

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**IF YOU HAVE HAD ANY OF THESE ISSUES IN THE PAST  
PLEASE CHECK THE BOX BELOW:**

- Personal History of Diabetes (**not** during pregnancy)
- Personal History of High Blood Pressure
- Personal History of Kidney Disease
- Lupus
- Blood Clots in Legs or Lungs
- History of Heart Problems/Disease
- Currently pregnant with twins
- History of preterm delivery (less than 36 weeks)
- History of loss of infant while pregnant in 2nd-3rd trimester
- Antiphospholipid Antibody Syndrome
- Prior infant with health or genetic problems
- Family** history of genetic problems
- Hemoglobinopathy (a hereditary blood disorder)

**Explain:** \_\_\_\_\_

- Rh negative blood type (causing problems during or prior to pregnancy)
- Neonatal death



# WOMEN'S MEDICAL NEW OB FORM

Please complete this form and return it IMMEDIATELY. This helps us get a lot of the paperwork done before you come in for your prenatal consult and cuts down on the time you have to wait. Thank you.

## FOR OFFICE USE ONLY

### APPOINTMENT

Date \_\_\_\_\_  
Time \_\_\_\_\_  
Day \_\_\_\_\_

SCHEDULED BY \_\_\_\_\_

PROOF OF PREGNANCY  Yes  No

+UPT at WMC  Yes  No

Name \_\_\_\_\_ DOB \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone Number (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

1. First day of your last menstrual period? \_\_\_\_\_ Are you certain?  YES  NO
2. Is this a planned pregnancy?  YES  NO
3. Are you happy with the pregnancy?  YES  NO
4. Current HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_
5. Do you have any medication ALLERGIES?  YES  NO  
If yes, what are you allergic to and what happens? \_\_\_\_\_
6. Have you had care for this pregnancy at another clinic?  YES  NO If yes, where? \_\_\_\_\_  
If yes, what are you allergic to and what happens? \_\_\_\_\_

## SINCE YOUR LAST MENSTRUAL PERIOD

7. Have you had any vaginal bleeding or spotting?  YES  NO  
Did you have bleeding as much as a period?  YES  NO Spotting only?  YES  NO  
How often have you had the bleeding/spotting? \_\_\_\_\_
8. Have you had any nausea?  Occasional  Frequent  None Vomiting?  Occasional  Frequent  None
9. Have you had any breast tenderness?  YES  NO
10. Have you had any abdominal pain?  YES  NO
11. Have you had any vaginal discharge?  YES  NO
12. Have you had any headaches?  YES  NO
13. Have you had a fever above 101 degrees?  YES  NO
14. Have you had any illnesses?  YES  NO
15. Have you had any x-rays?  YES  NO
16. Have you taken any non prescription medications?  YES  NO If yes, please circle below:  
Tylenol Ibuprofen Aspirin Advil Sudafed NyQuil Tums Maalox Mylanta Pepto Bismal Other \_\_\_\_\_
17. Have you taken any prescription medications?  YES  NO If yes, list: \_\_\_\_\_
18. Are you?  
Please check one:  Married  Single  Widowed  Divorced  Separated  In Relationship

### 19. FATHER OF BABY

Name \_\_\_\_\_  
Race \_\_\_\_\_  
Age \_\_\_\_\_  
Occupation \_\_\_\_\_

20. HAVE YOU EVER BEEN SEEN HERE?  YES  NO  
If so, when? \_\_\_\_\_  
Have you ever been seen here using another name?  
 YES  NO  
If yes, what was the name? \_\_\_\_\_

