# Hillmont G.I., p.c. 1811 Bethlehem Pike Bldg C-300 Flourtown, PA 19031

Tel: 215-402-0800 Fax: 215-836-2429

Dear
Thank you for scheduling an appointment with Dr on It is our pleasure to welcome you to Hillmont GI
in advance of you first visit.
Enclosed is a patient registration form and medical history form. Please complete the forms and bring them with you for your appointment. We would be happy to answer questions for you by phone prior to your visit, our number is 215-402-0800.
We appreciate you selecting Hillmont GI for your medical care and will work hard to serve your needs.
Sincerely,
Physicians and staff of Hillmont GI

# Hillmont GI / Springfield ASC PATIENT REGISTRATION FORM

Please PRINT CLEARLY so we can read your information accurately. Thank you.

\* By providing cell phone and/or email address, you are consenting to electronic communications.

SOCIAL SECURITY	#:					
NAME:						
ADDRESS:		C	ITY:		ST: Z	IP:
HOME PHONE: WORK PHONE:				CE	LL PHONE*:	
GENDER: O Male	e / O Female <b>C</b>	OATE OF BIRTH:				
EMPLOYER:			EMPLOY	ER PHONE #:_		
EMPLOYER ADDR	ESS:		CITY:		ST:	ZIP:
E-MAIL ADDRESS	*•		(for )	you to access y	our health inform	ation electronically)
PRIMARY PHYSIC	IAN:		PHONE N	UMBER:		
REFERRING PHYS	ICIAN:		PHONE NU	JMBER:		
MARITAL STATUS	S: O Single O Mar	ried O Partnered O	Widowed			
EMERGENCY CON	ITACT #1:		PHONE:		RELATIONS	SHIP:
EMERGENCY CON	ITACT #2:		PHONE:		RELATIONS	SHIP:
PHARMACY:			PHARMAC	Y PHONE #:		
PHARMACY ADDRESS:			CITY:		ST:	_ ZIP:
		OR GOVERNMENT H	EALTHCARE A	ANALYSIS USE		
RACE (Only check	one selection):					
O Asian O Native Hawaiia		<ul><li> More than one rac</li><li> Native Hawaiian</li><li> Other Pacific Islan</li></ul>		<ul><li>White</li><li>Do not</li></ul>	: wish to provide	
ETHNICITY (Only	check one selection	<b>):</b>				
O Hispanic or Latino O Not Hispanic or L		tino	O Do not	wish to provide		
PRIMARY / PREFE	ERRED LANGUAGE (	Only check/write one se	election):			
<ul><li>Chinese</li><li>Korean</li><li>Other:</li></ul>	<ul><li>English</li><li>Spanish</li></ul>	<ul><li>Hindi</li><li>Vietname</li><li>Do not wis</li></ul>	se sh to provide	<ul><li>Italian</li><li>Amerio</li></ul>	can Sign Language	e Page 1 of 2

# PRIMARY INSURANCE INFORMATION

# SECONDARY INSURANCE INFORMATION

INSURANCE CO. NAME:	INSURANC	E CO. NAME:		
O The insured policyholder is the patient	O The ins	ured policyholder is the patient		
(if under spouse, fill in spouse's name and date of bir	rth) (if under sp	pouse, fill in spouse's name and date of birth)		
Insured's Name:	Insured's N	Insured's Name: Insured Date of Birth: Insured's Social Security #:		
Insured Date of Birth:	Insured Da			
Insured's Social Security #:	Insured's S			
AUTHORIZATION FOR RELEAS	E OF INFORMATION & A	ASSIGNMENT OF BENEFITS		
COMMERCIAL INSURANCE PATIENTS: I AUTHORIZE claims. I AUTHORIZE and request payment of medical medical services rendered until such authorization place of the original.	al benefits directly to my p	hysicians. I AGREE that authorization will cover		
SIGNATURE:	DATE:			
Administration and Center for Medicare and Medicar for this or a related Medicare claim. I permit a copy payment of medical insurance benefits either to mys mandatory to notify the healthcare provider of any of Regulations pertaining to Medicare assignment of be SIGNATURE:  ALL PATIENTS: OK to share your protected health in	of this authorization to be self or to the party who accepther party who may be resented also apply.  DATE:	used in place of the original and request cepts assignment. I UNDERSTAND it is sponsible for paying for my treatment.		
Name:		-		
Name:				
SIGNATURE:	DATE:			
***TO ALL I HEALTH INSURANCE	PATIENTS: HIPAA NO PORTABILITY & ACC			
I acknowledge that I have received our No	otices of Privacy Prac	tices Brochure:		
SIGNATURE:	DATE:			

