

# CapitalCare Family Practice Great Oaks

100 Great Oaks Blvd, Suite 105 • Albany, NY 12203  
Phone: (518) 869-8007 • Fax: (518) 869-8742



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## Welcome to Family Practice Great Oaks!

**Please complete the new patient packet before arriving for your appointment! If the packet is not completed at the time of arrival, you will be asked to reschedule your appointment.**

\*Please arrive 15 minutes early for paperwork processing, along with your PHOTO ID/INSURANCE CARD(S)\*

### **Cancellation/No-Show Policy:**

If you no show your new patient appointment, we will be unable to schedule you again in the future.

Cancelling or rescheduling without giving 24hrs notice will result in a possible \$50 cancellation fee.

### **Patient responsibility:**

It is our office policy that the first appointment in the office is a physical exam. Therefore, it is the patient's responsibility to verify with their insurance carrier that they have active coverage and are eligible for a physical exam. We are not able to check insurance eligibility.

### **Bloodwork:**

Part of your physical exam includes fasting blood work. Please do so if you are scheduled at a time that allows you to fast. If not, we can schedule this after your first appointment. Fasting requires 10-12 hours with nothing to eat or drink. Water & black coffee are the only beverages allowed during those hours.

If you have any questions, please contact the office prior to your first appointment. We look forward to meeting you at Family Practice Great Oaks!

**Serving Our Community for Over 35 Years**

Internal Medicine • Family Medicine • Pediatrics • Obstetrics • Gynecology • Urgent Care • Adult Neurology • Aesthetic Medicine • Audiology • Bariatric Medicine • Behavioral Health • Child Neurology • Clinical Pharmacy  
Dermatology • Developmental Pediatrics • Diabetes Education • Endocrinology • Gastroenterology • General Surgery • Geriatric Medicine • Hematology • Interventional Radiology • Laboratory • Medical Imaging • Medical Nutrition Therapy  
Medical Oncology • Nephrology • Occupational Medicine • Physical Therapy • Podiatry • Pulmonary Medicine • Radiation Oncology • Rheumatology • Sleep Medicine • Sports Medicine • Urology • Vascular Surgery



## Directions to Family Practice Great Oaks

### From the Northway:

1. Take I-87 S to Western Avenue and make a right.
2. On the left, you will see a USA Gas Station; turn left onto Church Road.
3. Take your first left into the Great Oaks Complex.
4. At the Stop sign, take a left to Building 100.
5. Take your next right to the back of the building.
6. Follow the hallway to Suite 105.

### From Albany:

1. Head West on Western Avenue, then follow directions 2-6 above.

### From Schenectady:

1. Head East on Western Avenue to Church Road (USA Gas Station on the corner) and turn right.
2. Follow directions 3-6 above.

**\*\*Once in Great Oaks, take a left at the stop sign, then your first right (at the directory sign). Park in the back of the building, and we are in Suite 105. \*\***

# Community Care Physicians Pediatric Patient Registration Form

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

Patient ID#: \_\_\_\_\_  
(for office use only)

## PATIENT INFORMATION

Social Security Number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Providing your SSN is optional. However, for patients with certain insurances this information may help us determine eligibility for certain health benefits).

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone #: ( ) \_\_\_\_\_

Cell #: ( ) \_\_\_\_\_ Preferred daytime phone: ☐ Home ☐ Work ☐ Cell

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: ☐ Male ☐ Female ☐ Other \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Would you like to participate in the patient portal?  
☐ Yes ☐ No

*It is known that some medical conditions such as high blood pressure and osteoporosis, tend to have a higher incidence in certain ethnic groups. Therefore, we ask that you please provide us with information regarding your race and ethnicity so we can assess if you are at increased risk for the development of these conditions.*

**Race:** Select one  
☐ American Indian/Alaska Native  
☐ Asian  
☐ Native Hawaiian or other Pacific Islander  
☐ Black/African American  
☐ White  
☐ Other

**Ethnicity:** Select One  
☐ Hispanic/Latino  
☐ Not Hispanic/Latino

**Preferred Language:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ Emergency Contact DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Emergency Phone: ( ) \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Mother's maiden name \_\_\_\_\_

First Name

Maiden Name

**Primary Care Physician:** \_\_\_\_\_ **Referring Physician:** \_\_\_\_\_

**In addition to telephone, which other methods of communication are acceptable?** Please check all that apply

☐ E-Mail (when available) ☐ Text ☐ Office may leave a message at home

# Community Care Physicians Pediatric Patient Registration Form

## FINANCIALLY RESPONSIBLE PARTY

In accordance with Community Care Physicians' Financial Policy, this is defined as the adult accompanying a child under the age of 18, and/or the parent or guardian of the child. This is the person who will receive bills and correspondence. **Co-pays are due and expected at time of service.**

