

#### **Welcome to Rocky Mountain Primary Care!**

Thank you for choosing Rocky Mountain Primary Care as your new provider. Our goal is to make every interaction you have with our office a pleasant experience.

#### **Rocky Mountain Primary Care is Your Patient Centered Medical Home!**

A Medical Home is not a place, but an approach to providing care for children, youth and adults. The Medical Home enables partnerships between individual patients and their personal primary care providers and when appropriate, the patient's family.

In a Medical Home, the practice is organized around the patient – communication is based on trust, respect and shared decision-making. Patients have access to personalized, coordinated and comprehensive primary care.

It is essential for all new patients/families to provide a complete medical history when establishing care with us, and to share any information about care received outside of our office (hospitals, specialists, etc.). Please complete enclosed New Patient Packet and bring with you to your first visit at with your new provider at RMPC.

#### WHAT YOU CAN EXPECT FROM YOUR CARE TEAM AT RMPC:

- A safe environment to talk about your concerns
- Responses to your questions and concerns at each appointment
- Partnering with you, using shared decision making, to help you manage your health care
- Being the "Quarterback" on your health care team, coordinating care with our office and specialists you see

#### WHAT YOUR CARE TEAM AT RMPC EXPECTS OF YOU:

- Be an active participant on your health care team
- Bring your list of questions and medications to each appointment
- Bring your Photo ID, Insurance Card, and Co-Pay to every visit
- Call our office before going to the emergency room or hospital we can usually get you into the office the same-day when appropriate, and we always have a physician available on call after hours
- Inform other providers you may see that RMPC is your Primary Care Provider, and ask them to share with us information regarding the care they provided you.

#### Please bring the following items to your first visit:

☐ Photo ID	Forms	(included in this packet):	
☐ Insurance card		New Patient Demographic Form	☐ Patient Portal Sign-Up Form
☐ Co-pay		New Patient History Form	☐ Privacy Practices Acknowledgement
		Patient's Authorized Contacts	

#### **Patient Demographic Form**

Who is your RMPC Doctor:

	-				
Last Name:	First Name:	M	I:		
Sex: M F Birthda	ate:	SSN:			
Street Address:					
City:	State:	Zip:			
	Vork:	Cell:			
Preferred Contact:  Home	☐ Work ☐ Cell	1			
Preferred Language:					
Race:  ☐ American Indian / Alaska Native ☐ Black / African American ☐ Other Pacific Islander ☐ White / Caucasian	☐ Asian ☐ Native Hawaiian ☐ More than one race ☐ Other ☐ Unreported/Refuse to Report	Ethnicity:  Hispanic or Latino Non-Hispanic Refuse to Report Unreported/Refuse to Report	Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed		
OTHER FAMILY MEMBERS S	SEEN RV OUD DDACTICE				
OTHER FAMIL I MEMBERS S		Relationship	Same Insurance?		
1.		<u> </u>	Y N		
2.			YN		
3.			YN		
4.			YN		
RESPONSIBLE PARTY (if difference Last Name Sex M F Birthdate Address City	rent from patient): First Name State	M SSN	Ι		
	Vork	Cell —			
PRIMARY INSURANCE INFORMATION  Insurance Company Phone  Address ID Number  Group Number  Effective Date					
POLICY HOLDER (if different fr	rom patient):				
Last Name		M	Ι		
Sex M F Birthdate	SSN				
Employer	Pl	none			
AUTHORIZATION TO PAY BENE Primary Care, P.C., the surgical and information necessary to process this am ultimately responsible for payme. Patient / Guardian Signature:	d/or medical benefits available, if s and future claims. I understand nt of services rendered.	f any, and authorize release I that if my insurance fails to	of any medical o make a payment, I		

