Date Rcv'd:_

Compassion Care Family Practice - Marci Cogdill FNP-C:

610 Hawthorne Ave S - Suite 250, Salem, OR 97301 • Phone: (503) 559-3312 • Fax: (855) 868-6823

]	Patient 1	Inform	ation	1					
First Name		N	A.I.	Last Nam	ie							
Preferred Name		Б	Date of	Birth			Sex	SSN				
							2					
Race: (check one)			□ Ame	rican Indian/	Alaska Na	ative	☐ White	Ethni	icity: (checl	k one)	☐ Hispa	nic/Latino
☐ Decline to Answer ☐ Native Hawaiian/Pac. Islander				☐ Black/African American			☐ Other	□ Dec	cline to Ans	wer	_	ispanic/Latino
Marital Status					Prima	ary Lai	nguage					
Mailing Address												
Maining Address												
City						State	!		Zip			
					G 11 P1							
Home Phone	Work Phone	9			Cell Pho	one				Preferr	ed Phone	: (check one)
		- 1	T	7 4 11						☐ Hom	e □Wo	ork Cell
Fax Number (if applicable)			Ema	il Address								
Preferred Method of Communicat	ion											
□Mail □Phone □Email	□Fax	□Т	ext l	Message	□Sec	ure P	atient Por	tal				
☐ Check here if same as abo	ove G	uaran	tor]	Informa	tion: (1	Persor	n who is fir	nancially	responsib	ole)		
First Name	M.I.	Last Na	ame				Sex	Date of Bi	irth	SSN		
Mailing Address		l	C	ity			State	Zip	:	Marital St	tatus	
Home Phone		Work l	Phone				Cell Phone			Preferred	Phone: (check one)
										□ Home	□Work	□Cell
Relationship to Patient		Email A	Addre	ess		•			I .			
	Eı	merge	ncy	Contact	Infor	mati	on:					
First Name		Last Na	ame					Relatio	onship to P	atient		
Contact Number		•		A	lternate C	ontact	Number	•				
Preferred Pharmacy Information:												
Pharmacy Name				General Location (city and/or street name)								
For Office Use Only:	PC:									Initial	'c	Date
Tor Office Ose Only.	10.							Reg I	nfo	muul	J	Duic

Facesheet

ompassion Care Family Practice - Mar 10 Hawthorne Ave S - Suite 250, Salem, G	ci Cogdill FNP-C: DR 97301 ● Phone:(503) 559-3312 ● Fax	x:(855) 868-6823
ame:		
lease complete the information lack:	below or supply us with a copy o	of your insurance card(s), both front &
☐ Check here if you do not have insura	unce Primary Insurance Inform	nation:
Name of Insurance Company	ID/Policy Number	Group Number
Address of Insurance Company	Do you have a co-pay? □ No □ Yes - amount	Phone Number
Policy Holder (person carrying insurance)	Policy Holder's Date of Birth & SSN	Relationship to Patient
	condary Insurance Information	· · · · · · · · · · · · · · · · ·
Name of Insurance Company	ID/Policy Number	Group Number
Address of Insurance Company	Do you have a co-pay? □ No □ Yes - amount	Phone Number
Policy Holder (person carrying insurance)	Policy Holder's Date of Birth & SSN	Relationship to Patient
Please complete the information	below if you are seeing us due to	o an automobile accident:
	tomobile Insurance Information	
Name of Insurance Company	С	Claim Number
Claims Address for Insurance Company	I	Date of Accident
		<u> </u>
		·

Compassion Care Family Pr 610 Hawthorne Ave S - Suite			:(503) 559-3312 ● Fax	::(855) 868-6823		
Name:						
		 Pers	onal Health Hi	story		
(Ple	ease fill out your Heal			ble. This information is a co	nfidential record)	
Have you ever had the follow	Blood Transft	usion	Gastric Ulcer	Hiatal Herni		Valve Prolapse
Alcoholism Anemia	Brone Cancer (what I		Genital Herpes Genital Warts	Inguinal Herni HIV		Mumps
Anorexia	Cancer (what	KIII()	GERD	High Cholester	·	Osteoporosis
Anxiety	Chicke	npox	Glaucoma	High Blood Pressur		Pneumonia
Irregular Heart Beat	Chlan		Goiter	Erectile Dysfunction		eumatic Fever
Arthritis	Depre		Gonorrhea	Irritable Bowe	——	Scarlet Fever
Asthma	Diabetes T		Gout	Kidney Diseas		Stroke
Back Pain	Diabetes Ty		Hearing Loss Heart Attack	Kidney Infection		yroid Disease Tuberculosis
Bipolar Disorder Bladder Infections	Drug Addi	zema	Heart Attack Heart Disease	Kidney Ston Liver Diseas		ooping Cough
Legally Blind	Emphy		Hemorrhoids			Johns Cougn
Blood Disorder		lepsy	Hepatitis	Migraine	s	
List all Surgeries and Proced Surgery/Procedure	ures	Year Perform	ed Surgery/Pr	ocedure	Yea	ar Performed
Sargery/rroceaure		1001 10110111	Surgery			<u> </u>
			 			
