



**PATIENT DEMOGRAPHIC INFORMATION - ADULT**  
*Please Complete This Entire Form. Thank You!*

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

Referred By (*If Applicable*): \_\_\_\_\_

**PATIENT INFORMATION**

**OFFICE USE (P#):**

LAST NAME:		LEGAL FIRST NAME:	MIDDLE INITIAL:	DATE OF BIRTH ( <i>mm/dd/yyyy</i> ):	
PREFERRED NAME:		HOME PHONE: (    )	CELL PHONE: (    )	PRIOR NAME(S):	
GENDER IDENTITY: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Female-to-Male (FTM) /Transgender Male/Trans Man <input type="checkbox"/> Male-to-Female (MTF) /Transgender Female/Trans Woman <input type="checkbox"/> Genderqueer or Non-Binary <input type="checkbox"/> Choose not to disclose <input type="checkbox"/> Something else, please describe:					
GENDER PRONOUNS: <input type="checkbox"/> she/her/hers <input type="checkbox"/> he/him/his <input type="checkbox"/> they/them/their <input type="checkbox"/> Other: _____					
SEX ASSIGNED AT BIRTH: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown			MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated		
SEXUAL ORIENTATION: <input type="checkbox"/> Straight or Heterosexual <input type="checkbox"/> Lesbian, Gay <input type="checkbox"/> Bi-sexual <input type="checkbox"/> Do not know <input type="checkbox"/> Choose not to Disclose <input type="checkbox"/> Something else, please describe:					
MAILING ADDRESS:			CITY:	STATE:	ZIP:
PHYSICAL ADDRESS ( <i>If different from mailing address</i> ):			CITY:	STATE:	ZIP:
Preferred Pharmacy:			Pharmacy Telephone: (    )		
E-MAIL ADDRESS:		USE E-MAIL ADDRESS FOR PATIENT PORTAL:		SOCIAL SECURITY #:	
<input type="checkbox"/> None <input type="checkbox"/> Prefer Not to Disclose		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
RACE: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Refuse to Report <input type="checkbox"/> Other					
PREFERRED LANGUAGE: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other ( <i>please specify</i> ):				ETHNICITY: <input type="checkbox"/> Hispanic/Latino	
Translator Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Non-Hispanic/Latino <input type="checkbox"/> Refuse to Report	
CURRENT LEVEL OF CARE: <input type="checkbox"/> Hospice					
<input type="checkbox"/> Permanent Nursing Facility (Long Term Care, Memory Care Unit) Facility Name:					
<input type="checkbox"/> Not Applicable					

**EMERGENCY CONTACT**

LAST NAME:	FIRST NAME:	RELATIONSHIP ( <i>Please specify</i> ):
HOME PHONE: (    )	CELL PHONE: (    )	MAY WE RELEASE PROTECTED HEALTH INFORMATION TO THIS INDIVIDUAL: <input type="checkbox"/> Yes <input type="checkbox"/> No

**PLEASE CONTINUE ON THE BACK SIDE OF THIS FORM**

**ADDITIONAL CONTACT (OPTIONAL)**

LAST NAME:	FIRST NAME:	RELATIONSHIP ( <i>Please specify</i> ):
HOME PHONE: (     )	CELL PHONE: (     )	MAY WE RELEASE PROTECTED HEALTH INFORMATION TO THIS INDIVIDUAL: <input type="checkbox"/> Yes <input type="checkbox"/> No

**EMPLOYER INFORMATION**

EMPLOYER NAME:	EMPLOYER PHONE NUMBER: (     )
EMPLOYMENT STATUS: <input type="checkbox"/> Employed <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Retired <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Active Military <input type="checkbox"/> Student	

**INSURANCE INFORMATION**

*(Please present all current insurance cards to the Front Desk)*

I HAVE INSURANCE: <input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>Self Pay</i> )			
PRIMARY INSURANCE:		SECONDARY INSURANCE:	
SUBSCRIBER:	RELATION:	SUBSCRIBER:	RELATION:
SEX/GENDER with Insurance Company COPC recognizes your gender identity. For insurance/billing purposes, what sex/gender marker is on file with your insurance company? <input type="checkbox"/> Male <input type="checkbox"/> Female		SEX/GENDER with Insurance Company COPC recognizes your gender identity. For insurance/billing purposes, what sex/gender marker is on file with your insurance company? <input type="checkbox"/> Male <input type="checkbox"/> Female	
DATE OF BIRTH ( <i>mm/dd/yyyy</i> ):	SOCIAL SECURITY #:	DATE OF BIRTH ( <i>mm/dd/yyyy</i> ):	SOCIAL SECURITY #:

**CONFIDENTIAL COMMUNICATION**

*(I hereby request to receive confidential communications from COPC in the following manner)*

<p><b>TELECOMMUNICATIONS</b> –Please leave messages regarding my protected health information as follows (<i>Check Preferred</i>):</p> <p><input type="checkbox"/> Home Phone of Record    <input type="checkbox"/> Brief    <input type="checkbox"/> Extended  <input type="checkbox"/> Cell Phone of Record    <input type="checkbox"/> Brief    <input type="checkbox"/> Extended  <input type="checkbox"/> Work Phone of Record    <input type="checkbox"/> Brief    <input type="checkbox"/> Extended</p> <p>Example of Extended: Lab Results Example of Brief: Time/Day of Appointment</p>	<p><b>POSTAL COMMUNICATIONS</b> –Please mail my protected health information to me at (<i>Select One</i>):</p> <p><input type="checkbox"/> Mailing Address of Record    <input type="checkbox"/> Street Address of Record  <input type="checkbox"/> Other: _____</p> <p align="center">Street Address                      City                      State                      Zip</p>
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**ADVANCE DIRECTIVES**

DO YOU HAVE A LIVING WILL? <i>(If yes, please provide a copy to the Front Desk)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes
DO YOU HAVE A DURABLE POWER OF ATTORNEY FOR HEALTH CARE? <i>(If yes, please provide a copy to the Front Desk)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes
DO YOU HAVE A DO NOT RESCUSITATE? <i>(If yes, please provide a copy to the Front Desk)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes

**HOW DID YOU HEAR ABOUT US?**

<input type="checkbox"/> Community Event <input type="checkbox"/> COPC Website <input type="checkbox"/> Facebook <input type="checkbox"/> Health Plan Website <input type="checkbox"/> Internet Search <input type="checkbox"/> Online Reviews <input type="checkbox"/> Outdoor/ Billboard Advertisement <input type="checkbox"/> Print Advertisement <input type="checkbox"/> Radio Advertisement <input type="checkbox"/> Television Advertisement <input type="checkbox"/> Referred by COPC Physician <input type="checkbox"/> Referred from Friend/Family <input type="checkbox"/> Other _____
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**FOR COPC SPECIALTY PATIENTS ONLY: PRIMARY CARE PROVIDER**

Primary Care Provider:	PHONE NUMBER: (     )
------------------------	-----------------------

\_\_\_\_\_  
Patient Printed Name

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Legal Guardian Printed Name (*if applicable*)\*

\_\_\_\_\_  
Legal Guardian Signature (*if applicable*)\*

\_\_\_\_\_  
Date Signed



New Patient       Established Patient

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

**Past History:** *Check all that apply*

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Acid reflux                                 | <input type="checkbox"/> Cancer              | <input type="checkbox"/> Headaches            | <input type="checkbox"/> Osteoporosis                    |
| <input type="checkbox"/> Alcohol or Drug problems                    | <input type="checkbox"/> Colitis             | <input type="checkbox"/> Heart disease        | <input type="checkbox"/> Recurrent skin infections       |
| <input type="checkbox"/> Allergy problems                            | <input type="checkbox"/> Crohn's disease     | <input type="checkbox"/> Heart valve problems | <input type="checkbox"/> Recurrent UTI                   |
| <input type="checkbox"/> Anemia                                      | <input type="checkbox"/> Depression, Anxiety | <input type="checkbox"/> High blood pressure  | <input type="checkbox"/> Seizures                        |
| <input type="checkbox"/> Artery problems                             | <input type="checkbox"/> Diabetes            | <input type="checkbox"/> High cholesterol     | <input type="checkbox"/> Sexually transmitted infections |
| <input type="checkbox"/> Arthritis                                   | <input type="checkbox"/> Emphysema           | <input type="checkbox"/> Irritable bowel      | <input type="checkbox"/> Stroke                          |
| <input type="checkbox"/> Asthma                                      | <input type="checkbox"/> Other lung disease  | <input type="checkbox"/> Kidney stones        | <input type="checkbox"/> Thyroid diseases                |
| <input type="checkbox"/> Autoimmune disease                          | <input type="checkbox"/> Esophagitis, ulcers | <input type="checkbox"/> Kidney disease       | <input type="checkbox"/> Vein problems                   |
| <input type="checkbox"/> Bleeding problems                           | <input type="checkbox"/> Gallstones          | <input type="checkbox"/> Liver disease        |  |
| <input type="checkbox"/> Blood clots                                 | <input type="checkbox"/> Glaucoma            | <input type="checkbox"/> Migraines            |  |
| <input type="checkbox"/> Other diseases not listed _____             |  |   |  |
| <input type="checkbox"/> Explain any of the above if necessary _____ |  |   |  |

