ISTORY (BIOLOGICAL FEMALE)
Date of last pap smear:	
Have you ever had an abnormal pap smear?	YesNo
Date of last menstrual period:	
Flow, duration, and frequency of period:	How often do you have a period?
	How long does your period last (days)?
	How would you describe the flow (normal, light, heavy)?
How old were you when you started your period?	years old
Have you started menopause?	Yes No If yes, at what age were you when you started menopause?
How old were you when you had your first child?	years old

What is your current method of birth control?	
Are you interested in a different method of birth control?	YesNo If yes, what method are you interested in?
Are you sexually active?	YesNo
Do you have any sexual problems?	YesNo If yes, what problems are you having?
Have you been diagnosed with any sexually transmitted diseases?	YesNo If yes, what disease and when?
Date of last colonoscopy:	
Date of last mammogram:	
Date of last bone density scan:	
OBSTETRICAL HISTO	ORY (BIOLOGICAL FEMALE)
How many times have you been pregnant?	
How many full-term pregnancies have you had?	
How many premature (early) pregnancies have you had?	
How many abortions have you had?	

How many miscarriages have you had?	
How many ectopic pregnancies have you had?	
Have you had any multiple births?	
How many of your children are living?	
Delivery dates of past pregnancies:	

FAMILY HISTORY

Has anyone in YOUR family had any of the following?

	Mother	Father	Siblings	Grandparents
Cancer (what kind?)	Yes	Yes	Yes	Yes
Diabetes	Yes	Yes	Yes	Yes
Heart Disease	Yes	Yes	Yes	Yes
High Cholesterol	Yes	Yes	Yes	Yes
High Blood Pressure	Yes	Yes	Yes	Yes
ADD/ADHD	Yes	Yes	Yes	Yes
Allergies	Yes	Yes	Yes	Yes
Arthritis	Yes	Yes	Yes	Yes
Asthma	Yes	Yes	Yes	Yes
Bleeding or Clotting Disorders	Yes	Yes	Yes	Yes
Cystic Fibrosis	Yes	Yes	Yes	Yes
Depression	Yes	Yes	Yes	Yes
Early Deaths	Yes	Yes	Yes	Yes

Genetic Disease	Yes	Yes	Yes	Yes		
Headache	Yes	Yes	Yes	Yes		
HIV Infection	Yes	Yes	Yes	Yes		
Kidney Disease	Yes	Yes	Yes	Yes		
Psychiatric	Yes	Yes	Yes	Yes		
Seizure Disorder	Yes	Yes	Yes	Yes		
Sickle Cell Abnormality	Yes	Yes	Yes	Yes		
Stroke	Yes	Yes	Yes	Yes		
Thyroid Disorder	Yes	Yes	Yes	Yes		
Tuberculosis	Yes	Yes	Yes	Yes		
EDUCATION AND OCCUPATION						
What is the highest grade or level of school you have completed or						
the highest degree you have received?						
Are you currently in school?	Yes No					
Are you currently employed?	Yes No					
Who is your employer?						
Are there any occupational health risks where you work?						
ACTIVITIES OF DAILY LIVING AND RELATIONSHIP STATUS						
Are you able to care for yourself?		Yes	No			
Are you blind or have difficulty seeing?		Yes	No			
Are you deaf or do you have difficulty hearing?		Yes	No			
Do you have difficulty concentrating, remembering, or making decisions?			No			
Do you have difficulty walking or climbing stairs?			No			
Do you have difficulty dressing or bathing?			No			
Do you have difficulty doing errands alone?			No			
Are you able to walk?			No			
Do you have any difficulties with transportation?			No			
Do you have concerns about meeting your basic needs of food, housing, heat,			No			

etc.?		
Do you live alone or with others?		
Are you married?	YesNo If not, are you in a relationship? YesNo	
ADVANCED DIRECTIVE		
Do you have an advanced directive (MOLST, Living Will)?	Yes No
What is your code status?		Full Code Do Not Resuscitate (DNR)
Do you have a medical power of attorney?		Yes No
SUBSTANCE USE		
Do you or have you ever smoked tobacco?	YesNo	
How much tobacco do you smoke?	Packs per day	
Do you or have you ever used any other forms of tobacco or nicotine?	YesNo	
Do you or have you ever used e-cigarettes or vape?	Yes No	
Do you or have you ever used smokeless tobacco?	Yes No If yes, how much tobacco	do you chew?
Do you drink alcohol?	Yes No If yes, how much alcohol d	o you drink?
Do you use any street drugs, including marijuana?	YesNo If yes, which drugs do you	or have you used?
How much caffeine do you drink?		