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Name:	Birthdate:	Today'	's Date:
DO YOU HAVE SECONDA	RY INSURANCE	?? • Y	TES INO
IF YES, SECONDARY INSURAN			
Insurance Company	F	Phone	
Insurance CompanyAddress	ID Number		
	Group Num	ber	
	Effective D	010	
POLICY HOLDER (if different from	m patient):		
Last Name	First Na	ame	MI
Sex M F Birthdate		SSN	
Employer		Phone	
IS YOUR VISIT ACCIDENT If yes, what type of accident?		□ YES	□ NO
•			
Date of Accident		Claim Number	
Adjuster's Name	Phone	Number	
If work related, has employer be	een notified?	☐ Yes	□ No
If yes, employer contact	I	Phone	

vv elcol	ne to Kocky ivi	ioumam	rrillia	ry (	care	P	auit New Pauc	ent Hist	ory Form
me						То	day's Date:		
rthdate:		P	rimary (	Care	Provide	r (PC	CP):		
eferred Lar	nguage:								
you have	special commur	nication n	eeds for:	: <b></b>	Loss of	Hear	ring   Vision 1	Probler	ns 🗖 N/A
•	Advance Direct						_		
•		•			•				
IMMU Immuniza	NIZATIONS:	Have yo		the 1	tollowing	g ım	munizations a	and it s	so, when?
		Y Y	□ N						
Flu Sho	ma snot	J Y	□N						
Tetanus		I Y	□N	Dia	l Tetanus S	Shot I	nclude Whooping	Cough?	Y DY DN
ATTEI	OCIES. Dlagg	a list one	allaraia	) ( T//	ou hovo	and	Your manation		
ALLEI	RGIES: Please Food or Drug	•	anergie	es y	ou nave,	anu	Reaction	l.	
	1000 01 1100	5 mici Sj					Reaction		
MEDIO	CATIONS: PI	ease list	medicat	tion	s voll cii	rren	tly take (inclu	ding o	ver the
	medications):				•		•	_	
	Medication N				Dose (mg)			v often	
MEDIO	CAL PROBLE	EMS: Ple	ease list	any	significa	nt il	lnesses you hav	ve had <u>.</u>	
	Problem		Year	r		P	roblem		Year
☐ Yes	Allergies				☐ Yes	Sca	ırlet Fever		
☐ Yes	Asthma				☐ Yes	Me	easles		
☐ Yes	Diabetes			١	☐ Yes	Μι	ımps		
☐ Yes	Heart proble	ms		ا	☐ Yes	Ge	rman Measles	5	
☐ Yes	Kidney proble	ems			Add	ditio	nal Problems		
☐ Yes	Liver problem	าร							
☐ Yes	Pneumonia								
☐ Yes	Seizures								
☐ Yes	Chickenpox								
☐ Yes	Rheumatic Fe	ever							

had a hos	spitalization	, surgery	URGERIES	injury?			•				
Year			blem		Hospital						
			nich Specialis	-		-	ears?				
Sp	ecialist Namo	e	Re	ason	Ţ	When					
E W 71	•	4									
	as your las	t	Year	Como	oning	V	ear				
Physical	eening Evam		rear		Screening Mammogram		еаг				
Colonos				PAP Test							
Cololios	<del>copy</del>			1111 108	<u> </u>	1					
mily	Mother	Fathan	Brother /	Brother /	Brother /	Brother /	Other				

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Today's Date:\_\_\_\_\_

Family History	Mo	ther	Fat	her		her / ter	Brot Sis	her / ter	Brot Sis	her / ter	Brot Sis	her / ter	Otl	her	Oth	ier
Still Living?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
If not, cause of death?																
Age at death?																
Diabetes																
Heart Disease																
Cancer (include type)																
Mental Illness																
Depression																