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# Hillmont GI / Springfield ASC Medical History Form

ров:	Age: 1 0uay	's Date:		
Occupation: Marital Status:				
nced directive? Yes	No Please provide a co	py at your next visit		
on if applicable):				
Colon polyps:_				
's Disease:	Liver Disease:_			
include over-the-counter d	rugs):			
tex or IV dye:				
o # of packs per day: /	# of years smoke:	/ Quit?:		
No # of drinks per week:				
l use:				
Angina	Pacemaker	Coronary Blockages		
Irregular Heart Rhythm	Artificial Valve	Heart Valve problem		
Bypass		Bleeding Problems		
<u> </u>		Asthma		
	• •	Kidney disease		
	•	Sarcoid Anemia		
<del>-</del>				
_	Kiicumawiu arumus			
	Weight: pounds nced directive? Yes on if applicable):  Colon polyps: 's Disease: include over-the-counter di  tex or IV dye: nesthesia:  Coumadin/Warfari  # of packs per day: / No # of drinks per week: l use: buse: operations):  Angina Irregular Heart Rhythm	Weight: pounds  nced directive? Yes No Please provide a co on if applicable):  Colon polyps:  S Disease: Liver Disease:  finclude over-the-counter drugs):  tex or IV dye:  nesthesia: / # of years smoke:  No # of packs per day: / # of years smoke:  No # of drinks per week:  l use:  buse:  operations):  Angina		

# Which of the following are you experiencing? Please check either 'Yes' or 'No'

Constitutional			<u>Gastrointestinal</u>		
Recent weight change	No	Yes	Poor appetite	No	Yes
Fever	No	Yes	Swallowing difficulty	No	Yes
Fatigue	No	Yes	Heartburn	No	Yes
			Nausea/Vomiting	No	Yes
Eyes			Bloating	No	Yes
Blurred vision	No	Yes	Belching	No	Yes
Glaucoma	No	Yes	Regurgitation	No	Yes
			Constipation	No	Yes
Ears/Nose/Mouth/Throat			Diarrhea	No	Yes
Hearing loss	No	Yes	Abdominal pain	No	Yes
Ringing in the ears	No	Yes	Recent change in bowel habits	No	Yes
Mouth sores	No	Yes	Rectal bleeding	No	Yes
			Black, tarry stools	No	Yes
<u>Cardiovascular</u>			Blood in stools	No	Yes
Chest pain	No	Yes			
Shortness of breath	No	Yes	<u>Neurological</u>		
Swelling of the ankles	No	Yes	Headaches	No	Yes
			Seizures	No	Yes
<b>Respiratory</b>			Strokes	No	Yes
Chronic cough	No	Yes	Numbness	No	Yes
Spitting up blood	No	Yes			
Wheezing	No	Yes	<u>Psychiatric</u>		
			Memory loss or confusion	No	Yes
<b>Genitourinary</b>			Depression/Anxiety	No	Yes
Burning when urinating	No	Yes			
Blood in urine	No	Yes	<b>Endocrine</b>		
			Heat or cold intolerance	No	Yes
<u>Musculoskeletal</u>			Excessive thirst	No	Yes
Joint pain or swelling	No	Yes	Excessive urination	No	Yes
Back pain	No	Yes			
Muscle pain	No	Yes	<u>Hematological</u>		
			Bleeding/bruising tendency	No	Yes
<u>Skin</u>			Anemia	No	Yes
Rash	No	Yes	Blood transfusion	No	Yes
Itching	No	Yes			
			Are you pregnant?	No	Yes
How did you hear about us?					
Patient's Signature:					

