



Sterling Osteopathic & Wellness Care

21135 Whitfield Place • Suite 107 • Sterling • VA • 20165
 Phone: (703) 421-7000 Fax: (703) 430-4830

Please allow adequate time to complete thoroughly as possible. All information is voluntary, confidential and for the sole purpose of evaluation and/or treatment assessment by certified and credentialed practitioners within the Sterling Osteopathic & Wellness Care.

Please Download forms, and return to:
 Fax: (703) 430-4830 Telephone: (703) 421-7000
 Mail: Sterling Osteopathic & Wellness Care
 21135 Whitfield Place • Suite 107 • Sterling • VA • 20165

Office Use Only	
Received	
Reviewed by	
Contact	
Appointment	

PATIENT INFORMATION

LAST NAME		FIRST NAME		MIDDLE INITIAL
SOCIAL SECURITY NUMBER		SEX		PREFIX/SUFFIX
DATE OF BIRTH (mm/dd/yy)		STATUS (please check one) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Partner		STUDENT (please check one) <input type="checkbox"/> No <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
STREET ADDRESS		CITY/STATE		ZIP CODE
HOME PHONE (include area code)		WORK PHONE		CELL PHONE
RACE (please check one) <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Other Pacific Islander <input type="checkbox"/> Other Race American <input type="checkbox"/> Indian/Alaska Native		ETHNICITY (please check one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Unknown		PREFERRED LANGUAGE (please check one) <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____
EMPLOYER	JOB TITLE/STATUS	EMPLOYER ADDRESS	EMPLOYER PHONE NUMBER	
EMAIL ADDRESS				
PREFERRED METHOD OF CONTACT FOR APPOINTMENT REMINDERS (please check one) <input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone				

CONTACT/GUARANTOR INFORMATION

CONTACT (please check at least one) <input type="checkbox"/> Emergency Contact <input type="checkbox"/> Next of Kin <input type="checkbox"/> Insured <input type="checkbox"/> Authorized to Seek Treatment		LAST NAME		FIRST NAME		MIDDLE INITIAL
SSN (social security number)	DATE OF BIRTH (mm/dd/yy)	RELATIONSHIP TO PATIENT		SEX	MARITAL STATUS	
HOME ADDRESS		CITY/STATE		ZIP CODE	HOME PHONE	
EMPLOYER		WORK PHONE		JOB TITLE		
How did you hear about us? Check all that apply)						
<input type="checkbox"/> Online search engine		<input type="checkbox"/> Referred /SFP Patient/by friend, Name: _		<input type="checkbox"/> Word of mouth		<input type="checkbox"/> News paper/Magazine
<input type="checkbox"/> Academy of integrative Health & Medicine		<input type="checkbox"/> Referred by Physician, name:		<input type="checkbox"/> Other: _		



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If the Guarantor information is left blank, the patient will be assumed to be the responsible/billed party.

CONTACT (please check at least one) Guarantor <input type="checkbox"/> Emergency Contact <input type="checkbox"/> Next of Kin <input type="checkbox"/> Insured <input type="checkbox"/> Authorized to Seek Treatment		LAST NAME	FIRST NAME	MIDDLE INITIAL
SSN (social security number)	DATE OF BIRTH (mm/dd/yy)	RELATIONSHIP TO PATIENT	SEX	MARITAL STATUS
HOME ADDRESS		CITY/STATE	ZIP CODE	HOME PHONE
EMPLOYER		WORK PHONE	JOB TITLE	

Please select services interest on

Treatment	Interested	Tried	Helpful?	Treatment	Interested	Tried	Helpful?	Treatment	Interested	Tried	Helpful?
Ozone Therapy				Massage Therapy				Visceral Manipulation			
First Line Therapy				Chelating Therapy				Detoxification			
Osteopathic				body composition				PEMF			
Biofeedback				Cranial Osteopathy				Nutrition and lifestyle coaching			

Sterling Osteopathic & Wellness Care collects payment at the time of service. What will be your usual source of payment? Cash Check Credit Card

We require a credit card number OR a deposit when you schedule your appointment. I also authorize SOWC to test my blood for hepatitis and/or the AIDS virus, if in their opinion; an employee has suffered an exposure incident as a result of my treatment, as defined by the Occupational Safety and Health Administration.

