



Patient Information

Please Print

Patient's Last Name _____ First _____ Middle Initial _____

Social Security Number _____ Date of Birth _____ Age _____ Sex: Male Female

Address _____ Apt # _____

City _____ State _____ Zip _____

Primary Phone _____ Home Work Cell Alternate Phone _____ Home Work Cell

Email Address _____

EMERGENCY CONTACT: _____ **Phone #:** _____

Marital Status (check one) Single Married Divorced Widowed Legally Separated

Employment Status (check one) Full Time Part Time Retired Other **Student** Full Time Part Time

Race (check one) White African American/Black Asian American Indian/Alaska Native Pacific Islander
 Native Hawaiian Declined to report

Ethnicity (check one) Non-Hispanic/Latino Hispanic/Latino Declined to report

Employer _____ **Occupation** _____

Employer Address _____

INSURANCE Primary: _____ **Member ID #:** _____ **Group #:** _____

Insured: Last _____ First _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

SSN _____ **Date of Birth** _____ **Employer** _____

Secondary Insurance: _____ **Member ID #:** _____ **Group #:** _____

FOR HIPAA PURPOSES (Privacy Act): I authorize discussion of my (my child's) medical information with:

Patient only (parent or legal guardian, if minor) the following people (Name/Relationship) _____

How were you referred to this office? Physician Friend Family Insurance Internet Other _____

Referring Physician _____ Should we send notes to this doctor? Yes No

Address _____ Phone _____

Primary Care Physician (if different) _____ Should we send notes to this doctor? Yes No

Address _____ Phone _____

Preferred Pharmacy _____ Phone _____

Pharmacy Address _____

Patient/Guardian Signature _____

Date _____

SouthCoast Allergy, P.A.

REVIEW OF BODY SYSTEMS

Does the patient have or had any of the following symptoms?

Check YES or NO for each. Please do not leave any blank spaces as this affects our results.