Hospitalizations \_\_\_\_\_

**Surgery/Procedures:** *(check all that apply)*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Appendix                             | <input type="checkbox"/> Heart surgery               | <input type="checkbox"/> Joint Replacement       |
| <input type="checkbox"/> Bladder suspension                   | <input type="checkbox"/> Bypass                      | <input type="checkbox"/> Orthopedic surgery      |
| <input type="checkbox"/> Blood vessel surgery                 | <input type="checkbox"/> Heart valve surgery         | <input type="checkbox"/> Prostate surgery        |
| <input type="checkbox"/> Arteries                             | <input type="checkbox"/> Angioplasty (balloon)       | <input type="checkbox"/> Tonsils and/or adenoids |
| <input type="checkbox"/> Veins                                | <input type="checkbox"/> Stents                      | <input type="checkbox"/> Tubal Ligation          |
| <input type="checkbox"/> Dental surgery                       | <input type="checkbox"/> Hysterectomy                | <input type="checkbox"/> Vasectomy               |
| <input type="checkbox"/> Eye surgery                          | <input type="checkbox"/> Complete                    |  |
| <input type="checkbox"/> Gallbladder                          | <input type="checkbox"/> Partial (ovaries preserved) |  |
| <input type="checkbox"/> Other surgery not listed above _____ |  |  |
| <input type="checkbox"/> Significant injuries _____           |  |  |

**Medication List:**

Name of medication, vitamin,

OTC supplements or herbal medicine

Dosage

Supplies

Times/day

Disease or Reason

Name of medication, vitamin, OTC supplements or herbal medicine	Dosage	Supplies	Times/day	Disease or Reason

**Medication allergies or reactions:**

Medication	Reaction	Medication	Reaction
1		2	
3		4	

Name: \_\_\_\_\_

**Family History:**

Family Member	Date(s) of Birth	Living	Deceased	Diseases
Father				
Mother				
Brother(s) #				
Sisters(s) #				

**Diseases in the family:** Check all that apply

- Arthritis       Addiction problems       Bleeding Problems  
 Cancer(s)     Colon     Breast     Prostate     Other type of cancer(s) \_\_\_\_\_  
 Depression/Anxiety       Diabetes       Heart disease       High blood pressure  
 High cholesterol       Kidney disease       Liver disease       Mental illness  
 Other  
 Details / Other \_\_\_\_\_

**Social History:**

- Married?  NO  YES    Divorced?  NO  YES    Children?  NO  YES    If yes, number of children \_\_\_\_\_  
 Family members living in the home:  Mother     Father     Siblings     Others: \_\_\_\_\_  
 Do you smoke?  Currently  Past  Never    \_\_\_\_ packs/day for \_\_\_\_ years.    Other tobacco use?  NO  YES  
 If you do smoke, would you like information about our smoking cessation program?  NO  YES  
 Do you drink alcohol?  NO  YES     Beer     Wine     Liquor.    How many drinks per week? \_\_\_\_\_  
 How many servings of caffeine per day? \_\_\_\_\_     Coffee     Tea     Sodas  
 Do you limit salt in your diet?  NO  YES    Do you limit fat?  NO  YES  
 Any illegal drug use?  NO  YES    Type \_\_\_\_\_  
 Occupation \_\_\_\_\_    Any known occupational exposures? \_\_\_\_\_  
 Do you exercise regularly?  Yes  No    If so, how many times per week? \_\_\_\_    Type of exercise \_\_\_\_\_  
 Do you feel safe in your home?  NO  YES  
 Sexual Orientation?  Not Applicable     Heterosexual     Homosexual