Print Name

Date

Signature

NOTICE OF DEEMED CONSENT FOR HIV, HEPATITIS B OR C TESTING

SWOC is required by § 32.1-45.1 of the Code of Virginia (1950), as amended, to give you the following notice:

1. If any SOWC health care professional, worker or employee should be directly exposed to your blood or body fluids in a way that may transmit disease, your blood will be tested for infection with human immunodeficiency virus (the "AIDS" virus), as well as for Hepatitis B and C. A physician or other health care provider will tell you the result of the test. Under Va. Code § 32.1-45.1(A), you are deemed to have consented to the release of the test results to the person exposed.
2. If you should be directly exposed to blood or body fluids of a SOWC health care professional, worker or employee in a way that may transmit disease, that person's blood will be tested for infection with human immunodeficiency virus (the "AIDS" virus), as well as for Hepatitis B and C. A physician or other health care provider will tell you and that person the result of the test.

I understand that this consent will remain in effect as long as my dependent or I receive care from SOWC or until I withdraw it.

Signature of Patient, Parent/Legal Guardian

Date

Relationship (if signature is not of Patient) Signature of Person Obtaining Consent



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Please take a moment to fill out this medical history form so that your practitioner can get better acquainted with your medical history. We realize that not all of the questions may pertain to you, but please answer all questions that apply. Thank you.

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

Today's Date: _____ Height: _____ Weight: _____ Blood Type: A B AB O+ O-

Primary Care Doctor: _____ Referring Doctor: _____

Reason for Visit: _____ Preferred Pharmacy Name: _____

Pharmacy Address: _____

Pharmacy Phone Number: _____ Pharmacy Fax Number: _____

Allergies: (List all medications, food and environmental)

Medications: (List all current medications including vitamins & supplements)

<i>Date started</i>	<i>Medication & Dose</i>	<i>Directions</i>	<i>Reason for Taking</i>	<i>Prescribed by</i>

Past Medical History: (Please check all that apply)

<input type="checkbox"/> Attention Deficit Disorder	<input type="checkbox"/> Dizziness/Vertigo	<input type="checkbox"/> Headache	<input type="checkbox"/> Leukemia
<input type="checkbox"/> Anemia	<input type="checkbox"/> Depression	<input type="checkbox"/> Herpes	<input type="checkbox"/> Migraine Headache
<input type="checkbox"/> Asthma	<input type="checkbox"/> Easy Bleeding	<input type="checkbox"/> HIV Infection	<input type="checkbox"/> Osteoporosis
<input type="checkbox"/> Alcohol Disorder	<input type="checkbox"/> Eczema	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Pneumonia
<input type="checkbox"/> Bronchitis	<input type="checkbox"/> Emphysema	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Rheumatoid Arthritis
<input type="checkbox"/> Back Problems	<input type="checkbox"/> Esophageal Reflux	<input type="checkbox"/> Hodgkin's Disease	<input type="checkbox"/> Seizure Disorder
<input type="checkbox"/> Cancer	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Insomnia	<input type="checkbox"/> Sleep Apnea
<input type="checkbox"/> Concussion	<input type="checkbox"/> Gastrointestinal Disorder	<input type="checkbox"/> Lupus	<input type="checkbox"/> Stroke Syndrome
<input type="checkbox"/> Diabetes Mellitus	<input type="checkbox"/> Glaucoma	<input type="checkbox"/> Lyme Disease	<input type="checkbox"/> Thyroid Disorder

Please list any other past medical history:



Past Surgical History: (Please check all that apply and include the date)

<i>Surgery</i>	<i>Date</i>	<i>Surgery</i>	<i>Date</i>	<i>Surgery</i>	<i>Date</i>
<input type="checkbox"/> Appendectomy		<input type="checkbox"/> Hernia Repair		<input type="checkbox"/> Shoulder Surgery	
<input type="checkbox"/> Back Surgery		<input type="checkbox"/> Hysterectomy		<input type="checkbox"/> Sinus Surgery	
<input type="checkbox"/> Breast Surgery		<input type="checkbox"/> Hip Surgery		<input type="checkbox"/> Tonsillectomy	
<input type="checkbox"/> Cataract Surgery		<input type="checkbox"/> Knee Surgery		<input type="checkbox"/> Thyroid Surgery	
<input type="checkbox"/> C-Section		<input type="checkbox"/> Laparoscopy		<input type="checkbox"/> Vasectomy	
<input type="checkbox"/> Colonoscopy		<input type="checkbox"/> Pacemaker Placement		<input type="checkbox"/> Wisdom Teeth	
<input type="checkbox"/> Cosmetic Surgery		<input type="checkbox"/> Prostate Surgery		<input type="checkbox"/> Other: _____	

Family History: (Please check all that apply)

	Father	Mother	Brother	Sister	Paternal Grandfather	Paternal Grandmother	Maternal Grandfather	Maternal Grandmother
Alcoholism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bleeding disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deceased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Cholesterol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migraines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thyroid Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any other family medical history:

Prevention Information:

	<i>Yes</i>	<i>No</i>		<i>Yes</i>	<i>No</i>
Do you use seat belts?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a living will?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have smoke detectors in your home?	<input type="checkbox"/>	<input type="checkbox"/>	Do you practice a healthy diet?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a loaded firearm in your home? If yes, how is it stored?	<input type="checkbox"/>	<input type="checkbox"/>			
Do you use sunscreen?	<input type="checkbox"/>	<input type="checkbox"/>			

Please list any vaccine history:



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Social/Lifestyle History:

Marital Status: Single Married Widowed Divorced Separated

If married, spouse's name: _____

Children(s) names and age(s): _____

What is your occupation: _____

What are your hobbies: _____

Who lives at home with you: _____

Where were you born and raised: _____

How long have you been in this area: _____

Do you drive an automobile: _____ Do you ride a motorcycle/bicycle: _____

Do you wear a helmet: _____

Do you currently smoke or use nicotine products: _____ If yes, for how many years: _____

Are you a former smoker: _____ If yes, when did you quit: _____

Cigarettes (# Packs/day): _____ Cigars: _____ Pipe: _____

Chew Tobacco: _____ Have you ever used recreational drugs: _____

If yes, when was the last time: _____ What kind did you use: _____

Do you take over-the-counter medication such as aspirin, antacids, vitamins, herbal products: _____

If yes, which ones and how often: _____ Do you take something to help you sleep: _____

If yes, what and how often: _____ Do you restrict your diet in any way: _____ If

yes, how: _____

Do you drink alcohol: Never Occasionally Daily

If yes, how many days per week do you drink of alcohol _____

On a typical day when you drink, how many drinks do you have: _____

Do you drink caffeine: _____ If yes, how much: _____

Ever worked with chemicals, paints, asbestos, or any hazardous material?: _____ If yes, what kind: _____



Informed Decision Statement

I, _____, understand that as a patient of the Sterling Osteopathic & Wellness Care I will be receiving treatments that are drawn from traditional healing systems, also known as "integrative medicine" or "alternative" therapies. These modalities are not generally utilized in western allopathic medicine.

I understand that both the traditional healing and allopathic medicine may be beneficial to me and I may use them simultaneously. I will make my providers in both systems aware of my participation in the other in order to assure continuity of care.

I also understand that the Sterling Osteopathic & Wellness Care has an interest in tracking my progress and medical outcomes and that data about the SOWC patients may be utilized by or shared with other practitioners or in the field. No information that identifies me individually will ever be disclosed to others.

I also understand that by providing my email address I authorize Sterling Osteopathic & Wellness Care to email me a periodic newsletter and to contact me with any clinical issues.

Your email address will not be disclosed to anyone outside of Sterling Osteopathic & Wellness Care except for the newsletter company.

Print Name

Date

Signature

I understand that this consent will remain in effect as long as my dependent or I receive care from SOWC or until I withdraw it.

Signature of Patient, Parent/Legal Guardian

Date

Relationship (if signature is not of Patient) Signature of Person Obtaining Consent



PATIENT AUTHORIZATION AND WAIVER

AUTHORIZATION:(Please read carefully and initial each entry)

I, _____, understand that Sterling Osteopathic & Wellness Care will not apply to insurance plans for benefits on my behalf for services furnished to me. _____

I understand that I am responsible for paying in full for services rendered to me by the Sterling Osteopathic & Wellness Care at the time that services are rendered. _____

If I am covered by an insurance plan, including Medicare, and elect to submit a claim for reimbursement for services rendered by the Sterling Osteopathic & Wellness Care, I do hereby authorize the release to Medicare Part B or its agents (Social Security Administration and Health Care Financing Administration) or to my insurance plan, any necessary information needed to determine my benefits, upon written request by Medicare or its agents or my insurance plan. _____

If I apply for and receive partial reimbursement from Medicare or my insurance plan for services rendered by the Sterling Osteopathic & Wellness Care, I understand that Sterling Osteopathic & Wellness Care is not required to reimburse me for the difference between my payment to the SOWC and the partial reimbursement that I receive. _____

I understand that this authorization will remain in full force and effect, and I permit a copy to be used in place of the original. _____

I certify that I have read, fully understand, and agree to the terms of this Authorization and Waiver.

Print Name

Date

Signature

I understand that this consent will remain in effect as long as my dependent or I receive care from SOWC or until I withdraw it.

Signature of Patient, Parent/Legal Guardian

Date

Relationship (if signature is not of Patient) Signature of Person Obtaining Consent



PRIVACY POLICY

- Sterling Osteopathic & Wellness Care respects your privacy. Access to information about you, your treatment, payment, and all other matters will be limited only to those with a legitimate need to know.
- In signing this statement you permit SOWC practitioners and those in administrative roles access to your chart and other materials only to the extent necessary to schedule, plan, administer or to follow up on your .treatment (including payment) and care. Specifically, SOWC may need to identify information about you in the following instances:
 - **Treatment** -To provide you with the health care that you require, the SOWC may use and disclose your protected health information (PHI) to those healthcare professionals whether SOWC's or not. For example, if are undergoing care from a non-SOWC specialist, the specialist and the SOWC may both need to know the results of the other's evaluations.
 - **Payment**- To get paid for services provided to you, or to assist you in receiving reimbursement for services, SOWC may provide your PHI to a third party who may be responsible for your care: For example, the SOWC may need to give PHI to a worker's compensation administrator before they will adjudicate your claim.
 - **Health Care Operations** -To operate in accordance with applicable law and to provide quality and efficient care, SOWC may need to compile, use and disclose your PHI. For example, the SOWC may use your PHI to evaluate the performance of its personnel in providing care to you.
- Information may be released to emergency personnel if, in the judgment of SOWC professionals, your life or welfare are in imminent danger. .
- Release of information about you will be limited to parties and purposes legally required or authorized including but not limited to, Public health activities to prevent or control disease; Prevention or Public health activities to prevent or control disease; Prevention or report of abuse, neglect or domestic violence; Health oversight in connection with criminal or disciplinary actions regarding a health provider; Subpoena; Law enforcement, Coroner or medical examiner; Organ donation; Research, but only as aggregate or de-identified data unless you have signed an information consent to participate in a specific study; A version of threats to public health and safety, Military and veteran affairs; Workers compensation; National Security and intelligence.
- You are entitled to know who has had access to your information and for what purpose.
- You are entitled to see any health information we have on file about you and to amend it.
- If you agree that SOWC may communicate about your care to another person or agency, we will assume that you have obtained a copy of that party's privacy policy or that you do not wish to do so.
- If you have questions about your privacy rights, we are happy to respond to them.
- I understand and agree to these policies

Print Name

Date

Signature

Signature of Patient, Parent/Legal Guardian

Date

Relationship (if signature is not of Patient) Signature of Person Obtaining Consent



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Permission to Disclose Information

I, _____, acknowledge that I was made aware of the Sterling Osteopathic & Wellness Care Practice Privacy Policy and a copy was made available to me for my review
(print patient name)

Wellness Care Practice Privacy Policy and a copy was made available to me for my review

I authorize Sterling Family Practice to disclose my protected health information to the following person(s) and entities:

Name	Date of Birth	Relationship to You

Printed Patient Name

Today's Date

Patient Signature

Printed Name of Personal Representative

Relationship to Patient

Signature of Personal Representative

Notification of Test Results

In most cases, you will be notified by mail of your test results. Please ensure the address we have on file for you is correct.

Preferred phone number: _____

May we leave a detailed message at this number? Yes No



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LOUDOUN MEDICAL GROUP
Receipt of Notice of Privacy Practices Acknowledgement

Patient's Name

I have a received a copy of Loudoun Medical Group's Notice of Privacy Practices and understand that the notice describes how my/the patient's medical information may be used and how access to this information may be obtained. I have also been given an opportunity to ask questions about the information provided in the Notice.

Signature

Date: _____

Relationship to Patient (if Acknowledgement Form is executed by someone other than the Patient)

FOR OFFICE USE ONLY

I attempted to obtain the patient's/representative's signature in acknowledgement of this Receipt of Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below:

Date	Staff Initials	Reason
		Refused to sign (circle if applicable) Other:



LOUDOUN MEDICAL GROUP PC
NOTICE OF PATIENT 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.

If you have any questions or comments about this Notice please contact:

Loudoun Medical Group, PC
224-D Cornwall St. N.W., Suite 403
Leesburg, VA 20176

Our Privacy Officer is: Clara McAuley Nussbaum, Director of Compliance, 703-737-6010

Who Does this Notice Apply to?

Loudoun Medical Group, PC ("LMG"), has published this Notice. It applies to everyone who works for Loudoun Medical Group, PC, including our employees, contractors, and volunteers.

Why Do We Publish this Notice?

LMG understands that information about you and your health is sensitive and personal. We are required by law to maintain the privacy of information we gather and use about our patients, and provide them with notices of our legal duties and privacy practices with respect to their information. We are also required to notify affected individuals of any breach of unsecured protected health information.

While we are committed to the privacy of our patients' information, in order to serve them we need to gather, keep and use records of this information. We sometimes also need to share information with other parties. This Notice is intended to let you know how we use and disclose your information.

This Notice is also to let you know about certain legal rights you have with respect to the information we hold about you. You have certain rights to review and obtain a copy of our records of information about you. You may also request that we amend these records, and may ask us to account for certain disclosures we may have made of information about you. Requests for amendments and requests for accountings must be made in writing and directed to the Privacy Officer.

When Is This Notice Effective?

We are required to comply with the terms of this Notice while it is in effect. We reserve the right to change the terms of this Notice, and make the new terms effective for all information to which this Notice applies. This Notice will be in effect from _____ until the date we publish an amended Notice. If we do publish an amended Notice, we will notify you at your next visit. We will also publish the amended Notice in our offices, and will publish it on our web site if we maintain one.

What Information Does this Notice Cover?

This Notice covers all information in our written or electronic records which concerns you, your health care, and payment for your health care. It also covers information we may have shared with other organizations to help us provide your care, get paid for providing care, or manage some of our administrative operations.



When Can We Use or Disclose Information About You?

- **Treatment.** We may use or disclose information about you for treatment purposes to doctors, nurses, technicians, medical students or other individuals who work in our practice who are involved in providing you with health care. We may also disclose information about you to organizations and individuals involved in your care who are outside of our practice, such as consulting physicians, laboratories, social workers, and so on.

For example, if we refer you to another physician or a hospital for specialty services, we will provide that physician or hospital with all clinical information, which might be necessary or helpful to help them provide you with the right care. Or, if we need to send a sample of your blood to a laboratory for analysis, we will provide the laboratory with the information they need to process your blood correctly.

These are only examples, and we may use or disclose information about you to provide you proper treatment in many other ways.

- **Payment.** We may use or disclose information about you for payment purposes to our clerks and officers involved in billing and claims payment. We may also disclose such information to your health plan or other party financially responsible for your care, or to claims and billing services if necessary.

For example, if you are covered by a health plan we cannot get paid for the services we provide you unless we submit information in a claim. This might include detailed clinical information, depending on the kind of plan and claim. This is only an example, and there may be many other ways in which we may use or disclose information about you in connection with payment for your care.

- **Health care operations.** We may use or disclose information about you for operations in connection with our practice. These activities might include practice quality improvement, training of medical students, insurance underwriting, medical or legal review, and business planning or administration of our practice.

For example, we may wish to review the quality of care you receive, in order to help us deliver the best care we can. Or, we may audit our management practices so we can become more efficient. These are only examples, and we may use or disclose information about you for health care operations in many other ways.

We may also use and disclose information about you in the following situations, without your prior authorization:

- To a public health agency, for purposes such as controlling disease.
- In case of suspected child abuse, to the appropriate governmental authority.



- In other cases of suspected abuse, neglect or domestic violence, to the appropriate governmental authority, with your agreement or if required by law, or if you are incapacitated or it appears necessary to prevent serious harm to you or others.
- Unless you object, to friends or family members who are involved in your medical care.
- Unless you object, to notify, or to assist in notifying, a family member or friend of your location or condition.
- To health oversight authorities, for regulatory, licensing and other legal purposes.
- In litigation and legal proceedings, subject to certain requirements controlling the terms of the disclosure.
- To law enforcement agencies, subject to applicable legal requirements and limitations.
- We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs established by law.
- To Funeral Directors/Medical Examiners/Coroners in the event of your death.
- When required by Federal, State or Local law.
- For medical research purposes, subject to your authorization or approval by an institutional review board or privacy board.
- If you are in the United States military, national security or intelligence, Foreign Service, to your authorized superiors or other authorized federal officials.

We may contact you for information to support your health care, including appointment reminders, information about alternative treatments, and health-related services, which may be of interest to you. We will routinely contact patients via telephone at home and/or work and, unless otherwise requested, may leave messages on the appropriate voice mail or answering service regarding appointments. *Please advise us if you do not wish to receive such communications*, and we will not use or disclose your information for such purposes. If you wish not to receive this kind of communication, you must advise the Privacy Officer in writing at the address given above.

Most uses and disclosures of psychotherapy notes and most uses and disclosures of your information

for marketing purposes will require your written authorization. Further, LMG would typically be required to obtain your written authorization in order to sell your information. Except for uses and disclosures described in this notice, we may not use or disclose information about you for any other purpose without your written authorization.

What Legal Rights Do You Have In Connection With Your Information?

- Right to Inspect and Copy. You have the right to inspect or obtain copies of your medical information. To inspect and copy medical information, you must submit your request in writing to the Privacy Officer at the address set forth above. If you request a copy of the information, there will be a charge based on our costs.

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 by another licensed health care professional. We will comply with the outcome of the review.

- 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 we keep the information.

To request an amendment, your request must be made in writing and submitted to the Privacy Officer at the address set forth above.



above. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In

addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the medical information kept by or for LMG;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

You will be informed of the decision regarding any request for amendment of your medical information and, if we deny your request for amendment, we will provide you with information regarding your right to respond to that decision.

- Right to an Accounting of Disclosures. You have the right to request an accounting of disclosures we have made of your medical information. The accounting of disclosures typically would not list disclosures we made of medical information about you that were made for purposes of treatment, payment, or health care operations and that were made in response to a specific authorization from you.

To request this list or accounting of disclosures, you must submit your request in writing to the Privacy Officer at the address set forth above. Your request must state a time period for which you want the accounting (which may not be longer than six years prior to the request).

- Right to Request Restrictions. 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 medical information 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.

We are not required to agree to a requested restriction, unless (i) you are requesting that we not disclose information to a health plan for payment or health care operations of the health plan, and (ii) the information pertains solely to an item or service for which you or someone other than the health plan has already paid in full. If we do agree to a requested restriction, we will comply with your request unless the information is needed to provide you emergency treatment. Additionally, even when we do not agree to a requested restriction, health information about you may only be disclosed to family or friends if, in the exercise of professional judgment, we believe it is in your best interest to have such information disclosed. However, under such circumstances, where practical, you will be given the opportunity to object to any such disclosure.

To request restrictions, you must make your request in writing to the Privacy Officer at the address set forth above.

- 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, you must make your request in writing to the Privacy Officer at the address set forth above. Your request must specify how or where you wish to be contacted.

- 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.

- Complaints. If you believe your privacy rights have been violated, you may file a complaint with LMG or with the Secretary of The Department of Health and Human Services. To file a complaint with LMG, contact the Privacy Officer at the phone number or address set forth above. All complaints to the Department of Health and Human Services must be submitted in writing. We will not retaliate against you for filing a complaint.