Financially Responsible Parent/Guardian's Last Name \_\_\_\_\_ First \_\_\_\_\_

Relationship to Patient ☐ Mother ☐ Father ☐ Other: \_\_\_\_\_

Address ☐ Same as Above Street: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Work Phone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Guarantor: ☐ Yes ☐ No

Other Parent/Guardian's Last Name \_\_\_\_\_ First \_\_\_\_\_

Relationship to Patient: ☐ Mother ☐ Father ☐ Other \_\_\_\_\_

Address ☐ Same as Above Street: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Work Phone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Guarantor: ☐ Yes ☐ No

## MEDICAL INSURANCE INFORMATION

(The subscriber is the same person as the policy holder)

Primary Insurance: \_\_\_\_\_ Subscriber's Name: \_\_\_\_\_

Subscriber's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship to Subscriber: ☐ Self ☐ Spouse ☐ Child ☐ Other \_\_\_\_\_

Co-pay: \$ \_\_\_\_\_ Policy ID # \_\_\_\_\_ Group #: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Subscriber's Name: \_\_\_\_\_

Subscriber's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship to Subscriber: ☐ Self ☐ Spouse ☐ Child ☐ Other \_\_\_\_\_

Co-pay: \$ \_\_\_\_\_ Policy ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

## AUTHORIZATION TO PAY BENEFITS TO PHYSICIAN

I authorize the release of medical or other information necessary to process health insurance claims. I also request payment of benefits to myself or to my Provider, when they accept assignment.

## AUTHORIZATION TO RELEASE MEDICAL INFORMATION

I hereby authorize my Provider, to release any information necessary for my course of treatment.

\_\_\_\_\_  
Signature of Patient / Guardian

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

# NOTICE OF PRIVACY PRACTICES

As Required by the Privacy Regulations Created as a Result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU (AS A PATIENT OF THIS PRACTICE) MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION.

## PLEASE REVIEW THIS NOTICE CAREFULLY.

A. OUR COMMITMENT TO YOUR PRIVACY

Our practice is dedicated to maintaining the privacy of your individually identifiable health information (IIHI). In conducting our business, we will create records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your IIHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time. We realize that these laws are complicated, but we must provide you with the following important information:

- How we may use and disclose your IIHI
- Your privacy rights in your IIHI
- Our obligations concerning the use and disclosure of your IIHI

The terms of this notice apply to all records containing your IIHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. Our practice will post a copy of our current Notice in our offices in a visible location at all times, and you may request a copy of our most current Notice at any time.

B. IF YOU HAVE QUESTIONS ABOUT THIS NOTICE CONTACT:

**Mackensie Greene, Esq.**  
Privacy Officer  
6 Wellness Way, Suite 201  
Latham, NY 12110 (518) 782-3700

C. WE MAY USE AND DISCLOSE YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (IIHI) IN THE FOLLOWING WAYS

The following categories describe the different ways in which we may use and disclose your IIHI. The uses are for Treatment, Payment, and Operations (TPO).

1. **Treatment.** Our practice may use your IIHI to treat you. For example, we may ask you to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. We might use your IIHI in order to write a prescription for you, or we might disclose your IIHI to a pharmacy when we order a prescription for you. Many of the people who work for our practice - including, but not limited to, our doctors and nurses - may use or disclose your IIHI in order to treat you or to assist others in your treatment. Additionally, we may disclose your IIHI to others who may assist in your care, such as your spouse, children or parents.  
**Finally, we may also disclose your IIHI to other health care providers for purposes related to your treatment.**
2. **Payment.** Our practice may use and disclose your IIHI in order to bill and collect payment for the services and items you may receive from us. For example, we may contact your health insurer to certify that you are eligible for benefits (and for what range of benefits), and we may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment. We also may use and disclose your IIHI to obtain payment from third parties that may be responsible for such costs, such as family members. Also, we may use your IIHI to bill you directly for services and items. We may disclose your IIHI to other health care providers and entities to assist in their billing and collection efforts.
3. **Health Care Operations.** Our practice may use and disclose your IIHI to operate our business. As examples of the ways in which we may use and disclose your information for our operations, our practice may use your IIHI to evaluate the quality of care you received from us, or to conduct cost-management and business planning activities for our practice. We may disclose your IIHI to other health care providers and entities to assist in their health care operations.
4. **Appointment Reminders.** Our practice may use and disclose your IIHI to contact you and remind you of an appointment.
5. **Treatment Options.** Our practice may use and disclose your IIHI to inform you of potential treatment options or alternatives.
6. **Health-Related Benefits and Services.** Our practice may use and disclose your IIHI to inform you of health-related benefits or services that may be of interest to you. We will not sell your data to an outside entity, nor will we permit an outside entity from accessing your information for purposes of informing you of health-related benefits or services.
7. **Release of Information to Family/Friends.** Our practice may release your IIHI to a friend or family member that is involved in your care, or who assists in taking care of you in some limited circumstances. For example, a parent or guardian may ask that a babysitter take their child to the pediatrician's office for treatment of a cold. In this example, the babysitter may have access to this child's medical information.
8. **Disclosures Required By Law.** Our practice will use and disclose your IIHI when we are required to do so by federal, state or local law.

