Outer Cape
HEALTH SERVICES

Welcome to Outer Cape Health Services

We are grateful for your choosing us as your healthcare provider.

This New Patient Admissions Packet must be completed and returned to us prior to your first appointment being scheduled. ***Please complete all forms in black ink only to ensure readability when scanned.***

This packet includes the following:

1) **Notice of Privacy Practices:** Please review this notice carefully.
2) **Patient Registration Form:** Please complete all portions of this form. Note that as a Federally Qualified Health Center, we are required to collect demographic information regarding the patients we serve. The information you provide is confidential.
3) **Health History Questionnaire:** A summary of your medical history, medications, allergies, health habits and family health history. Please record all medication you are on, including any over-the-counter medication and supplements you take.
4) **Treatment, Payment and Data Agreement:** Needs to be signed prior to seeing a clinician.
5) **Authorization for Request of Protected Health Information:** To ensure continuity of care, we must receive any medical records from your previous Primary Care Provider (PCP). It is your responsibility to complete the Authorization form in order to grant us permission to request records from your previous practice.

Please review the following Patient Responsibilities:

- Insurance: We do not accept all insurance plans. If you have an insurance for which we do not file, you are responsible for payment at time of service. You may submit your receipt to your insurance company yourself for reimbursement, although we cannot guarantee what reimbursement will be made, if any, by your insurance plan.
- We accept cash, check and credit card payments.
- If you have an insurance plan that requires assignment of a PCP, it is your responsibility to contact your insurance company of your new PCP
- Co-payments: Any co-pay that is required by your insurance company is due at time of visit.
- Prescriptions: We require 48 hours' notice to process all prescription refill requests. If you request a refill on a Friday, it may not be available until Monday.
- Controlled Substances will not be refilled at the first visit.

Please arrive 20 minutes prior to your appointment.

Thank you for choosing Outer Cape Health Services!

Outer Cape
HEALTH SERVICES

NOTICE OF PRIVACY PRACTICES

Your Information. Your Rights. Our Responsibilities

This notice describes how medical information about you may be used and shared with others and how you can get access to it. Please review it carefully.

OUR USES AND DISCLOSURES

How do we typically use or share your health information?

We typically use your health information in the following ways.

1) To treat you

We can use your health information to and provide it to others who are treating you.

Example: *A doctor treating you for an injury asks another doctor about your overall health condition.*

Outer Cape Health Services uses a secure medical record. Access to your medical records and other information maintained by Outer Cape Health Services is restricted to clinicians and staff who need the information for treatment, payment or health care operations purposes, or other allowable purposes as described by this Notice.

In some cases, clinicians at other health care organizations may be able to electronically access your health information created or maintained by Outer Cape Health Services, through a secure network for the transmission of health information such as the Massachusetts Health Information Highway ("The Hiway"). All of these clinicians are required to take steps to protect the confidentiality of your information.

2) To run our organization

We can use and share your health information to run our practice, improve your care and contact you when necessary.

Example: We use health information about you to assess the quality of care we provide.

3) To bill for our services

We can use and share your health information to bill and collect payment for health plans or entities, including individuals, such as family members who are responsible for paying for your health care.

Example: We give information about you to your health insurance company so it will pay for our services.

How else can we share your information?

We are allowed or required to share your information in other ways, usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information. For more information: www.hhs.gov.privacy.hipaa

Help with public health and safety issues

Such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medication
- Reporting abuse, neglect or domestic violence.

Do research

We can use or share your information for health research.

Comply with the law

If state or federal law requires it, we will share your information. This includes the Department of Health and Human Services if it wants to see that we are complying with federal privacy laws.

Example: *Massachusetts Immunization Information Systems ("MIIS") is a statewide system to track immunizations given to you and your family. The goal is to ensure everyone in the state's up-to-date with their vaccinations and that records are available when you need them, such as when a child enters school, in an emergency or when you change your healthcare provider. You can choose to opt out of the program, but your information will continue tobe maintained in the MIIS database. Opting out only means that you will need to keep track of your child's immunization records in the event that you change doctors or get immunized at another health facility.*

Respond to organ and tissue donation requests

We share information about you with organ procurement organizations.

Work with a medical examiner or funeral director

We share information when an individual dies.

Address worker's compensation, law enforcement and other government requests

- Workers compensation claims
- Law enforcement purposes with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security and presidential protective services.

