



Dear New Patient,

Thank you for choosing Anchorage Women's Clinic for your gynecological needs. At AWC our mission is to provide first-class women's health care services, and we'd like to get started by providing some information useful for your first visit.

There are a few things we will need for your upcoming appointment:

- Completed forms (enclosed)
- Photo ID
- Current insurance card

Completing all attached forms and bringing them with you to your first appointment will allow for a faster check-in process. There is one form which we need in advance of your appointment, which is the **Authorization to Disclose Medical Records** (second page after this letter). Please return to us so we can receive previous records pertaining to your Ob/GYN care prior to your appointment. If records are not received prior to your visit you may be contacted to be rescheduled or you could be required to schedule an additional appointment.

To ensure the same level of personalized care is provided to all our patients, we request that you arrive 10 minutes prior to your appointment. This allows time for the review of any paperwork or visit-related information prior to being seen by a provider, as well as the taking of a photo at check-in to add to your medical record. Late arrival may result in a rescheduling of your appointment.

Anchorage Women's Clinic files insurance claims for most primary insurances as a courtesy to our patients. Please note that we no longer accept Tricare, ChampusVA or VA. We recommend that you review your insurance coverage prior to your appointment (we cannot guarantee payment coverage by your insurance). Payments for co-pays or deductibles are expected at time of service.

We do our best to ensure that all charges are to the front desk upon the time of check out. However, in the case of some lab test results (e.g. abnormal pap smear) follow-up testing may be required. In instances such as this, you may receive an additional charge after your visit.

If you require directions to our clinic, please visit our website at www.anchoragewomensclinic.com Visitor/Patient parking is available near the main entrance off Providence Drive, or in Parking Garage 2 which is accessed off Providence Drive or Wellness Street. From any level of the garage, find the building entrance and then take the C-Tower elevator (or stairs) to Level 4.

We look forward to seeing you,

The Physicians and Staff of Anchorage Women's Clinic

www.anchoragewomensclinic.com

3260 Providence Drive Suite 425 Anchorage Alaska 99508 Phone 907.561.7111 Fax 907.770.7891

New GYN Packet 02/06/2017



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

<u>Health History Form</u>		
Are you a new patient? Yes No	Have you been seen at AWC before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year? _____	Were you referred by another provider? <input type="checkbox"/> Yes <input type="checkbox"/> No If so Whom: _____
Primary Care Physician: _____		Other Providers: _____
<u>Current Medications and /or Vitamins:</u>		
Allergies: _____ Latex: <input type="checkbox"/> Yes <input type="checkbox"/> No		

<u>Past History</u>				
<u>Surgeries with Dates:</u> _____				
<u>Illnesses & Injuries (Physical & Mental) with Dates:</u> _____				
<u>Immunizations & Dates:</u>	Rubella:	Tetanus TD/Tdap:	HPV:	Other:
Flu:	TB/PPD:	Pneumonia:	Meningococcal:	

<u>Gynecological History</u>			
<u>Last Menstrual Period:</u>	<u>Age Menses Started:</u>	<u>Length of flow:</u>	<u>Interval Between Periods:</u>
<u>Any Recent Changes:</u> _____			
Ever Had Sex: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sexually Active Now: <input type="checkbox"/> Yes <input type="checkbox"/> No	Partners Are: <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Both	
Any Abnormal Pap Smears, Colposcopy and/or Leeps (Please include dates and/or years): _____		History of STD's (Please include date and/or years): _____	
Current Method of Contraception:		Previous Contraceptive History:	

<u>Obstetric History</u>					
No. of pregnancies:		Live Births:	Premature Births:	Miscarriage/Abortion:	Live Children:
<u>No.</u>	<u>Birth Year</u>	<u>Weight of Baby</u>	<u>Baby's Sex</u>	<u>Weeks Pregnant</u>	<u>Type of Delivery (Vaginal, Cesarean, Etc.)</u>
1.					
2.					
3.					
4.					Put Additional on back
Any Pregnancy complications? <input type="checkbox"/> Diabetes <input type="checkbox"/> Hypertension/High Blood Pressure <input type="checkbox"/> Preeclampsia/Toxemia <input type="checkbox"/> Depression <input type="checkbox"/> Other					