# HILLMONT GI, PC

1811 Bethlehem Pike, Building C, Suite 300, Flourtown, PA 19031 Phone: 215.402.0800
125 Medical Campus Drive, Suite 104, Lansdale, PA 19446 Phone: 215.997.9377

Victor Araya, MD – Gerald Bertiger, MD – Robert Boynton, MD – Steven Nack, MD – Benjamin Raile, MD – James Taterka, MD

FAX: (215) 836-2429

### **AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION**

Please Note: Copy Fee May Be Charged For Medical Records

NAME:	DATE OF BIRTH:				
ADDRESS:	CITY:	ST: ZIP:			
HOME PHONE:	CELL PHONE:				
authorization is valid only for the release unless other dates are specified. I unde sexually transmitted disease, acquired in	of medical information dated prior erstand the information in my healt mmunodeficiency syndrome (AIDS) avioral or mental health services, ar	e copied unless otherwise requested. This to and including the date on this authorization th record may include information relating to, or human immunodeficiency virus (HIV). It not treatment for alcohol and drug abuse. This tion:			
RELEASE TO NAME/ORGANIZATION:	Hillmont GI, PC				
ADDRESS: 1811 Bethlehem Pike Cl	ITY: Flourtown STATE: PA	<b>ZIP:</b> 19031			
<b>FAX NUMBER:</b> 215-836-2429 <b>PHO</b>	<b>NE:</b> 215-402-0800				
DATES AND TYPE OF INFORMATION TO	DISCLOSE: THE PURPO	OSE OF DISCLOSURE IS:			
☐ Complete Records	□ Ch	ange of Insurance or Physician			
☐ Procedure Reports		ntinuation of Care			
☐ Consultations		ferral			
☐ Radiology or Laboratory Reports		her:			
☐ Other:					
the health information management department. I und authorization. I understand that the revocation will not policy. Unless otherwise revoked, this authorization will is voluntary. I can refuse to sign this authorization. I no information to be used or disclosed, as provided in CFR	derstand that the revocation will not apply to in apply to my insurance company when the law particles. I understand the signed. I understand the date signed. I understand that any disclosure of in particles. If I have question to federal confidentiality rules. If I have question	In I must do so in writing and present my written revocation to information that has already been released in response to this provides my insurer with the right to contest a claim under my stand that authorizing the disclosure of this health information ment. I understand that I may inspect or obtain a copy of the information carries with it the potential for an unauthorized report about disclosure of my health information, I can contact the			
I have read the above foregoing Author familiar with and fully understand the t					
SIGNATURE OF PATIENT OR LEGAL REPR	RESENTATIVE:	DATE:			
IF SIGNED BY LEGAL REPRESENTATIVE, F	PRINT NAME & RELATIONSHIP:				
For Internal Use Only: Date Received:	Date PHI Sent	Date Completed:			

# FINANCIAL POLICY For Hillmont GI, Springfield ASC & Anesthesia Services

**Hillmont GI** is dedicated to providing you the most efficient care and service possible. **Your understanding of our financial policy is an essential element of your care and service**. The following is a statement of our Financial Policy, which we require you to read and sign prior to treatment. If you have questions regarding our policy, please feel free to contact our billing department at 215-402-0800 ext 226.

Full payment is due at the time of service. HMO and other "managed care" plans require that primary care physicians provide the patient with a referral to be presented to the specialty care physician. This form must specify a request for a consultation or for treatment, and reason for the referral. If your insurance company requires a referral and you do not bring a referral with you, we will reschedule your visit. If you have insurance, and have signed an "Assignment of Benefits" statement, we will bill your insurance carrier for you if we are a provider on your plan. Outstanding balances after insurance are due within (30) days of the billing statement date. Any balance unpaid after ninety days will be turned over to our collection agency Northwest Collectors, Inc. unless other arrangements are made with our billing department.

It is your responsibility to know the details of your particular insurance policy. **Not all services are covered by all insurance carriers**. Services and diagnosis which are not covered by your insurance are your responsibility. Diagnoses and services are carefully documented to comply with federal law. Under no circumstances will these be changed, altered or falsified in ordered to obtain coverage by insurance. If your insurance has a **copay** it is due at the time of service. It is against the law for us to waive a copay. If we do not collect them your insurance company can charge us with billing fraud. If you have a **deductible**, you are responsible for all charges until the deductible is met.