D. USE AND DISCLOSURE OF YOUR IIHI IN CERTAIN SPECIAL CIRCUMSTANCES

The following categories describe unique scenarios in which we may use or disclose your identifiable health information:

1. **Public Health Risks.** Our practice may disclose your IIHI to public health authorities that are authorized by law to collect information for the purpose of:
  - Maintaining vital records, such as births and deaths
  - Reporting child abuse or neglect
  - Preventing or controlling disease, injury or disability
  - Notifying a person regarding potential exposure to a communicable disease

- Notifying a person regarding a potential risk for spreading or contracting a disease or condition
- Reporting reactions to drugs or problems with products or devices
- Notifying individuals if a product or device they may be using has been recalled
- Notifying appropriate government agency(ies) and authority(ies) regarding the potential abuse or neglect of an adult patient (including domestic violence); however, we will only disclose this information if the patient agrees or we are required or authorized by law to disclose this information
- Notifying your employer under limited circumstances related primarily to workplace injury or illness or medical surveillance.

2. **Health Oversight Activities.** Our practice may disclose your IIHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure, and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.

3. **Lawsuits and Similar Proceedings.** Our practice may use and disclose your IIHI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your IIHI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.

4. **Law Enforcement.** We may release IIHI if asked to do so by a law enforcement official:
  - Regarding a crime victim in certain situations, if we are unable to obtain the person's agreement
  - Concerning a death we believe has resulted from criminal conduct
  - Regarding criminal conduct at our offices
  - In response to a warrant, summons, court order, subpoena or similar legal process
  - To identify/locate a suspect, material witness, fugitive or missing person
  - In an emergency, to report a crime (including the location or victim(s) of the crime, or the description, identity or location of the perpetrator).

5. **Research.** Our practice may use and disclose your IIHI for research purposes in certain limited circumstances. We will obtain your written authorization to use your IIHI for research purposes except when an IRB or Privacy Board has determined that the waiver of your authorization satisfies the following: (i) the use or disclosure involves no more than a minimal risk to the individual's privacy based on the following: (A) an adequate plan to protect the identifiers from improper use and disclosure; (B) an adequate plan to destroy the identifiers at the earliest opportunity consistent with the research (unless there is a health or research justification for retaining the identifiers or such retention is otherwise required by law); and (C) adequate written assurances that the PHI will not be re-used or disclosed to any other person or entity (except as required by law) for authorized oversight of the research study, or for other research for which the use or disclosure would otherwise be permitted; (ii) the research could not practicably be conducted without the waiver; and (iii) the research could not practicably be conducted without access to and use of the PHI.

6. **Serious Threats to Health or Safety.** Our practice may use and disclose your IIHI when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.

7. **Military.** Our practice may disclose your IIHI if you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.

8. **National Security.** Our practice may disclose your IIHI to federal officials for intelligence and national security activities authorized by law. We also may disclose your IIHI to federal officials in order to protect the President, other officials or foreign heads of state, or to conduct investigations.

9. **Inmates.** Our practice may disclose your IIHI to correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official. Disclosure for these purposes would be necessary: (a) for the institution to provide health care services to you, (b) for the safety and security of the institution, and/or (c) to protect your health and safety or the health and safety of other individuals.

10. **Workers' Compensation.** Our practice may release your IIHI for workers' compensation and similar programs.

E. YOUR RIGHTS REGARDING YOUR IIHI

Although your health records are the physical property of the health care provider who completed it, you have the following rights with regard to the information contained therein and the following rights regarding the IIHI that we maintain about you:

1. **Confidential Communications.** You have the right to request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. In order to request a type of confidential communication, you must make a written request to your physician specifying the requested method of contact, or the location where you wish to be contacted. Our practice will accommodate reasonable requests. You do not need to give a reason for your request.
2. **Requesting Restrictions.** You have the right to request a restriction in our use or disclosure of your IIHI for treatment,

payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your IIHI to only certain individuals involved in your care or the payment for your care, such as family members and friends. **We are not required to agree to your request;** however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.

You also have the right to request a restriction in our use or disclosure of your IIHI to a health plan where the disclosure is for payment or health care operations and pertains to a health care item or service for which you have paid out of pocket in full. In this circumstance, we are required to agree to your request, except where we are required by law to make a disclosure.