SOCIAL MEDICAL HISTORY	7	
<b>Do you Use Tobacco?</b> □ Y □ N  Formerly? □ Y □ N  Year Quit	Smoke? □ Y □ N Am Chew ? □ Y □ N Am	•
<b>Do you Drink Alcohol?</b> □ Y □ N  Formerly? □ Y □ N  Year Quit	Wine Y I	N Amount Per WeekN Amount Per WeekN Amount Per Week
Marital Status: ☐ Married ☐ Sin	gle 🛘 Divorced 🖵 Se	eparated
Occupation:		
Do you Exercise? □ Y □ N W	nat type?Ti	mes per week?
Do you have a religious affiliation?	Y N If yes, what re	ligion?
Are there animals in the home?	$V \square N$ If yes, what type?	
Are you currently using recreational	drugs? □ Y □ N □ I	Decline
Please List Persons Living in your	home:	
Name	Relationship to you	Age
Signature:	Date:	

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Today's Date:\_\_\_\_\_

**Patient Portal** 

Patient Name:	Birth Date:
As a patient of Rocky Mountain Primary	
directly with your provider and care team	_
list of how you can use email to communi	cate with us:
• Request a routine appointment	
<ul> <li>Ask your provider a non-urgent que</li> </ul>	estion
<ul> <li>Request copies of lab tests, immuni</li> </ul>	zation records, medication lists, and
other test results (including X-Rays	, CAT Scans, etc.)
<ul> <li>Request prescription refills</li> </ul>	
• We promise not to send you any "J	Iunk" email!
Please let us know if you are interested in Portal. We will get you enrolled in the Pat	
☐ Yes, please sign me up for RMPC's	Patient Portal. My email address is:
☐ No, I do not wish to use email at this	s time.
Patient's Signature:	
Date:	

#### **Patient's Authorized Contacts**

Patient's Name (please print)		Today's Date
Patient's Birthdate		
Who Can RMP	C Contact Regarding	Your Care and Billing?
Contact persons with whom	we may discuss your care	e, give test results and account and
billing information:	We may disease your enter	0, 52.10 0000 10000000 0000 0000
Name	Relationship	Phone #
May we leave confidential in	formation on voicemail o	or answering machines listed below?
Home Phone	Yes	□ No
Work Phone	\textsup Yes	□ No
Cell Phone		□ No
Patient Signature:		Date:

**HIPAA Policies & Procedures** 

# ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I ackr Practi	nowledge that I have been provided with a coices.	opy of the Practice's Notice of Privacy
		/
Prin	t Name	Date of Birth
Patie	ent (or Patient Representative*) Signature	Today's Date
For P	Practice Use Only	
	ttempted to obtain written acknowledgement ices, but acknowledgement could not be obtain	•
	Individual refused to sign Communications barriers prohibited obtaini An emergency situation prevented us from Other (Please Specify)	

\*If Patient Representative is signing, legal documentation must be included designating authority to sign or receive information. This form must be maintained for 6 years.

**HIPAA Policies & Procedures** 

#### **Notice of Privacy Practices for Protected Health Information (PHI)**

Rocky Mountain Primary Care

# THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY!

Effective date: June 1, 2015

The Practice of Rocky Mountain Primary Care is required by applicable federal and state laws to maintain the privacy of your health information. Protected health information (PHI) is the information we create and maintain in the course of providing our services to you. Such information may include documentation of your symptoms, examination and test results, diagnoses and treatment protocols. It also may include billing documents for those services. We are permitted by federal privacy law (the Health Insurance Portability & Accountability Act of 1996 (HIPAA)), to use and disclose your PHI, without your written authorization, for purposes of treatment, payment, and health care operations.

#### **Examples of Using Your Health Information for Treatment Purposes:**

- Our nurse obtains treatment information about you and records it in your medical record.
- During the course of your treatment, the physician determines he will need to consult with a specialist. He will share the information with the specialist and obtain his/her input.
- We may contact you by phone, at your home, if we need to speak to you about a medical condition or to remind you of medical appointments.

#### **Example of Using Your Health Information for Payment Purposes:**

We submit requests for payment to your health insurance company. We will
respond to health insurance company requests for information from about the
medical care we provided to you.

#### **Example of a Using Your Information for Health Care Operations:**

 We may use or disclose your PHI in order to conduct certain business and operational activities, such as quality assessments, employee reviews, or student

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#### **HIPAA Policies & Procedures**

training. We may share information about you with our Business Associates, third parties who perform these functions on our behalf, as necessary to obtain their services.

