

21135 Whitfield Place Suite 107 Sterling, VA 20165 Phone: (703) 421-7000

Fax: (703) 430-4830

www.sterlingfamilypractice.com

PATIENT INFORMATION LAST NAME FIRST NAME MIDDLE INITIAL SOCIAL SECURITY NUMBER SEX PREFIX/SUFFIX Male Female DATE OF BIRTH (mm/dd/yy) STATUS (please check one) STUDENT (please check one) ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Partner ☐ Full Time ☐ Part Time STREET ADDRESS CITY/STATE ZIP CODE HOME PHONE (include area code) WORK PHONE CELL PHONE RACE (please check one) ETHNICITY (please check one) PREFERRED LANGUAGE (please check one) ☐ White ☐ Black/African American ☐ English ☐ Spanish ☐ Asian ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Hawaiian/Other Pacific Islander ☐ Other Race American \square Other: _ ☐ Unknown ☐ Indian/Alaska Native **EMPLOYER** JOB TITLE/STATUS EMPLOYER ADDRESS EMPLOYER PHONE NUMBER EMAIL ADDRESS PREFERRED METHOD OF CONTACT FOR APPOINTMENT REMINDERS (please check one) ☐ Cell Phone ☐ Home Phone CONTACT (Guarantor information section below must be filled if you are not making payment for SFP visits) CONTACT (please check at least one) LAST NAME FIRST NAME MIDDLE INITIAL ☐ Emergency Contact ☐ Guarantor ☐ ☐ A uthorized to Seek Treatment \square Next of Kin DATE OF BIRTH (mm/dd/yy) RELATIONSHIP TO PATIENT SSN (social security number) SEX MARITAL STATUS HOME ADDRESS CITY/STATE ZIP CODE CELL PHONE HOME PHONE EMPLOYER JOB TITLE WORK NUMBER Guarantor information section must be filled if: (The guarantor is the person responsible for payment incurred by SFP) FIRST NAME MIDDLE INITIAL CONTACT (please check at least one) LAST NAME Guarantor ☐ Emergency Contact ☐ Self guarantor ☐ Other Guarantor ☐ Insured ☐ Authorized to Seek Treatment ☐ Next of Kin RELATIONSHIP TO PATIENT MARITAL STATUS SSN (social security number) DATE OF BIRTH SEX (mm/dd/yy) HOME ADDRESS CITY/STATE ZIP CODE HOME PHONE EMPLOYER WORK PHONE JOB TITLE

Over

INSU	URANCE POLICY IN	FORMATION		
POLICY NUMBER	GROUP ID		EFFEC	TIVE DATE
TYPE (please check only one)	PRIMARY INSURANCE?	END DATE	COPAN	YMENT AMOUNT
☐ Health ☐ Auto ☐ Worker's Comp.	(please check one)	ENDBRIE	COLIN	INIERI AMOCIVI
☐ Other	□ Yes □ No		Office	:: \$ Specialist: \$
				T
NAME OF INSURANCE COMPANY/PLAN	INSURANCE COMPANY A	DDRESS		PHONE NUMBER
INSURED'S NAME	DATE OF BIRTH (mm/dd/yy)		HOME PHON	I NE
INSURED'S MAILING ADDRESS	PRIN	MARY CARE PHYSICIAN (PCI	P) &/OR REFE	ERRING PHYSICIAN
SECONDARY	INSURANCE INFOI	PMATION (if applied	hla)	
POLICY NUMBER	GROUP ID	AMATION (II applica		TIVE DATE
TOLIC I NOMBLIC	GROOT ID		Errec	TIVE DITTE
TYPE (please check only one)	PRIMARY INSURANCE?	END DATE	COPA	YMENT AMOUNT
\square Health \square Auto \square Worker's Comp.	(please check one) ☐ Yes ☐ No		Office	:: \$ Specialist: \$
□ Other			Office	. φ Specianst. φ
NAME OF INSURANCE COMPANY/PLAN	INSURANCE COMPANY AI	DDRESS		PHONE NUMBER
INSURED'S NAME	DATE OF BIRTH (mm/dd/yy)		HOME PHON	NE
I authorize my insurance benefits to be paid directly to the phy my medical record to enable or facilitate the collection, verific maintenance organization, insurer or other health benefit plan. SFP or any of its affiliates. I also authorize SFP to test my blo as a result of my treatment, as defined by the Occupational Saf	ation or settlement of my according to SFP of the consent applies to SFP of the consent and/or the AI	ount for any amounts due fro or any of its affiliates or agen DS virus, if in their opinion;	om me or any ts, lenders, or an employee	third party payor, health r any third party servicer acting for
Print Name			Date	
Signature				
NOTICE OF DEEMED	CONSENT FOR HI	V, HEPATITIS B OR	C TESTI	NG
SFP is required by § 32.1-45.1 of the Code of Virginia (1950),	as amended, to give you the	following notice:		
 If any SFP health care professional, worker or employee will be tested for infection with human immunodeficien- will tell you the result of the test. Under Va. Code § 32.1 	cy virus (the "AIDS" virus),	as well as for Hepatitis B ar	nd C. A phys	sician or other health care provider
2. If you should be directly exposed to blood or body fluids blood will be tested for infection with human immunoc provider will tell you and that person the result of the test	leficiency virus (the "AIDS"			
I understand that this consent will remain in effect as long as m	ny dependent or I receive care	from SFP or until I withdray	w it.	
Signature of Patient, Parent/Legal Guardian			Dota	
Signature of Patient, Parent/Legal Guardian			Date	
Relationship (if signature is not of Patient) Signature of Person Obtaining Consent				