In order to request a restriction in our use or disclosure of your IIHI, you must make your request in writing to your physician. Your request must describe in a clear and concise fashion:

- (a) the information you wish restricted;
- (b) whether you are requesting to limit our practice's use, disclosure or both; and
- (c) to whom you want the limits to apply.

3. **Inspection and Copies.** You have the right to inspect and obtain a copy of the IIHI that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to your physician in order to inspect and/or obtain a copy of your IIHI. Our practice may charge a fee for the costs of copying, mailing, labor and supplies associated with your request. Our practice may deny your request to inspect and/or copy in certain limited circumstances; however, you may request a review of our denial. Another licensed health care professional chosen by us will conduct reviews.

4. **Amendment.** You may ask us to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to your physician. You must provide us with a reason that supports your request for amendment. Our practice will deny your request if you fail to submit your request (and the reason supporting your request) in writing. Also, we may deny your request if you ask us to amend information that is in our opinion: (a) accurate and complete; (b) not part of the IIHI kept by or for the practice; (c) not part of the IIHI which you would be permitted to inspect and copy; or (d) not created by our practice, unless the individual or entity that created the information is not available to amend the information.

5. **Accounting of Disclosures.** All of our patients have the right to request an "accounting of disclosures." An "accounting of disclosures" is a list of certain non-routine disclosures our practice has made of your IIHI for non-treatment or operations purposes. Use of your IIHI as part of the routine patient care in our practice is not required to be documented. For example, the doctor sharing information with the nurse; or the billing department using your information to file your insurance claim. In order to obtain an accounting of disclosures, you must submit your request in writing to your physician. All requests for an "accounting of disclosures" must state a time period, which may not be longer than six (6) years from the date of disclosure and may not include dates before April 14, 2003. The first list you request within a 12-month period is free of charge, but our practice may charge you for additional lists within the same 12-month period. Our practice will notify you of the costs involved with additional requests, and you may withdraw your request before you incur any costs.

6. **Right to a Paper Copy of This Notice.** You are entitled to receive a paper copy of our notice of privacy practices. You may ask us to give you a copy of this notice at any time. To obtain a paper copy of this notice, contact **Mackensie Greene, Esq. at (518) 782-3700.**

7. **Right to File a Complaint.** If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact **Mackensie Greene, Esq. at (518) 782-3700.** All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

8. **Right to Provide an Authorization for Other Uses and Disclosures.** Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Types of uses and disclosures requiring authorization include use or disclosure of psychotherapy notes (with limited exceptions to include certain treatment, payment, or healthcare operations); use or disclosure of IIHI for marketing purposes; and disclosures that constitute a sale of IIHI.

Any authorization you provide to us regarding the use and disclosure of your IIHI may be revoked at any time in writing. After you revoke your authorization, we will no longer use or disclose your IIHI for the reasons described in the authorization. Please note, we are required to retain records of your care.

9. **Right to be Notified of a Breach.** You have the right to be notified in the event that we (or a Business Associate) discover a breach of your unsecured IIHI.

Again, if you have any questions regarding this notice or our health information privacy policies, please contact **Mackensie Greene, Esq. (518) 782-3700.**



Community Care Physicians

## RECEIPT OF NOTICE OF PRIVACY PRACTICES WRITTEN ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, have received a copy of Community Care Physicians  
Print Patient Name

Notice of Privacy Practices.

\_\_\_\_\_  
Signature of Patient or Guardian

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Name (Please Print) \_\_\_\_\_ DOB: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

## A PHQ-9 Modified for Teens

As part of routine screening for your health includes reviewing mood and emotional concerns please complete below:

<b>During the past two weeks</b> , how often have you been bothered by the following problems?	(0) Not At All	(1) Several Days	(2) More Than Half the Days	(3) Nearly Every Day
1. Feeling down, depressed, irritable or hopeless				
2. Little interest or pleasure in doing things				
3. Trouble falling or staying asleep or sleeping too much				
4. Poor appetite, weight loss, or overeating				
5. Feeling tired or having little energy				
6. Feeling bad about yourself –or feeling that you are a failure, or have let yourself or your family down				
7. Trouble concentrating on things, like school work, reading, or watching TV				
8. Moving or speaking so slowly that other people could have noticed? Or the opposite – being so fidgety or restless that you were moving around a lot more than usual				
9. Thoughts that you would be better off dead, or of hurting yourself in some way				

In the **past year** have you felt depressed or sad most days, even if you felt okay sometimes?

☐ Yes

☐ No

If you are experiencing any of the problems on this form, how **difficult** have these problems made it for you to do your work, take care of things at home or get along with other people?

☐

Not difficult at all

☐

Somewhat difficult

☐

Very difficult

☐

Extremely difficult

Has there been a time in the **past month** when you have had serious thoughts about ending your life?

☐ Yes

☐ No

Have you **EVER**, in your WHOLE LIFE, tried to kill yourself or made a suicide attempt?