<u>Family History (If you mark one please state who)</u>			
<input type="checkbox"/> Breast Cancer	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Prostate Cancer	<input type="checkbox"/> Osteoporosis
Uterine Cancer	<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Heart Disease
Colon Cancer	Ovarian Cancer	Stroke	Other

<u>Social History</u>			
Marital Status: _____	Tobacco Use: <input type="checkbox"/> Yes <input type="checkbox"/> No Packs/Day: _____	Alcohol Use: <input type="checkbox"/> Yes <input type="checkbox"/> No How Often: _____	Drug Use: <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____



Release of Information **TO** Anchorage Women's Clinic

Patient Name: _____ Date of Birth: _____ Phone Number: _____

Previous Name: _____ Last 4 Digits of Social Security #: _____

I authorize Anchorage Women's Clinic, LLC (AWC), to request my health information from:

(If applicable, please include name of physician AND name of the practice)

Dr: _____ Practice Name: _____

Address: _____

Phone: _____ Fax: _____

I release Anchorage Women's Clinic, LLC (AWC), to request the following information:

Dates of service from: _____ to: _____

<input type="checkbox"/> Labs/Pathology	<input type="checkbox"/> Surgical Reports	<input type="checkbox"/> Medication List
<input type="checkbox"/> Imaging Reports	<input type="checkbox"/> OB Records	<input type="checkbox"/> Office Visits
<input type="checkbox"/> Pap Reports	<input type="checkbox"/> All Records (Last 5 Years)	<input type="checkbox"/> Other

The following **MUST** be initialed to be included in the use or disclosure of other records:

_____ Genetic testing information and/or records

_____ HIV/AIDS related health information and/or records

_____ Drug/alcohol diagnosis, treatment and/or referral information (Federal regulation require a description of how much and what kind of information is to be disclosed. Federal law prohibits the re-disclosure of such information)

_____ Behavioral Health and/or counseling records (request another ROI. Request for psychotherapy records cannot be combines with any other authorization)

Except to the extent that action has already been taken in reliance upon this authorization, I understand that I may revoke this authorization at any time by giving written notice to AWC. Unless revoked earlier, this authorization will expire 180 days from the date of signing below or upon _____.

Signature of Patient or Patient's Legal Representative

Date

Print Name of Legal Representative (if applicable)

Relationship of Legal Representative to Patient

FOR INTERNAL USE ONLY

Received by: _____

Date: _____

Faxed on: _____

Date records received: _____

Processed by: _____

Anchorage Women's Clinic
3260 Providence Drive, Suite 425
Anchorage, AK 99508
Phone: 907-561-7111
Fax: 907-770-7891

www.anchoragewomensclinic.com

ANCHORAGE WOMEN'S CLINIC

Notice of Privacy Practices for Protected Health Information

This notice describes how your Protected Health Information (called PHI) may be used and disclosed and how you can get access to this information. Please review it carefully.

AWC takes the privacy of your health information seriously. Protected health information is the information we create and obtain in providing our services to you. Such information may include documenting your symptoms, examination, and test results, diagnoses, treatment, and applying for future care or treatment. It also includes billing documents for those services.

We are required by law to maintain the privacy of your health information and provide you with this Notice of Privacy Practices. We will act according to the terms of this Notice. We are required to notify you if we cannot accommodate a requested restriction or request and accommodate your reasonable requests regarding methods to communicate health information to you. We reserve the right to change this Notice of Privacy Practices and to make any new practices effective for all Protected Health Information that we keep. Any changes made to the Notice of Privacy Practices will be prominently displayed, available at our offices and posted on our web site (www.anchoragewomensclinic.com).

The clinic is permitted by federal privacy laws to make uses and disclosures of your health information for purposes of treatment, payment and health care operations. We will attempt in good faith to obtain your signed Acknowledgement that you were offered a copy of this Notice to use and disclose your confidential medical information for the following purposes.