#### **Your Health Information Rights**

The health and billing records we maintain are the physical property of the Practice. The information in them, however, belongs to you. You have a right to:

- Obtain a paper copy of our current Notice of Privacy Practices for PHI ("the Notice");
- Receive Notification of a breach of your unsecured PHI;
- Request restrictions on certain uses and disclosures of your health information. We are not required to grant most requests, but we will comply with any request with which we agree. We will, however, agree to your request to refrain from sending your PHI to your health plan for payment or operations purposes if at the time an item or service is provided to you, you pay in full and out-of-pocket;
- Request that you be allowed to inspect and copy the information about you that we
  maintain in the Practice's designated record set. You may exercise this right by
  delivering your request, in writing, to our Practice;
- Appeal a denial of access to your PHI, except in certain circumstances;
- Request that your health care record be amended to correct incomplete or incorrect information by delivering a written request to our Practice. We may deny your request if you ask us to amend information that (a) was not created by us (unless the person or entity that created the information is no longer available to make the amendment), (b) is not part of the health information kept by the Practice, (c) is not part of the information that you would be permitted to inspect and copy, or (d) is accurate and complete. If your request is denied, you will be informed of the reason for the denial and will have an opportunity to submit a statement of disagreement to be placed in your record;
- Request that communication of your health information be made by alternative means or at alternative locations by delivering a written request to our Practice;
- If we engage in fundraising activities and contact you to raise funds for our Practice, you will have the right to opt-out of any future fundraising communications;
- Obtain a list of instances in which we have shared your health information with outside parties, as required by the HIPAA Rules.
- Revoke any of your prior authorizations to use or disclose information by delivering a
  written revocation to our Practice (except to the extent action has already been
  taken based on a prior authorization).

#### **HIPAA Policies & Procedures**

#### **Our Responsibilities**

#### The Practice is required to:

- Maintain the privacy of your health information as required by law;
- Notify you following a breach of your unsecured PHI;
- Provide you with a notice ('Notice') describing our duties and privacy practices with respect to the information we collect and maintain about you and abide by the terms of the Notice:
- Notify you if we cannot accommodate a requested restriction or request; and,
- Accommodate your reasonable requests regarding methods for communicating with you about your health information and comply with your <u>written</u> request to refrain from disclosing your PHI to your health plan if you pay for an item or service we provide you in full and out-of-pocket at the time of service.

We reserve the right to amend, change, or eliminate provisions of our privacy practices and to enact new provisions regarding the PHI we maintain about you. If our information practices change, we will amend our Notice. You are entitled to receive a copy of the revised Notice upon request by phone or by visiting our website or Practice.

#### Other Uses and Disclosures of your PHI

#### **Communication with Family**

 Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your care or payment for care, if you do not object or in an emergency. We may also do this after your death, unless you tell us before you die that you do not wish us to communicate with certain individuals.

#### **Notification**

Unless you object, we may use or disclose your PHI to notify, or assist in notifying, a
family member, personal representative, or other person responsible for your care
about your location, your general condition, or your death.

#### Research

We may disclose information to researchers if an institutional review board has
reviewed the research proposal and established protocols to ensure the privacy of
your PHI. We may also disclose your information if the researchers require only a
limited portion of your information.

#### **Disaster Relief**

We may use and disclose your PHI to assist in disaster relief efforts.

#### **Organ Procurement Organizations**

 Consistent with applicable law, we may disclose your PHI to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation/transplant.

#### **HIPAA Policies & Procedures**

#### **CORHIO Health Information Exchange**

Rocky Mountain Primary Care endorses, supports, and participates in electronic Health Information Exchange (HIE) as a means to improve the quality of your health and healthcare experience. HIE provides us with a way to securely and efficiently share patients' clinical information electronically with other physicians and health care providers that participate in the HIE network. Using HIE helps your health care providers to more effectively share information and provide you with better care. The HIE also enables emergency medical personnel and other providers who are treating you to have immediate access to your medical data that may be critical for your care. Making your health information available to your health care providers through the HIE can also help reduce your costs by eliminating unnecessary duplication of tests and procedures. However, you may choose to opt-out of participation in the <CORHIO> HIE, or cancel an opt-out choice, at any time. Opt-Out forms are available at all our locations, or may be obtained by calling your primary care provider.