Yes ☐

No ☐

**\*\*If you have had thoughts that you would be better off dead or of hurting yourself in some way, please discuss this with your Health Care Clinician, go to a hospital emergency room or call 911.**

**For Office Use Only:** Total Score: \_\_\_\_\_

PCP Initials: \_\_\_\_\_

Patient Name (Please Print): \_\_\_\_\_ DOB: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

## The CRAFFT+N Questionnaire

To be completed by patient

Please answer all questions **honestly**; your answers will be kept **confidential**.

During the **PAST 12 MONTHS**, on how many days did you:

1. Drink more than a few sips of beer, wine, or any drink containing **alcohol**? Put "0" if none.

# of days

2. Use any **marijuana** (weed, oil, or hash by smoking, vaping, or in food) or "**synthetic marijuana**" (like "K2," "Spice")? Put "0" if none.

# of days

3. Use **anything else to get high** (like other illegal drugs, prescription or over-the-counter medications, and things that you sniff, huff, or vape)? Put "0" if none.

# of days

4. Use **any tobacco or nicotine** products (for example, cigarettes, e-cigarettes, hookahs or smokeless tobacco)?

# of days

### READ THESE INSTRUCTIONS BEFORE CONTINUING:

- If you put "0" in **ALL** of the boxes above, **ANSWER QUESTION 5, THEN STOP.**
- If you put "1" or higher in **ANY** of the boxes above, **ANSWER QUESTIONS 5-10.**

No Yes

5. Have you ever ridden in a **CAR** driven by someone (including yourself) who was "high" or had been using alcohol or drugs?

☐☐

6. Do you ever use alcohol or drugs to **RELAX**, feel better about yourself, or fit in?

☐☐

7. Do you ever use alcohol or drugs while you are by yourself, or **ALONE**?

☐☐

8. Do you ever **FORGET** things you did while using alcohol or drugs?

☐☐

9. Do your **FAMILY** or **FRIENDS** ever tell you that you should cut down on your drinking or drug use?

☐☐

10. Have you ever gotten into **TROUBLE** while you were using alcohol or drugs?

☐☐

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For more information and versions in other languages, see [www.ceasar.org](http://www.ceasar.org)

**For Office Use Only:** Total Score: \_\_\_\_\_

PCP Initials: \_\_\_\_\_



Name (Please Print); \_\_\_\_\_ DOB: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

## Brief health screen

We ask all our patients ages 12 and older about substance use and mood because these factors can affect your health. Please ask your doctor if you have any questions. Your answers on this form will remain confidential.

For Office Use Only

Providers Initials: \_\_\_\_\_

**Alcohol:** One drink =



12 oz.  
beer



5 oz.  
wine



1.5 oz.  
liquor  
(one shot)

	None	1 or more
<b>Males:</b> How many times in the past year have you had 5 or more drinks in a day?	<input type="radio"/>	<input type="radio"/>
<b>Females:</b> How many times in the past year have you had 4 or more drinks in a day?	<input type="radio"/>	<input type="radio"/>

**Drugs:** Recreational drugs include methamphetamines (speed, crystal) cannabis (marijuana, pot), inhalants (paint thinner, aerosol, glue), tranquilizers (Valium), barbiturates, cocaine, ecstasy, hallucinogens (LSD, mushrooms), or narcotics (heroin).

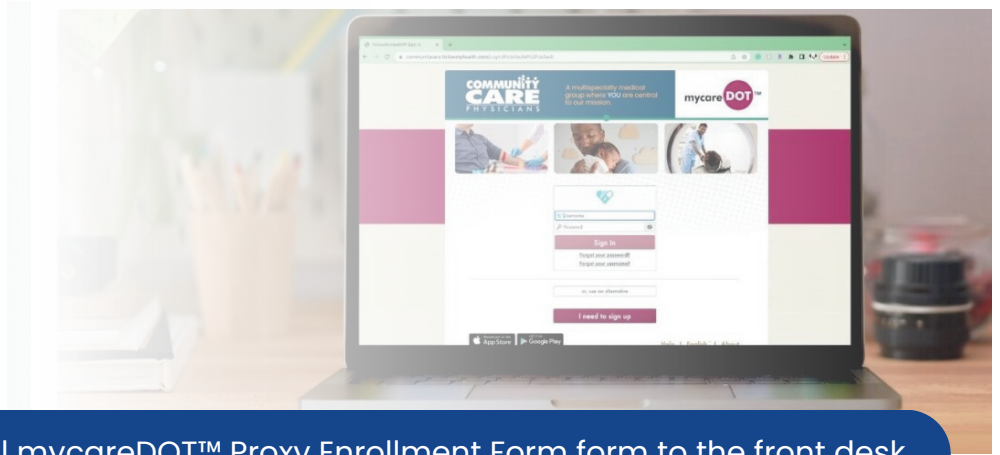
	None	1 or more
How many times in the past year have you used a recreational drug or used a prescription medication for non-medical reasons?	<input type="radio"/>	<input type="radio"/>