Treatment Purposes:

- A medical assistant or nurse obtains treatment information about you and records it in a health record.
- During the course of your treatment, the provider determines he/she will need to consult with another specialist in the area. He/she will share the information with such specialist and obtain his/her input.

Payment Purposes:

We submit requests for payment to your health insurance company. The health insurance company (or other business associate helping us obtain payment) requests information from us regarding medical care given. We will provide information to them about you and the care given. **Exception: If you have paid a visit in full and have requested the information not be shared with your insurance carrier, we will not disclose that particular visit.**

Health Care Operations:

We obtain services from our insurers or other business associates such as quality assessment and improvement, outcome evaluation, protocol and clinical guideline development, training programs, credentialing, medical review and legal services. We will share information about you with such insurers or business associates as necessary to obtain these services.

Other Disclosures and Uses:

Examples of other types of disclosures and uses of your PHI are listed below (note that this is not an exhaustive list). If you would like additional information on these, please contact us.

- | | | |
|---|--|--|
| • Communication with Family | • Threat to health or safety | • Public Health |
| • Notification of persons responsible for your care | • Law Enforcement as required by law; Judicial proceedings | • Health Oversight to agencies for health oversight activities |
| • FDA, related to adverse events | • Abuse & Neglect | |

We will not sell your PHI without your written authorization. We will not use your PHI for marketing purposes without your written authorization. Patients do have a right to 'opt out' of such marketing information. Except where required by law, we will not disclose your psychotherapy notes without your written authorization.

Other uses and disclosures, besides those identified in this Notice, will be made only with your written authorization and you may revoke the authorization as stated under "Your Health Information Rights."

Your Health Information Rights

The health and billing records we maintain are the physical property of the clinic. The information in it, however, belongs to you. You have a right to:

- Request a restriction on certain uses and disclosures of your health information by delivering the request to our clinic - we are not required to grant the request, but we will comply with any request granted.
- Request a restriction on disclosures of medical information to a health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment; and the PHI pertains solely to a health care service for which the provider has been paid out of pocket in full)—we must comply with this request.
- Obtain a paper copy of the current Notice of Privacy Practices for Protected Health Information.
- Request that you be allowed to inspect and copy your health record and billing record – you may exercise this right by delivering the request to our clinic. Access to your health records will not include information to which your access is restricted by law. We may charge a reasonable fee for providing a copy of your health records or a summary of those records at your request, which includes the cost of copying, postage and preparation or an explanation or summary of the information. Electronic copies are also available on CD.
- Appeal a denial of access to your protected health information, except in certain circumstances.
- Request that your health care record be amended to correct incomplete or incorrect information by delivering a request to our clinic. 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 health information kept by or for the clinic;
 - Is not part of the information that you would be permitted to inspect and copy; or,
 - Is accurate and complete.

If your request is denied, you will be informed of the reason for the denial and will have an opportunity to submit a statement of disagreement to be maintained with your records.

- Request that communication of your health information be made by alternative means or at an alternative location by delivering the request in writing to our clinic.
- Obtain an accounting of disclosures of your health information as required to be maintained by law by delivering a request to our clinic. An accounting will not include uses and disclosures of information for treatment, payment, or operations; disclosures made to you or made at your request; disclosures made pursuant to an authorization signed by you; to family members or friends relevant to that person's involvement in your care or in payment for such care. We will not charge you for the first accounting in any twelve-month period; however, we will charge you a reasonable fee for each subsequent request for an accounting within the same twelve-month period.
- Revoke authorizations that you made previously to use or disclose information by delivering a written revocation to our clinic, except to the extent information or action has already been taken.
- You have the right to be notified of any breach of your information that occurs.

To Request Information or File a Complaint

If you have questions, would like additional information, or want to report a problem regarding the handling of your information, you may contact the Privacy Officer for AWC at 907-561-7111.

Additionally, if you believe your privacy rights have been violated, you may file a written complaint at our office by delivering the written complaint to the Practice Administrator. You may also file a complaint with the Department of Health and Human Services (DHHS) by contacting the Regional Office for Civil Rights in Seattle, WA.