Response to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

OUR RESPONSIBILITIES

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs.
- We will follow the duties and privacy practices described in this Notice and give you a copy.
- We will not share or use your information other than as described in this Notice unless you tell us we can. If you change your mind at any time, you must let us know in writing.

YOUR RIGHTS

This section explains your rights and some or our responsibilities to help you.

Get an electronic copy of your medical record

You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how we can help you do that. We will provide a copy within 30-days of your request. We may charge a reasonable cost-based fee in accordance with state and federal law.

Ask us to correct your medical record

You can ask us to correct information about you that you think is incorrect. Ask us how we can help you do that. We may say "no" to your request, but we'll tell you why in writing within 60 days. If we say "no", you still have the right to have your disagreement noted in your file.

Request confidential communications

You can ask us to contact you in a specific way (phone or cell phone) and all reasonable requests will be approved.

Ask us to limit what we share

- You can ask for us not to share or use certain health information. We are not required to agree with your request and we may say "no" if it would affect your care.
- If you pay out of pocket for your health care, you can ask us not to share that information with your health insurer. We will say "yes" unless a law requires us to share that information.

Get a list of those with whom we have shared information

- You can ask for a list (accounting) of the times we've shared your health information in the past 6 years prior to the date you ask, who we shared it with and why.
- We will make all disclosures except for those about treatment, payment, health care operations and any other disclosures that you have asked us to make.

  We will provide one accounting a year for free, but will charge a reasonable cost-based fee if you make another within 12 months.

Get a copy of the Privacy Notice

You can ask for a paper copy of this Notice, even if you have agreed to get it electronically.

File a complaint if you feel your rights have been violated

- You can complain, if you feel we have violated your rights by contacting the location where you received care, or by contacting the Outer Cape Health Services Privacy Officer at 508-905-2800.
- You can file a complaint with the US Department of Health and Human Services Office for Civil Rights, 200 Independence Avenue, SW, Washington DC 20201, 1-877-696-6775 or www.hhs.gov/ocr/privacy/hipaa/complaints
- Outer Cape Health Services will not retaliate against you for filing a complaint.

YOUR CHOICES

For certain health information you can tell us your choices about what we share. Please let us know if you have a clear preference for how we share information in the situations described below.

- Share information with your family, close friends or others involved in your care.
- Share information in a disaster relief situation

If you are not present, unable to communicate or in an emergency situation, we may exercise judgment to determine whether to disclose information to others involved in your care. We may also share information when needed to lesson a serious and imminent threat to health or safety.

Federal and state law require your specific written authorization for the disclosure of this information: psychotherapy notes, as defined by laws; communication with certain behavioral health professionals; communications between domestic violation victims and their domestic violence counselor(s); and between sexual assault victims and their sexual assault counselor(s); and information related to substance abuse treatment, HIV testing or results ; treatment of sexually transmitted diseases, and genetic testing. As well as marketing and the sale of your information.

In the case of fundraising, if you do not wish to be contacted, please call our Development Office at 508-905-2800.

RIGHT TO CHANGE TERMS OF THIS NOTICE

We may change the terms of this Notice, and the changes will apply to all information we have about you. The new Notice will be available upon request, at Outer Cape Health Services and on our website. **Effective Date of this Notice is November 1, 2018.**

Patient Registration Form

Outer Cape HEALTH SERVICES

Patient Information (Please print clearly in BLACK ink only)

Legal Name* Last	First	Middle Initial	**Preferred Name:**

Legal Sex (please check one) * ❑ Female ❑ Male **Pronouns:**

**While Outer Cape Health Services recognizes a number of genders / sexes, many insurance companies and legal entities unfortunately do not. Please be aware that the name and sex you have listed on your insurance must be used on documents pertaining to insurance, billing and correspondence. If your preferred name and pronouns are different from these, please let us know.*

Date of Birth (mm/dd/yyyy) _____ / _____ / _____	**Social Security #**

Contact Information

Mailing Address	City	State	Zip Code

Address (if different from above)	City	State	Zip Code

Please circle your primary phone number:

Home Phone ( ) **Ok to leave voicemail?** ❑ Yes ❑ No	**Cell Phone** ( ) **Ok to leave voicemail?** ❑ Yes ❑ No	**Work Phone** ( ) **Ok to leave voicemail?** ❑ Yes ❑ No	**Communication Preferences** ***Check all that apply:*** ❑ Mail ❑ MyChart ❑ Email ❑ Primary Phone *Appointment reminders default to text msg. Please check if you prefer phone calls.* ❑

Email address	Would you like to sign up for MyChart? ❑ Yes ❑ No

Demographic Information

This information is for demographic purposes only and will not affect your care. As a Federally Qualified Health Center, Outer Cape Health is required to collect demographic information regarding the patients we serve. The information you provide is confidential.