If your insurance carrier has a "**network**" of providers it is your responsibility to make sure we are an "in network" provider prior to obtain services. If we are not "in network", we will still be happy to provide services: however the percentage of charges or deductible for which you are responsible will be greater.

It is your responsibility to make sure we have accurate insurance carrier information and billing information. If a claim is unsuccessful because of flawed insurance or billing information, you will be responsible for the balance.

We will make every effort to assist you in understanding the above information. We will also assist with any problems arising with your insurance to the extent we can accommodate.

## **Disclosure of Springfield Ambulatory Surgery Center Ownership**

I have been informed that the physician who is rendering services to me may have an ownership interest	
in Springfield Ambulatory Surgery Center. The physician has given me the option to be treated at another	eı
facility, which I have declined. I wish to be treated at the Springfield Ambulatory Surgery Center.	

Signature	Date

#### SPRINGFIELD AMBULATORY SURGERY CENTER

### PATIENT RIGHTS & NOTIFICATION OF OWNERSHIP

As a patient of the **Springfield Ambulatory Surgery Center**, you have the right to receive the following information in advance of the date of the procedure.

#### PATIENT'S BILL OF RIGHTS:

Every patient has the right to be treated as an individual with his/her rights respected. The facility and medical staff have adopted the following list of patient's rights.

#### **Patient Rights:**

- •To receive respectful, considerate and dignified care given by competent personnel.
- •To be provided, upon request, the name of his/her attending practitioner, the names of all other practitioners directly participating in his/her care, and the names and functions of other health care persons having direct contact with the patient.
- •The right to have records pertaining to his/her medical care treated as confidential, except as otherwise provided by law.
- •The opportunity to approve or refuse release of his/her medical care records prior to submission to any party, including third parties based on contractual arrangements, except as otherwise provided by law.
- •Consideration of privacy concerning his own medical care program. Case discussion, consultation, examination and treatment are considered confidential and shall be conducted discreetly.
- •To expect emergency procedures to be implemented without unnecessary delay.
- •The right to know what ambulatory care facility rules and regulations apply to his/her conduct as a patient.
- •To be given the opportunity to participate in decisions involving his/her health care, except when such participation is contraindicated for medical reasons.
- •to good quality care and high professional standards that are continually maintained and reviewed.
- •to full information in layman's terms, concerning diagnosis, evaluation, treatment and prognosis, including information about alternative treatments and possible complications. When it is not medically advisable to give the information to the patient, the information shall be given on his behalf to the responsible person.
- •Except in cases of emergency, the practitioner shall obtain the necessary informed consent prior to the start of the procedure.
- •A patient, or if unable to give informed consent, a person responsible to the patient, has the right to be advised when a practitioner is considering the patient as a part of a medical care research program or donor program, and the patient, or responsible person shall give informed consent prior to actual participation in the program. A patient or responsible person may refuse to continue in a program to which he or she has previously given informed consent.
- •The right to refuse the participation of

Center in the patient's treatment.

- •Right to refuse drugs or procedures, to the extent permitted by statute, and a practitioner shall inform the patient of the medical consequences of the patient's refusal of drugs or procedures.
- •to medical and nursing services without discrimination based upon age, race, color, religion, gender, national origin, handicap, disability or source of payment.
- •A patient who does not speak English or is deaf shall have access, when necessary, to interpretation services.
- •A patient who is blind or deaf shall have alternative communicative assistance available to them, if requested.
- •Shall have access to the information contained in his/her medical records at the ambulatory care facility, unless the attending practitioner for medical reasons specifically restricts access.
- •To expect good management techniques to be practiced within the ambulatory care facility. Techniques shall make effective use of the patient's time and shall avoid personal discomfort of the patient.
- •To be transferred when an emergency occurs to another facility and requires transfer to a location capable of providing emergency services, with notification to both patient or their responsible party and the facility prior to the patient's transfer.
- •To examine and receive a detailed explanation of his/her bill.
- •To expect that the ASF will provide information for continuing health requirements following discharge and the means for meeting them.
- •The right, without recrimination, to voice comments, suggestions, complaints and grievances regarding care; to have those complaints reviewed and when possible, resolved; and when not resolved, to obtain information regarding external appeals, as required by state and Federal law and regulations.
- •To be informed verbally and in writing, in terms the patient could understand, of his/her rights, responsibilities, and expected conduct by the ambulatory care facility at the time of admission
- •The right to information covering services available at the ASF, the fees related to those services, and the payment policies governing restitution for services rendered.
- •The right to information on the provision of after hours and emergency services for care and treatment rendered at the ASF.
- •The right to information on advance directives, as required by state or Federal law and regulations. Advance Directives will not be honored within the Center. In the event of a life-threatening event emergency medical procedures will be implemented. Patients will be stabilized and transferred to a hospital where the decision to continue or terminate emergency measures can be made by the physician and family.