HOME AND ENVIRONMENT

HOIVIE AIND EINVIROINIVIEINI	
Are you a caregiver?	YesNo
Do you use childcare?	Yes No
	If yes, what type of childcare?
Do you have any pets?	YesNo
Do you have smoke and carbon monoxide det in your home?	rectorsYesNo
Are you exposed to someone else smoking in the home?	the Yes No
Are there any guns in your home?	Yes No
Do you use bug spray/insect repellent on a reg basis?	gular Yes No
Do you use sunscreen on a regular basis?	Yes No
DIET AND EXERCISE	
What type of diet are you following?	Regular Low-Salt Low-Carb
	Low Cholesterol Vegetarian or Vegan
	Other
Do you have any dietary restrictions? (no	Yes No
dairy, gluten-free, etc.)	If yes, what restrictions?
What is your exercise level?	SedentaryLightly activeModerately active
	Very active
How many days of moderate to strenuous	
exercise did you do in the past week?	
LEARNING AND SOCIAL NEEDS	
Have you ever been the victim of abuse or neglect?	Yes No
What is your preferred language?	
What language do you speak?	

What language do you read?						
Do you have any special learning needs we should be aware of?	Hearing	sSightSpeechSpiritual	Cultural Beliefs			
GENDER IDENTITY AND LGBTQ IDENT	TITY					
What gender do you identify with?						
What sex were you assigned at birth?						
What are your preferred pronouns?						
What is your sexual orientation?						
CUDCICAL /INADI ANT LUCTORY						
SURGICAL/IMPLANT HISTORY Have you ever had surgery?	Yes	No				
Thate you ever had surgery.		indicate what surgery and date if known				
Do you have any surgical implants or	Yes	No				
implanted devices (gynecological,		mplant(s) do you have?				
pacemaker, orthopedic, optical, etc.)						
PAST MEDICAL HISTORY						
o you have or have you had any of the follo	wing?					
ADD/ADHD	Yes	Head Injury/Concussion	Yes			
Abuse/Domestic Violence	Yes	Headaches	Yes			
Acid Reflux (GERD)	Yes	Heart Disease	Yes			
Acne	Yes	Hepatitis	Yes			
Allergies (Food, seasonal, environmental)	Yes	High Cholesterol	Yes			

Yes	HIV	Yes
Yes	Hypertension (high blood pressure)	Yes
Yes	HyperthyroidismYes	
Yes	HypothyroidismYes	
Yes	Kidney DiseaseYes	
Yes	Mental Health DisordersYes	
Yes	OsteoporosisYes	
Yes	Polycystic Ovary Syndrome Yes	
Yes	Pre-Eclampsia	Yes
Yes	Pulmonary Embolism	Yes
Yes	Skin Problems Yes	
Yes	TB Positive (positive TB skin test or QuantiFERON gold)Yes	
Yes	TuberculosisYes	
Yes	Yes	
:		
	YesYesYesYesYesYesYesYesYesYesYesYesYesYesYes	Yes Hypertension (high blood pressure) Yes Hyperthyroidism Yes Hypothyroidism Yes Kidney Disease Yes Mental Health Disorders Yes Osteoporosis Yes Polycystic Ovary Syndrome Yes Pre-Eclampsia Yes Pulmonary Embolism Yes Skin Problems Yes TaberculosisYes Tuberculosis

Choptank Community Health System, Inc. Notice of Privacy Practices March 25, 2014

This Notice of Privacy Practices describes the personal health information we collect, how and when we may use or disclose this information. It also describes your rights and our responsibilities related to your Protected Health Information (PHI).

How will CCHS use your Protected Health Information?

- 1. We will use your health information for **treatment**. Information obtained by the staff will be recorded in your medical record and used to determine the course of treatment that should work best for you.
- 2. We will use your health information for **payment**. A bill may be sent to you or your insurance company. The information on or with the bill may include information that identifies you as well as your diagnosis, procedures and supplies used during your visit.
- 3. We will use your health information for regular health **operations**. Members of the quality improvement team may use information from your health record to assess the care and outcomes in your case and others like it. This information may then be used as we strive to continually improve the quality and effectiveness of the health care we provide.

Additional ways we may use your health information:

- 1. There are some services provided in our organization through contracts with business associates. We may disclose your health information to them.
- 2. Unless you notify us that you object, we may use your name for directory purposes.
- 3. We may disclose information to notify a family member, a personal representative or another person responsible for your care of your location and general condition.
- 4. We may disclose your information for research purposes when researchers have established protocols to ensure your privacy.
- 5. We may disclose information to organ procurement organizations for the purposes of tissue donation or transplant or to funeral homes.
- 6. We may contact you to provide appointment reminders or information about treatment alternatives for you.
- 7. We may contact you as part of a fundraising effort. However, you may Opt Out by mailing a letter to CCHS at the address below requesting to Opt Out of this practice. See Opt Out/Revoke Authorization information below.
- 8. We may use your information to enable product recall, repairs or replacement.
- 9. We may use your information to comply with laws such as workers compensation or similar programs.
- 10. We may disclose your information to public health or legal authorities charged with preventing or controlling disease, injury or disabilities.
- 11. We may disclose your information to correctional institutes or law enforcement.

Your health information rights:

- Obtain a copy of this notice.
- Inspect and copy your health record.
- Amend your health record.
- Obtain an accounting of the disclosures of your health information.
- · Request communications of your health information by alternative means.
- Request a restriction on certain uses and disclosure of the information if those services were paid for out of pocket and in full, unless required by State or Federal Law.
- Revoke your authorization to use or disclose your health information. See OPT OUT/Revoke Authorization Section below

CCHS is required to:

- Maintain the privacy of your health information.
- Provide you with this notice describing our legal duties and privacy practices.
- Abide by this agreement.
- Notify you if we are unable to agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate health information by alternative means.
- Obtain a separate authorization for the use and disclosure of psychotherapy notes, marketing purposes and sale of PHI
- Obtain a separate authorization for the use or disclosure of any other use not disclosed in this Notice of Privacy Practices.
- Inform you of any breach of information affecting your privacy and PHI.

CCHS reserves the right to change our practices and to make the new provisions effective for all the protected health information we maintain. Should our privacy practices change, we will provide you with a copy of the revised notice. We will not disclose or use your health information without your authorization (except as described in this notice). We will also discontinue to use or disclose your health information after we receive your written request.

OPT OUT/Revoke Auhtorization Process:

Should you wish to Opt Out of the use or Revoke an authorization regarding the use and disclosure of your PHI, please write a letter with your Name, Date of Birth and address along with your request to Opt Out or Revoke an authorization (be specific as possible) too:

Choptank Community Health System, Inc. Attention: Privacy Officer 301 Randolph Street Denton, MD 21629

Chesapeake Regional information System for our Patients (CRISP)

Choptank Community Health System, Inc, along with many other healthcare organizations, participates with CRISP. The Chesapeake Regional Information System for Our Patients, or CRISP, is a not-for-profit membership corporation advised by a wide range of stakeholders responsible for the healthcare of Maryland's citizens. We receive input and advice from patients; hospital systems; physicians; insurance providers; technology providers; privacy advocates; public health officials; and advocates for seniors, the uninsured, and the medically underserved.