List all medications and supp	olements you take	regularly (if nec	cessary, attach additional			
Medication		Dose	Frequency (how ofte	en) Prescribing Phy	vsician (or state if o	over the counter)
						_
Dlagga list all modication allow	rains and the react	ion vou hovo	□ No Kn	own Drug Allorgies		
Please list all medication aller Allergic To:	Reaction	don you have.	Allergic To	own Drug Allergies	Reaction	
Thirty IV			The great	·	Redection	
	<u> </u>		 		<u> </u>	
Social History: (circle ye Do you smoke? Never	our answer) Quit – when? _		Yes – how muc	h/how often?		
Do you use smokeless tobac	cco? Never	Quit – when	?Ye	es – how much/how oft	en?	
Do you drink alcohol?						
Do you use illegal drugs? N	Never Forme	r Yes – wl	hat kind, how much/ho	ow often?		
Do you use caffeine?	No Yes – wh	nat kind/how of	ften?			
How much exercise do you						av dailv
·	•				•	иу чану
Do you have a living will or	r advance directiv	e? Yes No	o (if yes, please suppl	y us with a copy for or	ur records)	
Are you Adopted?	Yes No					

Signature

Date

Vame:							
Family Health His		. ~		6 1 " 1	1 1 2		
Problem	e had any of the following? Be Family Member	as specific a	Age Onset	Problem	Family Member	Age Onset	
Alcohol Abuse			Onset	Epilepsy		Onset	
Allergies				Glaucoma			
Anemia				Heart Disease			
Asthma				High Cholesterol			
Blood Disorder Cancer – what kind				High Blood Pressure Kidney Disease			
Cancer – what kind				Migraines			
Depression				Stroke			
Diabetes Type I				Thyroid Disease			
Diabetes Type II				Tuberculosis			
•••							
Women Only:	10.1	In. a					
	nstrual Cycle	Birth C	ontrol N	lethod (circle all that apply	Pregnancies		
Age your period beg	gan:	17:	main A	hatinanaa Nana	Have you ever been pregnant? No Ye		
Menopause: No	Yes, since age	V1	rgin A	bstinence None	How many children have you had?		
How many days do	your periods last?	Natural	Family 1	Planning Withdrawal	Are they all living? No Yes		
	•	Condoms Foam/Gel Diaphragm					
Length of entire cycle: Menstrual Flow: Light Medium Heavy		IUD Pill Patch Nuvaring Depo			Have you had a miscarriage? N	o Yes	
					If yes, how many?		
Do you snot betwee	en periods? No Yes	Vasectomy Tubal Hysterectomy			Have you had an abortion? N	Yes	
	-		Essur	e Implanon	·	J ICS	
Date your last period started:					If yes, how many?		
					Makila Madiai		
	on for transferring care to C	<u>-</u>			m Mobile Medicine:		
If you are in need o	of an appointment right awa ar about Compassion Care	y, what do	o you nee	ed to be seen for?	Im Mobile Medicine:		
How did you hea Yellow Pages Web Search By initialing Privacy Pand healthea	of an appointment right awar about Compassion Care Referred by a patient (pa Other (please specify) ng here I acknowledge that I have ractices and I consent to the use a	Family I tient's name had the opp and disclosu I have the ri	Practice	ed to be seen for? ? o read a copy of Compassorotected health informatio oke this consent at any time.		ies	

Notice of Privacy Practices

Compassion Care Family Practice - Marci Cogdill FNP-C:

610 Hawthorne Ave S - Suite 250, Salem, OR 97301 • Phone: (503) 559-3312 • Fax: (855) 868-6823

This notice describes how medical information about you may be used and/or disclosed, and how you can get access to this information. Please review it carefully.