Marital Status

❑ Married ❑ Partnered ❑ Single ❑Divorced ❑Other_____

Ethnicity
- ❑ Hispanic/Latino/Latina
- ❑ Not Hispanic/ Latino/Latina
- ❑ Unknown

Racial Group(s) (check all that apply)
- ❑ Alaskan Native
- ❑ American Indian
- ❑ Asian
- ❑ Black/African American
- ❑ Native Hawaiian
- ❑ Pacific Islander
- ❑ Unknown
- ❑ White

Veteran Status
- ❑ Active Duty
- ❑ Inactive Duty
- ❑ Not a Veteran
- ❑ Reservist
- ❑ Veteran

Preferred Language *(choose one)*
- ❑ English
- ❑ Spanish
- ❑ French
- ❑ Portuguese
- ❑ Other _____

Patient Name:_____ Date of Birth:_____

Patient Contacts

Emergency Contact's Name Phone Number Relationship

If you are under 18, the Department of Public Health requires that you provide parent/guardian contact information.

Parent/Guardian Name Phone Number Relationship

Permission to Speak/Share Information

I authorize disclosure of my healthcare information to the individuals listed below. I understand that this authorization is voluntary I understand that one disclosed by Outer Cape Health Services to such person(s), we can no longer ensure that the confidentiality of the information. I understand that this authorization will remain in effect until Outer Cape Health Services receives written notice from me to cancel it.

Name	Relationship	Phone Number

Employment

Employment Status

- ❑ Employed full-time
- ❑ Employed part-time
- ❑ Student full-time
- ❑ Other:_____

Occupation

Employer/School Name

Are you covered under school or employer's insurance?

❑ Yes ❑ No

Sexual Orientation & Gender Identification

Sexual Orientation

- ❑ Lesbian
- ❑ Gay
- ❑ Straight / heterosexual
- ❑ Bisexual
- ❑ Pansexual
- ❑ Choose not to disclose
- ❑ Asexual
- ❑ Omnisexual
- ❑ Queer
- ❑ Don't know
- ❑ Other

Gender Identity

- ❑ Female
- ❑ Male
- ❑ Transgender Female
- ❑ Transgender Male
- ❑ Genderqueer or non-binary
- ❑ Choose not to disclose
- ❑ Questioning
- ❑ Other

Sex assigned at birth.

- ❑ Female
- ❑ Male
- ❑ Intersex
- ❑ Choose not to disclose

Preferred Pharmacy

Pharmacy Name_____ **Address** _____

Insurance Information

Medical	Plan Name	Subscriber #	Insured Name
Secondary	Plan Name	Subscriber #	Insured Name
Vision	Plan Name	Subscriber #	Insured Name

Annual Demographic Form

Patient Name:_____ Date of Birth:_____

All patients must complete this form and update annually. As a federally qualified health center, we are required to obtain the information below. This information is for grant & reporting purposes only. No personally identifiable information is ever reported. The confidentiality of what you report below is protected by law.

Family Size:

How many people are in your family household? _____

Income:

Counting yourself, your spouse and all dependent children (those 18 years or younger who are still claimed as dependent on your federal tax return) what is your gross income (income before taxes) for your family?

$_____ **Select one:** ❑ Daily ❑ Weekly ❑ Monthly ❑ Annually

Homeless Status

Which best describes your housing/homeless status?

- ☐ At risk for homeless
- ☐ Child at risk for homeless
- ☐ Currently not homeless, but was in the last 12 months
- ☐ Living in a shelter
- ☐ Living with others
- ☐ Not homeless
- ☐ Permanent supportive housing
- ☐ Single occupancy hotel
- ☐ Street, camp, bridge
- ☐ In transitional housing
- ☐ Veteran at risk for homeless

Migrant/Seasonal Worker Status

Are you a migrant or seasonal agricultural worker? ❑ Seasonal ❑ Migrant ❑ Neither

Outer Cape
HEALTH SERVICES

ANNUAL HEALTH HISTORY QUESTIONNAIRE

All information you provide is strictly confidential and will become part of your medical record. Please answer the questions to the best of your ability, especially any information that is new or has changed over the past year. You may leave any or all fields blank, but your provider may ask for the information in your office visit. ***Please complete in BLACK ink only.***