CRISP is formally designated Maryland's statewide health information exchange (HIE) by the Maryland Health Care Commission, as directed by the state's legislature and Gov. Martin O'Malley. CRISP has also been named Maryland's Regional Extension Center for Health IT (REC) by the Office of the National Coordinator for Health Information Technology (ONC), with an objective of assisting 1,000 primary care providers to deploy Electronic Health Records (EHRs) and achieve meaningful use by 2014.

Choptank Community Health System, Inc. has chosen to participate in the CRISP health information exchange. As permitted by law, your health information will be shared with this exchange in order to provide faster access, better coordination or care and assist providers and public health officials in making more informed decisions. You may OPT OUT and disable all 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.cc

For more information or to report a problem, contact the CCHS Privacy Officer at 410-479-4306. You may also file a complaint with the Office of Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, NE, Room 509 F, HHH Building, Washington DC, 20201. There will not be retaliation for filing a complaint with either the Privacy Officer or the Office of Civil Rights.



Consents and Assignments

PERSONAL REPRESENTATIVE, FAMILY OR OTHER ENTITY AUTHORIZED ACCESS TO PROTECTED HEALTH INFORMATION:

Name the persons you are authorizing Choptank Community Health System, Inc. to disclose your protected health information regarding treatment, payment and other healthcare operations in the event you are not available.

Name of Authorized Person	Relationship	Phone Number		
Name of Authorized Person	Relationship	Phone Number		
RELEASE OF INFORMATION : I authorize Choptank Community Health System, Inc. to release information from my medical record to any person, corporation or agency legally responsible for processing and/or paying of any part of the center's charges and/or professional fees. I also authorize release of healthcare workers/providers/consultants who are involved in my care. Release of information to any other party other than that stated above will require separate authorization.				
ASSIGNMENT OF BENEFITS: In the eve benefits, I assign these benefits to Chopta Choptank Community Health System, In charges incurred without authorization or in	ank Community Health System, Inc nc. I further understand that I am res	c. I also assign benefits payable for phy	sician services to	
CONSENT FOR CARE : I hereby give con assessment and recommend the appropria for the diagnostic evaluation of my symptom	ate treatment for my condition. I also			
RIGHTS AND RESPONSIBILITY : I have received and read a copy of Choptank Community Health System, Inc . "Notice of Information Privacy Practices" HIPAA Notification.				
Printed Name:		Date of Birth:		
Signature:		Date:		



PATIENT FINANCIAL RESPONSIBILITIES

Thank you for choosing Choptank Community Health System as your healthcare provider. We are committed to providing you with high quality care and ask that you read and sign this form to acknowledge your understanding of our patient financial responsibilities.

Patient	Name: Date of Birth:
•	Please be on time for appointments. If you are more than 10 minutes late, it may be necessary to reschedule your appointment.
•	Please give us 24-hour notice if you need to cancel or re-schedule an appointment.
•	If you miss three (3) appointments in a twelve (12) month period without notifying our office, you will lose your ability to schedule appointments in advance.
•	It is your responsibility to contact us as soon as you change your insurance, name, address or phone number.
•	Be knowledgeable of your insurance and pay any applicable co-payment upon arrival. If co-payments are not received upon arrival you will be asked to reschedule your appointment.
•	All unpaid balances that are the guarantor's responsibility and are due upon receipt of the bill and due within 30 days unless special payment arrangements have been made with our billing office.
•	Any account remaining unpaid after 120 days will be turned over to a collection agency and it will be reported to a credit bureau. The collection agency fee of 35% and attorney fees with be the responsibility of the patient and/or guarantor.
•	If you are uninsured, please ask the receptionist for our sliding fee program package which may qualify you for services at a discounted rate. You may also qualify for Medicaid. In addition, Maryland also has a program for uninsured children. If you qualify for the sliding fee program, income verification is needed at the time of the appointment. If we do not receive the required documentation, you will be required to pay a \$95 deposit . If you provide proof of income within 30 days, you may be eligible for a refund.
•	If payment is made by check and it is returned or declined, your account will be charged a return check fee (service charge) of \$25.00.
•	ave any questions regarding the above patient responsibilities, please feel free to contact our Accounts Receivable er at (410) 479-9100 or toll free at (877) 745-2455.
Guaran	tor Signature: Date:

Date: _____

CCHS Representative:

Choptank Community Health System Medical Record Authorization Form

	ame:	
Phone #: _ Patient Da	hone #:atient Date of Birth: Social Security Number:	
******	*******	**********************
I hereby au	thorize the use or disclos	ure of protected health information as described below: Health System, is authorized to use or disclose information about me:
Se	nd To:	NITY HEALTH may release protected health information about me.
Pe	rson(s)/Facility Name:	
Ac Ph	one Number:	Fax Number:
	HOPTANK COMMUNIT E ccive From:	Y Health may receive protected health information about me.
Ac	ldress:	
Ph	one Number:	Fax Number:
3.	-	n that should be disclosed is (please give dates of service if
	UNLESS YOU SIGN HE MENTAL HEALTH WIL	ERE NO INFORMATION ABOUT ALCOHOL/SUBSTANCE ABUSE, HIV/AIDS, OR
	NO, DO NOT DISCLOS	E THIS INFORMATION:
4.	My purpose/use of the i	nformation is for:
5.	or to the purpose of the	res on, 20, OR upon occurrence of the following event that relates to me intended use or disclosure of information about
'Privacy Of previously a I understand	ficer' at P.O. Box 660 Dente authorized, or any action tha I that information used or di	be revoked in writing. The request for revocation must be mailed to CCHS Attention — on, MD 21629. The revocation will not be effective for records whose release I have that been taken in reference to an authorization I have already signed. sclosed pursuant to this authorization could be subject to re-disclosure by the recipient and, if a law protecting its confidentiality.
I understand	I that CCHS shall have the of	opportunity to obtain direct or indirect compensation in the nature of:
as a result o	f this authorization.	
		entative Relationship of representative Date e a copy of this authorization, when signed, to the subject individual:
Chestert Denton Easton Fassett	own Health Center: 126 Philos Health Center: 808 S. 5 th Pediatrics: 522 Cynwood Magee Health & Dental (ter: 933 S Talbot Street, St. Michael's, Md 21663 Phone: 410-745-0200 Fax: 833-908-2281 sophers Terrace, Suite 101, Chestertown, MD 21620 21663 Phone: 443-215-5353 Fax: 833-615-2165 Ave, MD 21629 Phone: 410-479-2650 FAX: 833-908-2283 Drive, Suite 100 Easton, MD 21601 Phone: 410-770-8910 FAX: 833-908-2284 Center: 503A Muir Street Phone: 410-228-4045 FAX: 833-908-2286

Goldsboro Medical & Dental Center 316 Railroad Ave Goldsboro, MD 21636 Phone: 410-634-2380 FAX: 833-908-2287



Patient Financial Assistance Program

Sliding Fee Discount

The Choptank Community Health Sliding Fee program offers necessary medical, dental, and behavioral health care, lab work, and certain diagnostic exams to patients at reduced costs based on income.

To qualify you will need to meet income and family size requirements and provide supporting documents such as pay stubs, tax returns, social security award letters etc. And you will need to complete and submit a Patient Financial Assistance Application.

Please i	ndicate below if you would like additional information about this program.
	Yes, please send me additional information about the Patient Financial Assistance Program.
	No, I am not interested in additional information about the Patient Financial Assistance Program at this time.
Print Na	ame
Signatu	re
Date:	Date of Rirth:



Fax Cover Sheet

То:	To: Choptank Community Health			
From:				
 Nar	ne (please p	rint)		
Numb	er of Pages:			
Date: ₋				
Please	fax to:	Site Bay Hundred Medical Center (St. Michaels) Chestertown Health Center	Fax (833) 908-2281 (833) 615-2165	

Denton Health Center

Fassett Magee Medical Center

Federalsburg Medical Center

Goldsboro Medical Center

Easton Pediatrics

(Cambridge)

(833) 908-2283

(833) 908-2284

(833) 908-2286

(833) 908-2285

(833) 908-2287