#### Food and Drug Administration (FDA)

 We may disclose to the FDA your PHI relating to adverse events with respect to food, supplements, products and product defects, or post-marketing surveillance information to enable product recalls, repairs, or replacements.

#### Workers' Compensation

 If you are seeking compensation from Workers Compensation, we may disclose your PHI to the extent necessary to comply with laws relating to Workers Compensation.

#### **Public Health**

We may disclose your PHI to public health or legal authorities charged with
preventing or controlling disease, injury, or disability; to report reactions to
medications or problems with products; to notify people of recalls; or to notify a
person who may have been exposed to a disease or who is at risk for contracting or
spreading a disease or condition.

#### As Required by Law

 We may disclose your PHI as required by law, or to appropriate public authorities as allowed by law to report abuse or neglect.

#### **Employers**

• We may release health information about you to your employer if we provide health care services to you at the request of your employer, and the health care services are provided either to conduct an evaluation relating to medical surveillance of the workplace or to evaluate whether you have a work-related illness or injury. In such circumstances, we will give you written notice of the release of information to your employer. Any other disclosures to your employer will be made only if you execute a specific authorization for the release of information to your employer.

#### **Law Enforcement**

 We may disclose your PHI to law enforcement officials (a) in response to a court order, court subpoena, warrant or similar judicial process; (b) to identify or locate a

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#### **HIPAA Policies & Procedures**

suspect, fugitive, material witness, or missing person; (c) if you are a victim of a crime and we are unable to obtain your agreement; (d) about criminal conduct on our premises; and (e) in other limited emergency circumstances where we need to report a crime.

#### **Health Oversight**

 Federal law allows us to release your PHI to appropriate health oversight agencies or for health oversight activities such as state and federal auditors.

#### **Judicial/Administrative Proceedings**

 We may disclose your PHI in the course of any judicial or administrative proceeding as allowed or required by law, with your authorization, or as directed by a proper court order.

#### For Specialized Governmental Functions or Serious Threat

 We may disclose your PHI for specialized government functions as authorized by law such as to Armed Forces personnel, for national security purposes, to public assistance program personnel, or to avert a serious threat to health or safety. We may disclose your PHI consistent with applicable law to prevent or diminish a serious, imminent threat to the health or safety of a person or the public.

#### **Correctional Institutions**

 If you are an inmate of a correctional institution, we may disclose to the institution or its agents the PHI necessary for your health and the health and safety of other individuals.

#### **Coroners, Medical Examiners, and Funeral Directors**

 We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release health information about our Patients to funeral directors as necessary for them to carry out their duties.

#### Website

You may access a copy of this Notice electronically on our website.

Other uses and disclosures of your PHI not described in this Notice will only be made with your authorization, unless otherwise permitted or required by law. Most uses and disclosure of psychotherapy notes, uses and disclosures of your PHI for marketing purposes, and disclosures of your PHI that constitute a sale of PHI will require your authorization. You may revoke any authorization at any time by submitting a written revocation request to the Practice (as previously provided in this Notice under "Your Health Information Rights.")

#### **HIPAA Policies & Procedures**

#### To Request Information, Exercise a Patient Right, or File a Complaint

If you have questions, would like additional information, want to exercise a Patient Right described above, or believe your (or someone else's) privacy rights have been violated, you may contact the Practice's Privacy Officer at (303) 205-0113, or in writing to us at:

Denise Duysen Rocky Mountain Primary Care 7625 W. 92nd Ave. Westminster, CO 80021

Please note that all complaints must be submitted in writing to the Privacy Officer at the above address. You may also file a complaint with the Secretary of Health and Human Services (HHS), Office for Civil Rights (OCR). Your complaint must be filed in writing, either on paper or electronically, by mail, fax, or e-mail. The address for the Colorado regional office is: Office for Civil Rights, U.S. Department of Health and Human Services, 999 18th Street, Suite 417, Denver, CO 80202; or call (800) 368-1019. More information regarding the steps to file a complaint can be found at:

www.hhs.gov/ocr/privacy/hipaa/complaints.

- We cannot, and will not, require you to waive the right to file a complaint with the Secretary of HHS as a condition of receiving treatment from the Practice.
- We cannot, and will not, retaliate against you for filing a complaint with the Secretary
  of HHS.

#### **Medical Records Release**

PLEASE COMPLETE THIS FORM IF:			ur previous provider(s) e your records to someone else
Authorization for Re	elease of Pers	onal Health Informat	ion (PHI)
Must Be Completed For All Authorization. I hereby authorize the use and disclosure of my person voluntary, and will in no way affect treatment, paymone copy any information disclosed pursuant to this authorized information is not a health plan or health care providing regulations.	onal health informent, enrollment or orization. I unde	or benefit eligibility. I furthe erstand that if the organization	r understand that I may inspect and on authorized to receive the
Patient Name:		_ Date of Birth:	SSN:
Person/organization providing the information	on: 	Person/organization re	eceiving the information:
The purpose for this authorized release of inf	ormation is:		
☐ At the request of the individual			
	nation regarding		
Please release the following records:  ☐ All records generated in your office			
☐ Other:(Specific dates of treatment or spec	rific description	or information requested)	
•	-	or information requested)	
Are you leaving our practice? ☐ Yes If yes, please explain:	□ No		
Must be Completed For All Authorizations:  1. I understand that this authorization will expect of a covered entity considered a covered entity under HII regulations, and that the information may be 3. I understand that Federal and State Regulations Health Information, and that I may be charged.	zed to receive the PAA, the release e re-disclosed by ons allow for a r	e information is not a health d information may no longe the parties listed, and no long easonable fee to be charged	or be protected by federal privacy nger protected. for the duplication of Protected
Signature of Patient or Patient's Representative	Date	Printed Name of Patien	t or Patient's Representative
Revocation of Authorization: I understand that authorization is voluntary and may understand that any such revocation does not apply to have already acted upon my previous authorization(s	the extent that		
I hereby revoke this authorization, effective	//_		
Patient Signature (Representative)	Date	Printed Name of Patien	t (Representative)

# What is the difference between an Annual Physical and an Office Visit?

An Annual Physical, Preventive,
Or Wellness Visit

Is a visit focused on preventive care and immunizations.

Physical Exams may include:

Pediatric – Development & Growth

Female – Pap smears & Breast Exams

Male – Prostate & Testicular Screenings

Skin check

Healthy Lifestyles discussion

**Immunizations** 

Lab testing as appropriate

Coordination of care/referrals for additional screenings:

- Mammograms
- Colonoscopies
- Eye Exams
- Other

Wellness visits are usually copay exempt.

If new or chronic conditions are addressed an office visit will also be performed and billed.

An Office Visit, Sick Visit
Or Medication Check

Is an appointment where we discuss and evaluate new or existing medical conditions.

Office visit/Follow up appointment

- Evaluate & treat symptoms and concerns
- Address chronic problems
- Adjust medications & process refills
- Laboratory testing if necessary
- Process referrals if necessary

Copays, Deductibles and Co-Insurance may apply.



## How did you hear about us?

interr	<u>iet</u>
	☐ RMPC.info
	☐ Insurance Plan's Website
	☐ Search engine results (Google, Yahoo, Bing, etc.)
	☐ Physician search website (HealthGrades, RateMDs, WebMD, etc.)
<u>Word</u>	of Mouth  Friend or Relative:  Health Care Provider:
Other	
	☐ Driving by
	☐ Yellow Pages
	☐ Magazine/Newspaper