

Primary Care & Internal Medicine at Medical Center Clinic would like to welcome you to our practice! It is our goal to be the premier provider of compassionate, quality healthcare by providing our patients with exceptional service with integrity.

Please arrive 15 minutes prior to your appointment time.

Remember to bring all valid insurance card(s) and photo identification to each visit, as they are required to verify identity and update any changes. If you are unable to make your scheduled appointment, please contact our office at 850.474.8200 within **48 hours**, as we have reserved this time slot just for you.

A review of your medications will be an important part of your annual and routine exams. Please bring a complete list of medications with you to each appointment. This includes all over-the-counter medications and supplements. **Ongoing narcotic medication(s) will not be prescribed in our practice.**

For your convenience, we accept requests for prescription refills during office hours. Please contact your pharmacy to initiate a prescription refill. Requests will be responded to within 48 hours with the exception of weekends or holidays.

We have highly skilled advanced physician extenders who, in conjunction with our physicians, may provide healthcare to you. Our advanced practice clinicians are available for same-day appointments to care for acute medical conditions.

Our office hours are:

Day	Time
Monday	7:00 AM - 4:00 PM
Tuesday	7:00 AM - 4:00 PM
Wednesday	7:00 AM - 4:00 PM
Thursday	7:00 AM - 4:00 PM
Friday	7:00 AM - 4:00 PM

We appreciate your assistance in these matters and we look forward to serving you. If you have any questions, concerns or suggestions please feel free to contact us at 850.474.8200.

Sincerely,

Primary Care & Internal Medicine at Medical Center Clinic





Enclosed are several forms for your review and signature. Below is a checklist to aid in your completion of these forms. Please bring all forms with you to your scheduled appointment.

1. Welcome Letter – no signature required
2. Notice of Health Information Privacy Practices – no signature required
3. Patient Insurance Assignment & Responsibilities Acknowledgment
a. Review and initial Consent to Treatment section
b. Review and initial Lifetime Insurance Assignment section
c. Review and initial Patient Financial Responsibility Policy section
d. Review and initial Tobacco-Free Camp
e. Sign and Date bottom of form
4. HIPAA Acknowledgement Form
a. Print Name, Sign and Date
5. Priority Care Health History Form
a. Complete entire form to best of your knowledge and bring to
your appointment
b. Complete all sections
c. Review and sign



Guest Services and Medical Center Clinic are proud to offer a COMPLIMENTARY shuttle service for our patients, visitors, and guests. The MCC shuttle can meet you your car and deliver you to the correct building.

The shuttle is in service every:

Monday - Friday 7AM - 5PM

*In the event of lightning, the shuttle will begin service again 30 minutes after the last strike in the area.

To **request a pickup from your car** please call 850.291.2646. Be sure to give a description of your vehicle and area of the parking lot.

To **catch the shuttle after your appointment**, please wait under the portico of either building or call 850.291.2646.



Notice of Health Information Privacy Practices



Effective September 23, 2013

This notice describes how your health information may be used and disclosed and how you can get access to this information. Please review it carefully.

Thank you for choosing the Medical Center Clinic for your healthcare needs. Each time you visit one of our providers, we create a record of the care and services you receive to provide you with quality care and to comply with certain legal requirements. This Notice applies to all of your records of your care received by a provider at Medical Center Clinic and explains how we may use and disclose your health information as well as your rights regarding the health information we maintain about you.

We are required by law to make sure that health information that identifies you is kept private; give you this Notice of our legal duties and privacy practices with respect to your health information; and follow the terms of the Notice currently in effect. We reserve the right to change our privacy practices and this Notice at any time.

WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION WITHOUT YOUR WRITTEN PERMISSION IN THE FOLLOWING CIRCUMSTANCES:

Treatment: We will use and disclose your health information to provided medical treatment to you, and to coordinate or manage your health care related services. This may include communicating with other health care providers regarding your treatment and coordinating and managing your health care with others. For example, we may use and disclose your health information when you need a prescription, lab work, an x-ray or other health care services. Also, we may use and disclose your health information when referring you to another health care provider.

Payment: We may use and disclose your health information to bill and receive payment. For example: A bill may be sent to you or your insurance company. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

Operations: We may use and disclose health information about you for health care operations. For example, we may use and disclose this information to review and improve the quality of care we provide, or the competence and qualifications of our professional staff. We may also use and disclose this information as necessary for medical reviews, legal services and audits, including compliance program activities and business planning.