General	Yes	No	Nose	Yes	No	Gastrointestinal	Yes	No	Allergy/Immunology	Yes	No
Always tired	()	()	Change in sense of smell	()	()	Abdominal pain	()	()	Drug allergy	()	()
Chills	()	()	Itchy nose	()	()	Bloating/excessive gas	()	()	Food allergy	()	()
Difficulty gaining weight	()	()	Nasal congestion	()	()	Blood in the stool	()	()	Hay Fever	()	()
Fever	()	()	Nasal discharge	()	()	Burping	()	()	Insect allergy	()	()
Loss of appetite	()	()	Nasal polyps	()	()	Constipation	()	()	Check Local Hives Generalized	()	()
Night sweats	()	()	Nose bleeding	()	()	Diarrhea	()	()	Recurrent Infection	()	()
Overweight	()	()	Runny nose	()	()	Food intolerance	()	()	Check Bacterial Fungal Viral	()	()
Trouble sleeping	()	()	Sneezing	()	()	Gas	()	()	Other	()	()
Weight gain	()	()	Other	()	()	Heartburn/indigestion	()	()	Neurological	Yes	No
Weight loss	()	()	Mouth/Throat	Yes	No	Nausea/vomiting	()	()	Concentration problems	()	()
Other	()	()	Difficulty swallowing	()	()	Regurgitation	()	()	Dizzy spells	()	()
Head	Yes	No	Drip in back of throat	()	()	Trouble swallowing	()	()	Excessive daytime sleeping	()	()
Dizziness	()	()	Dry mouth	()	()	Other	()	()	Fainting spells	()	()
Headache	()	()	Excessive snoring	()	()	Genitourinary	Yes	No	Insomnia	()	()
Recurrent sinus infection	()	()	Frequent mouth sores	()	()	Increased urinary frequency	()	()	Nonrestorative sleep	()	()
Sinus pain	()	()	Hoarseness/Laryngitis	()	()	Painful urination	()	()	(not rested after)	()	()
Sinus problem	()	()	Itchy throat	()	()	Urine retention	()	()	Numbness	()	()
Other	()	()	Mouth breathing	()	()	Other	()	()	Restless sleep	()	()
Ears	Yes	No	Recurrent infections	()	()	Endocrine	Yes	No	(frequent change in position)	()	()
Clogged ears	()	()	Snorting	()	()	Diabetes	()	()	Seizures	()	()
Earaches	()	()	Sore throat	()	()	Excessive thirst	()	()	Stops breathing (apnea)	()	()
Ear drainage	()	()	Swollen lips	()	()	Tired/Sluggish	()	()	Tingling	()	()
Hearing problems	()	()	Swollen tongue	()	()	Too hot/cold	()	()	Tremors	()	()
Recurrent infections	()	()	Throat tightness	()	()	Other	()	()	Other	()	()
Ringing or popping ears	()	()	Other	()	()	Musculoskeletal	Yes	No	Heme/Lymph	Yes	No
Tinnitus	()	()	Cardiovascular	Yes	No	Arthritis	()	()	Anemia	()	()
Vertigo	()	()	Chest pain	()	()	Back pain	()	()	Bleeding disorders	()	()
Other	()	()	High blood pressure	()	()	Fractures	()	()	Blood clotting problem	()	()
Eyes	Yes	No	Increased heart rate	()	()	Joint pain	()	()	Easy bruising	()	()
Blurred vision	()	()	Murmurs	()	()	Joint redness	()	()	Swollen glands	()	()
Burning	()	()	Palpitations	()	()	Joint stiffness	()	()	Other	()	()
Cataracts	()	()	Other	()	()	Joint swelling	()	()	Tobacco Use	Yes	No
Contact lenses	()	()	Respiratory	Yes	No	Muscle pain	()	()	Cigarette/Cigars	()	()
Darkness under eyes	()	()	Chest tightness	()	()	Muscle stiffness	()	()	Check : 1. Daily 2. Socially	()	()
Double vision	()	()	Cough at night	()	()	Muscle weakness	()	()	3. Rarely 4. Never	()	()
Drainage	()	()	Coughing up blood	()	()	Neck pain	()	()	No. per day :	()	()
Dry eyes	()	()	Documented history of low oxygen	()	()	Other	()	()	Packs per day :	()	()
Frequent blinking	()	()	Dry cough	()	()	Skin	Yes	No	Tobacco Exposure	Yes	No
Itchy eyes	()	()	Frequent bronchitis/Chest colds	()	()	Boils	()	()	()	()	()
Red eyes	()	()	Frequent coughing	()	()	Contact reactions	()	()	Date of Full Lab Workup Including Cholesterol: _____	()	()
Swelling around the eyes	()	()	Recurrent pneumonia	()	()	Eczema	()	()	Date if Last PAP/Mammogram _____	()	()
Vision changes	()	()	Shortness of breath	()	()	Hair loss	()	()	Date of Last PSA/Prostate Exam _____	()	()
Watery eyes	()	()	SOB during day	()	()	Hives	()	()		()	()
Other	()	()	SOB during night	()	()	Persistent itch	()	()		()	()
Mental Health	Yes	No	SOB on exertion	()	()	Recurrent abscess	()	()		()	()
No Problem	()	()	Wet cough	()	()	Recurrent infections	()	()		()	()
Depression	()	()	Wheezing	()	()	Skin rash	()	()		()	()
Anxiety	()	()	Other	()	()	Swelling	()	()		()	()
Hyperactivity Problem	()	()		()	()	Other	()	()		()	()
Behavior Problems	()	()		()	()		()	()		()	()

****FOR OFFICE USE ONLY****
 All systems negative except noted.

PATIENT SIGNATURE: _____ DATE: _____

PHYSICIAN/PA/NP: _____

Reviewed by: _____

SouthCoast Allergy, P.A.

Patient's Name: _____	Date of Birth: _____			
BP _____ Temp _____ Pulse _____ Respiration _____ Weight _____ Height _____				
HISTORY OF YOUR PRESENT ILLNESS				
What is the chief problem that brings you to see the doctor? _____ When did your problem start? _____ How many times has your problem occurred? _____ When was the last time you had problems? _____ When you have a problem, how long does it last? _____ Is it worse at any certain time of day, week or year? (Circle all that apply) AM PM Weekday Weekend Spring Summer Fall Winter Other _____ Is there anything that seems to trigger your problem? (Circle all that apply) Grass Dust Mold Cleaning Solutions Smoke Perfume A/C Heat Other _____ Is there anything that improves your problem? (Circle all that apply) Antihistamines Decongestants Nasal Steroids Nasal Decongestants Oral Steroids Antibiotics Albuterol Inhaled Steroids Other _____ Are there other associated symptoms that occur? _____				
CURRENT MEDICATIONS AND SUPPLEMENTS (Include Milligram and number of times per day- Continue on back if needed)				
Medication	Strength	Times per day	Taking for what diagnosis	
ALLERGIES TO MEDICATIONS <input type="checkbox"/> N/A				
Medication Name	Reaction (Hives, Throat Swelling, other reactions)			
PAST ALLERGY PROBLEMS (Have you ever had the following conditions?)				
			Age of Onset	Comments
Animals	Yes	No		
Asthma (Wheezing)	Yes	No		
Any other Breathing Problems	Yes	No		
Sinus Trouble	Yes	No		
Hay Fever (Runny, Stuffy, Itchy Nose) Sneezing	Yes	No		
Hives or Swelling	Yes	No		
Eczema or Other Rashes	Yes	No		
Frequent Infections	Yes	No		
Food Reactions	Yes	No		
Drug Reactions	Yes	No		
Insect Reactions	Yes	No		
Latex	Yes	No		
Metals	Yes	No		

Reviewed by: _____ **Date:** _____

SouthCoast Allergy, P.A.

Patient's Name: _____	Date of Birth: _____
------------------------------	-----------------------------

PREVIOUS ALLERGY EVALUATION AND THERAPY

Have you ever had allergy skin tests? Yes No If yes, date _____ Physician's Name _____
 Results of these tests: (If possible, please provide us with a copy) _____

Have you ever received allergy injections? Yes No If yes, give dates: _____

HOSPITALIZATIONS (Please list) N/A

1. _____
 2. _____
 3. _____

SURGERIES (Circle all that apply) N/A

Adenoids/Tonsils Removed	Appendectomy	C-Section
Gallbladder (Cholecystectomy)	Colon Resection	Hernia Repair
Deviated Septum	Ear Tubes	Organ Transplant
Hip/Knee Surgery	Hysterectomy	Other _____
Pacemaker	Sinus Surgery	_____
CABG (Heart Bypass)	Thyroid Surgery	_____

FAMILY HISTORY

	Mother	Father	Paternal Grandmother	Paternal Grandfather	Maternal Grandmother	Maternal Grandfather	Siblings	Children
Age								
Alive Yes/No								
Allergies								
Anaphylaxis								
Angioedema								
Asthma								
Cystic Fibrosis								
Eczema								
Food Allergies								
Heart Disease								
Hives								
Hypertension (High Blood Pressure)								
Hyperlipidemia (High Cholesterol)								
Immunodeficiency								
Infection, Recurring								
Venom Allergies								
Other _____								

SOCIAL HISTORY

Social Information	Yes/No	Details
Smoking		
Exercise		
Pets		
Distilled Water		
Alcohol Intake		
Home Heating - A/C		
Travel Outside U.S.		
Occupation Exposure		

Reviewed by: _____ Date: _____

SouthCoast Allergy, P.A.

Notice of Privacy Practices

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

Each time you visit a physician, hospital, or other healthcare providers, a record of your visit is made. Typically, this record contains your symptoms, examination, test results, diagnoses, treatment, plan for future care or treatment, and billing related information. Your record represents Protected Health Information.

We are committed to treating and using Protected Health Information about you responsibly. This Notice describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your Protected Health Information. This Notice applies to all Protected Health Information, as described by federal regulations, which is generated by our office.

THE FOLLOWING CATEGORIES DESCRIBE EXAMPLES OF THE WAYS WE USE AND DISCLOSE HEALTH INFORMATION

For Treatment: We may use your health information to provide you with medical treatment or services. We may disclose medical information about you to other health professionals who contribute to your care (such as doctors, nurses, technicians, or other personnel who are involved in taking care you you).

For Payment: We may use and disclose medical information about your treatment and services to bill and collect payment from you, your insurance company, or a third-party payer. For example, we may need to give your insurance company information about your treatment so they will pay us for the treatment. We may also tell your health plan about treatment you are going to receive to determine whether your plan will cover it, unless you exercise your right to restrict. **

For Healthcare Operations (Business Associates): There are some services provided in our office through contracts with business associates. Examples include transcription of your dictated health information, a copy services making copies of your health records, e-Prescribing service, a person who provides data transmission services, computer software vendor, and subcontractors that create, receive, maintain or transmit your medical information on behalf of the contracted Business Associate as required by Omnibus HIPAA Rule compliance. When services such as these are contracted, we may disclose your health information to our business associates so that they can perform the job we've asked them to do. To protect your health information, however, we require the business associates to appropriately safeguard your information as required by HIPAA regulations.

Appointment Reminders: We may use and disclose medical information to contact and remind you about appointments. If you are not home, we may leave this information on your answering machine or in a message left with the person answering the phone.

Sign in Sheet: We may use and disclose medical information about you by having you sign in when you arrive at our office. We may also call out your name when we are ready to see you.

Communication with Family or Friend: We may release medical information about you to a friend or family member who is involved in your medical care or who helps pay for your care.

For Research, Marketing, Fundraising: We may disclose information to researches when an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved their research. Our office does not sell our protected health information. Any activity for research, marketing or fund raising requires your written authorization.

We may also use and disclose medical information to/for the following:

- * to remind you that you have an appointment
- * to access your satisfaction with our services
- * Food and Drug Administration
- * Organ and Tissue Donation Organizations
- * Health Oversight Agencies
- * Funeral Directors, Coroners, Medical Directors
- * to notify or assist in notifying a disaster relief entity so that your family can be notified about your health status
- * Public Health Authorities
- * Workers Compensation Agents
- * Legal Authorities
- * Military Command Authorities
- * National Security & Intelligence
- * Protective Services for the President of the U.S.
- * for law enforcement purposes as required by law or in response to subpoena

YOUR HEALTH INFORMATION RIGHTS

Although your health record is the physical property of this office, you have the right to:

Inspect and Copy: You have the right to view your Protected Health Information, obtain a copy of the information, or both. We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. We are allowed to charge you for these copies. If capabilities exist, you may request access to your medical records in electronic format.

Amend: If you feel that medical information is incorrect or incomplete, you may ask us to amend (not change) the information. We may deny your request for an amendment; and if this occurs, you will be notified of the reason for denial.

An Accounting of Disclosures: You have the right to request a list of certain disclosures we make of your medical information for purposes other than treatment, payment, or healthcare operations.

Request Restrictions: You have the right to request a restriction of limitation on the medical information we use or disclose about you. We are not required to agree to our request. If we do agree to the requested restriction, it will be honored with the exception of permitted disclosures, including emergency treatment, public health authority, Food & Drug Administration, work-related injury, and OSHA compliance.

**** Restricted Disclosure:** You have the right to restrict disclosure of your personal protected health information to your health plan/insurance company if that information pertains solely to healthcare for which you (or a person on your behalf) paid for the testing or treatment in full, out of pocket. You must continue to pay out of pocket for subsequent care related to restricted disclosure.

Genetic Information: Your genetic information is treated as Protected Health Information. It cannot be used to discriminate against you for the provision of health insurance or for underwriting purposes.

Request Confidential Communications: You have the right to request that we communicate with you about medical matters in a certain way or at a certain location (for example, at work, or by U.S. Mail). We will grant this request only if it is submitted in writing. We reserve the right to contact you by other means and at other locations if you fail to respond to any communication from us that requires a response.

Breach: You will be notified within sixty days if a reportable breach of your Protected Health Information occurs.

A paper copy of this notice: You may ask us to give you a copy of this Notice.

If you have any questions about this Notice, or believe your privacy rights have been violated, you may file a complaint by contacting the Privacy Officer in our office, 850-279-6520. All complaints must be submitted in writing. You will not be penalized for filing a complaint

We reserve the right to change this notice and to make the new provisions effective for all Protected Health Information we maintain from the first date of your health record. The current notice will be posted and include the effective date.

You may revoke your permission to use or disclose medical information about you, in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. Please 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.

By signing this document, I acknowledge that I have read the Notice of Privacy Practices for SouthCoast Allergy, P.A.

PRINT Name of Patient

Signature of Patient/Guardian

Date

OFFICE USE ONLY:

Date Acknowledge received _____ by _____

OR Reason Acknowledgement was not obtained _____

Updated 1-1-15

SOUTHCOAST ALLERGY, P.A.

Financial and Insurance Policy

Our commitment is to provide the very best medical care to our patients while recognizing the need to limit services to only those that are necessary. To meet this commitment, we recognize the need for a definite understanding and agreement concerning our patient's healthcare and the financial arrangements for that medical care. To assist us in this mission, we request that you read and sign the following financial policy prior to services being rendered.

- **Insurance** - We participate with most insurance programs, **but it is your responsibility as the policyholder to contact the insurance company to determine what your covered benefits are.** You should also know the labs and diagnostic centers that participate with your plan. It is impossible for us to keep track of all the individual requirements of the many various plans. Although we verify your coverage, **verification of benefits is NOT a guarantee of payment from your insurance company.** Your insurance company doesn't guarantee your benefits until the claim has been **filed.** As a courtesy to you, we will file all medical claims with your primary, secondary and tertiary insurance. Please provide us with your current insurance card(s) and any authorization information you may have. Notify us immediately if there are changes in this information. If you have two or more insurances, we expect you to know which carrier is primary and secondary. It is the responsibility of the patient or responsible party to see that all charges are paid in full. Your insurance company will send you an explanation of benefits that explains what they have paid to our office. If you do not agree with their payment, **please contact the insurance company directly.**
- **Referrals** - If you are a new patient whose plan requires a referral for treatment, the authorization from your PCP must be requested by you. HMO/Tricare Prime Patients - If you belong to an HMO or have Tricare Prime, we must have a current referral from your primary care physician **before** you can be seen. It is a courtesy to you that we check to see if your authorization is current. However, it is your responsibility to contact your insurance to update your referral as needed.
- **Amount of Charges:** Total charges for services rendered and any insurance benefits which are calculated at the time of checkout are estimated based on information available at the time. We may amend such charges based on services rendered and insurance payments actually received. The undersigned specifically agrees to pay any such additional or amended charges upon receipt of the bill or notice. You agree to pay for procedures or services which are not covered under your insurance policy, you agree to pay SouthCoast Allergy, P.A. for those charges in advance of services or procedures being performed. Patient over payments on individual charge items will be applied to other unpaid charges.
- **Collections:**
 - a. Patient accounts will be turned over to the a collection agency after 90 days (3 billing statements) if the balance is not paid in full or payment arrangements have not been made with the Billing Department or the Office Manager. There will be a \$25.00 service fee added to the balance of any accounts being referred to a collection agency. Questions regarding your bill should be directed to our billing office at 850-279-6520.
 - b. Once an account is turned over to collections, the patient will not be seen in our clinic until the account balance is paid in full.
 - c. There will be a \$25.00 service charge for all returned checks.
- **Financial Policy:** I, the patient, understand I will receive a statement for any balance that may be due to the physician as a result of the following: Co-insurance or copayments, annual deductible amounts, non-covered service, out of network charges, terminated coverage, exhausted benefits, no insurance coverage, and failure to respond to insurance company correspondence or inquiries. I understand and agree that the balance on my statement will be paid in full to the physician within 90 days.
- **Insurance Assignment:** I hereby authorize my insurance benefits to be paid directly to SouthCoast Allergy, P.A. I understand and agree that, regardless of my insurance status, I am ultimately responsible for the balance on my account for any professional services rendered.

I have read, understood, and agree to abide by the policies set forth by SouthCoast Allergy, P.A.

Print Name of Patient

Signature of Patient/Guardian

Date

SOUTHCOAST ALLERGY, P.A.

Office Policies

- **Testing:** Our providers frequently order diagnostic testing prior to return visits and the results will be discussed at your next scheduled appointment. Our receptionist schedules follow up testing and appointments when you check out. It is our policy that test results not be released to the patient prior to reviewing them with a provider.
- **Prescriptions:** If you have prescriptions that need to be refilled, you will need to contact your pharmacy and have them fax a refill request in to our office at 850-897-1259. Please do not call our office for refills for medications not prescribed by the providers in our office. All refill requests will be addressed within 24-72 hours. Please be sure to check your medications **before** you run out. There will be a \$20.00 charge for any last minute emergency refills that have to be called in.

If your insurance company denies a medication you've been on or a prescription that is not a covered drug, you will need to contact the insurance company for a list of alternative drugs covered by your insurance provider. Our office does not call insurance companies to obtain a list of covered medications. It is the patient's responsibility to do this.

- **Messages/Telephone Calls:** All messages and telephone calls will be returned within 48 hours. Due to a number of factors, we may not always be able to get back to you the same day that you call. Your call/message will be returned within 48 hours.
- **Missed Appointments/Rescheduled same day appointments:** Please understand that when you reserve an appointment with our office, we are making a commitment to your medical care and this prevents another patient from receiving care at that time. To assist all our patients with appropriate access to our providers, we will charge a fee of \$50.00 for any office visit appointment cancelled with less than 24 hour notice. Please note this fee is not covered by your insurance company. Patients that arrive more than 15 minutes late for their appointment will be rescheduled. We ask that you arrive for your appointment at least 10 minutes early. That will ensure the provider will have the appropriate time to spend with you on your visit.

Medical/Disability Forms: The completion of disability forms, attending physician statements and other supplemental insurance forms all require physician and staff time to complete. Accordingly, a fee will be charged to complete these forms. Non-standard forms may be higher.

- **Spending Account Receipts:** Receipts for Spending Accounts can be requested from our Billing Department, but please be aware the turn-around time to receive a copy is 5 business days.

I have read, understood, and agree to abide by the policies set forth by SouthCoast Allergy, P.A.

PRINT Name of Patient

Signature of Patient/Guardian

Date

SOUTHCOAST ALLERGY, P.A.

Medical Information Release Authorization

TO OUR PATIENTS:

This form gives us your permission to send copies of your medical records to your referring physician and to the insurance companies processing your claims for payment. It will be used for no other purpose. Any other outside agency requesting your records must submit a specific authorization, signed by you, with each and every request.

INSURANCE / MEDICARE

I authorize SouthCoast Allergy, P.A. to release to Insurance carriers, the Social Security Administration and Health Care Financing Administration (or its intermediaries or carrier) any information needed to process any insurance and/or Medicare claim related to medical services provided by SouthCoast Allergy, P.A. and its affiliates. I understand that in order to provide appropriate care to our patients, SouthCoast Allergy, P.A. works closely with Laboratories for testing. I authorize SouthCoast Allergy, P.A. to relay insurance information in an effort to facilitate cooperation between the two entities.

I hereby assign to the physicians all payments for hospitals, medical, surgical services rendered to myself or my dependents.

I understand that I am responsible for any amount not paid by insurance.

I understand and authorize SouthCoast Allergy, P.A., its employees and all other persons caring for me at SouthCoast Allergy, P.A. from any liability connected with the use of these records or the information in them by anyone outside of SouthCoast Allergy, P.A.

I have read, or had read to me, all of the above and understand all parts of the authorization.

PRINT Name of Patient

Signature of Patient/Guardian

Date of Birth

Social Security Number

Date