**Preventative Care:**

- Date of last Colon and Rectal Cancer screening: \_\_\_\_\_  Rectal exam     Sigmoidoscopy     Colonoscopy  
 Date of last eye exam: \_\_\_\_\_    Have you had bone density (DEXA) exam?  NO  YES    Date: \_\_\_\_\_  
 Do you use your seat belt?  Yes  No

Immunizations:	Date	Immunizations:	Date
Tetanus		Hepatitis A	
Influenza		Hepatitis B	
Pneumonia		Shingles	
Whooping cough		HPV	

**For our FEMALE patients only:**

- Do you have a Gynecologist?  Yes  No    If yes, Gynecologist name: \_\_\_\_\_  
 Date of last PAP test \_\_\_\_\_    Date of last mammogram \_\_\_\_\_    Do you do self-breast exams?  Yes  No  
 Have you gone through menopause?  Yes     No  
 Menstrual or period problems:  Irregular     Heavy     Change in frequency \_\_\_\_\_  
 Number of pregnancies \_\_\_\_\_    Number of live births \_\_\_\_    Vaginal \_\_\_\_    C-section \_\_\_\_    Miscarriages \_\_\_\_    # of abortions \_\_\_\_  
 Can you think of anything else that you think we should know about your health and lifestyle that is not listed here?  
 \_\_\_\_\_

**For our MALE patients only:**    Date of last PSA test \_\_\_\_\_    Date of last rectal exam \_\_\_\_\_

Name: \_\_\_\_\_

**Review of Systems:**

Please indicate any problems in the following areas that are bothering you. If your planned visit is for a Preventative Physical, please be aware that another office visit may need to be scheduled to address new specific issues in appropriate detail.

<i>Check all that apply:</i>					
<b>Constitutional:</b>	<input type="checkbox"/> Fever	<input type="checkbox"/> Chills/Sweats	<input type="checkbox"/> Weight gain / Loss	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Weakness
	<input type="checkbox"/> Poor appetite	<input type="checkbox"/> Appetite change			
<b>Eyes:</b>	<input type="checkbox"/> Blurred vision	<input type="checkbox"/> Double vision	<input type="checkbox"/> Eye pain		
<b>Ears:</b>	<input type="checkbox"/> Ear pain	<input type="checkbox"/> Decreased hearing	<input type="checkbox"/> Dizziness (light headed, room spinning)	<input type="checkbox"/> Ringing	
<b>Nose:</b>	<input type="checkbox"/> Congestion	<input type="checkbox"/> Sinusitis	<input type="checkbox"/> Difficulty breathing through nose	<input type="checkbox"/> Frequent nose bleeds	
<b>Throat:</b>	<input type="checkbox"/> Sore throat	<input type="checkbox"/> Sensation of fullness	<input type="checkbox"/> Difficulty swallowing		
<b>Neck:</b>	<input type="checkbox"/> Neck pain	<input type="checkbox"/> Fullness or lumps			
<b>Cardiovascular:</b>	<input type="checkbox"/> Chest discomfort (pain, pressure, fullness squeezing) with exertion or exercise			<input type="checkbox"/> Heart palpitations	
	<input type="checkbox"/> Heart racing	<input type="checkbox"/> Shortness of breath while lying down or with exertion (out of proportion to activity)			
	<input type="checkbox"/> Swelling of legs	<input type="checkbox"/> Fainting			
<b>Pulmonary:</b>	<input type="checkbox"/> Cough	<input type="checkbox"/> Emphysema (COPD)	<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Asthma	
<b>GI:</b>	<input type="checkbox"/> Nausea	<input type="checkbox"/> Vomiting	<input type="checkbox"/> Abdominal pain		
	<input type="checkbox"/> Heartburn	<input type="checkbox"/> Sudden fullness	<input type="checkbox"/> Hemorrhoids		
	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Constipation	<input type="checkbox"/> Blood in stool	<input type="checkbox"/> Change in frequency of stools	
<b>Genitourinary:</b>	<input type="checkbox"/> Pain with urination	<input type="checkbox"/> Increased frequency of urination	<input type="checkbox"/> Frequent nighttime urination		
	<input type="checkbox"/> Blood in urine	<input type="checkbox"/> Sexual problems	<input type="checkbox"/> Difficulty with erections	<input type="checkbox"/> Vaginal pain	
	<input type="checkbox"/> Vaginal discharge	<input type="checkbox"/> Slow stream/dribbling	<input type="checkbox"/> Incontinence		
<b>Musculoskeletal:</b>	<input type="checkbox"/> Joint pains	<input type="checkbox"/> Muscle weakness	<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Back pain	
<b>Skin:</b>	<input type="checkbox"/> Rash	<input type="checkbox"/> Sores	<input type="checkbox"/> Moles that are changing	<input type="checkbox"/> Itching	<input type="checkbox"/> Dry skin
	<input type="checkbox"/> Eczema	<input type="checkbox"/> Have seen dermatologist in past year	Dermatologist's name: _____		
<b>Neurological:</b>	<input type="checkbox"/> Headaches	<input type="checkbox"/> Numbness/Tingling	<input type="checkbox"/> Weakness	<input type="checkbox"/> Speech abnormalities	
	<input type="checkbox"/> Fainting	<input type="checkbox"/> Memory Problems	<input type="checkbox"/> Imbalance/vertigo	<input type="checkbox"/> Headaches	<input type="checkbox"/> Tremors
<b>Psychological:</b>	<input type="checkbox"/> Anxiety	<input type="checkbox"/> Eating disorder	<input type="checkbox"/> Obsessive behavior	<input type="checkbox"/> Depression	<input type="checkbox"/> Unusual fears
	<input type="checkbox"/> Mood swings	<input type="checkbox"/> Crying spells	<input type="checkbox"/> Lack of motivation	<input type="checkbox"/> Drug dependence	
	<input type="checkbox"/> Alcohol problems	<input type="checkbox"/> Insomnia	<input type="checkbox"/> Panic attacks	<input type="checkbox"/> Anger/Rage	

