

BOSTON VEIN CARE
INTAKE FORMS FOR VEIN PATIENTS ONLY

Name: _____ Date of Birth: _____

Address: _____ City, State, and Zip: _____

Cell Phone: _____ Is it OK to leave a message? Y N

Home Phone: _____ Is it OK to leave a message? Y N

Email: _____ Best number to reach you: ___Home ___Cell

Marital Status: ___Married ___Single ___Divorced ___Widowed

Ethnicity/Race: _____ Preferred Language: _____

Referring Physician: _____

Primary Care Physician _____ Address: _____

City, State Zip: _____ Phone: _____ Fax: _____

Do you want us to send your record to your referring or primary care doctor Y N

EMERGENCY CONTACT

Name: _____

EMPLOYMENT INFORMATION

___Employed ___Unemployed ___Retired

Address: _____

___Self Employed

City, State, Zip: _____

Employer Name: _____

Phone: _____

Employer Phone: _____

Relationship: _____

Employer Address: _____

PRIMARY INSURANCE

Insurance Company: _____

SECONDARY INSURANCE

Insurance Company: _____

ID Number: _____

ID Number: _____

Group/Policy Number: _____

Group/Policy Number: _____

Are you primary policyholder, Yes No, if no complete section below?

Subscriber Name: _____ Subscriber Phone: _____

Subscriber Date of Birth: _____ Address _____

VEIN PATIENT HISTORY SHEET

Name: _____ Date: _____

Date of Birth: _____ Age: _____

PAST MEDICAL HISTORY

- High blood pressure High cholesterol Deep Vein Thrombosis (DVT)
Pulmonary embolism Bleeding disorder Diabetes
Controlled with: Insulin, How long: Pills Diet
Other

Previous Operations/Procedures, year, doctor and place you had your procedures

Current Medications, dose, frequency

Drug/Food Allergies: Do you have history of allergy: No, if yes please detail reaction?

Medications: _____ Food/Environmental: _____

Social History

Do you drink alcohol? No Yes, if yes, how many drinks a week on average
Do you smoke any type of tobacco product? Never smoked X-Smoker, last smoked?
Current smoker, how many cigarettes a day: How Many Years:

Family History, relation (like mother, dad) conditions & age of onset

YOU ARE HERE TODAY DUE TO?

- Leg Pain Leg/Ankle Swelling Other
Affecting Right Leg Left leg
How long have you noticed these problems?
Nature of pain is: Aching Throbbing Resting cramps Night cramps
Pain is: Continuous Periodic
Pain is made worse by: standing for prolonged period towards the end of day.
Other
The pain is relieved by: sitting and stretching the legs, lying and elevating legs,
Elastic stockings, Walking and/or exercising, other

8. Leg Swelling made worse by; standing for prolonged period towards the end of the day, Others _____
9. Leg Swellings is relieved by; sitting and stretching the legs, lying down and elevating the legs others _____
10. Legs have: Heaviness Burning Itching Tender bruised areas
12. Complications: Skin discoloration Venous Bleeding Phlebitis Ulceration/wounds
13. Have you tried compression socks No, Yes, If yes for how many weeks _____

OTHER COMPLAINTS

GENERAL: Fever, Rigors or chills feel sick, weight loss, weight gain, Other _____

EYE: Pain, Visual change, Redness or eyelid swelling.

ENT: Earache, Ear discharge, Nose pain, Discharge or nasal congestion.

CARDIAC: Chest Pain Palpitation Shortness of breath, on exertion/on rest Leg swelling

CIRCULATION: Pain calf or hips on walking/ on rest need to stop due to pain

Blood clot in vein Blood clot in artery

CHEST: Cough Asthma Tuberculosis Bronchitis

GIT: Vomiting Constipation Diarrhea Blood in stools Jaundice Liver disease

NERVOUS SYSTEM: Headache Dizziness Numbness Falls Stroke/TIA Dementia

SKIN: Rash Itching, Bruising Bleeding

MUSCULOSKELETAL: Weakness Stiffness Joint pain Joint swelling Arthritis Gout

BLOOD: Anemia Sickle Cell Hemophilia Swollen glands

METABOLISM: Increased thirst Increased urine Diabetes Intolerance to heat or cold

PSYCHAITRIC: Anxiety Depression Bipolar ADHD Addiction

Your risk factors for vein disorders are

- Family history of varicose veins, leg ulcers or swollen legs? Who? _____ History of DVT
- History of vein Treatments Prolonged standing (hours/day): At work -----, at home-----
- I am overweight History of DVT History of vein Treatments

Your Height _____, **Weight** _____

FOR WOMEN ONLY

Number of times you have been pregnant _____, planning pregnancy in near future? Y N

Are you breast-feeding? Y N

I certify that the above information is correct to the best of my knowledge. I will not hold my doctor or any members of his/her staff responsible for any errors or omissions that I may have made in the completion of this form.

Patient Signature _____ Date _____

(Please do not write below this line, for office use only)

I have reviewed patient's history and review of systems

Physician Signature

Physician Name

Date & Times

**BOSTON VEIN CARE
GENERAL CONSENT OF TREATMENT**

AUTHORIZATION FOR TREATMENT: I voluntarily consent to rendering of medical care, treatment and diagnosis, including such diagnostics, therapeutics or medical procedures to be performed at Boston Vein Care by Muzzamal Habib, MD, his designee, or assistant as is necessary in his judgment, or by personnel in Boston Vein Care. I understand that medical diagnosis and treatment may involve a substantial risk. I understand that absent emergency or extraordinary circumstances, major therapeutic and diagnostic procedures will not be performed on me unless or until I have had the opportunity to discuss such procedures and risks associated therewith to my satisfaction with Dr. Habib or other health care professional and I have consented to such procedure. I understand that the practice of medicine is not an exact science and I acknowledge that no guarantee has been made to me promising any specific result or outcome from any diagnostic or therapeutic treatment performed on me in Boston Vein Care.

I understand that I have right to refuse or withhold my consent to any proposed diagnostic or therapeutic procedure. I have been afforded the opportunity to set forth below any limitation to the general consent I have granted herein:

USE AND RELEASE OF INFORMATION: I understand that Boston vein care will keep a record that contains my medical, personal and other information related to my diagnosis, care and treatment in electronic, paper, and other forms. I understand that Boston Vein Care may release any information about me, my health, the health services provided to me, or payment for my health services, that may be a necessity: (1) for my treatment (to other healthcare providers or facilities that need the information for my continued care); (2) for any purposes related to payment by me or a third-party for services (to determine eligibility, to process insurance claims, for utilization and review, or for billing and collection purposes, as necessary to obtain payment); or (3) for the health care operations of Boston Vein Care or affiliated healthcare provider that has had relationship with me (quality assessment, training programs, planning, etc.).

TELEMEDICINE: I understand that Boston Vein Care may use telemedicine during the course of my treatment. Telemedicine uses audio and video equipment to permit a two-way, real-time, interactive communication between patient and physician or another practitioner who may be located at a distant site. The information gathered during telemedicine consult will be maintained in my medical record, and privacy and confidentiality of my medical information will be maintained at all times. Boston Vein Care will not record the actual audio or video transmission unless otherwise specified by my physician or practitioner. I understand that I have the right to withdraw my consent for telemedicine at any time without affecting the right to future care or treatment. I also understand the alternative methods of care may be available to me, and I may choose other options at any time.

CONSENT TO PHOTOGRAPH/ VIDEO RECORDING: Boston Vein Care PC is permitted to photograph and/or video the medical or surgical progress and can use the same for scientific, educational, marketing or medical research purposes.

NO SHOW/LATE APPOINTMENT CANCELLATION POLICY: I understand Boston Vein Care has a strict no-show policy where patient is supposed to notify at least 48 hours in advance for any cancellations or change in appointment. If I am not able to give 48 hours' notice, I understand that the Practice will charge my credit card on file a late cancellation /no show fee of \$50 for a routine visit or \$75 for longer visits like ultrasound, sclerotherapy or endovenous procedures etc. Such fees can be avoided by giving more than 48 hours' notice by calling Practice at (855) 798-3467 or emailing to info@bostonveincare.org

RETURNED CHECK: If payment is made by check and it is returned or declined for any reason, the Practice charges a \$50.00 fee, in addition to any costs assessed or charged by any depository institution. This fee becomes part of the Patient Responsible Amount and will be invoiced and charged accordingly.

Patient signature: _____ Date: _____

COLLECTION POLICIES: I understand that any and all unpaid balances assigned as Patient Responsibility may be subject to both internal and external collection efforts, as well as credit reporting to three major credit bureaus if not paid in a timely manner. If after default my account is placed in the hands of an attorney or collection agency, the undersigned agrees to pay for any unpaid balance and all attorney and/or collection agency charges.

KNOW YOUR DEDUCTIBLES, COINSURANCE & IF YOU NEED PCP REFERRAL: I understand it is patient responsibility to know their deductibles, coinsurance, copays, any other out of pocket expenses and whether patient will need a referral from primary care provider (PCP) to see a specialist in Boston Vein Care. I understand that Practice will submit claim on my behalf to my insurance. If it gets denied due to lack of PCP referral or any other reason, it will become my responsibility.

ASSIGNMENT OF BENEFITS: I hereby assign to Boston vein care and/or associated physicians, the right to all health insurance benefits otherwise payable to me, and I authorize Medicare and/or medical insurance benefits to be paid directly to Boston Vein Care and/or associated physicians. I agree to cooperate and provide information as needed to establish my eligibility for such benefits. A copy of this assignment and authorization may be used in place of the original.

FINANCIAL RESPONSIBILITY: I understand that insurance may not pay a full amount of all my charges for my medical care and related professional charges and I acknowledge that I am financially responsible and agreed to pay my bills for non-covered services, as well as deductibles, coinsurance and any amount in excess of insurance benefits. If I am uninsured, I agree to assume full financial responsibility for the payment of all charges.

SIGNATURE: My signature below constitutes my acknowledgment that I have read and understand the above information, that any questions I have asked have been satisfactorily answered, and that I agree to this consent of treatment as described herein.

Patient signature: _____ Date: _____

NOTICE OF PRIVACY RIGHTS AND PRACTICES ACKNOWLEDGMENT STATEMENT:

I acknowledge that I have received a copy of Boston wound care notice of privacy practices & I can access it using web link www.bostonveincare.org/patientprivacy. I understand that notice of privacy practices describes the way in which Boston Vein Care may use and disclose my healthcare information for treatment, payment, and healthcare operations. I understand that I may contact privacy officer identified in the notice of privacy practices, if I have question or complaint.

Patient signature: _____ Date: _____

CREDIT/DEBIT CARD ON FILE AGREEMENT:

Boston Vein Care PC implements a credit/debit card retention policy. At check in, your credit or debit card information may be obtained and stored securely until your insurance(s) have paid their portion and notified us of the balance. At that time, you will be called or mailed a statement. You will have 15 days to pay, after 15 days, if bill remains unpaid, Boston Vein Care will bill your credit/debit card on file. Payments to your credit/debit card are processed only for payments not covered by your insurance and only after the claim has been filed and processed by your insurance and the insurance portion of the claim has been paid and posted to the account. Additionally, if the credit card that I gave today, changes, expires or is denied for any reason, I agree to immediately give Boston Care a new, valid credit or debit card which I will allow them to charge over the telephone. Even though Boston Vein Care will not be processing the new card in person, I agree the new card to be stored securely and used with same authorization as the original card I presented.

By signing below, I authorize Boston Vein Care, PC to keep my signature and credit card information securely on-file. I also authorize Boston Vein Care to charge my credit/debit card today and an in future date for the portion of my bill is my financial responsibility.

Patient signature: _____ Date: _____

NOTICE OF 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 CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) requires all health care records and other individually identifiable health information (protected health information) used or disclosed to us in any form, whether electronically, on paper, or orally, be kept confidential. This federal law gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information. As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

Without specific written authorization, we are permitted to use and disclose your health care records for the purposes of treatment, payment and health care operations.

- Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. Examples of treatment would include surgeries, follow-up care, administering medication, etc.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be billing your medical health plan for your medical services.
- Health Care Operations include the business aspects of running our practice, such as conducting quality assessment and improvement activities. Auditing functions, cost-management analysis, and customer service. An example would include a periodic assessment of our documentation protocols, etc.

In addition, your confidential information may be used to remind you of an appointment (by phone or mail) or provide you with information about treatment options or other health-related services including release of information to friends and family members that are directly involved in your care who assist in taking care of you. We will use and disclose your protected health information when we are required to do so by federal, state or local law. We may disclose your protected health information to public health authorities that are authorized by law to collect information, to a health oversight agency for activities authorized by law included but not limited to: response to a court or administrative order, if you are involved in a lawsuit or similar proceeding, response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested. We will release your protected health information if requested by a law enforcement official for any circumstance required by law. We may release your protected health information to a medical examiner or coroner to identify a deceased individual or to identify the cause of death. If necessary, we also may release information in order for funeral directions to perform their jobs. We may release protected health information to organizations that handle organ, eye or tissue procurement or transplantation, including organ donation banks, as necessary to facilitate organ or tissue donation and transplantation if you are an organ donor. We may use and disclose your protected health information when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat. We may disclose your protected health information if you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities. We may disclose your protected health information to federal officials for intelligence and national security activities authorized by law. We may disclose protected health information to federal officials in order to protect the President, other officials or foreign heads of state, or to conduct investigations. We may disclose protected health information to correctional institutions or law enforcement officials if you are an inmate or under the custody of law enforcement official. Disclosure for these purposes

would be necessary: (a) for the Institution to provide health care services to you, (b) for the safety and security of the institution, and/or (c) to protect your health and safety or the health and safety of other individuals or the public. We may release your protected health information for workers' compensation and similar programs.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have certain rights in regards to your protected health information, which you can exercise by presenting a written request to our Privacy Officer at the practice address listed below:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to access, inspect and copy your protected health information.
- The right to request an amendment to your protected health information.
- The right to receive an accounting of disclosures of protected health information outside of treatment, payment and health care operations.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

We are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. Revisions to our Notice of Privacy Practices will be posted on the effective date and you may request a written copy of the Revised Notice from this office.

You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filing a complaint.

For more information about our Privacy Practices, please contact:

Name: Tanzila Aslam or Office Manager at Boston Vein Care
Address: 4 Courthouse Ln #15, Chelmsford, MA 01824
Phone: (978) 666-4200

For more information about HIPAA or to file a complaint:

The U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
877-696-6775 (toll-free)