

**PATIENT REGISTRATION FORM**

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

**Patient Information**

Patient Name \_\_\_\_\_ Social Security# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone (Hm or Wk) \_\_\_\_\_ Evening Phone (Hm or Wk) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Ethnicity \_\_\_\_\_ Gender  Male  Female  
Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Family Doctor/PCP \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Employment Information**

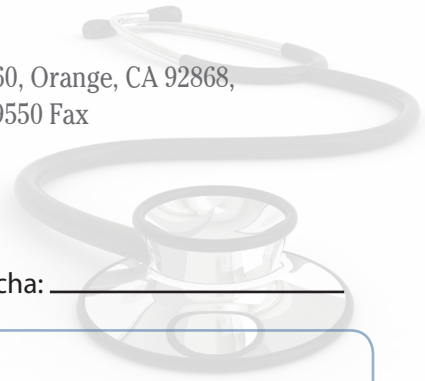
Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Spouse's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

**Insurance Information**

Insurance Carrier \_\_\_\_\_ Policy# \_\_\_\_\_ Group# \_\_\_\_\_  
Claims Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name of Primary Insured \_\_\_\_\_ Social Security# \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Relationship to Patient \_\_\_\_\_ Occupation \_\_\_\_\_  
Employer \_\_\_\_\_ Business Phone \_\_\_\_\_  
Secondary Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_ Group# \_\_\_\_\_  
Claims Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name of Primary Insured \_\_\_\_\_ Phone \_\_\_\_\_

I hereby authorize payment directly to JEFFREY M. JOHNSRUD, M.D., of the medical and/ or surgical benefits otherwise payable to me for the services, but not to exceed the charges as stated. I also do understand that I am financially responsible to the physician for all the charges not covered by this authorization.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**FORMA DE REGISTRO DEL PACIENTE**

Fecha: \_\_\_\_\_

**Información del Paciente**

Nombre del Paciente \_\_\_\_\_ # de Seguro Social \_\_\_\_\_  
Dirección \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código Postal \_\_\_\_\_  
Teléfono del día (Casa o Trabajo) \_\_\_\_\_ Teléfono del día (Casa o Trabajo) \_\_\_\_\_  
Fecha de Nacimiento \_\_\_\_\_ Edad \_\_\_\_\_ Raza \_\_\_\_\_ Sexo  Hombre  Mujer  
Soltero \_\_\_\_\_ Casado \_\_\_\_\_ Divorciado \_\_\_\_\_ Enviudado \_\_\_\_\_  
Contacto Emergencia \_\_\_\_\_ Teléfono \_\_\_\_\_  
Médico Familiar/Médico Principal \_\_\_\_\_ Teléfono \_\_\_\_\_  
Dirección \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código Postal \_\_\_\_\_

**Información de Empleo**

Empleo \_\_\_\_\_ Ocupación \_\_\_\_\_  
Dirección del Empleo \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código Postal \_\_\_\_\_  
Nombre de Coñuge \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_ # de Seguro Social \_\_\_\_\_

**Información de Seguridad**

Aseguradora \_\_\_\_\_ # de Póliza \_\_\_\_\_ # de Grupo \_\_\_\_\_  
Dirección de los reclamos de seguridad \_\_\_\_\_ Teléfono \_\_\_\_\_  
Nombre de la Asegurado Principal \_\_\_\_\_ # de Seguro Social \_\_\_\_\_  
Fecha de Nacimiento \_\_\_\_\_ Relación a Paciente \_\_\_\_\_ Ocupación \_\_\_\_\_  
Empleo \_\_\_\_\_ Teléfono de Empleo \_\_\_\_\_  
Aseguradora Secundario \_\_\_\_\_ # de Póliza \_\_\_\_\_ # de Grupo \_\_\_\_\_  
Dirección de los reclamos de seguridad \_\_\_\_\_ Teléfono \_\_\_\_\_  
Nombre del Asegurado Secundario \_\_\_\_\_ Teléfono \_\_\_\_\_

Yo autorizo el pago directo de los beneficios medicos y sirugia a JEFFREY M. JOHNSRUD, M.D.,De otra manera seria pagos a me siempre y no excedan los cargos por el servicio. Tambien entiendo que yo soy responsable al doctor por todos los cargos no incluidos por esta autorización.