	(0) Not At All	(1) Several Days	(2) More Than Half the Days	(3) Nearly Every Day
<b><u>During the past two weeks</u></b> , how often have you been bothered by the following problems?				
1. Feeling down, depressed, irritable or hopeless				
2. Little interest or pleasure in doing things				

**For Office Use Only- Total Score**

# MY PATIENT PORTAL

## Proxy Account Enrollment Form



Please give this Patient Portal mycareDOT™ Proxy Enrollment Form to the front desk.

Patient's Name: \_\_\_\_\_ Patient's Date of Birth: \_\_\_\_\_

### Information for the individual who will be the PROXY:

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

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Patients age 0 through 11 - Proxy access will be Minor full access, Patients age 12-18 proxy access will be Young Adult with limited features.

If the patient is age 18 or older they must choose what access they would like the proxy to have (please check one):

☐

Full Access

☐

Read Only

*(PLEASE NOTE: If choosing Read Only access the authorized individual will be authorized to access your FollowMyHealth health record ONLY and will NOT be able to communicate with or otherwise engage in transactions with your providers)*

Signature of patient or legal guardian: \_\_\_\_\_

Name of legal guardian (if applicable): \_\_\_\_\_

By completing this form and submitting it to your doctor's office, you are agreeing to the terms and conditions and allowing the office to invite you to join the patient portal via email invitations. You may also receive health and company news and announcements from Community Care Physicians, through your portal account. If you do not understand or do not agree to comply with or do not consent to these policies or procedures, please do not complete this form to enroll in the patient portal. A copy of this form will be scanned into your permanent medical records.

## HIXNY ELECTRONIC DATA ACCESS CONSENT FORM

### Community Care Physicians

In this Consent Form, you can choose whether to allow Community Care Physicians to obtain access to your medical records through a computer network operated by the Healthcare Information Xchange of New York, Inc., doing business as Hixny ("Hixny"), which is part of a statewide computer network. This can help collect the medical records you have in different places where you get health care, and make them available electronically to our office.

You may use this Consent Form to decide whether or not to allow Community Care Physicians to see and obtain access to your electronic health records in this way. You can give consent or deny consent, and this form may be filled out now or at a later date. **Your choice will not affect your ability to get medical care or health insurance coverage. Your choice to give or to deny consent may not be the basis for denial of health services.**

If you check the **"I GIVE CONSENT"** box below, you are saying "Yes, Community Care Physicians' staff involved in my care may see and get access to all of my medical records through Hixny."

If you check the **"I DENY CONSENT"** box below, you are saying "No, Community Care Physicians may not be given access to my medical records through Hixny for any purpose."

Hixny is a not-for-profit organization. It shares information about people's health electronically and securely to improve the quality of health care services. This kind of sharing is called ehealth or health information technology (health IT). To learn more about Hixny and ehealth in New York State, read the brochure, "Your Health Information – Always at Your Doctor's Fingertips." You can ask Community Care Physicians for it, or go to the website [www.hixny.org](http://www.hixny.org).

**Please carefully read the information on the back of this form before making your decision.**

**Your Consent Choices.** You can fill out this form now or in the future. You have two choices.

- ☐ **I GIVE CONSENT for Community Care Physicians to access ALL of** my electronic health information through Hixny in connection with providing me any health care services, including emergency care.
- ☐ **I DENY CONSENT for Community Care Physicians to access** my electronic health information through Hixny for any purpose, *even in a medical emergency*.

**NOTE: UNLESS YOU CHECK THIS BOX, New York State law allows the people treating you in an emergency to get access to your medical records, including records that are available through Hixny.**

\_\_\_\_\_  
Print Name of Patient

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

\_\_\_\_\_  
Signature of Patient or Patient's Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Legal Representative (if applicable)

\_\_\_\_\_  
Relationship of Legal Representative to Patient (if applicable)

**Details about patient information in Hixny and the consent process:**

**1. How Your Information Will be Used.** Your electronic health information will be used by Community Care Physicians only to:

- Provide you with medical treatment and related services
- Check whether you have health insurance and what it covers
- Evaluate and improve the quality of medical care provided to all patients.