In the last 2 weeks, have you felt down, depressed or hopeless?  Yes  NO

In the last 2 weeks, have you felt little interest or pleasure in doing things?  Yes  NO

Do you have Advanced Directives (Living Will, Durable Medical Power of Attorney)?  Yes  NO

Reviewed with patient on \_\_\_\_\_ Signature \_\_\_\_\_



**Receipt of Notice of Privacy Practices**

I have been offered the HIPAA Notice of Privacy Practices at COPC which outlines my privacy rights and how COPC may use and disclose Protected Health Information about me.

Yes  Offered but Decline Initials: \_\_\_\_\_

**Photograph for Patient Identification**

I give my consent to the use of my photograph for identification on my electronic health record.

Accept  Decline Initials: \_\_\_\_\_

**Telephone Contacts, Monitoring and Recording-this does not include calls related to appointments, billing, or health-related information**

I hereby consent and agree that: (1) any calls with COPC may be monitored and/or recorded and that COPC (or anyone acting on COPC's behalf) may contact me, from time to time, regarding my account (including for collections purposes or related to insurance coverage) or regarding my most recent visit with my provider; (2) any and all of COPC's contacts with me may be made via text message or with an automated dialing device; (3) COPC may contact me at any telephone number I provide to them, whether a residential, business number, or mobile number; (4) COPC may e-mail newsletters informing me of new services or suggested health screenings; and (5) I have an established business relationship with COPC and COPC may contact me in any of the ways described above. I understand that, if I accept now, I may opt-out at any time by notifying the COPC EHR Department.

Accept  Decline Initials: \_\_\_\_\_

**Health Information Exchange (HIE)**

COPC participates in one or more Health Information Exchanges (HIEs) that share medical information to facilitate improved care through a comprehensive health record. This information is secure and only available to those providers involved in your care delivery. (For example, if you go to the Emergency Department, providers at the Emergency Department can pull your relevant health information from the HIE in order to better treat you.) I agree that my COPC provider may allow access to my health information through the Health Information Exchange for treatment or other health care operations. This is a voluntary agreement. I understand that I may opt-out at any time by notifying the Compliance Department via the HIE Opt-Out form located on the COPCP website.

Pursuant to Ohio law all patients are automatically enrolled in the HIE unless an opt-out form is completed and submitted to the Compliance Department. Please allow 10 business days for processing.