21. Who do you live with? \_\_\_\_\_  
 Do you have any pets?  YES  NO If yes, what type? \_\_\_\_\_
22. Do you work outside the home?  YES  NO If yes, do you work  FULL TIME  PART TIME  
 What type of work do you do? \_\_\_\_\_
23. What is your HIGHEST level of education? \_\_\_\_\_
24. What is your race? \_\_\_\_\_
25. Do you have any religious preference? \_\_\_\_\_
26. Do you exercise on a regular basis?  YES  NO What type of exercise? \_\_\_\_\_
27. Are you currently in a monogamous relationship? (only one sex partner)  YES  NO  
 Or do you have multiple sex partners?  YES  NO
28. Have you used any type of birth control in the past year?  YES  NO  
 Circle all that apply  
 Birth Control Pills When did you STOP taking them? \_\_\_\_\_  
 Depo Provera Shot When was your last Shot? \_\_\_\_\_  
 Condoms Other: IUD Nexplanon NuvaRing Dates removed: \_\_\_\_\_
29. Do you smoke?  YES  NO CURRENTLY how many per day? \_\_\_\_\_  
 FORMER date stopped \_\_\_\_\_  NEVER  
 Does anyone in the home smoke?  YES  NO If yes:  Inside  Outside
30. Do you drink alcohol CURRENTLY?  YES  NO FORMER date stopped \_\_\_\_\_  NEVER
31. Have you used any street drugs?  YES  NO  
 If yes, what type? \_\_\_\_\_ Date last used? \_\_\_\_\_
32. Do you use medical marijuana?  YES  NO
33. Do you wear your seat belt?  ALWAYS  OCCASIONALLY  RARELY  NEVER
34. Do you feel safe in your personal relationship? \_\_\_\_\_

## FAMILY HISTORY check all that apply

- |                |   |  |  |   |                                  |
|----------------|---|--|--|---|----------------------------------|
| <b>MOTHER</b>  | <input type="checkbox"/> wears glasses/contacts | <input type="checkbox"/> deceased <input type="checkbox"/> alive | <input type="checkbox"/> alzheimers              | <input type="checkbox"/> anemia               | <input type="checkbox"/> asthma  |
|                | <input type="checkbox"/> blood clot in legs     | <input type="checkbox"/> cancer (type and age diagnosed) _____   |  |   |                                  |
|                | <input type="checkbox"/> depression             | <input type="checkbox"/> diabetes type 1 or 2                    | <input type="checkbox"/> gallbladder disease     | <input type="checkbox"/> gallstones           | <input type="checkbox"/> lupus   |
|                | <input type="checkbox"/> hearing problems       | <input type="checkbox"/> hep B                                   | <input type="checkbox"/> high blood pressure     | <input type="checkbox"/> kidney disease       | <input type="checkbox"/> TB      |
|                | <input type="checkbox"/> migraines              | <input type="checkbox"/> obesity                                 | <input type="checkbox"/> osteoporosis            | <input type="checkbox"/> psychiatric problems |                                  |
|                | <input type="checkbox"/> scleroderma            | <input type="checkbox"/> stroke                                  | <input type="checkbox"/> thyroid (hyper or hypo) |   | <input type="checkbox"/> Unknown |
| <b>FATHER</b>  | <input type="checkbox"/> wears glasses/contacts | <input type="checkbox"/> deceased <input type="checkbox"/> alive | <input type="checkbox"/> alzheimers              | <input type="checkbox"/> anemia               | <input type="checkbox"/> asthma  |
|                | <input type="checkbox"/> blood clot in legs     | <input type="checkbox"/> cancer (type and age diagnosed) _____   |  |   |                                  |
|                | <input type="checkbox"/> depression             | <input type="checkbox"/> diabetes type 1 or 2                    | <input type="checkbox"/> gallbladder disease     | <input type="checkbox"/> gallstones           | <input type="checkbox"/> lupus   |
|                | <input type="checkbox"/> hearing problems       | <input type="checkbox"/> hep B                                   | <input type="checkbox"/> high blood pressure     | <input type="checkbox"/> kidney disease       | <input type="checkbox"/> TB      |
|                | <input type="checkbox"/> migraines              | <input type="checkbox"/> obesity                                 | <input type="checkbox"/> osteoporosis            | <input type="checkbox"/> psychiatric problems |                                  |
|                | <input type="checkbox"/> scleroderma            | <input type="checkbox"/> stroke                                  | <input type="checkbox"/> thyroid (hyper or hypo) |   | <input type="checkbox"/> Unknown |
| <b>BROTHER</b> | <input type="checkbox"/> wears glasses/contacts | <input type="checkbox"/> deceased <input type="checkbox"/> alive | <input type="checkbox"/> alzheimers              | <input type="checkbox"/> anemia               | <input type="checkbox"/> asthma  |
|                | <input type="checkbox"/> blood clot in legs     | <input type="checkbox"/> cancer (type and age diagnosed) _____   |  |   |                                  |
|                | <input type="checkbox"/> depression             | <input type="checkbox"/> diabetes type 1 or 2                    | <input type="checkbox"/> gallbladder disease     | <input type="checkbox"/> gallstones           | <input type="checkbox"/> lupus   |
|                | <input type="checkbox"/> hearing problems       | <input type="checkbox"/> hep B                                   | <input type="checkbox"/> high blood pressure     | <input type="checkbox"/> kidney disease       | <input type="checkbox"/> TB      |
|                | <input type="checkbox"/> migraines              | <input type="checkbox"/> obesity                                 | <input type="checkbox"/> osteoporosis            | <input type="checkbox"/> psychiatric problems |                                  |
|                | <input type="checkbox"/> scleroderma            | <input type="checkbox"/> stroke                                  | <input type="checkbox"/> thyroid (hyper or hypo) |   | <input type="checkbox"/> Unknown |
| <b>SISTER</b>  | <input type="checkbox"/> wears glasses/contacts | <input type="checkbox"/> deceased <input type="checkbox"/> alive | <input type="checkbox"/> alzheimers              | <input type="checkbox"/> anemia               | <input type="checkbox"/> asthma  |
|                | <input type="checkbox"/> blood clot in legs     | <input type="checkbox"/> cancer (type and age diagnosed) _____   |  |   |                                  |
|                | <input type="checkbox"/> depression             | <input type="checkbox"/> diabetes type 1 or 2                    | <input type="checkbox"/> gallbladder disease     | <input type="checkbox"/> gallstones           | <input type="checkbox"/> lupus   |
|                | <input type="checkbox"/> hearing problems       | <input type="checkbox"/> hep B                                   | <input type="checkbox"/> high blood pressure     | <input type="checkbox"/> kidney disease       | <input type="checkbox"/> TB      |
|                | <input type="checkbox"/> migraines              | <input type="checkbox"/> obesity                                 | <input type="checkbox"/> osteoporosis            | <input type="checkbox"/> psychiatric problems |                                  |
|                | <input type="checkbox"/> scleroderma            | <input type="checkbox"/> stroke                                  | <input type="checkbox"/> thyroid (hyper or hypo) |   | <input type="checkbox"/> Unknown |

**AUNT**

<input type="checkbox"/> wears glasses/contacts	<input type="checkbox"/> deceased <input type="checkbox"/> alive	<input type="checkbox"/> alzheimers	<input type="checkbox"/> anemia	<input type="checkbox"/> asthma
<input type="checkbox"/> blood clot in legs	<input type="checkbox"/> cancer (type and age diagnosed) _____			
<input type="checkbox"/> depression	<input type="checkbox"/> diabetes type 1 or 2	<input type="checkbox"/> gallbladder disease	<input type="checkbox"/> gallstones	<input type="checkbox"/> lupus
<input type="checkbox"/> hearing problems	<input type="checkbox"/> hep B	<input type="checkbox"/> high blood pressure	<input type="checkbox"/> kidney disease	<input type="checkbox"/> TB
<input type="checkbox"/> migraines	<input type="checkbox"/> obesity	<input type="checkbox"/> osteoporosis	<input type="checkbox"/> psychiatric problems	
<input type="checkbox"/> scleroderma	<input type="checkbox"/> stroke	<input type="checkbox"/> thyroid (hyper or hypo)		<input type="checkbox"/> Unknown

**UNCLE**

<input type="checkbox"/> wears glasses/contacts	<input type="checkbox"/> deceased <input type="checkbox"/> alive	<input type="checkbox"/> alzheimers	<input type="checkbox"/> anemia	<input type="checkbox"/> asthma
<input type="checkbox"/> blood clot in legs	<input type="checkbox"/> cancer (type and age diagnosed) _____			
<input type="checkbox"/> depression	<input type="checkbox"/> diabetes type 1 or 2	<input type="checkbox"/> gallbladder disease	<input type="checkbox"/> gallstones	<input type="checkbox"/> lupus
<input type="checkbox"/> hearing problems	<input type="checkbox"/> hep B	<input type="checkbox"/> high blood pressure	<input type="checkbox"/> kidney disease	<input type="checkbox"/> TB
<input type="checkbox"/> migraines	<input type="checkbox"/> obesity	<input type="checkbox"/> osteoporosis	<input type="checkbox"/> psychiatric problems	
<input type="checkbox"/> scleroderma	<input type="checkbox"/> stroke	<input type="checkbox"/> thyroid (hyper or hypo)		<input type="checkbox"/> Unknown

**MATERNAL GRANDMOTHER**  
(your mom's mom)

<input type="checkbox"/> wears glasses/contacts	<input type="checkbox"/> deceased <input type="checkbox"/> alive	<input type="checkbox"/> alzheimers	<input type="checkbox"/> anemia	<input type="checkbox"/> asthma
<input type="checkbox"/> blood clot in legs	<input type="checkbox"/> cancer (type and age diagnosed) _____			
<input type="checkbox"/> depression	<input type="checkbox"/> diabetes type 1 or 2	<input type="checkbox"/> gallbladder disease	<input type="checkbox"/> gallstones	<input type="checkbox"/> lupus
<input type="checkbox"/> hearing problems	<input type="checkbox"/> hep B	<input type="checkbox"/> high blood pressure	<input type="checkbox"/> kidney disease	<input type="checkbox"/> TB
<input type="checkbox"/> migraines	<input type="checkbox"/> obesity	<input type="checkbox"/> osteoporosis	<input type="checkbox"/> psychiatric problems	
<input type="checkbox"/> scleroderma	<input type="checkbox"/> stroke	<input type="checkbox"/> thyroid (hyper or hypo)		<input type="checkbox"/> Unknown

**MATERNAL GRANDFATHER**  
(your mom's dad)

<input type="checkbox"/> wears glasses/contacts	<input type="checkbox"/> deceased <input type="checkbox"/> alive	<input type="checkbox"/> alzheimers	<input type="checkbox"/> anemia	<input type="checkbox"/> asthma
<input type="checkbox"/> blood clot in legs	<input type="checkbox"/> cancer (type and age diagnosed) _____			
<input type="checkbox"/> depression	<input type="checkbox"/> diabetes type 1 or 2	<input type="checkbox"/> gallbladder disease	<input type="checkbox"/> gallstones	<input type="checkbox"/> lupus
<input type="checkbox"/> hearing problems	<input type="checkbox"/> hep B	<input type="checkbox"/> high blood pressure	<input type="checkbox"/> kidney disease	<input type="checkbox"/> TB
<input type="checkbox"/> migraines	<input type="checkbox"/> obesity	<input type="checkbox"/> osteoporosis	<input type="checkbox"/> psychiatric problems	
<input type="checkbox"/> scleroderma	<input type="checkbox"/> stroke	<input type="checkbox"/> thyroid (hyper or hypo)		<input type="checkbox"/> Unknown