We cannot, and will not, require you to waive the right to file a complaint with the Secretary of Health and Human Services (HHS) as a condition of receiving treatment from the office/hospital. We cannot, and will not, retaliate against you for filing a complaint with the Secretary of Health and Human Services.



ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I, _____, acknowledge and agree that I have been offered
a copy of Anchorage Women's Clinic Privacy Practices.
Print Patient Name

Signature

Date

Patient Legal Representative Signature (if applicable)

Relationship to Patient

Print name of Legal Representative

Date

For Office Use Only

We attempted to obtain written acknowledgement of offer of our Notice of Privacy Practices, but
acknowledgement could not be obtained because:



Patient Name: _____

***Access to Personal Health Information
Family and Friends***

I authorize Anchorage Women's Clinic, LLC to discuss my personal health information, "PHI", with the following individuals:

1. _____ Relationship: _____

2. _____ Relationship: _____

By signing below you agree that Anchorage Women's Clinic, LLC may discuss "PHI" with the above individual(s). This will remain in effect for one year from the date signed below.

If you wish to cancel this you must do so in writing directed to:

HIPAA Compliance Officer Anchorage Women's Clinic, LLC 3260 Providence Dr. Suite 425
Anchorage, AK 99508

Please call 907-561-7111 if you have additional questions.

Signature: _____

Date _____

Date of Birth: _____



PATIENT NOTICE OF BILLING PRACTICES

Anchorage Women's Clinic (AWC) is committed to providing quality medical services to our patients and clearly defining our financial policy. If you have any questions, please ask one of our staff members to assist you.

PAYMENT AT TIME OF SERVICE

Medical Services provided by AWC are payable at the time of service. We accept the following:

- Cash, Visa, MasterCard, Discover, Personal Checks, Money Orders, and Debit Cards.
Checks returned for insufficient funds (NSF) will be assessed a \$30 fee.

_____ (initial) I understand that I am responsible for payment of co-pays, deductible, and co-insurance at time of service.
I understand past due amounts must be paid in full prior to the scheduling of any future appointments, unless prior arrangements have been made and approved by management.

Self-Pay Patients (No Insurance) - Payment is due, in full, at time of service.

ADDITIONAL CHARGES *(Charges that may be billed after you leave the office)*

_____ (initial) I understand that there may be charges for services rendered which do not appear on my account at check-out. This is because some services may require additional laboratory tests or follow-up, and some OB-related charges may not be present in my chart until reviewed by another provider.

_____ (initial) If I am a nutrition, massage, and/or counseling patient, I understand that if I no-show for future appointments and/or have not cancelled more than 24 hours in advance, I will be charged a **\$90 no-show fee**.

INSURANCE BILLING

_____ (initial) I authorize AWC to release any medical information required by my insurance company for the processing of any medical claims filed on my behalf.

AWC bills most major insurances, with the exception of TRICARE (except as secondary), VA, and auto insurance policies.

LAB SERVICES

_____ (initial) I understand that LabCorp is AWC's primary lab for routine tests.
I understand Providence is AWC's primary lab for pathology and immediate/urgent tests.

If your insurance company requires use of a different lab, please notify our staff so that an annotation can be made in your chart.

MEDICAID

AWC currently accepts Medicaid (Denali Kid Care and Denali Care). Proof of eligibility is due at time of service. Please understand we are required by law to collect your co-pay at time of service. ***AWC does not back-bill for any services or labs rendered prior to patient receiving Medicaid approval.***

MEDICARE

We accept new Medicare patients for problem-specific visits by referral only. Existing patients who convert to Medicare may still be seen for routine care. Medicare co-pays are due in full at time of service. Any services not covered by Medicare are the patient's responsibility.

PATIENT CREDITS

Patient credits will be refunded once all visits have been responded to by insurance. No refunds will be issued while there are future appointments scheduled.

Obstetrical patients will have any credits applied to future visits and/or to their delivery. Once the delivery has been responded to by insurance, any remaining credit will be refunded.

There is a \$25 stop payment/re-issuing fee for any lost refund checks.