**Confidential Communications**

I understand COPC will notify me if COPC is unable to comply with my request for Confidential Communications.

**Release of Protected Health Information in Emergency Situation**

I understand that my protected health information may be released as my physician determines appropriate in an emergency situation.

**Insurance Assignment and Acknowledgement**

I understand my insurance carrier can choose to assign benefits to COPC or my Insurance carrier may make a payment directly to me. I understand and certify I am financially responsible for all health care service charges that are paid to me directly or by my insurance carrier as well as any applicable co-payments, co-insurance, deductibles and/or charge for non-covered service provided to me or to any of my dependents. I am also responsible for providing up-to-date and accurate insurance information.

**Medicare and Medicaid:** I certify the information given by me in applying for payment under Title XVIII of the Social Security Act is correct.

I authorize any holder of medical or other information about me to release to the Social Security Administration, Medicare, Medicaid, and/or its intermediaries/carriers, as well as my commercial insurance carriers any and all information required for claim consideration and payment. I certify that I will pay to COPC any co-payments, co-insurance, deductibles or non-covered services. I will immediately pay to COPC any payments that I receive from my insurance carrier for services provided to me and/or my dependents. I will also be responsible for any amounts not paid by my insurance for my failure to provide the appropriate insurance information for billing.

**By signing below, I am acknowledging that I have read and understand the above statements.**

_____	_____	_____
<b>Patient Printed Name</b>	<b>Patient Signature</b>	<b>Date Signed</b>
_____	_____	_____
<b>Legal Guardian Printed Name (if applicable)*</b>	<b>Legal Guardian Signature (if applicable)*</b>	<b>Date Signed</b>

**\*PLEASE PROVIDE A COPY OF LEGAL GUARDIANSHIP COURT PAPERS FOR THE PATIENT'S RECORD.**



Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Acct. # \_\_\_\_\_

### Agreement of Financial Responsibility

Thank you for choosing **Central Ohio Primary Care Physicians, Inc. (COPC)** as your health care provider. COPC is committed to providing quality care and service to all of our patients. The following is a statement of COPC's financial policy, which we require that you read and agree to prior to receiving any treatment from COPC.

Payment of your bill is considered part of your treatment. Fees are due and payable when services are rendered. COPC accepts cash, check, credit cards, and pre-approved insurance for which COPC is a contracted provider.

It is your responsibility to know your own insurance benefits, including:

- whether COPC is a contracted provider with your insurance company;
- your covered benefits and any exclusions in your insurance policy; and
- any pre-authorization requirements of your insurance company.

COPC will attempt to confirm your insurance coverage prior to your treatment. It is your responsibility to provide current and accurate insurance information to COPC, including any updates or changes in your insurance coverage. Should you fail to provide this information, you will be financially responsible for the costs of the services rendered by COPC.

If COPC has a contract with your insurance company, COPC will bill your insurance company first, less any co-payment(s) or deductible(s), and then bill you for any amount determined to be your responsibility. This process generally takes 45-60 days from the time the claim is received by the insurance company.

If COPC does not contract with your insurance company, you will be expected to pay for all services rendered at the end of your visit. COPC will provide you with a statement that you can submit to your insurance company for reimbursement.

Proof of insurance and photo ID are required for all patients. COPC will ask to make a copy of your ID and insurance card for our records. Providing a copy of your insurance card does not confirm that your coverage is effective or that the services rendered will be covered by your insurance company.

Some insurance coverage has Out-of-Network benefits that have co-insurance charges, higher co-payments and limited annual benefits. If you receive services that are part of an Out-of-Network benefit, your portion of financial responsibility may be higher than the In-Network rate.

I have read the financial policy stated above, and my signature below serves as acknowledgement of a clear understanding of my financial responsibility. I acknowledge that if my insurance company denies coverage and/or payment for services provided, I will be financially responsible and will pay all such charges due and owing in full.

\_\_\_\_\_  
Signature of Patient /Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Patient/Responsible Party (please print)

\_\_\_\_\_  
Relationship to Patient



## Image Release

Date: \_\_\_\_\_

The undersigned hereby consents to and authorizes Central Ohio Primary Care Physicians, Inc. ("COPC") to use and reproduce photographs, video and/or any other digitally captured imagery ("Images") of the individual listed below, with or without my name and for any lawful purpose, including but not limited to such purposes as publicity, promotional, illustration, advertising, social media and other Web content.