Firma \_\_\_\_\_ Fecha \_\_\_\_\_



## NOTICE OF PRIVACY PRACTICE

HIPPA (Health Insurance Portability and Accountability Act) regulations require us to provide to you, the patient or personal representative, a copy of our *Notice of Privacy Practice* and for you to sign as acknowledging receipt of this brochure.

Print Name \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

How may we contact you and still provide the privacy and security you require as we protect your health and personal information.

### Please check as many as apply

- \_\_\_\_\_ Telephone and message to your answering machine.
- \_\_\_\_\_ Telephone and message to another person.  
\_\_\_\_\_ Please state name.
- \_\_\_\_\_ Mail.
- \_\_\_\_\_ Contact you at work.  
\_\_\_\_\_ Please give phone number
- \_\_\_\_\_ Designated caregiver, legal guardian or relative  
\_\_\_\_\_ Please specify



**AVISO PRIVACIDAD DE LA PRÁCTICA**

Las regulaciones de HIPPA (portabilidad del seguro médico y acto de la responsabilidad) nos requieren proporcionar a usted, el paciente o al representante responsable, una copia de nuestro aviso de la práctica de el aislamiento, para que usted como recibo del reconocimiento de este forma y estar acuerdo en firmarla.

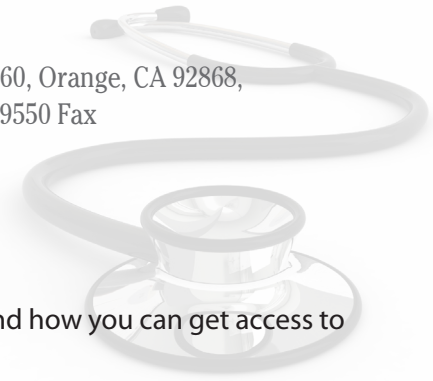
Impresa su Nombre \_\_\_\_\_ Relación al paciente \_\_\_\_\_

Firma \_\_\_\_\_ Fecha \_\_\_\_\_

Mientras que protegemos su salud y información personal, como podemos comunicarnos y todavia proporcionar la privacidad y la seguridad del paciente.

**Por favor marque los que aplican:**

- \_\_\_\_\_ Teléfono y mensaje a su contestador automático.
- \_\_\_\_\_ Teléfono y mensaje a otra persona.  
\_\_\_\_\_ Indique el nombre
- \_\_\_\_\_ Correo.
- \_\_\_\_\_ Contacto a su trabajo  
\_\_\_\_\_ Por favor escribe el teléfono
- \_\_\_\_\_ Cuidador designado, guardian legal o pariente.  
\_\_\_\_\_ Por avor especifique el nombre y número de teléfono



## **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 it carefully.

We care about our patients' privacy and strive to protect the confidentiality of your medical information at this practice. New federal legislation requires that we issue this official notice of our privacy practices. You have the right to the confidentiality of your medical information, and this practice is required by law to maintain the privacy of that protected health information. This practice is required to abide by the terms of the Notice of Privacy Practices currently in effect, and to provide notice of its legal duties and privacy practices with respect to protected health information. If you have any questions about this Notice, please contact the Privacy Officer at this practice.

### **WHO WILL FOLLOW THIS NOTICE**

Any health care professional authorized to enter information into your medical record, all employees, staff and other personnel at this practice who may need access to your information must abide by this Notice. All subsidiaries, business associates, sites and locations of this practice may share medical information with each other for treatment, payment purposes or health care operations described in this Notice. Except where treatment is involved, only the minimum necessary information needed to accomplish the task will be shared.

### **HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU**

The following categories describe different ways that we may use and disclose medical information without your specific consent or authorization. Examples are provided for each category of uses or disclosures. Not every possible use or disclosure in a category is listed.

#### **FOR TREATMENT**

We may use medical information about you to provide you with medical treatment of services. Example: In treating you for a specific condition, we may need to know if you have allergies that could influence medications we prescribe for the treatment process.

#### **FOR PAYMENT**

We may use and disclose medical information about you so that the treatment and services you receive from us may be billed and payment may be collected from you, your insurance company or a third party. Example: We may need to send your protected health information, such as your name, address, office visit date, and codes identifying your diagnosis and treatment to your insurance company for payment.

#### **FOR HEALTH CARE OPERATIONS**

We may use and disclose medical information about you for health care operations to assure that you receive quality care. Example: We may use medical information to review our treatment and services and evaluate the performance of our staff in caring for you.

## OTHER USES AND DISCLOSURES THAT CAN BE MADE WITHOUT CONSENT OR AUTHORIZATION

- ❖ As required during an investigation by law enforcement agencies
- ❖ To avert a serious threat to public health or safety
- ❖ As required by military command authorities for their medical records
- ❖ To workers' compensation or similar programs for processing of claims
- ❖ In response to a legal proceeding
- ❖ To a coroner or medical examiner for identification of a body
- ❖ If an inmate, to the correctional institution or law enforcement official
- ❖ As required by the US Food and Drug Administration (FDA)
- ❖ Other healthcare providers' treatment activities
- ❖ Other covered entities' and providers' payment activities
- ❖ Other covered entities' healthcare operations activities (to the extent permitted under HIPAA)
- ❖ Uses and disclosures required by law
- ❖ Uses and disclosures in domestic violence or neglect situations
- ❖ Health oversight activities
- ❖ Other public health activities
- ❖ We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

## USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION REQUIRING YOUR WRITTEN AUTHORIZATION

Other uses and disclosures of medical information not covered by this Notice or the laws that apply to us will be made only with your written authorization. If you give us authorization to use or disclose medical information about you, you may revoke that authorization, in writing at any time. If you revoke your authorization, we will thereafter no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are required to retain our records of the care we have provided you.

## YOUR INDIVIDUAL RIGHTS REGARDING YOUR MEDICAL INFORMATION

**Complaints.** If you believe your privacy rights have been violated, you may file a complaint with the Privacy Officer at this practice or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized or discriminated against for filing a complaint.

**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 of health care operations or to someone who is involved in your care or the payment of your care. We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. To request restrictions, you must submit your request in writing to the Privacy Officer at this practice. In your request, you must tell us what information you want to limit.

**Right to Request Confidential Communications:** You have the right to request how we should send communications to you about medical matters, and where you would like those communications sent. To request confidential communications, you must make your request to the Privacy Officer at this practice. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted. We reserve the right to deny a request if it imposes an unreasonable burden on the practice.

**Right to Inspect and Copy:** You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually this includes medical and billing records but does not include psychotherapy notes, information compiled for use in a civil, criminal, or administrative action or proceeding, and protected health information to which access is prohibited by law. To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to the Privacy Officer at this practice. If you request a copy of the information, we reserve the right to charge a fee for the costs of copying, mailing or other supplies associated with your request. 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. Another licensed health care professional chosen by this practice will review your request and the denial. The person conducting the review will not be the person who denied your request. 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 the information is kept. To request an amendment, your request must be made in writing and submitted to the Privacy Officer at this practice. In addition, you must provide a reason that supports your request. We may deny your request if the information was not created by us, is not part of the medical information kept at this practice, is not a part of the information which you would be permitted to inspect or copy, or which we deem to be accurate and complete. If we deny your request for amendment, you have a right to file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy of such rebuttal. Statements of disagreements and any corresponding rebuttals will be kept on file and sent out with any future authorized requests for information pertaining to the appropriate portion of your record.

**Right to an Accounting of Non-Standard Disclosures:** You have the right to request a list of the disclosures we made of medical information about you. To request this list, you must submit your request to the Privacy Officer at this practice. Your request must state the time period for which you want to receive a list of disclosures that is no longer than six years, and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (example: on paper or electronically). The first list you request within a 12-month period will be free. For additional list, we reserve the right to charge you for the cost of providing the list.

**Right to a Paper Copy of This Notice:** You have the right to a paper copy of this Notice at any time. To obtain a paper copy of the current Notice, please request one and it shall be given to you.

## CHANGES TO THIS NOTICE

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice, with the effective date in the upper left corner of the first page.



## PATIENT PARTNERSHIP PLAN

Dear Patient,

Welcome to our practice. We intend to provide you with the care and service that you expect and deserve. Achieving your best possible health requires a “partnership” between you and your doctor. As our “partner in health,” we ask you to help us in the following ways:

### Schedule Visits With My Doctor For Routine Physical Exams And Other Recommended Screenings:

I understand that my doctor will explain to me, which regular health screenings are appropriate for my age, gender, and personal and family history. I understand I will need to complete these recommended health screenings (mammogram, immunizations, pap smears etc). These health screenings are tests that can help detect life-threatening diseases and conditions. If I visit my doctor only for treatment of immediate problems and forget to arrange for regular health screenings, I put myself at risk of letting serious health problems go undetected. I will schedule regular visit with my doctor to complete my physical exam and to discuss these health screenings.

### Keep Follow-up Appointments and Reschedule Missed Appointments:

I understand that my doctor will want to know how my condition progresses after I leave the office. Returning to my doctor on time gives him/her the chance to check my condition and my response to treatment. During a follow-up appointment, my doctor might order test, refer me to a specialist, prescribe medication, or even discover and treat a serious health condition. If I miss an appointment and do not reschedule, I run the risk that my physician will not be able to detect and treat a serious health condition. I will make every effort to reschedule missed appointments as soon as possible.

### Call The Office When I Do Not Hear The Results Of Labs And Other Test:

I understand that my physician’s goal is to report my lab and test results to me as soon as possible. However, if I do not hear from my physician’s office within the time specified, I will call the office for my test results.

### Inform My Doctor If I Decide Not To Follow His Or Her Recommended Treatment Plan:

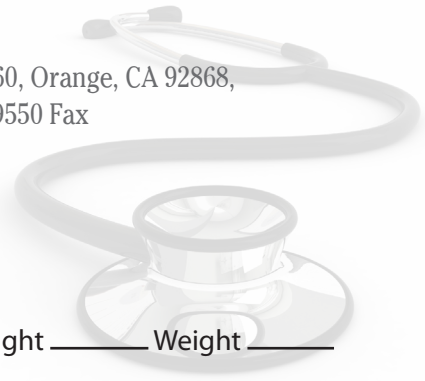
I understand that after examining me, my doctor may make certain recommendations based on what he or she feels is best for my health. This might include prescribing medication, referring me to a specialist, ordering labs and test, or even asking me to return to the office within a certain period. I understand that not following my treatment plan can have serious negative effects on my health. I will let my doctor know whenever I decide not to follow his or her recommendations so that he or she may fully inform me of any risks associated with my decision to delay or refuse treatment.

Thank you for your partnership. As our patient, you have the right to be informed about your health care. We invite you, at any time, to ask questions, report symptoms, or discuss any concerns you may have. If you need more information about you health or condition, please ask.

Patient Signature \_\_\_\_\_ Print Patient’s Name \_\_\_\_\_ Date \_\_\_\_\_

Jeffrey M. Johnsrud, M.D. \_\_\_\_\_





**PATIENT HISTORY**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Chief Complaint (please state your problem in your own words)

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List Present of Past Medical Problem (s)

(i.e., heart disease, high blood pressure, diabetes, kidney or liver disease, other)

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List Previous Hospitalizations (dates and reasons)

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List Previous Surgical Procedures

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List Medications (include dose and over the counter medication)

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List Drug Allergies

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Have you had any problems with General Anesthesia or Previous Operation?  Yes  No

Please explain \_\_\_\_\_

Have you had Previous Transfusions?  Yes  No If yes, estimate how many \_\_\_\_\_

Do you smoke?  Yes  No If yes, how many packs per day \_\_\_\_\_

If none, have you ever smoked \_\_\_\_\_ If yes, when did you quit? \_\_\_\_\_

Alcohol \_\_\_\_\_ ounces per month (i.e. 1 oz = 1 can of beer or 8 oz glass of wine or 1 shot of hard liquor)

Have you ever been treated for Drug Abuse or Alcoholism?  Yes  No

If yes, how long ago \_\_\_\_\_

Do you have any problems with bleeding? (i.e., bruise easily, recurrent nosebleeds, heavy menstrual flow, etc.)

Yes  No If yes, please describe \_\_\_\_\_

Do you take aspirin?  Yes  No

If yes, when is the last time you took aspirin? \_\_\_\_\_

Do you take Birth Control Pills?  Yes  No Type of Dosage \_\_\_\_\_

**Have you ever had the following:**

	Yes	No
Rheumatic Fever		
High Blood Pressure		
Shortness of Breath		
Asthma, Emphysema, Previous lung disease		
Diabetes		
Fainting or Blackout Spells		
Dentures, Bridges, Capped Teeth		
Cold or Flu in last two months		
Recent Headache or Blurred Vision		
Back Pain, Spine Trouble, Sciatica		
Kidney Trouble		
Do you wear a Hearing Aid?		

What diseases run in your family? (List disease, which relative, and their current status)

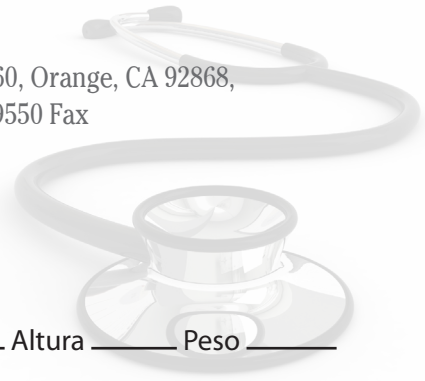
\_\_\_\_\_  
\_\_\_\_\_

Date and place of most recent Chest X-Ray \_\_\_\_\_

Date of most Electrocardiogram or EKG \_\_\_\_\_

Date of most recent labs \_\_\_\_\_ Ordering Physician \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**HISTORIA DEL PACIENTE**

Nombre \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_ Edad \_\_\_\_\_ Altura \_\_\_\_\_ Peso \_\_\_\_\_

Principal Queja (indique por favor su problema en sus propias palabras)

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Indica problemas medicos del presente o del pasado (s)

(i.e., enfermedad cardíaca, presión alta, diabetes, enfermedad de riñon y hígado, otro)

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Hospitalizaciones anteriores: (por favor incluye fechas y razones)

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Operaciones quirúrgicas anteriores

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Medicamentos: (incluye dosis y medicamentos sin receta)

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Alergias de medicamentos

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¿Ha tendio usted cualquier problema con anestesia general?  Sí  No

Explique por favor \_\_\_\_\_

¿Ha tendio usted transfusiones de sangre anteriormente?  Sí  No

Si su respuesta es sí, estime cuantos \_\_\_\_\_

¿Fuma usted?  Sí  No ¿Paquetes por día? \_\_\_\_\_

¿Si su respuesta es no, ha fumado antes? \_\_\_\_\_

Si su respuesta es sí, cuando dejo de fumar? \_\_\_\_\_

Alcohol \_\_\_\_\_ onzas por mes (i.e. 1 oz = 1 bidón de cerveza o 8 oz copa de vino o 1 trago de licor fuerte)

¿Le han tratado a usted para el abuso de la droga o del alcoholismo?  Sí  No

¿Si su respuesta es sí, por cuanto tiempo? \_\_\_\_\_

¿Usted tiene problemas con la pérdida de sangre? (i.e., moratones con facilidad, hemorragia nasal, flujo menstrual, etc.)

Sí  No Si su respuesta es sí, por favor explique \_\_\_\_\_

¿Usted toma aspirina?  Sí  No

¿Si su respuesta es sí, cuando fué la ultima vez que usted tomó aspirina? \_\_\_\_\_

¿Usted toma píldoras del control de la natalidad?  Sí  No Tipo y dosis \_\_\_\_\_

**Usted ha tenido los siguientes:**

	Sí	No
Fiebre Reumatica		
Presion alta		
Falta de respiracion		
Asma, Enfisema, Enfermedades pulmonarias		
Diabetes		
Mareo o pérdida de conocimiento		
Dentadura postiza, puente dental, fudas en los dientes		
Catarro o gripe en los ultimos dos meses		
Dolor de cabeza o visión borroso		
Dolor de espalda, spína dorsal, Ciática		
Problemas de riñones		
Usted usa uno aparato para la sordes		

¿Que enfermedades hay en su familia? (Escriba las enfermedades, qual pariente, y su estado actual)

\_\_\_\_\_  
\_\_\_\_\_

Fecha y lugar de la reciente radiografía del pecho \_\_\_\_\_

Electrocardiograma \_\_\_\_\_

Firma \_\_\_\_\_ Fecha \_\_\_\_\_