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Office Policies

Billing

We accept most insurance plans and will gladly file insurance claims on your behalf. Ultimately you hold the financial responsibility for your account. We ask that you remit any applicable co-pay, deductible, and co-insurance according to the terms of your insurance contract at the time services are rendered. If you do not have your insurance information available at the time of your visit, we require that you pay 100% of charges rendered prior to the visit. If you have an outstanding balance due, we appreciate the prompt payment in full. If you are unable to make payment in full, please inquire about arranging a payment plan. If multiple attempts to collect payment from you are unsuccessful, we reserve the right to turn the outstanding balance due over to a collection agency. In addition to the principle balance due, you will also be responsible for any legal or collection agency fees incurred. Any payment made to us in the form of a check that is returned for insufficient funds will incur a \$25.00 fee per incidence.

Cancellations

Cancellations We will attempt to contact you to remind you of your appointment 48 hours prior to your appointment. If you are unable to keep your appointment, we require a 24 hour notice of cancellation. If you fail to show for your appointment without notifying us, we reserve the right to charge you a \$50.00 "no show" fee for 1st no show and \$100.00 fee per no show thereafter.

Prescription Refills

We request 72 hours to refill prescriptions from time of request. The best way to request refills is to call your pharmacy two (2) weeks before your medication runs out and your pharmacy will contact Sterling Family Practice.

Referrals/Prior Authorizations

Please call your insurance to verify if a referral/prior authorization is needed. **Some insurance companies do not require a referral.** Please allow at least 72 hours to obtain your referral. Some insurance's can take up to 7 business days to receive approval or denial. We cannot back date referrals and we cannot accommodate same day referrals unless it is a true emergency.

By signing this form, I have agreed to the terms and o	conditions listed above.	
Printed Patient Name	Date of Birth	Today's Date
Patient Signature		
Printed Name of Personal Representative	Relationship to Patient	
Signature of Personal Representative		



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Sterling Family Practice Receipt of Notice of Privacy Practices Acknowledgement

Patient's Name	
describes how my/the patient's	Sterling Family Practice's Notice of Privacy Practices and understand that the notice medical information may be used and how access to this information may be obtained. Inity to ask questions about the information provided in the Notice.
	Signature
	Date:
	Relationship to Patient (if Acknowledgement Form is executed by someone othe 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:

Sterling Family Practice 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:

Sterling Family Practice 21135 Whitfield Place Ste 107 Sterling, VA 20165 Compliance officer: Alex Salgado

Who Does this Notice Apply to?

Sterling Family Practice, has published this Notice. It applies to everyone who works for Sterling Family Practice including our employees, contractors, and volunteers.

Why Do We Publish this Notice?

SFP 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

Sterling Family Practice- Notice of Patient Privacy Practices

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 healthrelated 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 appoint-ments. 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, SFP 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. 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 SFP;
- 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 <u>Communications</u>. 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 SFP, 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.



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Permission to Disclose Information _____, acknowledge that I was made aware of the Sterling Family (print patient name) 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: Date of Birth Relationship to You Name 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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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:	Weigh	t:	Blood Type: ☐ A ☐ B ☐ AB ☐ C						
Primary Care Doctor:									
Reason for Visit:									
Preferred Pharmacy Name:									
Pharmacy Phone Number:									
			Filalillacy	rax Nulliber					
Allergies: (List all medications	, food and enviro	<u>nmental)</u>							
Medications: (List all current 1	medications inclu	ding vitamir	ıs & supple	ments)					
			ctions Reason for T		Taking	Prescribed by			
Detection interesting	<i>5.11 & 2016</i>	2000	· · · · · · · · · · · · · · · · · · ·	Treesen jer 1	Trescribed b				
Past Medical History: (Please o	check all that app	oly)							
☐ Attention Deficit Disorder	☐ Dizziness/Ve	zziness/Vertigo		☐ Headache		kemia			
☐ Anemia ☐ Depression			☐ Herpes		☐ Migraine Headache				
☐ Asthma ☐ Easy Bleeding		g	☐ HIV Infection		☐ Osteoporosis				
☐ Alcohol Disorder ☐ Eczema			☐ Heart Disease		☐ Pneumonia				
☐ Bronchitis ☐ Emphysema			☐ High Blood Pressure		☐ Rheumatoid Arthritis				
☐ Back Problems ☐ Esophageal R		eflux	☐ Hodgkin's Disease		☐ Seizure Disorder				
☐ Cancer ☐ Fatigue			☐ Insomnia			☐ Sleep Apnea			
☐ Concussion ☐ Gastrointestin		al Disorder	•			☐ Stroke Syndrome			
☐ Diabetes Mellitus ☐ Glaucoma			\square Lyme Γ	☐ Lyme Disease ☐ Thyroid		roid Disorder			