Our Commitment to Your Privacy

Compassion Care Family Practice (CCFP) understands that the medical information about you and your health is personal, and we are committed to protecting it. We create a record of the care and services you receive from our clinic in order to provide you with quality care. CCFP, is required by law to provide you with this Notice of Privacy Practices describing our legal duties concerning your PHI.

The law requires us to:

- Make sure that medical information is kept private.
- Provide you with this Notice of Privacy Practices.
- Follow the terms of this Notice of Privacy Practices.

HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION (PHI):

The following categories describe different ways that we may use and disclose your PHI. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed; however, all of the ways we are permitted to use and disclose information will fall within one of the categories.

<u>Treatment:</u> We may use and disclose your PHI to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your healthcare with a third party. For example, we would disclose your PHI, as necessary, to a home health agency that provides care to you. We may also provide your PHI to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose and/or treat you.

<u>Payment:</u> We may use and disclose your PHI to obtain payment for your health care services. For example, obtaining approval for advanced imaging services may require that your relevant PHI be disclosed to the health plan.

Healthcare Operations: We may use or disclose your PHI in order to support the business activities of your physician's practice. These uses and disclosures are necessary for administration and to ensure that all of our patients receive quality care. For example, we may disclose your PHI to medical school students that see patients in our office. We may also call you by name in the waiting room when your physician is ready to see you.

Appointment Reminders: We may use or disclose PHI to contact you to remind you have an appointment for treatment or medical care at our office.

Health-Related Benefits and Services: We may use or disclose your PHI to tell you about health-related benefits or services that may be of interest to you. For example we may offer a new service to patients with a certain condition. Our staff may contact you directly based on your PHI to offer you this new service.

<u>Individuals Involved in Your Care or Payment for Your Care:</u> We may use or disclose your PHI when talking with a friend or family member who is involved in your medical care at our office. We may also use or disclose your PHI when interacting with someone who helps pay for your care. **If you do not want us to make these disclosures, you must notify us in advance.**

To Avert a Serious Threat to Health or Safety: We may use or disclose your PHI when necessary to prevent a serious threat to your health and safety, or the health and safety of others. Any disclosure; however, would only be to someone able to help prevent the threat.

Public Health Risks: We may use or disclose your PHI for public health activities. These activities generally include the following:

- To prevent or control disease, injury or disability
- To report births and deaths
- To report child abuse or neglect
- To report reactions to medications or problems with products
- To notify people of recalls of products they may be using
- To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease
- To report abuse, neglect or domestic violence. As required or authorized by law

<u>Law Enforcement:</u> We may use or disclose your PHI if asked to do so by a law enforcement official:

- In response to a court order, subpoena, warrant, summons or similar process
- To identify or locate a suspect, fugitive, material witness, or missing person
- About the victim of crime if, under certain limited circumstances, we are unable to obtain the person's consent
- About a death we believe may be the result of criminal conduct
- About criminal conduct at our office
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime

Special Situations: We may use or disclose your PHI without your authorization in the following situations. These situations include:

- Health Oversight Activities Examples include audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- <u>Lawsuits and Disputes</u> Only in response to a court or administrative order
- Coroners, Medical Examiners and Funeral Directors
- Organ and Tissue Donation
- <u>Military, Veterans and National Security</u> As required by military command or authorized federal officials
- Workers' Compensation
- Inmates or Individuals in Custody of a Law Enforcement Official We may release PHI to the correctional institution or officials when necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

USES AND DISCLOSURES OF SPECIALLY PROTECTED INFORMATION:

Oregon and Federal law provide additional confidentiality protections in the following circumstances:

- <u>HIV</u> In Oregon, healthcare providers generally may not release the identity of a person tested for HIV or the results of HIV-related testing without your specific consent and you must be notified of this confidentiality right.
- Drug & Alcohol These records are specially protected and typically require your specific consent for release under both Federal and State law.

- Mental Health These records are specially protected in some circumstances and typically require your specific consent for release under both Federal and State law.
- Genetic Information Genetic information is specially protected and typically requires your specific consent for release under both Federal and State law.

YOUR RIGHTS REGARDING YOUR PHI:

You have the following rights regarding the use and disclosure of your PHI:

Right to Inspect and Copy: You have the right to inspect and copy your PHI that may be used to make decisions about your care. Usually this includes medical and billing records. Under federal law, however, you may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.

To inspect and copy your medical information that CCFP, SMM uses to make decisions about you please contact our medical records department at (503) 559-3312. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

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.

Right to Amend: If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the facility

- To request an amendment, please contact the CCFP, SMM Privacy Officer for a form.
- We may deny your request for an amendment if it is not in writing or does not include a reason to support the request.
- We may deny your request to amend information that:
 - Was not created by us
 - Is not part of the medical information kept by or for our office.
 - o Is not part of the information which you would be permitted to inspect and copy.
 - Is accurate and complete.

If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

Right to an Accounting of Disclosures: You have the right to request an accounting of disclosures we have made of your PHI in the previous six years, beginning April 14, 2003. You are not entitled to an accounting of disclosures made for the purposes of treatment, payment and health care operations; disclosures you authorized; disclosures to you; incidental disclosures; disclosures to family or other persons involved in your care; disclosures to correctional institutions and law enforcement in some circumstances; disclosures of limited data set information; or disclosures for national security or law enforcement purposes.

To request an accounting of disclosures from CCFP, SMM please contact the SFP Privacy Officer to request a form.

<u>Right to Request Restrictions:</u> You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the PHI we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example you could ask that we not use or disclose information about a surgery you had.

Your practitioner is not required to agree to your request. If the practitioner believes that it is in your best interest to permit use and disclosure of your PHI, your PHI will not be restricted. You then have the right to use another healthcare professional. If your practitioner does agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, please contact the Privacy Officer to request a form.

Right to 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, you can ask that we only contact you at work or by mail. To request confidential communications please contact the Privacy Officer for a form.

Right to a Paper Copy of This Notice: You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy of this notice please ask at our reception desk.

CHANGES TO THIS NOTICE:

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for PHI we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the reception area of each of our offices. The notice will contain on the first page, in the top left corner, the effective date.

COMPLAINTS:

If you believe that your privacy rights have been violated, you may direct your complaint to the Privacy Officer in writing. Please contact our office to request a form. If we cannot resolve your issue, you also have the right to file a written complaint with the US Department of Health and Human Services, Region X, Office for Civil Rights, 2201 6th Avenue, Ste. 900, Seattle, WA 98121.

We will not penalize you or retaliate against you in any way for filing a complaint.

OTHER PERMITTED USES AND DISCLOSURES OF PHI:

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

PRIVACY OFFICE AND CONTACT PERSON:

If you have any questions about this Notice of Privacy Practices or wish to object or complain about any use or disclosure as explained above, please contact the Privacy Officer as listed below. Please note that the Notice of Privacy Practices for all clinics are mailed to the information below.

Compassion Care Family Practice
Attn: Marci Cogdill
610 Hawthorne Ave, S - Suite 250
Salem, OR 97301
(503) 559-3312
marci@compassioncarefamilypractice.com

Compassion Care Family Practice, LLC

New Patient Controlled Substance Policy:

Our goal is to safely improve function and quality of life. We practice evidence based medicine and follow the set forth guidelines for controlled substances. These include narcotics, benzodiazepines and stimulants. Unfortunately, there is a high potential for tolerance, dependence and side effects with these medications. Therefore prescribing such medicine is tightly regulated and must be carefully monitored.

- -No new patient will be given a prescription for a controlled substance on the first visit.
- -Pain control may first be attempted with non-controlled medication / methods.
- -For any patient currently on a controlled substance, the provider must have previous medical records from prior prescribing providers.
- -In most cases (excluding cancer patients / palliative care / post-surgical patients and those patients currently in facilities on controlled substances) the provider will slowly taper doses each month at a safe rate until the medication can be discontinued, or a referral will be placed to a prescribing Pain Management Clinic.
- -We care about the health, function and quality of life for each patient. Practicing safe medicine is our highest priority.

Hopefully you read and abide by the requirements we listed. Thank you from the staff of Compassion Care Family Practice.

Compassion Care Family Practice - Marci Cogdill FNP-C:

610 Hawthorne Ave S - Suite 250, Salem, OR 97301 • Phone: (503) 559-3312 • Fax: (855) 868-6823

Compassion Care Family Practice, LLC

Financial Policy

Thank you for choosing us as your primary care provider. We are committed to providing you with quality and affordable health care. Because some of our patients have had questions regarding patient and insurance responsibility for services rendered, we have been advised to develop this payment policy. Please read it, ask us any questions you may have, and sign in the space provided. A copy will be provided to you upon request.