**PATERNAL GRANDMOTHER**  
(your dad's mom)

<input type="checkbox"/> wears glasses/contacts	<input type="checkbox"/> deceased <input type="checkbox"/> alive	<input type="checkbox"/> alzheimers	<input type="checkbox"/> anemia	<input type="checkbox"/> asthma
<input type="checkbox"/> blood clot in legs	<input type="checkbox"/> cancer (type and age diagnosed) _____			
<input type="checkbox"/> depression	<input type="checkbox"/> diabetes type 1 or 2	<input type="checkbox"/> gallbladder disease	<input type="checkbox"/> gallstones	<input type="checkbox"/> lupus
<input type="checkbox"/> hearing problems	<input type="checkbox"/> hep B	<input type="checkbox"/> high blood pressure	<input type="checkbox"/> kidney disease	<input type="checkbox"/> TB
<input type="checkbox"/> migraines	<input type="checkbox"/> obesity	<input type="checkbox"/> osteoporosis	<input type="checkbox"/> psychiatric problems	
<input type="checkbox"/> scleroderma	<input type="checkbox"/> stroke	<input type="checkbox"/> thyroid (hyper or hypo)		<input type="checkbox"/> Unknown

**PATERNAL GRANDFATHER**  
(your dad's dad)

<input type="checkbox"/> wears glasses/contacts	<input type="checkbox"/> deceased <input type="checkbox"/> alive	<input type="checkbox"/> alzheimers	<input type="checkbox"/> anemia	<input type="checkbox"/> asthma
<input type="checkbox"/> blood clot in legs	<input type="checkbox"/> cancer (type and age diagnosed) _____			
<input type="checkbox"/> depression	<input type="checkbox"/> diabetes type 1 or 2	<input type="checkbox"/> gallbladder disease	<input type="checkbox"/> gallstones	<input type="checkbox"/> lupus
<input type="checkbox"/> hearing problems	<input type="checkbox"/> hep B	<input type="checkbox"/> high blood pressure	<input type="checkbox"/> kidney disease	<input type="checkbox"/> TB
<input type="checkbox"/> migraines	<input type="checkbox"/> obesity	<input type="checkbox"/> osteoporosis	<input type="checkbox"/> psychiatric problems	
<input type="checkbox"/> scleroderma	<input type="checkbox"/> stroke	<input type="checkbox"/> thyroid (hyper or hypo)		<input type="checkbox"/> Unknown

## FAMILY HISTORY FOR YOU AND THE FATHER OF THE BABY

Genetic disorders  YES  NO If yes, who? \_\_\_\_\_ Type \_\_\_\_\_

Twins  YES  NO If yes, who? \_\_\_\_\_

Down Syndrome  YES  NO If yes, who? \_\_\_\_\_

Cystic Fibrosis  YES  NO If yes, who? \_\_\_\_\_

Blood disorders  YES  NO If yes, who? \_\_\_\_\_ Type \_\_\_\_\_

Neural Tube Defects  YES  NO If yes, who? \_\_\_\_\_

Tay-Sachs  YES  NO If yes, who? \_\_\_\_\_

Muscular Dystrophy  YES  NO If yes, who? \_\_\_\_\_

Seizure  YES  NO If yes, who? \_\_\_\_\_

3 or more miscarriages  YES  NO If yes, who? \_\_\_\_\_

Multiple Sclerosis  YES  NO If yes, who? \_\_\_\_\_

Stillborn babies  YES  NO If yes, who? \_\_\_\_\_

Other inherited genetic/chromosomal disorders  YES  NO If yes, who? \_\_\_\_\_

## YOUR PAST MEDICAL HISTORY

- Chemical abuse  YES  NO
- Surgery  YES  NO
- Trauma  YES  NO
- Transfusion  YES  NO
- Diabetes Mellitus  YES  NO
- Stroke  YES  NO
- High blood pressure  YES  NO
- Thyroid disease  YES  NO
- Cardiac disease  YES  NO
- Multiple gestation  YES  NO
- Gallbladder disease  YES  NO
- Bleeding disorder  YES  NO
- Anemia  YES  NO
- TB  YES  NO
- Cancer  YES  NO
- Asthma  YES  NO
- Renal disease  YES  NO
- Recurrent UTI's (3 or more per year)  YES  NO
- Migraines  YES  NO
- Decreased Hearing  YES  NO
- Decreased Vision  YES  NO
- Hepatitis B  YES  NO
- Colitis  YES  NO
- Seizure disorder  YES  NO
- Psychiatric disorder  YES  NO
- Do you wear glasses or contacts?  YES  NO
- STD  YES  NO

If yes, what type:  Chlamydia  Gonorrhea  Herpes  Syphilis  Condyloma

What years were you treated? \_\_\_\_\_

## SURGICAL HISTORY

List all surgeries and dates of surgery

\_\_\_\_\_

\_\_\_\_\_

## PAST GYNECOLOGIC HISTORY

Age you had your first period \_\_\_\_\_

Are your periods regular?  YES  NO

How many days between periods?  21 days or less  28-31 days  35 days or more  Other \_\_\_\_\_

How many days does each period last? \_\_\_\_\_

Is your flow  LIGHT  MODERATE  HEAVY

GYN surgery?  YES  NO If yes, type and date \_\_\_\_\_

Abnormal PAP  YES  NO If yes, when? \_\_\_\_\_

When was your last PAP? \_\_\_\_\_

Uterine Anomaly  YES  NO

Infertility  YES  NO





# WOMEN'S MEDICAL CENTER PATIENT INFORMATION FORM

PLEASE PRINT CLEARLY

DATE: \_\_\_\_\_

Patient Legal Name \_\_\_\_\_

If Minor, Parent or Legal Guardian Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

Cellular Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

Message Phone \_\_\_\_\_ Referred by \_\_\_\_\_

Patient employed by \_\_\_\_\_ Occupation \_\_\_\_\_

Business Phone \_\_\_\_\_ Are calls allowed?  Yes  No

Emergency Contact (not at same number) \_\_\_\_\_ Phone \_\_\_\_\_

Marital Status  Single  Married  Widowed  Divorced  Separated

Race  American Indian  Asian  Black or African American  Native Hawaiian  White  Other

Ethnicity  Hispanic or Latino  Non Hispanic or Latino Primary language \_\_\_\_\_

## INSURANCE INFORMATION

PRIMARY INSURANCE: Name of Insurance Company: \_\_\_\_\_

Address of Insurance Company \_\_\_\_\_

Insurance Number \_\_\_\_\_ Group # \_\_\_\_\_

Name of Policy Holder AND relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Employed by: \_\_\_\_\_ Business Phone \_\_\_\_\_

SECONDARY INSURANCE Name of Insurance Company: \_\_\_\_\_

Address of Insurance Company \_\_\_\_\_

Insurance Number \_\_\_\_\_ Group # \_\_\_\_\_

Name of Policy Holder AND relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Employed by: \_\_\_\_\_ Business Phone \_\_\_\_\_

DO YOU HAVE AN ADVANCE DIRECTIVE?  Yes  No

If no, would you like information on it?  Yes  No

## AUTHORIZATION OF CARE

Authorization is given to Women's Medical Center, its providers and employees to provide services and administer provider orders. Certain procedures require a separate consent form.

\_\_\_\_\_  
Patient signature AND legal guardian signature (if patient is a minor) Date

## ASSIGNMENT OF BENEFITS/FINANCIAL RESPONSIBILITY

I authorize the release of any medical or other information necessary to process this claim. I also authorize payment of medical benefits to the physician/provider for services. Failure to pay any balance due by the undersigned may involve a collection agency or attorney. It is understood and agreed that reasonable attorney fees are payable by the undersigned. To the extent not expressly prohibited by applicable law, the undersigned, agrees to pay all charges not paid in full to Women's Medical Center by a third-party payer.

\_\_\_\_\_  
Patient signature AND legal guardian signature (if patient is a minor) Date



**OBSTETRICS | GYNECOLOGY | GYNECOLOGIC SURGERY**

2000 W. 21st St., Suite A-1, Clovis, NM 88101 | 575-762-8055 | [www.womensmedicalofclovis.com](http://www.womensmedicalofclovis.com)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Which of the following is your **preferred** contact?

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

VOICE MAIL/ANSWERING MACHINE

EMAIL: \_\_\_\_\_

Checking the above information gives Women's Medical Center, LLP permission to call you and/or leave a message. This also gives the doctor or representative permission to give you results via phone; we will not leave test results on a voice mail or answering machine without further permission.

Patient Signature: \_\_\_\_\_





## **“Consent to Use and Disclosure of Protected Health Information”**

### **Use and Disclosure of Your Protected Health Information**

Your protected health information will be used by Women’s Medical Center, LLP or disclosed to others for the purpose of treatment, obtaining payment, or supporting the day-to-day health care operations of the practice.

### **Notice of Privacy Practices**

You should review the Notice of Privacy Practices for a more complete description of how your protected health information may be used or disclosed. You may review the notice prior to signing this consent.

### **Requesting a Restriction on the Use or Disclosure of Your Information**

You may request a restriction on the use or disclosure of your protected health information.

**Women’s Medical Center, LLP** may or may not agree to restrict the use or disclosure of your protected health information

If Women’s Medical Center, LLP agrees to your request, the restriction will be binding on the practice. Use or disclosure of protected information in violation of an agreed upon restriction will be a violation of the federal privacy standards.

### **Revocation of Consent**

You make revoke this consent to the use and disclosure of your protected health information. You must revoke this consent in writing. Any use or disclosure that has already occurred prior to the date on which your revocation of consent is received will not be affected.

### **Reservation of Right to Change Privacy Practices**

Women’s Medical Center, LLP reserves the right to modify the privacy practices outlined in the notice.

### **Signature**

I have reviewed this consent form and give my permission to Women’s Medical Center, LLP to use and disclose my health information in accordance with it.

**Name of Patient (Print or Type)** \_\_\_\_\_

**Signature of Patient** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Patient Representative** \_\_\_\_\_

**Relationship of Patient Representative to Patient** \_\_\_\_\_



## “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 THIS CAREFULLY.**

### **Uses and Disclosures**

*Treatment.* Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical records to all health professionals who may provide treatment or who may be consulted by staff members.

*Payment.* Your health information may be used to seek payment from your health plan, from other sources of coverage such as automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of services, the services provided, and the medical condition being treated.

*Health care operations.* Your health information may be used as necessary to support the day-to-day activities and management of Women’s Medical Center, LLP. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.

*Law enforcement.* Your health information may be used to disclose to enforcement agencies, without permission, to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

*Public health reporting.* Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state’s public health department.

**Other uses and disclosures requiring your authorization.** Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision.

### **Additional Uses of Information**

*Appointment reminders.* Your health information will be used by our staff to send you appointment reminders.

*Information about treatments.* Your health information may be used to send you information on the treatment and management of your medical condition that you may find to be of interest. We may also send you information describing other health-related goods and services that we believe may interest you.

### **Individual Rights**

You have certain rights under the federal privacy standards. These include:

The right to request restrictions on the use and disclosure of your protected health information.

The right to receive confidential communications concerning your medical condition and treatment

The right to inspect and copy your protected health information

The right to amend or submit corrections to your protected health information

The right to receive an accounting of how and to whom your protected health information has been disclosed

The right to receive a printed copy of this notice

## **Women's Medical Center Duties**

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

We also are required to abide by the privacy policies and practices that are outlined in this notice.

## **Right to Revise Privacy Practices**

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Whatever the reason for these revisions, we will provide you with a revised notice on your next office visit. The revised policies and practices will be applied to all protected health information that we maintain.

## **Requests to Inspect Protected Health Information**

As permitted by federal regulation, we require the requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting Lonnie Ray, Privacy Officer.

## **Complaints**

If you would like to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concern to:

**Lonnie Ray, Privacy Officer**  
**Women's Medical Center, LLP**  
**2000 W. 21st St., Suite A-1**  
**Clovis, NM 88101**

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address.

You will not be penalized or otherwise retaliated against by filing a complaint.

## **Contact Person**

The name and address of the person you can contact for further information concerning our privacy practices is:

**Lonnie Ray, Privacy Officer**  
**Women's Medical Center, LLP**  
**2000 W. 21st St., Suite A-1**  
**Clovis, NM 88101**

## **Effective Date**

This Notice is effective April 14, 2003.