Surgery		Date		Surgery			Date	Surgery			Date
☐ Appendectomy			☐ Heri	☐ Hernia Repair				☐ Shoulder Surgery			
☐ Back Surgery			+	☐ Hysterectomy				☐ Sinus Surgery			
☐ Breast Surgery			+	Surgery	,			☐ Tonsillectomy			
☐ Cataract Surgery			•	e Surgery	V			_	Thyroid Surger	·v	
☐ C-Section				aroscopy	,				asectomy	<i>J</i>	
				emaker P	lacemei	nt			Visdom Teeth		
☐ Cosmetic Surgery				tate Surg		iii		Other:			
		11 41 4	•	nate surg	,019				<u></u>		
Family History: (Plea		-		Sister	Doto	ernal	Pater	m o 1	Maternal		aternal
	Father	Mother	Brother	Sister		rnai lfather	Grandm		Grandfather		aternai idmothe
Alcoholism					Granc	пашсі	Grandin	ouici	Grandrather	Grai	lamoun
Asthma											
Bleeding disorder											
Cancer											
Deceased											
Depression											
Diabetes											
Drug Abuse											
Epilepsy											
Heart Disease											
High Blood											
Pressure											
High Cholesterol											
Migraines											
Stroke											
Suicide											
Thyroid Problems	., ,										
Please list any other far	mily med	ical histor	y: 								
Prevention Information	<u>on:</u>		,	,	3.7					17	3.7
				Yes	No					Yes	No
Do you use seat belts?							u have a l				
Do you have smoke d						Do yo	u practice	a heal	thy diet?		
Do you have a loaded		n your ho	me?		_						
If yes, how is it stored											
Do you use sunscreen	?										

Social/Lifestyle History:

Marital Status: ☐ Single ☐ M	Iarried □ Widowed □ Divorced □ Separated
If married, spouse's name:	
Children(s) names and age(s):	
What is your occupation:	
What are your hobbies:	
Do you exercise regularly:	
Who lives at home with you:	
Where were you born and raised:	
How long have you been in this ar	ea:
Do you drive an automobile:	Do you ride a motorcycle/bicycle:
Do you wear a helmet:	
Do you currently smoke or use nic	otine 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 dr	rugs: If yes, when was the last time:
What kind did you use:	
Do you take over-the-counter med	ication such as aspirin, antacids, vitamins, herbal products:
If yes, which ones and ho	w often:
Do you take something to help you	ı sleep: If yes, what and how often:
Do you restrict your diet in any wa	y: If yes, how:
Do you drink alcohol: Never	☐ Occasionally ☐ Daily
If yes, how many days per	week do you drink 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, paint	s, asbestos, or any hazardous material?:
If yes, what kind:	



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	Review of Symptoms
Patient's Full Name:	Date of Birth:Today's Date:
Please check all that apply	/ .
Male	Female Medication allergies: Yes No
Please check any sympton	ns you are experiencing today.
Systemic Symptoms	fatigue fever/chills weight change
Head Related	headache facial pain
Eye	☐ trouble with vision ☐ pain ☐ redness ☐ light sensitivity
Ear-Nose-Throat-Mouth	□ earache □ pressure □ ringing □ TMJ □ runny nose □ nose bleeds □ post nasal drip □ sneezing □ snoring □ sore throat □ itchy throat □ hoarseness □ mouth sores □ dryness □ trouble swallowing
Neck	swollen glands pain muscle tightness
Respiratory	cough wheezing shortness of breath
Cardiovascular	☐ chest pain ☐ palpitations ☐ irregular heart rate ☐ edema ☐ fast heart rate
Gastrointestinal	abdominal pain heart burn nausea vomiting diarrhea constipation blood in stool change of bowel habits
Urinary	pain frequency blood in urine
Skin	rash lesions abnormal hair loss
Musculoskeletal	☐ joint pain ☐ back pain ☐ muscle pain ☐ restless legs
Neurological	☐ fainting ☐ numbness ☐ dizziness
Psychological	☐ insomnia ☐ depression ☐ anxious ☐ irritable ☐ generally not having fun in life
Male	slow urine flow low libido erectile dysfunction
Female	pelvic pain PMS vaginal discharge abnormal bleeding
	Date of last period: Date of last pap:
	Period last days Period comes everydays
	# of pregnancies # of births
Date of last tetanus shot	Current method of birth control
Other additional commen	its: