Outer Cape
HEALTH SERVICES

Welcome to Outer Cape Health Services

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

As a Patient-Centered Medical Home, OCHS provides evidence-based health care that is relationship-based with an orientation toward the whole person. Partnering with patients and their families requires understanding and respecting each patient's unique needs, culture, values, and preferences. The medical home practice actively supports patients in learning to manage and organize their own care at the level the patient chooses. Recognizing that patients and families are core members of the care team, OCHS works to ensure that our patients are fully informed partners in establishing care plans, with a focus on prevention, wellness, and quality health care.

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 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 to inform them of your new PCP.
- Co-payments: Any co-pay that is required by your insurance company is due at the 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 15 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.

To Treat you - 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 clinicians are required to protect the confidentiality of your information.

Outer Cape Health Services is part of an organized health care arrangement including participants in OCHIN. A current list of OCHIN participants is available at www.ochin.org As a business associate of Outer Cape Health Services, OCHIN supplies information technology and related services to Outer Cape Health Services and other OCHIN participants. OCHIN also engages in quality assessment and improvement activities on behalf of its participants. For example, OCHIN coordinates clinical review activities on behalf of participating organizations to establish best practice standards and access clinical benefits that may be derived from the use of electronic health record systems. OCHIN also helps participants work collaboratively to improve the management of internal and external patient referrals. Your health information may be shared by Outer Cape Health Services with other OCHIN participants when necessary for health care operation purposes of the organized health care arrangement.

Care Everywhere – Clinicians involved in a patient's care who use the Epic/OCHIN system can share information securely. Information shared via Care Everywhere may include sensitive health information such as drug and alcohol abuse treatment or referral, mental health diagnosis and treatment, genetic testing, sexually transmitted illness diagnosis and treatment, and HIV/AIDS diagnosis and treatment. Patients may opt out from their information being shared via Care Everywhere.

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

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.

How else can we share your information? - We are allowed or required to share your information in ways that contribute to the public good, such as public health and research. We must meet many conditions in the law before we can share your information. For more information: https://www.hhs.gov/hipaa/for-professionals/privacy/index.html

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.

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 clinician. You can choose to opt out of the program, but your information will continue to be maintained in the MIIS database. Opting out only means that you will need to keep track of your child's immunization records if 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.

Respond to lawsuits and legal actions - We can share health information about you to a court or administrative order, or in response to a subpoena.

OUR RESPONSIBILITES

- 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.

As a member of Community Care Cooperative (C3) Accountable Care Organization (ACO), we are committed to safeguarding your privacy and ensuring that your personal information is handled with care and respect. **As part of our efforts to provide comprehensive and inclusive care, we collect demographic information, including race, ethnicity, preferred language, disability, gender identity, and sexual orientation.** This information helps us better understand and meet the diverse needs of our community. Access to demographic data is restricted to authorized personnel only. Physical safeguards, such as secure filing systems and restricted access areas, are in place to prevent unauthorized access. Our electronic health record (EHR) systems are equipped with robust security measures to protect against unauthorized access, including encryption, user authentication, and audit trails. **Demographic information is used to tailor our services and programs to better meet your individual needs and preferences. Demographic information will never be used to discriminate against or stigmatize any individual or group. We will not disclose your demographic information to any third parties without your explicit consent, except as required by law.**

YOUR RIGHTS

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 to correct your medical record - You can ask us to correct information about you that you think is incorrect.

Request confidential communications -You can ask us to contact you in a specific way (phone or cell phone). All reasonable requests will be approved.

Ask us to limit what we share

- 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 have 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.

Get a copy of the Privacy Notice - You can ask for a paper or electronic copy.

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 508-905-2820. A complaint can also be filed with:

- 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.
- The Office of National Coordinator for Health Care Information Technology at https://www.healthit.gov/topic/information-blocking
- C3 members can file a grievance with Community Care Cooperative (C3), Member Advocates – Grievance, 75 Federal Street, 7th floor, Boston, MA 02110 or at 866-676-9226 (TTY 711)

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 and marketing and sale of this information: psychotherapy notes, as defined by laws; communication with certain behavioral health professionals; communications between domestic violence 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.

If you do not wish to be contacted about fund raising, please contact the Outer Cape Health Services Privacy Officer at 508.905.2820.

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 January 1, 2025.**

Patient Registration Form

Outer Cape HEALTH SERVICES

Patient Information (Please print clearly in BLACK ink only)

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

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

Sexual Orientation & Gender Identification

Sex Assigned at Birth

- ❑ Male
- ❑ Female
- ❑ Intersex
- ❑ Not Recorded on Birth Certificate
- ❑ I don't know/am unsure of my sex at birth
- ❑ I choose not to answer
- ❑ Other _____

Legal Sex

- ❑ Male
- ❑ Female
- ❑ Non-Binary
- ❑ Other _____

Pronouns

- ❑ She/Her/Hers
- ❑ He/Him/His
- ❑ They/Them/Theirs
- ❑ Patient Name
- ❑ I choose not to answer
- ❑ My pronouns are not listed

Sexual Orientation

- ❑ Asexual
- ❑ Bisexual
- ❑ Gay
- ❑ Straight
- ❑ Omnisexual
- ❑ Pansexual
- ❑ Queer
- ❑ I don't know
- ❑ I choose not to answer
- ❑ Other _____

Gender Identity

- ❑ Male
- ❑ Female
- ❑ Transgender Female
- ❑ Transgender Male
- ❑ Questioning
- ❑ Genderqueer or non-binary
- ❑ I choose not to answer
- ❑ Other _____

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: (___) _____

Cell Phone: (___) _____

Work Phone: (___) _____

Communication Preferences

Check all that apply:

❑ Mail ❑ MyChart ❑ Email ❑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

Emergency Contact Name | **Phone Number** | **Relationship to Patient**

Patient Name _____ Date of Birth _____

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 _____

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

Ethnicity
- ❑ Hispanic or Latino
- ❑ Not Hispanic or Latino
- ❑ I don't know/am not sure of my ethnicity
- ❑ I choose not to answer

Racial Group(s) (Check all that apply)

- ❑ American Indian or Alaskan Native
  Please Specify _____
- ❑ Asian
  Please Specify _____
- ❑ Black or African American
- ❑ Native Hawaiian or Other Pacific Islander
  Please Specify _____
- ❑ White
- ❑ Other
  Please Specify _____
- ❑ I choose not to answer
- ❑ I do not know/am not sure of my race

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

Language

Preferred Spoken Language
- ❑ ASL
- ❑ English
- ❑ French
- ❑ Haitian Creole
- ❑ Spanish
- ❑ Portuguese
- ❑ I choose not to answer
- ❑ Other _____

Preferred Written Language
- ❑ English
- ❑ French
- ❑ Haitian Creole
- ❑ Spanish
- ❑ Portuguese
- ❑ I choose not to answer
- ❑ Other _____

Preferred Pharmacy

Pharmacy Name _____ **Address** _____

Patient Name _____ Date of Birth _____

Insurance Information	
Medical	Plan Name _____ Subscriber # _____ Subscriber Name _____ DOB: _____ Subscriber Address _____
Secondary	Plan Name _____ Subscriber # _____ Subscriber Name _____ DOB: _____ Subscriber Address _____
Vision	Plan Name _____ Subscriber # _____ Subscriber Name _____ DOB: _____ Subscriber Address _____

Disability

1. Are you deaf or do you have difficulty hearing?

YES **NO** **I Choose Not to Answer** **I Don't Know/Am Not Sure**

2. Are you blind or do you have difficulty seeing?

YES **NO** **I Choose Not to Answer** **I Don't Know/Am Not Sure**

3. Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions?

YES **NO** **I Choose Not to Answer** **I Don't Know/Am Not Sure**

4. Do you have difficulty walking or climbing stairs?

YES **NO** **I Choose Not to Answer** **I Don't Know/Am Not Sure**

5. Do you have difficulty dressing or bathing?

YES **NO** **I Choose Not to Answer** **I Don't Know/Am Not Sure**

6. Because of a physical, mental, or emotional condition, do you have difficulty doing errands?

YES **NO** **I Choose Not to Answer** **I Don't Know/Am Not Sure**

Patient Signature _____ Date: _____

Annual Demographic Form

Outer Cape HEALTH SERVICES

Patient Name:_____ Date of Birth:_____

All patients must complete this form and will be asked to update it annually. As a federally qualified health center, we are required to obtain the information below. This information is for grant, funding and reporting purposes ONLY. No personally identifiable information is ever reported. The confidentiality of the information reported below is protected by law.

Family Size:

How many people are in your family household? _____ ☐ Choose Not To Disclose

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
☐ Choose Not To Disclose

Homeless Status

Which best describes your housing/homeless status?

- ❑ At risk of homelessness
- ❑ 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
- ❑ Choose Not To Disclose

Migrant/Seasonal Worker Status

Are you a migrant or seasonal agricultural worker? ☐ Seasonal ☐ Migrant ☐ Neither
☐ Choose Not To Disclose

Staff Use Only: PCP _____

Outer Cape
HEALTH SERVICES

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. 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) _____

Primary Care Provider Gender Preference

- Male
- Female
- No Preference

_____

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 Disorder	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 smoke

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

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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

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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

Outer Cape
HEALTH SERVICES

Patient Representative Release Authorization

By filling out this form and signing below:

I give Outer Cape Health permission to review my health history with my patient representative(s) (listed below). I understand this may include sensitive details, such as:

- Alcohol and/or Drug Abuse Treatment
- HIV/ Communicable Disease
- Genetic Testing
- Mental Health Services

I also give permission to my representative to request a copy of my medical record on my behalf with the understanding that my Patient Representative will complete an Authorization for Request of Protected Information Form.

This permission will only expire if I cancel or change it, or upon my death. I can cancel or change it at any time. Changes must be made in writing and sent to Outer Cape Health Services at the address on this form. I understand that changes or cancellations:

- Will not affect information already shared with my representatives
- Will not begin until Outer Cape Health Services receives my written request

If I want to change my representative(s), I must complete a new form. I understand that when I fill out a new form, my old form is no longer valid. My representative(s) can't share information without my permission. If they share without my permission, federal law may not protect those actions

I agree to let Outer Cape Health Services talk to my representative(s). I do not need to sign this form to make sure I get treatment.

My Information (Patient) Name: _____ Date of Birth: _____

Street: _____

City: _____ State: _____ Zip: _____

Patient Representative(s): Please list individuals to be your patient representative. Staff will ask for your name and date of birth before speaking with your representative. Please make sure they have this information.

1. Representative's Name _____ Relationship to Patient: _____
   Telephone #: _____
2. Representative's Name _____ Relationship to Patient: _____
   Telephone #: _____
3. Representative's Name _____ Relationship to Patient: _____
   Telephone #: _____

I understand by signing below I give permission to Outer Cape Health Services to talk to my representative(s) listed above about my health information without restrictions.

_____ _____

Signature of Patient or Legal Representative Date

_____

If Signed by Legal Representative, Relationship to Patient

Please send this form into the Medical Records Department or bring it into your clinic:
Outer Cape Health Services
PO BOX 598 Harwich Port, MA 02642
Fax #: (508) 487-6298

Authorization for Request of Protected Health Information

Please fill out one form per provider
If you need additional request forms, you can find them on our website or in the clinic

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

Please send all requested medical records to:
Outer Cape Health Services
P.O. Box 598, Harwich Port, MA 02646
Fax: 508-487-6298
Phone: 774-209-3232

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

Revised January 2025

Treatment, Payment and Data Agreement

Outer Cape HEALTH SERVICES

Patient Name: _____ **Date of Birth:** _____

- I hereby give my consent and authorize Outer Cape Health Services to treat any medical or mental health condition providing that the care provider has explained my condition to me, the treatment procedures and alternative methods of treating my condition. The care provider has discussed with me foreseeable risks of the above stated treatment and that there may be undesirable results.
- I understand that Outer Cape Health Services operates a primary care practice that integrates behavioral health services, which means behavioral health staff are part of my medical team and experience, and that being seen by a behavioral health provider through primary care may result in additional charges to my insurance. This may also result in an additional copayment or coinsurance. I acknowledge that in cases of insufficient coverage, I will be held responsible for the remaining balance.
- I authorize examination and treatment for this and all following medical or mental health visits.
- I have carefully read and fully understand this Informed Consent Form and all of my questions have been adequately answered.
- I understand I am personally responsible for all charges and deductibles. Financial assistance is available for those who qualify.
- I accept full responsibility for payment of services and/or for securing necessary primary care referrals or pre-approvals for medical visits. If applicable, I understand that I have an obligation to obtain a referral for specialist services from my primary care physician (PCP) prior to having services rendered. I acknowledge that if the appropriate referral/authorizations are not on file at the time services are rendered, that I am financially responsible for any charges denied by my health insurance carrier as a result.
- I am personally responsible for providing accurate and current insurance information.
- I authorize a photocopy of this statement to serve as the original and the use of this signature on all insurance submissions.
- I authorize release of all information necessary to secure payments of benefits.
- I understand that Outer Cape Health Services may use data developed for and/or provided by clients to determine general characteristics of the communities it serves and that none of this information will in any way identify individual clients.
- I certify that the above information is true and correct. I have received a copy of Outer Cape's Notice of Privacy Practices (HIPAA) and Patient Rights and Responsibilities.

Patient Signature _____ **Date** _____

General Information: Informed consent will be obtained from all patients accessing medical, behavioral health, and/or research services/activities. Informed consent is not merely a signed document. It is an ongoing process that considers patient needs and preferences, compliance with law and regulation, and patient education.

The patient and/or family, as appropriate, are given information about:

- The patient's condition;
- Proposed treatments, procedures, or research activities
- Potential benefits and drawbacks of proposed treatments or procedures;
- Problems related to recuperation;
- Alternative treatment(s) or procedure(s);
- The physician or other practitioner primarily responsible for the patient's care;
- Others authorizing or performing procedures or treatments; and
- Any business relationships among individuals treating the patient, or between the organization and any other health facility.

Outer Cape Health is part of an organized health care arrangement including participants in OCHIN. A current list of OCHIN participants is available at www.ochin.org. As a business associate of Outer Cape Health, OCHIN supplies information technology and related services to Outer Cape Health and other OCHIN participants. OCHIN also engages in quality assessment and improvement activities on behalf of its participants. For example, OCHIN coordinates clinical review activities on behalf of participating organizations to establish best practice standards and access clinical benefits that may be derived from the use of electronic health record systems. OCHIN also helps participants work collaboratively to improve the management of internal and external patient referrals. Your health information may be shared by Outer Cape Health with other OCHIN participants when necessary for health care operation purposes of the organized health care arrangement.

The information in your medical record is confidential and is protected under both Federal and Massachusetts laws. Your written consent will be required for release of information except in those certain circumstances where consent is not legally required.