If the patient or patient's representative wants their Advance Directives to be honored, the

Patient will be offered care at another facility that will comply with their wishes.

- If you request, an official state Advance Directive Form will be provided to you
- •The right to be provided, upon request, information pertaining to the process of credentialing of the practitioners rendering care and treatment at the ASF.
- •The right not to be misled by the organization's marketing or advertising regarding their competence and capabilities.
- •To obtain names, addresses, and telephone numbers from the Center Director of the governmental offices were complaints may be lodged.
- •To obtain names, addresses and telephone numbers of offices where information concerning Medicare and Medicaid coverage can be obtained.

The following are the names and/or agencies you may contact:

Susan Potts (Center Director) Springfield Ambulatory Surgery Center 1528 Bethlehem Pike Flourtown, PA 19031 215-402-0600

You may contact your state representative to report a complaint:

# Pennsylvania Department of Health website: www.health.state.pa.us

Sites for address and phone numbers of regulatory agencies:

**Complaint Hotline: 1-800-254-5164** 

#### Medicare Ombudsman website

www.medicare.gov/Ombudsman/resources.asp

Medicare: www.medicare.gov or call 1-800-MEDICARE (1-800-633-4227)

Office of the Inspector General: http://oig.hhs.gov

### **Physician Financial Interest and Ownership:**

The Center is owned, in part, by the physicians. The physician(s) who referred you to this Center and who will be performing your procedure(s) may have a financial and ownership interest. Patients have the right to be treated at another health care facility of their choice. We are making this disclosure in accordance with Federal regulations.

By signing below, you, or your legal representative, acknowledge that you have received, read and understand this information (verbally and in writing) in advance of the date of the procedure and have decided to have your procedure performed at this center.

Notification of Ownership.	
Signed:	
Date:	

hereby acknowledge receipt of the Patient Rights &

PLEASE BRING THIS FORM WITH YOU ON THE DAY OF YOUR PROCEDURE



### PRIVACY POLICY

This notice describes how your medical information may be used or disclosed and how you can gain access to it. Please read this notice carefully.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a federal program that requires strict confidentiality for all your personal health information. That includes all your medical and dental information used or disclosed by us in any form, whether electronic, written or verbal. The Act gives you significant rights to understand and control how your health information is used. The Act also provides penalties for the misuse of Protected Health Information (PHI).

PHI is any information about you, including demographic data that identifies you and your past, present or future physical or mental health condition, as well as related healthcare services. This Privacy Policy describes how we may use or disclose your PHI to provide treatment, payment or healthcare operations or other purposes that are permitted or required by law. This policy also describes your rights to access and control your PHI.

### Uses and Disclosures of Protected Health Information

Your PHI may be used or disclosed by our physician, office staff or others involved in your care and treatment, whether providing healthcare services to you, paying your healthcare bills, supporting the operation of our practice or any other lawful use.

**Treatment:** We will use and disclose your PHI to provide, coordinate or manage your healthcare and related services. This includes the coordination or management of your healthcare by a third party. For example, your PHI may be given to a physician you have been referred to in order to ensure that he or she has the necessary information to diagnose or treat you.

Healthcare Operations: We may use or disclose your PHI to support our business activities. These activities may include quality assessment, employee review and conducting or arranging other business activities. We may also use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may call you by name in our reception area when your physician is ready to see you. We may use or disclose your PHI, as necessary, to contact you to remind you of your appointment. We may send you an e-mail, text message, or phone your home and leave a message (on an answering machine or with the person answering the phone), to remind you of an upcoming appointment, the need to schedule a new appointment or to call our office. We may also mail a postcard reminder or letter to your home address. Please tell us if you prefer that we call or contact you at another phone number or location.