- 1. Insurance. We participate in most insurance plans, including Medicare. If you are insured by a plan we are not contracted with, we will attempt to submit a claim on your behalf, but often times these claims will be paid at an 'out of network' rate. You may be billed for the remaining balance. Knowing your insurance benefits is your responsibility. Please contact your insurance company with any questions you may have regarding your coverage.
- 2. Co-payments and deductibles. All co-payments and deductibles must be paid at the time of service. This arrangement is part of your contract with your insurance company. Failure on our part to collect co-payments and deductibles from patients can be considered fraud. Please help us in upholding the law by paying your co-payment at each visit.
- 3. Non-covered services. Please be aware that some and perhaps all of the services you receive may be non-covered or not considered reasonable or necessary by Medicare or other insurers. You may be billed for these services or required to pay for these services in full at the time of visit.
- **4. Proof of insurance.** All patients must complete our patient information form before seeing the doctor. We must obtain a copy of your driver's license and current valid insurance to provide proof of insurance. If you fail to provide us with the correct insurance information in a timely manner, you may be responsible for the balance of a claim.
- 5. Claims submission. We will submit your claims and assist you in any way we reasonably can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request. Please be aware that the balance of your claim is your responsibility whether or not your insurance company pays your claim. Your insurance benefit is a contract between you and your insurance company; we are not party to that contract.
- **6. Coverage changes.** If your insurance changes, please notify us at or before your next visit so we can make the appropriate changes to help you receive your maximum benefits.
- 7. **Payment at Time of Visit.** Our office offers a 20% discount to patients without insurance who pay for services received on the date of their visit. We are able to offer this discount because of the costs we save in billing you. If you have received a bill for these services we will not be able to give you the discount.
- **8. Payment Plans.** Our office is happy to work with our patients to arrange payment plans. We are willing to find a payment that works for your budget. We will not charge interest, we simply ask that a payment be made every month. In the event that you do not make a payment for 3 consecutive months, your account will be referred to our collection agency.
- **9. Nonpayment.** Please be aware that if a balance remains unpaid, we may refer your account to a collection agency and you and your immediate family members may be discharged from this practice. We will consider seeing you as a patient once your entire balance has been paid to the collection agency.
- **10. Bankruptcy.** In the event that you file bankruptcy and our office must write off your balance, you and your immediate family members will be discharged from our practice. We will not be able to consider seeing you in the future.
- 11. Missed appointments. Our policy is to charge for missed appointments. These charges will be your responsibility and billed directly to you. Please help us to serve you better by keeping your regularly scheduled appointment.

Our practice is committed to providing the best treatment to our patients. Our prices are representative of the usual and customary charges for
our area. Thank you for understanding our payment policy. Please let us know if you have any questions or concerns.
I have read and understand the payment policy and agree to abide by its guidelines:

Signature of patient or responsible party	Date	

Permission to Release Medical Records

Patient's Name	::			
	:: First	Middle	Last	
Date of Birth:		SSN:		
	Permission i	is hereby granted to release	information:	
From:		Clinic / Doctor / Individual Name	2	
Address:				
	Phone	Fax		
	М	edical records to be release	d to:	
	e Family Practice - Marci C we S - Suite 250, Salem, OR		312 • Fax:(855) 868-6823	
The following i	nformation may be released:	:		
_	Most Recent 3 years			
	Other (Specify informati)	
	Specity informati	on to be released		
The following in of the following		sed without specific authorize	ation. Please initial to author	rize the release
 Initial	Drug/Alcohol			
 Initial	Mental Health			
	HIV			
Initial				
patient's represen disclosed under th	tative. You may submit a written i	revocation to the sender of the original repairs revocation to the person or organization	ed unless revoked or terminated by ginal records at any time. Informat n to which it is sent. The privacy of	tion that is
Signature	Relationship		Date	

Compassion Care Family Practice, LLC

Authorization to Share Medical Information

Patient Name:	
Date of Birth:	
Social Security Number:	
I authorize sharing medical information	n with the following:
Name:	Relationship:
Home Phone:	Cell Phone:
Name:	Relationship:
Home Phone:	Cell Phone:
Billing information	cal records or obtain copies of my medical records
Until I cancel this authorization in	date)
By signing this I authorize the disclosur and understand this authorization forn	re of all information checked above. I acknowledge I have reviewed n.
Signature:	Date:

Compassion Care Family Practice - Marci Cogdill FNP-C:

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