

511 Medical Plaza Drive, Suite 101, Leesburg, FL 34748  
phone 352.728.6808 fax 352.728.1743  
[fhvhealth.com](http://fhvhealth.com)

To our new patient,

**Welcome!** On behalf of the staff at FHV Health, we would like you to know that we are honored to have you as a new patient to our practice. We look forward to providing you with the highest quality of care from the best trained technical staff Florida has to offer. We provide a variety of treatment plans and procedures using the most sophisticated medical equipment in the area.

Enclosed you will find several forms that will need to be completed by your first appointment date. These forms will be available in the front office on the day of your appointment, but we wanted you to have the option to fill them out from the comfort of your home, if you prefer.

As a patient of FHV Health, you have round-the-clock access to a nurse or health care professional. If you are sick or need medical advice, you can always **call us first at 352-205-4439**. When you dial our 24/7 health care hotline, a trained health care professional will advise you on whether you should visit your primary care provider, our Urgent Care Center, or an emergency room.

Please remember these important things regarding your first visit to our office:

- Bring **all** your medications in a bag to **each** office visit.
- Sign the enclosed "Record Release" form for us to obtain previous records of your care.
- Keep us updated on studies or surgeries you've had since we last saw you. If you spend part of the year in another area, be sure to bring copies of any studies back with you or mail them to us.
- If you have any questions or concerns, feel free to call us during business hours at **352-728-6808** or visit **[fhvhealth.com](http://fhvhealth.com)**. We promise to do everything we can to get you the information you need.

Once again, welcome to FHV Health. We look forward to your visit with us.

**Yours in Health,**

FHV Health Physicians and Staff

## What You Should Know

Our goal is to provide you with the most comprehensive healthcare possible. Please read the information below and let us know if you have any questions. We would like to make your appointment as productive as it can be.

### Types of Visits

*Acute care visits* are sick visits. A short period of time is scheduled for your urgent need. If you have additional non-urgent needs, you may be asked to schedule a different appointment to address them at a later date. Always let our medical assistants know all your needs.

*Physicals or health maintenance examinations* are routine exams that vary according to age and gender. These usually include a vaccination update, screening tests for some types of cancer and cholesterol, or other blood tests as needed. Some commercial insurances include physicals as part of their benefits. Medicare, for example, covers one wellness visit per year. If you have other needs, you may be asked to schedule a different appointment.

*Chronic disease management visits* are for those with chronic conditions who need to be evaluated for appropriate control and/or progression, as well as any side effects of medications. If you suffer from hypertension, diabetes, hyperlipidemia, osteoarthritis or any other condition requiring prescription medication, you'll need an appointment every six months. If your condition is not controlled, appointments may be as frequent as every 6 to 12 weeks. If you have additional needs, you may be asked to schedule a different appointment.

### Prescriptions

Because telephone calls are not the most effective way to prescribe medication, we give or refill any prescriptions as necessary at the time of your appointment. You will always be given enough refills to last until your next appointment, plus one extra month in the event you must reschedule.

### Test Results

We will discuss any laboratory or diagnostic testing results at a follow-up appointment. This will give you an opportunity to understand the results, ask questions and discuss your options. *If your results are abnormal*, we will call you as soon as we get the report. You can also see your results on our patient portal, so be sure you create an account.

### After-Hours

We cannot diagnose or prescribe medications after-hours; they must wait until the next business day. If you have a potentially life-threatening complaint such as chest pain, shortness of breath or signs of a stroke, please dial 911 or go directly to the emergency room. If you are in need of an after-hours acute care visit, you may be seen at our Urgent Care center, with locations in Leesburg and Lady Lake.

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PATIENT PRINTED NAME

DATE OF BIRTH

## Medical Release Authorization

I hereby authorize and request \_\_\_\_\_ to release medical information concerning my medical care to FHV Health for the following purpose(s):

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SPECIFIC PURPOSE FOR DISCLOSURE OF RECORD

The type and amount of information to be disclosed is as follows: *(Specify dates where appropriate)*

_____ Last three progress notes	_____ Problem list and/or medication list
_____ Most recent laboratory tests	_____ Recent colonoscopy / mammogram
_____ Bone density	_____ Recent eye exam
_____ Most recent radio-diagnostics test	_____ Other, please specify: _____

I understand that the information may include the release of information concerning HIV testing or treatments of AIDS or AIDS-related conditions, drug or alcohol abuse (or related conditions), and mental health conditions.

I understand the use or disclosure of my individual health information, as described above. I understand that this authorization will expire, without my express revocation, either one year from the date of signing or, if I am a minor, on the date I become an adult according to state law, whichever occurs first. I understand that authorization for the disclosure of this health information is voluntary, and I can refuse to sign this authorization. I understand that this authorization is revocable, upon written notice to the office where the original authorization is retained.