Business Associates: We may disclose your health information to our Business Associates to carry out treatment, payment or health care operations. For example, we may disclose health information about you to a company who bills insurance companies on our behalf to enable that company to help us obtain payment for the services we provide.

Appointment Reminders, Treatment Alternatives or Health-Related Services: We may contact you to provide appointment reminders, tell you about health-related services, to recommend possible treatment options or alternatives that may be of interest to you.

Research: We may use and disclose information to researchers or to collect information in databases used for research. Research projects are reviewed and approved by a Review Board to protect the privacy of your health information.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to ad-verse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Workers Compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs established by law.

Military and Veterans: If you are a member of the armed forces, or separated or discharged from the military services, we may disclose your health information as required by national military command authorities or the Department of Veterans Affairs.

Public Health: We may disclose your health information to a public health authority that is permitted by law to collect or receive the information for the purpose of preventing or controlling disease, injury, or disability.

Correctional Institution: If you are an inmate of a correctional institution, we may disclose to the institution or agents thereof, health information necessary to provide you with healthcare; to protect your health and

Medical Center Clinic Notice of Health Information Privacy Practices

Effective September 23, 2013

safety or the health and safety of other individuals; or for the safety and security of the correctional institution.

Law Enforcement: We may disclose health information in response to a valid subpoena, warrant, summons or similar process. We may also release information for purposes of locating a suspect, a fugitive, a material witness, or missing person.

Health Oversight Activities: Federal law makes provisions for your health information to be released to an appropriate health oversight agency for activities such as audits, investigations, and inspections. This includes government agencies that oversee the healthcare system, government benefit programs, other government regulatory pro-grams, and the civil rights laws.

SPECIAL CIRCUMSTANCES

Florida Privacy Laws: Health information related to substance abuse, mental health, or sexually transmissible diseases have special privacy protections in Florida. We will not disclose health information relating to substance abuse, mental health, or sexually transmissible disease unless: 1) the patient consents in writing, or 2) a court order requires disclosure of the information, or 3) medical personnel need information to meet a medical emergency, or 4) qualified personnel use the information for the purpose of conducting scientific research, management audits, financial audits or program evaluation, or 5) it is necessary to report a crime or a threat to commit a crime, or 6) to report abuse or neglect as required by law.

OTHER USES OF HEALTH INFORMATION

Other uses and disclosures of health information not covered by this notice or law that apply to us will be made only with your written permission. If you provide us permission to use or disclose health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose health information about you for the reasons covered by your revocation. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

YOUR HEALTH INFORMATION RIGHTS

You have the following rights with respect to your health information:

Right to Inspect and Copy Your Health Information: You have the right to see and obtain copies of health information that may be used to make decisions about your care. Usually, this includes medical and billing records, but does not include psychotherapy notes.

Right to Amend: If you think that health information we have about you is incorrect or incomplete, you may ask us to correct or add to the information, but we are not required to agree to the requested amendments.

Right to an Accounting of Disclosures: You have the right to request an "accounting" of certain disclosures of your protected health information.

Right to Request Restrictions: You have the right to request a restriction or limitation on your protected health information that we use or disclose for treatment or health care operations, but we are not required to agree to the requested restrictions.

We will comply with any restriction request if: (1) except as otherwise required by law, the disclosure is to your health plan for purposes of carrying out payment or your health plan's operations; and (2) the protected health information pertains solely to a health care item or service for which the health care provider involved has been paid out-of-pocket in full.

Right to Request Confidential Communications: You have the right to request that we communicate with you about your medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

Right to Breach Notification: You have the right to be notified in the event that we (or a Business Associate) discover a breach of unsecured protected health information.

Right to Obtain a Copy of This Notice: You have the right to a paper copy of this Notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy.

QUESTIONS OR COMPLAINTS

If you have questions about this Notice, or believe that your privacy rights have been violated, please contact Corporate Compliance and Privacy Officer toll free at 1-866-822-3571, by e-mail at privacy.officer@medicalcenterclinic.com, or by U.S. Mail at:

Medical Center Clinic Attn: Corporate Compliance and Privacy Officer 8333 N. Davis Hwy Pensacola, FL 32514

You have the right to file a written complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint.

PLACE LABEL OR PRINT PATIENT INFORMATION BELOW	
MCC No.:	Medical Center Clinic
Patient First and Last Name:	HEALTHCARE CENTERED AROUND YOU
Patient DOB:	
Date of Service:	
PATIENT INSURANCE ASSIGNMENT & RESPONSIBILITIE	ES ACKNOWLEDGEMENT
Please read and initial each section and sign acknowledgement below:	
Consent to Treatment: I consent to care, treatment, testing, and all other serv Medical Center Clinic. I understand that I have the right to refuse any proposed procedure. I understand that I have the right to ask questions and discuss my careful or Legal Representative:	care, treatment, testing, surgery, or other
Lifetime Insurance Assignment: I hereby instruct and direct my past and payment directly to:	Nor present insurance company to issue
West Florida Medical Center Clinic, P.A. 8333 North Davis Highway Pensacola, FL 32514	
for all medical, surgical, and diagnostic expense benefits allowable and other insurance policy as payment toward the total charges for the services rendered and benefits under this policy. This payment will not exceed my indebtedness to days of the date of the first monthly bill, any balance of said charges over and applicable copayments, deductible, non-covered services and items, unauthorize the extent my liability for any such balance is limited by agreement or law assignment shall be considered as effective and as valid as the original. Furthe Medicare assignment and Medicare payments will be directed to MCC and 2 responsibility for collecting insurance or negotiating the settlement of a disputed not paid in full within sixty (60) days of the date of the first monthly bill is reasonable attorney's fees and collection expenses should my account be referent or Legal Representative:	This is a direct assignment of my rights MCC and I agree to pay, within sixty (60) above this insurance payment, including ed services or any fees denied, except to applicable to MCC. A photocopy of this armore, I understand that 1) MCC accepts Medical Center Clinic does not accept insurance claim and any account balance is considered delinquent. I agree to pay
<u>Patient Financial Responsibility Policy:</u> Co-payments, deductibles, co-insurar be due at time services are rendered. Insurance companies require physicial portions prior to services being rendered. Initials of Patient or Legal Represent	an offices to collect all applicable patient
<u>Tobacco-Free Campus:</u> Use or sale of tobacco products (cigarettes, includir tobacco) is prohibited on all Medical Center Clinic premises, campuses, parkin Legal Representative:	
I acknowledge and understand the above notices and assignments and will comp	ply with all specified responsibilities.

Signature of Patient or Legal Representative

Date

PLACE LABEL OR PRINT PATIENT INFORMATION BELOW MCC No.: Patient First and Last Name: **MedicalCe** Patient DOB: _____ Date of Service: NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT OF RECEIPT Thank you for choosing Medical Center Clinic for your health care needs. We are required by law to provide you with a copy of our Notice of Privacy Practices ("Notice"). To ensure that our records are accurate, please sign below to acknowledge that you have been provided with a copy of our Notice. Patient Signature Date of Signature PERSONAL REPRESENTATIVE Complete this section ONLY if you are signing this Notice of Privacy Practices as the patient's personal representative i.e., parent of minor child, power of attorney, health care surrogate, legal guardian. Personal Representative (Print Name) Date of Signature Personal Representative Signature OFFICE USE ONLY A good faith attempt was made to obtain the patient's written acknowledgement of receipt of MCC's Notice of Privacy Practices, but acknowledgement could not be obtained because: ☐ Individual declined to sign ☐ Communication barriers prohibited obtaining the acknowledgment ☐ An emergency situation prevented us from obtaining acknowledgement

☐ Other (please describe below)

Employee Name (please print)

Date



Emphysema Stroke/TIA

Seizure

PRIMARY CARE &					Health His	tory Fo	orm
AT MEDICAL CENTER CLINIC							
Please fill out health history form to t	he best	t of vo	ur				
ability and bring to your first appointme		,					
Name: MCC#							
Age: Date of Birth:		_					
Date of visit: REASON FOR TODAY'S APPOINTMENT:							
HEALTH CARE PROVIDERS IN PAST 5 YE Name	ARS:		Phys	ician Specialty	Are you still s ☐ Yes ☐	_	
	_				□ Yes □	No	
	-					No	
					Li res Li	NO	
PERSONAL MEDICAL HISTORY: Have you Condition	Yes	een trea	ated fo	or or been told you have	, 	Yes	No
Angina						1	
				Seasonal Allergies			
High Blood Pressure			_	Seasonal Allergies Bleeding Disorder			
High Blood Pressure Heart Failure							
				Bleeding Disorder			
Heart Failure				Bleeding Disorder Blood Clots			
Heart Failure Heart Attack				Bleeding Disorder Blood Clots Anemia			
Heart Failure Heart Attack High Cholesterol				Bleeding Disorder Blood Clots Anemia Diabetes			
Heart Failure Heart Attack High Cholesterol Heart Disease				Bleeding Disorder Blood Clots Anemia Diabetes Arthritis			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker				Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease			- - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease Migraines			- - - - - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia Liver Disease			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease Migraines Kidney Stones			- - - - - - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia Liver Disease Chronic Constipation			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease Migraines Kidney Stones Kidney Disease			- - - - - - - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia Liver Disease Chronic Constipation Acid Reflux/GERD			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease Migraines Kidney Stones Kidney Disease Hepatitis B Hepatitis C Cancer			- - - - - - - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia Liver Disease Chronic Constipation Acid Reflux/GERD Colon Polyps			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease Migraines Kidney Stones Kidney Disease Hepatitis B Hepatitis C			- - - - - - - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia Liver Disease Chronic Constipation Acid Reflux/GERD Colon Polyps Depression			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease Migraines Kidney Stones Kidney Disease Hepatitis B Hepatitis C Cancer			- - - - - - - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia Liver Disease Chronic Constipation Acid Reflux/GERD Colon Polyps Depression Anxiety			
Heart Failure Heart Attack High Cholesterol Heart Disease Pacemaker Peripheral Vascular Disease Migraines Kidney Stones Kidney Disease Hepatitis B Hepatitis C Cancer Type:			- - - - - - - - - -	Bleeding Disorder Blood Clots Anemia Diabetes Arthritis Lupus Fibromyalgia Liver Disease Chronic Constipation Acid Reflux/GERD Colon Polyps Depression Anxiety Drug Abuse			

	HOSPITALIZATIONS:	
	(1)	
	(2)	
)	(3)	
	(4)	
)	(1)

Macular Degeneration

Genetic Disorder

Other:

☐ Cataracts - ☐ Right ☐								
☐ Knee Replacement -	_	☐ Left (Date:) (6) _				
☐ Stents (Date:				` ,				
☐ Other:				(8) _				
INFECTIOUS DISEASES	: Have v	ou ever been trea	ated fo	r or been tol	d vou have	e anv of	the followina:	
	Yes	No			.,	Yes	No	
Hepatitis				HIV	'AIDS			
Frequent UTIs					erculosis			
MRSA		☐ If yes, where?	?					
LIEALTH MAINTENANC		•					<u> </u>	
HEALTH MAINTENANC								
Lipid(cholesterol)□Yes				Abnormal? [
Colonoscopy □Yes							any polyps removed?□ Ye	
Mammogram ☐Yes							□Yes □No If so, when?	
Pap Smear ☐Yes							\square Yes \square No If so, when?	
DEXA scan /Bone scan				Abnormal? [
PSA (prostate) ☐ Yes	⊔No	Date:		Abnormal?	Li Yes Li No	0		
VACCINATION HISTOI		•						
Tetanus: Tuber	culin Ski	n Test:	Pneu	monia:	Influ	uenza: _	Shingles:	-
ALLERGIES: (please list	type of a	allergies and desc	ribe th	ne reaction y	ou experie	nced)		
(1)	Reac	tion:		(5)_			Reaction:	
(2)							Reaction:	
(3)							Reaction:	
(4)	Reac	tion:		(8)_			Reaction:	
SOCIAL HISTORY:								
Marital Status:								
<u> </u>	7 Divore	ad DWidowad D	T Ciani	ficant Other				
☐ Married ☐ Single ☐ Highest Level of Educati		ea Lividowed L	J Sigili	iicani Otnei				
		ool III Some Colle	ось П	Associate's [Degree □ I	Rachalo	r's Degree 🛮 Master's Deg	roo
□ Doctorate	ilgii scric	ooi 🗀 soine coile	ge 🗀	Associate s i	Jegree 🗀 i	bacileio	il s Degree 🗀 Master s Deg	ice
Occupation:								
Work Status: ☐ Retired	□ Full	Time □ Disabled	ПUn	employed				
Occupation:				cripioyea				
Living Arrangements:								
☐ Alone ☐ With Spou	se 🛮 Wi	th Spouse and Ch	nildren	☐ With Chil	dren □ W	ith Fath	ner With Mother	
☐ With Parents ☐ With								
Travel:								
Have you traveled outsi	de the U	SA in the last yea	r? 🗆 `	Yes □ No I	f yes, wher	e?		
Tobacco Use:								
☐ Non-Smoker (Never	Smoked))□ Ex-Smoker (Y	'ear Qι	ıit?) 🗖 Curr	ent Sm	oker (Packs per day?)
Alcohol Use:								
☐ Never ☐ Occasional	(how of	ten?	_) 🗆 Fi	requent (# o	f drinks/w	eek?)	
Is your alcohol use a cor	ncern for	you or others?	⊐ Yes	□No				
Caffeine Use:		_						
	ou cons	ume each day?						
Drug Use:			ıc	and the	2			
	onal drug	gs! ப Yes UNo	if yes	, wnat types	!			
Exercise Frequency ☐ Never ☐ 2-3 times/v	wook \Box	15 times heads	יויבט ד	,				
How long does your wo					of evercise	י אט אטי	u nerform?	
TION TOTAL GOLD YOUR WO	out u	Jauny lusti		TTHAL LYPES	2. CVCICI3C	s ao you	a penonni	

-CONTINUED ON NEXT PAGE-

FAMILY HISTORY: Indicate which relative has had the following

FAMILY HISTORY Adopted, unk					311441	11011011	ownig			
Disease	Mother	Father	Sister(s)	Brother(s)	Mom's Mom	Mom's Dad	Dad's Mom	Dad's Dad	Other Relative	Comments
No significant history known										
High Blood Pressure										
High Cholesterol Heart Disease										
Migraine Headaches Kidney Failure										
Kidney Stones										
Hepatitis B Hepatitis C										
Cancer (Breast) Cancer (Colon)										
Cancer (Ovarian)										
Cancer (Prostate) Osteoporosis										
Asthma										
Emphysema Rheumatoid Arthritis										
Bleeding/Clotting Disorder										
Diabetes										
Lupus Colon Polyp										
Depression Alcoholism										
Alzheimer's										
Drug Abuse Thyroid Disease										
Glaucoma Macular Degeneration										
Genetic Disorder										
Hip Fracture Other (please list)										

MEDICATIONS: (Please list all medic	cations that you are now taking, streng	th and how often you take each)	
Medication:	Strength:	Frequency:	
Patient Signature:		Date:	
Reviewed by:		Date:	





PLEASE FILL OUT FORM COMPLETELY

Patient Information:				
Patient Name:		Medical Record	# Date of	f visit:
Date of Birth:	_ Last Four Digits of S	S: XXX-XX-	Phone Number:	
I hereby authorize	2		to release the following	g information
contained in my r	medical record for treatmen	t during the per	iod from	to
	as follows:			
All records <u>inclu</u>	<u>ding</u> Confidential	All red	cords <u>except</u> Confiden	tial
<u>Confidential:</u> Mental Health S	exually Transmissible Disea	nse(s)	Substance Abuse	Genetic Testing
	nation Progress note ner (<i>Please Specify</i>)		Lab Reports	X-ray Reports
Disclosure of patient's F	<u>РНІ ТО:</u>			
	8333 N. Davis Hwy Pensacola, FL 3251 Ph: 850.474.8200	4	2297	
	nowledge that the reconnicial reconnicial contractions in the reconnicial contraction in the	-	•	_
Expiration: This Authoriza	ation shall expire automatic	ally one (1) year	from date signed or up	on:
Fulfillment of this	request (according to HIPA	A or State Regula	ations, whichever is sho	orter.)
Specific Date:				
	uthorization may be used to ure until the expiration date		the same type describe	ed above which
authorization except as permission for the uses a	deral law, Medical Center provided in MCC's Privacy and disclosure of the describ rise from the release of infor	Practices. By seed PHI. I hereby	signing this Authoriza release MCC and its em	tion, I am giving

- I understand that I have the right to revoke this Authorization at any time if I do so in writing and address it to the person or institution named above. I understand that the revocation will not apply to any actions already taken as a result of this authorization.
- I understand that I may refuse to sign this Authorization and that MCC and/or the providers named above cannot deny or refuse to provide treatment if I refuse to sign.
- I understand that information disclosed pursuant to this Authorization may no longer be protected by the federal medical privacy law and could be disclosed by the person or agency that receives it.
- I understand that I may be charged a fee of up to \$1.00 per page (plus applicable tax and handling) for every page copied and that this fee is within the limits allowed by Florida law.

Patient/Legal Representative Signature	Date	
If signed by Legal Representative:		
Relationship to Patient:	Legal Authority:	
Verification of Identity:	Verification of Authority:	