

**TRIANGLE COMMUNITY PHYSICIANS**

**PATIENT INFORMATION**

MR# \_\_\_\_\_

Physician: \_\_\_\_\_

NAME \_\_\_\_\_,  
LAST FIRST MIDDLE INITIAL

ADDRESS \_\_\_\_\_  
CITY STATE ZIP

DATE OF BIRTH \_\_\_\_\_ SEX M/F SOCIAL SECURITY #: \_\_\_\_\_

RACE \_\_\_\_\_ LANGUAGE \_\_\_\_\_ ETHNICITY \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_  
(Home/Cell) (Home//Cell/Work/Other)

SINGLE/MARRIED/DIVORCED/WIDOWED RELATIONSHIP TO INSURANCE SUBSCRIBER  
CIRCLE ONE SELF/SPOUSE/CHILD/OTHER

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EMPLOYER \_\_\_\_\_ EMPLOYER PHONE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_  
CITY STATE ZIP

RESPONSIBLE PARTY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
CITY STATE ZIP

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PRIMARY INSURANCE  
INSURANCE NAME \_\_\_\_\_ ID# \_\_\_\_\_

GROUP # \_\_\_\_\_ SUBSCRIBER NAME \_\_\_\_\_

SUBSCRIBER DATE OF BIRTH \_\_\_\_\_ SUBSCRIBER SSN \_\_\_\_\_

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**SECONDARY INSURANCE**

INSURANCE NAME \_\_\_\_\_ ID# \_\_\_\_\_

GROUP # \_\_\_\_\_ SUBSCRIBER # \_\_\_\_\_

SUBSCRIBER DATE OF BIRTH \_\_\_\_\_ SUBSCRIBER SSN \_\_\_\_\_

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EMERGENCY CONTACT \_\_\_\_\_ PHONE # \_\_\_\_\_

**AUTHORIZATION TO PAY BENEFITS TO PHYSICIAN:** I HEREBY AUTHORIZE MY INSURANCE BENEFITS TO BE PAID DIRECTLY TO THE PHYSICIAN, REALIZING I AM RESPONSIBLE TO PAY ANY CO-PAY, CO-INSURANCE AND NON-COVERED SERVICES AND I HEREBY AUTHORIZE THE PHYSICIAN TO RELEASE NECESSARY MEDICAL INFORMATION REQUIRED BY THE INSURANCE COMPANY NEEDED TO PROCESS CLAIMS.

\_\_\_\_\_  
SIGNED (PATIENT OR PARENT IF MINOR) DATE

TRIANGLE COMMUNITY PHYSICIANS, P.A.  
ADULT HEALTH HISTORY FORM

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date of last Physical: \_\_\_\_\_

Reason for visit/health issues to discuss:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

MEDICAL HISTORY		SURGICAL HISTORY	
Year	Medical problems/Illness/Hospitalization	Year	Prior Surgeries/Operations
	<input type="checkbox"/> None		<input type="checkbox"/> None

CURRENT MEDICATIONS including over-the-counter medicines, herbs, vitamins, birth control pills	ALLERGIES medications/foods
<input type="checkbox"/> None	<input type="checkbox"/> None
Local Pharmacy:	
Mail in pharmacy:	

CHILDHOOD ILLNESSES	
Chicken pox <input type="checkbox"/> had disease <input type="checkbox"/> Never <input type="checkbox"/> Received vaccine	Mumps <input type="checkbox"/> Received vaccine <input type="checkbox"/> had disease <input type="checkbox"/> Never
Measles <input type="checkbox"/> Received vaccine <input type="checkbox"/> Never <input type="checkbox"/> had disease	Rheumatic fever <input type="checkbox"/> Never <input type="checkbox"/> had disease

VACCINATIONS	
Tetanus vaccine: Date:	<input type="checkbox"/> Under 10 years ago <input type="checkbox"/> Over 10 years ago
Hepatitis B vaccine	<input type="checkbox"/> Not received <input type="checkbox"/> Completed series (3 shots)
HPV vaccine (cervical cancer):	<input type="checkbox"/> Not received <input type="checkbox"/> Completed series (3 shots)
Pneumonia vaccine Date:	<input type="checkbox"/> Not received
Zostavax (shingles vaccine) Date:	<input type="checkbox"/> Not received

**PLEASE COMPLETE BACK SIDE OF FORM →**

**HEALTH MAINTENANCE**

Stress Test	Date:	<input type="checkbox"/> Never	Mammogram	Date:	<input type="checkbox"/> Never
Colonoscopy	Date:	<input type="checkbox"/> Never	Bone Density testing	Date:	<input type="checkbox"/> Never

**WOMEN'S HEALTH (if applicable)**

<b>Pregnancies</b>		<b>Birth control:</b> <input type="checkbox"/> none <input type="checkbox"/> pills <input type="checkbox"/> patch <input type="checkbox"/> IUD <input type="checkbox"/> tubal ligation <input type="checkbox"/> vasectomy <input type="checkbox"/> withdrawal <input type="checkbox"/> Condoms <input type="checkbox"/> trying to get pregnant	<b>Pregnancy complications:</b> <input type="checkbox"/> None <input type="checkbox"/> Diabetes <input type="checkbox"/> Blood pressure <input type="checkbox"/> Other _____
Total number pregnancies		<b>Menstrual periods:</b> Last period: _____ Age at 1 <sup>st</sup> period: _____ Age at menopause _____	<b>Pap smears:</b> Date: _____ Abnormals? Have you ever had any STD's? <input type="checkbox"/> No <input type="checkbox"/> Yes Specify:
Full term infants			
Premature infants			
Abortions/Miscarriages			
Living children			

**SOCIAL HISTORY**

<b>Marital status:</b> <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed	<b>Caffeine:</b> Type, Amount and how often: <input type="checkbox"/> None
<b>Occupation:</b>	<b>Exercise:</b> Type and how often: <input type="checkbox"/> None
<b>Education: highest level completed:</b> <input type="checkbox"/> Middle school <input type="checkbox"/> GED <input type="checkbox"/> High school grad <input type="checkbox"/> 2yr college/technical school <input type="checkbox"/> BS/BA College graduate <input type="checkbox"/> Graduate School <input type="checkbox"/> PhD/professional school	<b>Diet:</b> <input type="checkbox"/> No specific <input type="checkbox"/> Diabetic <input type="checkbox"/> Vegetarian <input type="checkbox"/> Low fat/low cholesterol
<b>Type Sex partners:</b> <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Both Number of sex partners: Lifetime: _____ Last 6 mo: _____	<b>Illicit drugs:</b> <input type="checkbox"/> never <input type="checkbox"/> current <input type="checkbox"/> quit <input type="checkbox"/> Marijuana <input type="checkbox"/> Cocaine <input type="checkbox"/> IV drugs
<b>Tobacco:</b> <input type="checkbox"/> never <input type="checkbox"/> current <input type="checkbox"/> quit Average amount: _____ How long?: _____	<b>Pets in home:</b> <input type="checkbox"/> cat(s) <input type="checkbox"/> dog(s)
<b>Alcohol:</b> <input type="checkbox"/> Never <input type="checkbox"/> occasional <input type="checkbox"/> regular <input type="checkbox"/> former alcoholic Average amount: _____	<b>Living Will:</b> <input type="checkbox"/> Do not have one <input type="checkbox"/> have one <input type="checkbox"/> would like to discuss Current status: <input type="checkbox"/> full code <input type="checkbox"/> Limit futile treatment <input type="checkbox"/> DNR

**FAMILY HISTORY**

	Age/Age of death	Illnesses	Cause of death
Father	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Mother	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Brothers	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Sisters	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Children	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		

**TRIANGLE COMMUNITY PHYSICIANS, P.A.**

4309 Medical Park Drive Suite 200  
Durham, NC 27704  
(919) 471-4484

**John A. Kallianos, MD    Kombiz P. Klein, DO    Sara Hardy, FNP**  
**Chelsea Johnson, PA        Lucy Sepic, PA**

**Practice Information**

**Insurance**

You must bring your insurance card(s) with you to each appointment. Our office will gladly file your insurance if we are given correct information. If you give us incorrect insurance information, there will be a \$6 “refile” charge that is not payable by your health plan. In the event that your insurance company does not cover a service rendered, you understand you will be financially liable for the medical service and/or supplies. It is the patients’ responsibility for knowing the details of your coverage, as it is a contract between you and the insurance company.

Patients who do not present an insurance card or have no insurance will be responsible for payment at the time of service unless other arrangements are made with our billing department prior to the visit. We accept Cash, Check, MasterCard, and Visa. Please note there is a \$25 charge for a returned check.

**No Shows**

There may be a \$35 charge for appointments not canceled within 24 hours of the appointment time or for a same day work-in appointment that is not kept. This \$35 charge is not payable by your health plan. Repeated failures to keep scheduled appointments will result in dismissal from the practice.

**Prescriptions**

Medication Refills: All medication refill requests must come from your pharmacy. They will fax a request for the desired medication(s). Requests for refills left on our voice mail will not be accepted. Please allow 48 hours for routine prescription to be refilled.

**NEW prescriptions**

There will be a \$20 charge for prescriptions that are not part of an office visit or part of a continuing medical problem for which we are treating. Your health plan does not cover this charge. This charge does NOT apply to refills on existing prescriptions or to new prescriptions started directly relating to a recent office visit.

**Forms**

Please allow 7 business days for any form(s) to be completed. At the discretion of the physician there may be a charge of \$10 to \$15 dependent on what information the form requires.

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Patient/Guardian Signature

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Date

## **Triangle Community Physicians, P.A** **Patient Consent Form**

The Department of Health and Human Services has established a "Privacy Rule" to help insure that personal health care information is protected for privacy. The Privacy Rule was also created in order to provide a standard for certain health care providers to obtain their patients' consent for uses and disclosures of health information about the patient to carry out treatment, payment, or health care operations.

As our patient we want you to know that we respect the privacy of your personal medical records and will do all we can to secure and protect that privacy. We strive to always take reasonable precautions to protect your privacy. When it is appropriate and necessary, we provide the minimum necessary information to only those we feel are in need of your health care information and information about treatment, payment or health care operations, in order to provide health care that is in your best interest.

We also want you to know that we support your full access to your personal medical records. We may have indirect treatment relationships with you (such as laboratories that only interact with physicians and not patients), and may have to disclose personal health information for purposes of treatment, payment, or health care operations. These entities are most often not required to obtain patient consent.

You may refuse to consent to the use or disclosure of your personal health information, but this must be in writing. Under this law, we have the right to refuse to treat you should you choose to refuse to disclose your Personal Health Information (PHI). If you choose to give consent in this document, at some future time you may request to refuse all or part of your PHI. You may not revoke actions that have already been taken which relied on this or a previously signed consent.

If you have any objections to this form, please ask to speak with our HIPAA Compliance Officer.

You have the right to review our privacy notice, to request restrictions and revoke consent in writing after you have reviewed our privacy notice.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Compliance assurance notification for our patients**

The misuse of Personal Health Information (PHI) has been identified as a national problem causing patients inconvenience, aggravation, and money. We want you to know that all of our employees, managers and doctors continually undergo training so that they may understand and comply with government rules and regulations regarding the Health Insurance Portability and Accountability Act (HIPAA) with particular emphasis on the "Privacy Rule."

We strive to achieve the very highest standards of ethics and integrity in performing services for our patients.

It is our policy to properly determine appropriate use of PHI in accordance with the governmental rules, laws and regulations. We want to ensure that our practice never contributes in any way to the growing problem of improper disclosure of PHI. As part of this plan, we have implemented a Compliance Program that we believe will help us prevent any inappropriate use of PHI.

We also know that we are not perfect! Because of this fact, our policy is to listen to our employees and our patients without any thought of penalization if they feel that an event in any way compromises our policy of integrity. More so, we welcome your input regarding any service problem so that we may remedy the situation promptly.

Thank you for being one of our highly valued patients.

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If it is your desire for our office to discuss your medical information with someone other than yourself, please indicate his or her name below.

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

Please Print

TRIANGLE COMMUNITY PHYSICIANS, PA  
4309 MEDICAL PARK DR., SUITE 200. DURHAM, NC 27704  
Phone: 919-471-4484 Fax: 919-477-6131

## CHECK OUT INSTRUCTIONS

- A. Our phone system is constantly being improved to better serve the patients and while we wish we could answer every phone call with a person, this is simply not possible. These instructions will reduce the number of unnecessary calls to the office and will help allow us to better serve you.
- B. Routine medical problems requiring medications are required to have a follow up appointment, which should be made at the time of check out.
- C. Prescriptions will be provided for the time between scheduled appointments unless otherwise arranged by your physician. Therefore, routine refills should not be required between appointments. **If you do require a refill, please contact your pharmacy who will notify us for approval.**
- D. You should receive a reminder text/call of your appointment made by our Appointment reminder program; however, it is still your responsibility to know when your appointment is scheduled and be there accordingly.
- E. Special tests require a follow up appointment to go over results. Exceptions may be made by individual physicians. If there are any immediate problems, you will be contacted directly. This should eliminate your need to call our office for results.
- F. **Laboratory results will be sent to you within two weeks.** Please register with our patient portal for quicker results. Some tests like PAP smears, bone densitometries, and sleep studies may take a longer period of time. Please allow us this time to notify you before you contact the office.
- G. Most form completion requests will require an appointment. Please allow two weeks for non-urgent and 72 hours for urgent forms to be completed. Some forms may have a completion charge.
- H. Visits to see our primary nurses will be done on a scheduled basis. Coumadin checks, B12 shots, testosterone shots, and Depo-Provera shots are examples of nursing visits requiring an appointment. Special consults for blood pressure checks, diabetes teaching, insulin instruction and other services will be scheduled as an appointment. In many cases there will be a nursing visit charge.
- I. Mail order prescriptions are generally filled out and returned to the patient to mail back to the company. We do not fax these forms unless an exception has been made by your physician.
- J. Same day appointments, same day cancellations or nurse triage call extension 241.