The undersigned acknowledges that no compensation will be made by COPC to the undersigned for COPC'S use of the Images.

The undersigned further acknowledges that the Images, whether printed or digital, of the individual listed below will reside in public domain and will be accessible by the general public.

**Revocation of Consent:** I understand that I may revoke this authorization, in writing, at any time and will not hold COPC liable for the release of photographs/videotapes/other images that occurred prior to this revocation. Revocation must be made in writing and submitted to the COPC Marketing Department 655 Africa Road, Westerville, Ohio 43082.

The undersigned hereby releases COPC, its agents, employees and assigns from any and all claims related to COPC'S use of the Images.

**Name (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Parent Signature (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# AUTHORIZATION TO DISCLOSE (RELEASE) PROTECTED HEALTH INFORMATION (PHI)

(Please Complete All Highlighted Sections to Avoid Any Delays in Processing)

Please Print

**Patient's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Patient #** \_\_\_\_\_  
Last First Middle (M/D/Y)

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_ **Date(s) of Service:** \_\_\_\_\_

**Purpose of Release:**

- Continuity of Care/Treatment
- Self/Personal Reasons
- Disability
- Leaving COPC Practice/Physician (specify reason below)
  - My Insurance Coverage Changed
  - Move/Location Change
  - Patient Preference
  - Leaving Specialist
- Other (please specify): \_\_\_\_\_
- Employment Related
- Provide to Insurance Company
- Transfer to other COPC practice/physician
- Research
- Legal Reasons

Physician Practice/Organization Authorized to **Release** Information:

Person/Physician Practice/Organization Authorized to **Receive** Information:

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Information to be Released** – For the record(s) selected above, specify the content to be released in the area below as Complete Record, Minimum Document Set or Additional Document Set. Each type of record may or may not contain all the documents listed.

<input type="checkbox"/> <b>Complete Record</b>	<input type="checkbox"/> <b>Minimum Documents</b> (the following will be sent) <ul style="list-style-type: none"> <li>• Progress Notes – last 2 years</li> <li>• Radiology (if applicable) – last 2 years</li> <li>• Lab (if applicable) –last 2 years</li> <li>• Other Diagnostic Tests (if applicable)-last 2yrs</li> <li>• Cardiovascular (if applicable) – last 2 years</li> <li>• Consultations – last 2 years</li> <li>• Hospital Records – last 2 years</li> </ul>	<input type="checkbox"/> <b>Additional Documents</b> (comprised of Minimum Documents plus the following selected items): <ul style="list-style-type: none"> <li><input type="checkbox"/> Physician Orders</li> <li><input type="checkbox"/> Nurses Notes</li> <li><input type="checkbox"/> Graphics</li> <li><input type="checkbox"/> Physical Therapy</li> <li><input type="checkbox"/> Medication Lists</li> <li><input type="checkbox"/> Other/Misc: _____</li> </ul>
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**Method of Release:**

- Mail
- Fax
- Other (please specify): \_\_\_\_\_

**Expiration:** This authorization for release of protected health information for the date(s) of service indicated is effective until \_\_\_\_\_ or for a maximum of one year from the date signed below.

**Revocation:** I understand that I may revoke this authorization, in writing, at any time except to the extent that COPC has relied on this authorization to release protected health information. Revocation must be made in writing and submitted to the COPC Health Information Department, 655 Africa Road, Westerville, Ohio 43082.

**Redisclosure:** This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

**Fees:** According to Ohio Revised Code, there is a per page fee for records. This fee will depend on the number of copies requested and other reasons as specified in ORC 3701.741 at codes.ohio.gov/ORC.

COPC does not condition treatment, payment enrollment or eligibility for benefits on the signing of this authorization.

I hereby authorize the release of my health information from the Practice/Organization named above to the Recipient named above. I understand and acknowledge that this may include treatment for physical and mental illness, alcohol/drug abuse and or HIV/AIDS test results or diagnoses.

\_\_\_\_\_  
Signature of Patient Date

\_\_\_\_\_  
Signature of Patient's Legal Representative Relationship to Patient Date

If signed by Patient's Legal Representative, please include a copy of the document authorizing your authority to act on behalf of the patient (e.g. health care power of attorney).