Date Completed:_____

DEMOGRAPHICS

Last Name _____ First Name _____ Middle Initial _____

Date of Birth (mm/dd/yyyy) _____

What is your current gender identity? (Check all that apply)

- ☐ Male
- ☐ Female
- ☐ Female-to-Male (FTM)/Transgender Male/Trans Man
- ☐ Male-to-Female (MTF)/Transgender Female/Trans Woman
- ☐ Genderqueer, neither exclusively male nor female
- ☐ Additional Gender Category/(or Other), please specify
- ☐ Decline to Answer, please explain why

_____

What sex were you assigned at birth on your original birth certificate? (Check one)

- ☐ Male
- ☐ Female
- ☐ Decline to Answer, please explain why

_____

Previous Source of Health Care: (Primary Care Provider Name, Facility, Phone Number)

_____

Date of Last Visit? _____

Have you completed and signed a medical record release form for your primary care provider and specialists, including mental health providers? ☐ Yes ☐ No

If not, please complete and sign release forms.

MEDICAL CONDITIONS: Circle any of the following conditions you have had.

Allergies or Asthma	☐	Cholesterol (high)	☐	High Blood Pressure	☐
Acid Reflux/Heartburn	☐	Congestive Heart Failure	☐	Lung Disease	☐
Alcoholism	☐	Depression and/or Anxiety	☐	Stroke	☐
Anemia	☐	Diabetes	☐	Thyroid Disease	☐
Arthritis	☐	Drug or Alcohol Use Disord	☐	Other (list):	
Breast lumps/cysts	☐	Heart Disease	☐		
Cancer (tumors)	☐	Hepatitis	☐		

SURGERIES AND OTHER HOSPITALIZATIONS

Date **Type of surgery / reason** **Name of hospital**

RECENT SCREENINGS (eg, last mammography, pap test, colonoscopy – Please request prior records from the facilities where these were performed)

OTHER DOCTORS AND SPECIALISTS (Patient Care Team)

Specialist Type	Specialist/ Facility	Specialist Type	Specialist/ Facility
Dental		**Gyn/OB**	
Eye Doctor		**Podiatry**	
Dermatology		**Other**	
Psychiatry (prescriber)		**Other**	
Therapist/Counselor		**Other**	

PRESCRIPTIONS, OVER THE COUNTER MEDICATIONS AND HERBAL PRODUCTS

Name	Dose	Frequency

ALLERGIES TO MEDICATIONS

Medication	Reaction

ALLERGIES TO FOOD AND ENVIRONMENTAL SOURCES

Source	Reaction

SOCIAL HISTORY/HEALTH HABITS AND PERSONAL SAFETY

Occupation: _____

Living Situation: _____

Marital Status ☐ Single ☐ Married ☐ Partnered ☐ Separated ☐ Divorced ☐ Widowed

Smoking Have you ever used tobacco?
☐ Current smoker ☐ Former smoker ☐ Never smoker

If yes, how many years have you used tobacco? _____

If yes, year last used? _____

Amount per day: Cigarettes _____ Cigars _____ Vape/Pipe _____ Chew _____

Alcohol

How often did you have a drink containing alcohol in the past year?

☐ Never ☐ Monthly or less ☐ Two to four times a month
☐ Two to three times per week ☐ Four or more times a week

How many drinks containing alcohol did you have on a typical day when you were drinking in the past year? (1 drink = 12 oz. beer, 4 oz wine, 1.5 oz spirits)

☐ 0 drinks ☐ 1 or 2 ☐ 3 or 4 ☐ 5 or 6 ☐ 7 to 9 ☐ 10 or more

How often did you have six or more drinks on one occasion in the past year?

☐ Never ☐ Less than monthly ☐ Monthly ☐ Weekly ☐ Daily or almost daily

Sexual Health

When you were last tested for sexually transmitted infections (STIs)? _____

Have you had any type of sexual contact since the last time you were tested for STIs? ☐ Yes ☐ No

If you have a concern about sexually transmitted infections that you need addressed more urgently, please contact our Sexual Health staff at 774-538-3350

Drugs

Have you ever used recreational or street drugs? ☐ Yes ☐ No

Have you ever misused prescription or non-prescription drugs? ☐ Yes ☐ No

Have you ever given yourself drugs with a needle that was not prescribed to you? ☐ Yes ☐ No

Would you like to meet with a clinician to confidentially discuss your drug use? ☐ Yes ☐ No

Domestic Violence

Have you ever been a victim of verbal, psychological, or physical abuse? ☐ Yes ☐ No

Have you ever felt unsafe or threatened by someone close to you? ☐ Yes ☐ No

Do you feel safe at home? ☐ Yes ☐ No

Diet

List any dietary restrictions: _____

Exercise

What type of exercise do you do? _____

How many times a week? _____ Duration of workout _____

Caffeine Number of cups/drinks per day?