I understand that if the organization authorized to receive the information is not a health plan or healthcare provider, the released information may no longer be protected by federal privacy regulation, and that it may be re-disclosed by the recipient. The facility, its employees, officers, and physicians are hereby released from any liability for the disclosure of the above information to the extent indicated and authorized therein.

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PATIENT SIGNATURE

DATE

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SIGNATURE OF PARENT OR LEGAL REPRESENTATIVE



## Information Regarding the Health Insurance Portability & Accountability Act

**This notice describes how medical information about you may be used and disclosed, and how you can access this information. Please read it carefully.**

The **Health Insurance Portability & Accountability Act (HIPAA)** of 1996 is a federal program that requires all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper or orally, to be kept properly confidential. This Act gives you, the patient, rights to control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information. As required by HIPAA, we have prepared this explanation of how we are maintaining the privacy of your health information and how we may use and disclose your health information.

We at FHV Health create a medical chart with your personal medical information, along with a computerized account for payment. Treatment: We may use and disclose information about you to provide you with medical care. We may disclose information about you to other physicians or those designated on the "Authorization To Release Information." Payment: We may use medical information, along with Insurance information, and any additional information provided, in order that payment for services is received. Operations: We may use and disclose PHI from you for normal daily medical operation of our office. We may also disclose information to our Business Associates who provide contracted services for us (accounting, legal representation, claims processing, consulting, etc.). We may contact you to remind you of appointments, health related issues, or billing concerns. Every effort will be made to comply with any particular request or restriction designated in writing.

### Your Rights Regarding Medical Information About You

(1) You have the right to request restrictions on certain uses and disclosures of Protected Health Information. We are however not required to agree to a requested restriction and should we not agree may request you seek another physician. (2) The right to reasonable requests to receive confidential communication of protected health information from us. This request must be in writing. (3) The right to request an amendment. Should you feel the medical information is incorrect or incomplete, you may request an addition or amendment. Requests must be made in writing and submitted to FHV Health, with attention to your attending physician. If you desire your medical record to be changed there is a form, which will be sent to you. The physician may decline your request if it's not accurate. (4) Right to an Accounting of Disclosures. You have a right to request a list of certain types of disclosures we have made of your medical information. We are not required to account for disclosures that were authorized by you, to carry out treatment, payment and healthcare operations.

**I have read the Health Insurance Portability & Accountability Act of 1996 and understand my rights.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED FIRST NAME

\_\_\_\_\_  
PRINTED LAST NAME



## HIPAA Patient Consent Form

I consent to the use or disclosure of my protected health information by FHV Health for the purpose of diagnosing or providing treatment to me, obtaining payment for my health care bills, or to conduct health care operations of FHV Health. I understand that diagnosis or treatment of me by FHV Health physicians may be conditioned upon my consent as evidenced by my signature on this document.

I understand I have the right to request a restriction as to how protected health information is used or disclosed to carry out treatment, payment or healthcare operations of the practice. FHV Health is not required to agree to the restrictions that I may request, and may request I seek another physician. However, if FHV Health agrees to a restriction that I may request, the restriction is binding.

I have the right to revoke this consent in writing at any time, except to the extent that FHV Health has taken action in reliance on this consent.

My protected health information means health information, including my demographic information, collected from me and created or received by my physician, another health care provider, a health plan, my employer or health care clearinghouse. This protected health information relates to my past, present or future physical or mental health condition and identifies me, or there is a reasonable basis to believe the information may identify me.

The FHV Health Notice of Privacy Practices has been provided to me. The Notice of Privacy Practices describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills, or in the performance of health care operations of the FHV Health. The Notice of Privacy Practices for FHV Health is also provided in the reception area. This notice of Privacy Practices also describes my rights and the FHV Health duties with respect to my protected health information.

FHV Health reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. I may obtain a revised notice of private practices by calling the office and requesting a revised copy be sent in the mail or asking for one at the time of my next appointment.

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SIGNATURE OF PATIENT OR PERSONAL REPRESENTATIVE

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DATE



## Authorization for Disclosure of Health Information

Many of our patients allow family members, such as their spouse, significant other, parents and/or children to call and request results of tests, procedures and financial information. Under the requirements of HIPAA, we are not permitted to give this information to anyone without the patient's written consent.

If you wish to have your medical information, diagnostic test results, and/or financial information released to any individuals or family members, you must sign and list them on this form.

The facility, its employees and physicians, are hereby released from any liability for the disclosure of information released therein. You have the right to revoke this consent in writing, except where we have already made disclosures in reliance on your prior consent.

**I authorize FHV Health to release any or all information concerning my medical care to the following individuals:**

NAME	RELATIONSHIP TO PATIENT	PHONE NUMBER
NAME	RELATIONSHIP TO PATIENT	PHONE NUMBER
NAME	RELATIONSHIP TO PATIENT	PHONE NUMBER
NAME	RELATIONSHIP TO PATIENT	PHONE NUMBER

I authorize FHV Health to leave normal test results on my answering machine or voicemail.

PATIENT PRINTED NAME	DATE OF BIRTH	SSN
PATIENT SIGNATURE	DATE	
WITNESS SIGNATURE	DATE	



**Patient Information**—Please use blue or black ink.

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

LAST NAME FIRST NAME MID. INITIAL DATE OF BIRTH

PRIMARY ADDRESS CITY STATE ZIP

SECONDARY ADDRESS CITY STATE ZIP

HOME PHONE CELL PHONE WORK PHONE

SEX SOCIAL SECURITY NO. MARITAL STATUS

EMAIL ADDRESS DO YOU HAVE A LIVING WILL? YES NO (If yes, please provide a copy for your medical file)

EMPLOYER'S NAME

EMPLOYER ADDRESS CITY STATE ZIP

NUMBER OF INSURANCE PLANS ARE YOU RESPONSIBLE FOR FEES? YES NO WHO? \_\_\_\_\_

PRIMARY INSURANCE & POLICY ID PRIMARY INSURANCE POLICY HOLDER

SECONDARY INSURANCE & POLICY ID SECONDARY INSURANCE POLICY HOLDER

EMERGENCY CONTACT LAST NAME FIRST NAME MID. INITIAL DATE OF BIRTH

RELATIONSHIP PHONE NUMBER

PRIMARY CARE PHYSICIAN PHONE NUMBER

**PLEASE GIVE INSURANCE CARD AND DRIVER'S LICENSE TO THE RECEPTIONIST TO COPY TO YOUR FILE**

**HIPAA**

I have read the Health Insurance Portability & Accountability Act of 1996 (HIPAA) and understand my rights.

SIGNATURE DATE

**Consent for treatment and lifetime authorization for assignment of benefits and information release.**

I hereby give consent to FHV Health to provide whatever treatment they may deem necessary to the patient above. I understand that I am responsible for charges not covered by the insurance policy or Medicare, and should it become necessary to collect these charges through an attorney or other collection process, I shall be responsible for all court costs, interests, collection costs and attorney fees.

I hereby request payment of authorized Medicare benefits and/or any other supplemental insurance benefits for me to be paid directly to FHV HEALTH for any services furnished to me by FHV HEALTH. I authorize FHV HEALTH and staff to release to my insurance carrier and its agents any information concerning health care, advice, treatment or supplies provided, needed to determine these benefits payable for related services. I understand this is a lifetime authorization.

SIGNATURE OF PATIENT AUTHORIZATION DATE SIGNATURE OF RESPONSIBLE PERSON DATE

## Medical History Questionnaire: Primary Care

PATIENT PRINTED NAME		DATE
SEX	AGE	RACE/ETHNICITY
REASON FOR VISIT		ALLERGIES
PHARMACY	<input type="checkbox"/> I NEED A 90-DAY PRESCRIPTION	PHARMACY PHONE NUMBER

**Review of Systems:** If any of the following conditions currently apply to you, please check the box:

### General

- Normal activity level
- Changes in appetite
- Weight gain
- Weight loss
- Chills
- Fever

### Skin

- Rashes
- Sores
- Blisters
- Growth
- Changing moles
- Non-healing lesions

### Eyes/Ears/Mouth/Throat

- Vision problems
- Eye pain
- Hearing difficulties
- Tinnitus
- Vertigo
- Hoarseness
- Swallowing difficulties

### Heart/Blood Vessels

- Chest pain
- Chest pressure
- Palpitations
- Cold extremities
- Feet swelling
- Number of pillows at night: \_\_\_\_\_

### Gastrointestinal

- Abdominal pain
- Heartburn
- Regurgitation
- Indigestion
- Nausea
- Vomiting
- Change in bowel movements
- Change in caliber of stool
- Blood in stool

### Joints/Muscle

- Muscle pain or weakness
- Joint pain
- Joint stiffness
- Leg cramps
- Pain in legs with walking

### Neuropsychological

- Reduced motor strength
- Difficulties in gait
- Reduced memory
- Reduced concentration
- Changes in mood
- Tremors
- Headaches
- Dizziness

### Lung

- Shortness of breath
- Cough
- Wheezing

### Breast

- Masses
- Discharge
- Skin changes

### Genitourinary

- Urinary frequency
- Urinary urgency
- Urinary incontinence
- Blood in urine
- Pain with urination
- Sexual dysfunction

### Females:

Number of live births: \_\_\_\_\_  
Number of pregnancies: \_\_\_\_\_  
Number of C-sections: \_\_\_\_\_  
Date of last period: \_\_\_\_\_  
Are your periods regular?  Y  N  
Length of average period: \_\_\_\_\_  
Date of last Pap: \_\_\_\_\_  
Results of Pap: \_\_\_\_\_

### Males:

- Enlarged prostate
- Painful or lumpy testicles
- Problems with sex



## Medical History Questionnaire: Primary Care

**Tests and Examinations:** If you have had any of the following, please check the box, note the year it was performed, and indicate whether the results were abnormal:

- |   |       |                                   |  |       |                                   |
|---|-------|-----------------------------------|--|-------|-----------------------------------|
| <input type="checkbox"/> Laboratory test    | _____ | <input type="checkbox"/> Abnormal | <input type="checkbox"/> DEXA bone density     | _____ | <input type="checkbox"/> Abnormal |
| <input type="checkbox"/> Fecal occult cards | _____ | <input type="checkbox"/> Abnormal | <input type="checkbox"/> Cholesterol mgmt      | _____ | <input type="checkbox"/> Abnormal |
| <input type="checkbox"/> Colonoscopy        | _____ | <input type="checkbox"/> Abnormal | <input type="checkbox"/> Cardiac stress test   | _____ | <input type="checkbox"/> Abnormal |
| <input type="checkbox"/> Upper endoscopy    | _____ | <input type="checkbox"/> Abnormal | <input type="checkbox"/> Heart catheterization | _____ | <input type="checkbox"/> Abnormal |
| <input type="checkbox"/> CT scan abdomen    | _____ | <input type="checkbox"/> Abnormal | <input type="checkbox"/> Dilated eye exam      | _____ | <input type="checkbox"/> Abnormal |
| <input type="checkbox"/> Mammogram          | _____ | <input type="checkbox"/> Abnormal | <input type="checkbox"/> Dental examination    | _____ | <input type="checkbox"/> Abnormal |

**Physicians:** Please list the names and contacts of all physicians who you are currently under care of:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OFFICE/PHYSICIAN NAME

SPECIALTY

OFFICE PHONE NUMBER

**Hospitalizations and Surgeries:** Please list any and all hospitalizations and/or surgeries performed.

_____	_____	_____
_____	_____	_____
_____	_____	_____

YEAR

HOSPITAL NAME, CITY, STATE

REASON FOR ADMISSION/TYPE OF SURGERY

**Medications:** Please list all medications (including non-prescription and vitamins) you use frequently or daily.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAME OF MEDICINE

DOSE/FREQUENCY

# REFILLS

PRESCRIBER NAME

## Medical History Questionnaire: Primary Care

**Family History:** Please indicate whether any blood relative has had any of the following medical conditions.

Colon Cancer	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Other(s): _____	Explain: _____
Breast Cancer	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Other Cancer	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Hypertension	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Heart Problems	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Stroke	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Diabetes	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Kidney Problems	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Osteoporosis	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Sickle Cell Anemia	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Siezuers/Epilepsy	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Mental Illness	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Depression/Anxiety	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Alcoholism	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____
Dementia/Alzheimer's	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> _____	_____

### Social History

What is your occupation? (If retired, previous occupation): \_\_\_\_\_

Education level?  College Degree  Some College  Diploma  Highest Grade Completed: \_\_\_\_\_

Marital status?  Single  Married  Divorced  Separated  Widowed

How often do you exercise?  Never  Rarely  Weekly  3-4x/week Type of exercise: \_\_\_\_\_

Any tobacco use?  No  Yes, former user  Yes, current user

If yes, how much? \_\_\_\_\_ For how long? \_\_\_\_\_

If former user, when did you quit? \_\_\_\_\_

Alcohol use?  Yes  No If yes, what kinds and how often? \_\_\_\_\_

Social use of marijuana or other drugs?  Yes  No How often? \_\_\_\_\_

Are you sexually active?  No  Yes, with men  Yes, with women  Yes, with both men and women

Any unusual stress in the last year?  Yes  No Broken relationships?  Yes  No

Illness or death in the family?  Yes  No Changed jobs?  Yes  No

Moved or relocated?  Yes  No Financial hardship?  Yes  No

Do you use seatbelts?  Yes  No Does your home have smoke alarms?  Yes  No

Did you experience abuse as a child?  Yes  No As an adult?  Yes  No Currently?  Yes  No

If yes, is/was the abuse physical (hitting)?  Yes  No Sexual?  Yes  No Emotional?  Yes  No

Is there anything special you would like to talk about during your appointment? \_\_\_\_\_

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