COLLECTIONS

Payment for services rendered by Anchorage Women's Clinic is the responsibility of the patient, regardless of insurance status. If you are having difficulty paying your bill, please call our billing department.

Patients who refuse to remit payment or make financial arrangements will have their account reviewed for collection action and will be considered for dismissal from AWC. If account is transferred to an outside collection agency, you will be assessed an administrative fee in addition to the outstanding AWC bill.

I have read the above payment options and understand my financial responsibility to Anchorage Women's Clinic. If I have additional questions, I understand that I may speak with a billing representative prior to my appointment.

Patient or Guardian Signature

Date Signed



Patient Rights & Responsibilities

The team at Anchorage Women's Clinic is dedicated to promoting excellent women's health care service to every woman, every time. As a patient at Anchorage Women's Clinic (AWC) **you have the right to:**

1. Be afforded considerate and respectful care in a safe environment, and free from mental, physical, sexual and verbal abuse, neglect and exploitation.
2. Medical care without discrimination as to race, religion, national origin, sex or sexual orientation, disability, source of payment or age.
3. Be fully informed, in layman's terms, concerning your health, diagnosis, treatment options and prognosis. You have the right to helpful information and answers to your questions.
4. Make decisions about your care and to include or exclude family members or others when making decisions.
5. Be furnished with the name of the physician(s) and staff helping with your care.
6. Accept or refuse any treatment by the clinic to the extent permitted by law and to be informed of the medical consequences of such acceptance or refusal.
7. Designate a representative to make health care decisions on your behalf.
8. Privacy, which shall be respected to the extent consistent with providing adequate medical care to the patient, with the efficient administration of the clinic and with applicable law. (See AWC's Notice of Privacy Practices.)
9. Discuss concerns you may have when, from time to time. your provider may ask another provider, medical assistant or a medical student to accompany them in the exam room.
10. Change providers or transfer your care.
11. Refuse to participate in any research program should one be offered.
12. Examine your bill and receive an explanation of the charges, regardless of the source of payment of such bill. An itemized bill will be furnished upon request.
13. Review your medical record, and obtain a copy for a reasonable fee.
14. Be involved in your care.
15. Receive translation or other communication assistance.
16. Have any concerns, complaints and grievances heard and addressed without fear of reprisals.

Your Responsibilities

Anchorage Women's Clinic has the right to expect responsible behavior from its patients and their families. We expect that you will:

1. Provide us with correct and complete information about past illnesses, hospitalizations, medications, allergies and any other matters relating to your health.
2. Inform us if you do not understand information or instructions given to you by the staff or if you think you will be unable to carry out any particular instruction.
3. Report any unexpected changes in your condition or concerns about your care.
4. Follow the care, treatment and service plans that have been developed for you by your healthcare team.
5. Keep all appointments and advise us when you are unable to keep an appointment
6. Arrive 10 minutes prior to your scheduled appointments to allow time for the review of any paperwork or visit-related information, and to ensure that the same level of personalized care is provided to all our patients.
7. Repetitive cancellations, no-shows or lateness may result in discharge from the clinic.
8. Be considerate of other patients, their visitors and their property.
9. Be considerate of AWC staff and our property. *Please note that we have a zero tolerance policy regarding any verbally, physically or mentally abusive or threatening behaviors to any AWC staff, providers or other patients. Such behaviors will be grounds to terminate your care and therapeutic relationship with AWC providers.*
10. Share any concern you may have if your provider asks another provider, medical assistant or medical student to accompany them in the exam room. This would occur when the provider requires support and/or we have a student training at our clinic.
11. Provide complete and sufficient information necessary for insurance processing of your bill.
12. Assume the financial responsibility of paying for all services rendered either through your insurance or by taking personal responsibility to pay for any services that are not covered by insurance.

I have read and acknowledge the above policy.

Patient or Guardian Signature

Date Signed

You can communicate a concern or complaint through the **Contact Us** tab on our website (www.anchoragewomensclinic.com), by email manager@awcp.net or by calling 561-7111. If you feel your concern or complaint has not been addressed you may contact the Joint Commission (complaint@jointcommission.org).