We may use or disclose your PHI under the following circumstances without your authorization. These include, as required by law:

- Public health issues
- Communicable diseases
- Health oversight
- Abuse or neglect
- Food and Drug Administration requirements
- Legal proceedings
- Law enforcement
- Coroners, funeral directors and organ donation
- Medical research
- Criminal activity; prison inmates
- Military activity and national security
- Workers' Compensation

**Required Uses and Disclosures:** The law requires us to disclose to you when we are investigated by the Secretary of the Department of Health and Human Services to determine our compliance with HIPAA. Other permitted and required uses and disclosures will be made only with your consent, authorization or opportunity to object unless required by law. You may revoke this authorization in writing at any time except to the extent that your physician or the physician's practice has taken action in reliance on the use or disclosure indicated in your authorization.

**Payment:** Your PHI will be used, as needed, to obtain payment for healthcare services. For example, obtaining approval for a hospital stay may require that your relevant PHI be disclosed to your health insurance plan to obtain approval for a hospital admission or a health-related procedure.

### **Your Rights**

You have the right to inspect and copy your PHI. Under federal law, however, you may not inspect or copy the following records:

- Psychotherapy notes
- Information compiled in reasonable anticipation of, or use in civil, criminal or administrative actions or proceedings
- PHI that is subject to law prohibiting access to said PHI

You have the right to request a restriction of your health information. This means you may ask us not to use or disclose any part of your PHI for the purposes of treatment, payment or healthcare operations. You may also request nondisclosure of any part of your PHI to family members or friends who may be involved in your care or for notification purposes described in these Privacy Practices. Your request must state the specific restriction and to whom you want the restriction to apply.

Your physician is not required to agree to your requested restriction. If your physician believes it is in your best interests to permit use and disclosure of your PHI, your PHI will not be restricted. You then have the right to use another healthcare professional.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this Notice from us, upon request, even if you have agreed to accept this Notice alternatively (e.g., electronically).

You have the right to have your physician amend your PHI. 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 provide you with a copy of any such rebuttal. You have the right to receive an accounting of certain disclosures we have made, if any, of your PHI.

We reserve the right to change the terms of this Notice, and we may apply the changes to all PHI maintained by us. You may receive a copy of any revised notice upon request, in our office, or on our website. You then have the right to object or withdraw as provided in this Notice.

# **Complaints**

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint by notifying our privacy officer at our office and main telephone number. We will not retaliate against you for exercising your right to file a complaint.

## **Directions: Flourtown Office**

1811 Bethlehem Pike Bldg C-300

Flourtown Commons Flourtown, PA 19031

Phone: (215) 402-0800 Fax: (215) 836-2429

### Office Hours:

Monday-Friday 7:40am-4:40pm

Phones opened Daily: 9:00am - 5:00pm

### **Driving Directions:**

#### From Lansdale/North Wales/Ambler:

- Take 309 South to Flourtown exit.
- At bottom of exit ramp go right turn onto Church Road.
- · Make first left onto East Mill Road.
- Right onto Bethlehem Pike-**The Flourtown Commons** 1811 will be on the left just immediately upon Bethlehem Pike. Follow design of the lot to the back of the complex Bldg C-300 is the last building facing the woods.

### From Philadelphia (Chestnut Hill/Mt. Airy/Germantown):

- Take Stenton Ave. west towards Erdenheim/Flourtown
- Bear right onto Bethlehem Pike north at the intersection of Stenton, Bethlehem Pike and Papermill Roads.
- 1811 will be on your left about 1.4 miles from that intersection in **The Flourtown Commons**.

### From Plymouth Meeting/Conshohocken:

- Take Germantown Pike east to Northwestern Avenue (by Chestnut Hill College).
- Make a left onto Northwestern and continue as it becomes Wissahickon Avenue.
- · Left on Bethlehem Pike.
- 1811 will be on the left in The Flourtown Commons 0.2 miles from the turn.