Coffee _____ Soda _____

Tea _____ Energy Drink _____

Mental Health Have you ever had a psychiatric hospitalization? ☐ Yes ☐ No

Have you ever attempted suicide? ☐ Yes ☐ No

Food Security In the past 12 months, have you been worried that food would run out before you had money to buy more.

☐ Yes ☐ Sometimes ☐ Never

Women's Health Are you pregnant? ☐ Yes ☐ No

Date of last period _____ Period every ____ days for ____ days

Are you currently trying to get pregnant? ☐ Yes ☐ No

If no, what is your birth control method? _____

FAMILY MEDICAL HISTORY

☐ Are you **Adopted?** ☐ History Unknown ☐ Yes ☐ No

Family Member	Age	Alive?	If Deceased, cause	Age at Death
Mother				
Father				
Siblings(s)				
Children				
Other				

Thank You for Completing this Form

Authorization for Request of Protected Health Information

Outer Cape HEALTH SERVICES

Patient Name Last	First	Middle Initial	**Patient Date of Birth** (mm/dd/yyyy)

Patient Address Street	City/Town	State	Zip Code

Patient Phone Number

I hereby authorize and request a copy of my medical records be sent by mail or fax to:

Outer Cape Health Services
P.O. Box 598, Harwich Port, MA 02646
Fax: 508-487-6298

For the purpose of: ☐ Personal ☐ Legal ☐ Transferring Care ☐ Other

Requested Information: _____ ☐ All Records

Covering the period from: _____ to _____

Former Practice Information

_____
Practice Name

_____
Practice Address

_____
Phone Number Fax Number

Protected under State Law: Please initial below	
Alcohol and/or Drug Abuse Treatment	I DO Authorize. Initial:
HIV/Communicable Disease*	I DO Authorize. Initial:
Genetic Testing	I DO Authorize. Initial:
Mental Health Services	I DO Authorize. Initial:
(Mental Health Services by a clinical nurse specialist, Psychologist, Social Worker, counseling professional or a physician specializing in psychiatry licensed under the provision of Title 32)	

This authorization is valid for release of Protected Health Information for 180 days from date below **OR** (please indicate):

☐ a one-time disclosure ☐ upon termination from services ☐ until revoked in writing ☐ other

Patient or Legal Representative Name (print) _____

Address: _____

Patient or Legal Representative Signature: _____ Date: _____

Relationship to Patient: _____ Phone Number: _____

To the practice sending records, please send **only** the following:

- Health maintenance sheet
- Immunization record
- Last CPE
- Last 3 office visit notes
- Labs for current and previous year
- All pathology reports
- Last PAP report and any abnormal reports
- Last colonoscopy and any abnormal reports
- Last mammogram and any abnormal reports
- Last chest x-ray and any abnormal reports
- All MRI's, CT's, interventional radiology studies
- All consults in the past 2 years with exception, of all cardiology, oncology, neuropsychiatry and pain consults
- All cardiology testing in the last 2 years
- All neurology testing (EMG, EEG) or pulmonary testing in the past 2 years
- Hospital discharge summaries
- All mental health records for the past 2 years

*A separate release authorization is required for each request to release the results of HIV/AIDS testing, M.G. L. c111§ 70F

**Release of information must comply with the federal HIPAA Privacy Act and federal Confidentiality of Alcohol and Drug Abuse Client Records, 42 CFR, part 2 regulations. Note to recipient: This contains confidential information. 42 CFR part 2 prohibits you from making any further disclosure of this information unless expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by law. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse.

I hereby disclose my health information for the purposed noted above. I understand that once such information has been disclosed to the intended recipient, that OCHS cannot guarantee that the recipient will not re-disclose my health information to a third party. The third party may not be required to abide by this Authorization or applicable federal and state law governing the use and disclosure of my health information.

If I have questions about disclosure of my health information, I can contact the Outer Cape Health Services Compliance Officer: 508-905-2820 or patientexperience@outercape.org

A facsimile or copy of this document is valid as the original.
Scan Completed Document to EMR: Consents and Contracts

Revised 2/23/2021