**NOTE: The choice you make in this Consent Form does NOT allow health insurers to have access to your information for the purpose of deciding whether to give you health insurance or pay your bills. You can make that choice in a separate Consent Form that health insurers must use.**

**2. What Types of Information about You Are Included.** If you give consent, Community Care Physicians may access ALL of your electronic health information available through Hixny. This includes information created before and after the date of this Consent Form. Your health records may include a history of illnesses or injuries you have had (like diabetes or a broken bone), test results (like X-rays or blood tests), and lists of medicines you have taken. This information may relate to sensitive health conditions, including but not limited to:

- Alcohol or drug use problems
- Birth control and abortion (family planning)
- Genetic (inherited) diseases or tests
- HIV/AIDS
- Mental health conditions
- Sexually transmitted diseases

**3. Where Health Information About You Comes From.** Information about you comes from places that have provided you with medical care or health insurance (“Information Sources”). These may include hospitals, physicians, pharmacies, clinical laboratories, health insurers, the Medicaid program, and other ehealth organizations that exchange health information electronically. A complete list of current Information Sources is available from Community Care Physicians . You can obtain an updated list of Information Sources at any time by checking the Hixny website: [www.hixny.org](http://www.hixny.org).

**4. Who May Access Information About You, If You Give Consent.** Only these people may access information about you: doctors and other health care providers who serve on Community Care Physicians' medical staff who are involved in your medical care; health care providers who are covering or on call for Community Care Physicians' doctors; and staff members who carry out activities permitted by this Consent Form as described above in paragraph one.

**5. Penalties for Improper Access to or Use of Your Information.** There are penalties for inappropriate access to or use of your electronic health information. If at any time you suspect that someone who should not have seen or gotten access to information about you has done so, call Community Care Physicians at: (518) 452-1337; or call Hixny at (518) 783-0518; or call the NYS Department of Health at (877) 690-2211.

**6. Re-disclosure of Information.** Any electronic health information about you may be re-disclosed by Community Care Physicians to others only to the extent permitted by state and federal laws and regulations. This is also true for health information about you that exists in a paper form. Some state and federal laws provide special protections for some kinds of sensitive health information, including HIV/AIDS and drug and alcohol treatment. Their special requirements must be followed whenever people receive these kinds of sensitive health information. Hixny and persons who access this information through the Hixny must comply with these requirements.

**7. Effective Period.** This Consent Form will remain in effect until the day you withdraw your consent or until such time Hixny ceases operation.

**8. Withdrawing Your Consent.** You can withdraw your consent at any time by signing a Withdrawal of Consent Form and giving it to Community Care Physicians. You can also change your consent choices by signing a new Consent Form at any time. You can get these forms from any Hixny provider, from the Hixny website at [www.hixny.org](http://www.hixny.org), or by calling (518) 783-0518. **Note: Organizations that access your health information through Hixny while your consent is in effect may copy or include your information in their own medical records. Even if you later decide to withdraw your consent, they are not required to return it or remove it from their records.**

**9. Copy of Form.** You are entitled to get a copy of this Consent Form after you sign it.

## *Family Practice Great Oaks No Show Policy*

I acknowledge that I have reviewed the No Show Policy for Family Practice Great Oaks and am aware that 24 hours' notice is required for appointment cancellations. In the event that I do not cancel my appointment within 24 hours of my scheduled time, I will be charged a fee of \$50 which cannot be submitted to my insurance company for reimbursement.

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

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

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Patient Signature

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Date

**GENERAL  
PATIENT HIPAA AUTHORIZATION**

THIS IS NOT A MEDICAL RECORDS REQUEST  
FORM. TO REQUEST A COPY OF YOUR  
RECORDS, PLEASE SEE THE FRONT DESK OR  
VISIT [www.communitycare.com](http://www.communitycare.com)

Patient's Full Name (Last, First)	Patient's Date of Birth

**Step 1: Who Can Receive Your Information?**

I, the undersigned, being the patient/parent/legal guardian/personal representative, authorize the above-named patient's health information to be **RELEASED or SHARED BY Community Care Physicians** to the following:

Name(s)/Entities (please include address and phone number): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Step 2: What Can We Share?**

I authorize the release of the following health information:

☐ Entire Medical Record from (insert date) \_\_\_\_\_ to: \_\_\_\_\_ (If no dates are listed, then the entire chart may be released)

**Or, instead of releasing all my health information, please release only the following information: (check the applicable boxes below)**

☐ Billing Records ☐ Last Office Note ☐ Immunizations/Vaccinations ☐ Radiology Reports ☐ Laboratory Reports

☐ Medications ☐ Last Physical ☐ Other: \_\_\_\_\_

**My Sensitive Information:**

**Please Initial:** \_\_\_\_\_: I understand that this authorization may include disclosure of information relating to **ALCOHOL and DRUG ABUSE, MENTAL HEALTH TREATMENT**, except psychotherapy notes, and **CONFIDENTIAL HIV- RELATED INFORMATION** unless I exclude this information below. In the event my health information includes any of these types of information, I specifically authorize release of such information to the person(s) indicated above.

**DO NOT INCLUDE MY:**

☐ **Alcohol/Drug Treatment**

☐ **HIV-Related Information**

☐ **Mental Health Information**

**Reason for Release:**

☐ At request of patient ☐ Transferring Care out of CCP to a New Provider ☐ Legal Request ☐ Other: \_\_\_\_\_

**Step 3: When Does this Authorization Expire?**

This authorization will expire on \_\_\_\_\_

**{Expiration Date or Defined Event} If no date is given, this authorization shall expire one year from the date signed below.**

I understand that Community Care Physicians will not receive payment or other remuneration from a third party in exchange for using or disclosing the PHI. This authorization may include disclosure of information relating to all Community Care Physicians' offices I have visited. I do not have to sign this authorization in order to receive treatment from Community Care Physicians. In fact, I have the right to refuse to sign this authorization. When my information is used or disclosed pursuant to this authorization, it may be subject to redisclosure by the recipient and may no longer be protected by the federal HIPAA Privacy Rule. I have the right to revoke this authorization in writing except to the extent that the practice has acted in reliance upon this authorization. My written revocation must be submitted to my personal physician.

\_\_\_\_\_  
**Print Name of Patient or Legal Guardian**

\_\_\_\_\_  
**Signature of Patient or Legal Guardian**

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

**Relationship to Patient:** \_\_\_\_\_



**Pharmacy Name:**

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**Street Address:**

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**City:**

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**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

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

A. Notifier:

B. Patient Name:

C. Identification Number:

## Advance Beneficiary Notice of Non-coverage (ABN)

**NOTE:** If Medicare doesn't pay for D. \_\_\_\_\_ below, you may have to pay.

Medicare does not pay for everything, even some care that you or your health care provider have good reason to think you need. We expect Medicare may not pay for the D. \_\_\_\_\_ below.

D.	E. Reason Medicare May Not Pay:	F. Estimated Cost

### WHAT YOU NEED TO DO NOW:

- Read this notice, so you can make an informed decision about your care.
- Ask us any questions that you may have after you finish reading.
- Choose an option below about whether to receive the D. \_\_\_\_\_ listed above.

**Note:** If you choose Option 1 or 2, we may help you to use any other insurance that you might have, but Medicare cannot require us to do this.

### G. OPTIONS: Check only one box. We cannot choose a box for you.

- ☐ **OPTION 1.** I want the D. \_\_\_\_\_ listed above. You may ask to be paid now, but I also want Medicare billed for an official decision on payment, which is sent to me on a Medicare Summary Notice (MSN). I understand that if Medicare doesn't pay, I am responsible for payment, but I can appeal to Medicare by following the directions on the MSN. If Medicare does pay, you will refund any payments I made to you, less co-pays or deductibles.
- ☐ **OPTION 2.** I want the D. \_\_\_\_\_ listed above, but do not bill Medicare. You may ask to be paid now as I am responsible for payment. I cannot appeal if Medicare is not billed.
- ☐ **OPTION 3.** I don't want the D. \_\_\_\_\_ listed above. I understand with this choice I am **not** responsible for payment, and I cannot appeal to see if Medicare would pay.

### H. Additional Information:

**This notice gives our opinion, not an official Medicare decision.** If you have other questions on this notice or Medicare billing, call **1-800-MEDICARE** (1-800-633-4227/TTY: 1-877-486-2048). Signing below means that you have received and understand this notice. You may ask to receive a copy.

I. Signature:	J. Date:
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**You have the right to get Medicare information in an accessible format, like large print, Braille, or audio. You also have the right to file a complaint if you feel you've been discriminated against. Visit [Medicare.gov/about-us/accessibility-nondiscrimination-notice](https://www.medicare.gov/about-us/accessibility-nondiscrimination-notice).**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0566. The time required to complete this information collection is estimated to average 7 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Baltimore, Maryland 21244-1850.





### SERVICE NON-COVERED WAIVER AGREEMENT FORM

Patient:

Office/Location:

Account #:

Provider:

#### Non-Covered Waiver Form

We expect that your current insurance company may not pay for the item(s) or service(s) that are described below. The fact that your insurance may not pay for a particular item or service does not mean that you should not receive it. There may be a good reason your doctor recommended the service/item. However, at this particular time, your insurance may not pay for:

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The purpose of this form is to help you make an informed choice about whether or not you want to receive these items or services, knowing that you might have to pay for them yourself. Before you make a decision about your options, you should read this entire notice carefully.

**Ask us to explain, if you don't understand why your insurance may not pay.**

Ask us how much these items or services will cost you (Estimated Cost - \_\_\_\_\_), in case you have to pay for them yourself or through other insurance.

☐ **Yes**, I want to receive these items or services

☐ **No**, I want to receive these items or services

**Signature of Patient**

**Date**

**Patient Name**

**Signature of CCP Employee Witness**

**Witness Name**

Community Care Physicians complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.