

### **NEW PATIENT FORMS PACKET**



Patient of Hyperbaric Physicians of Georgia in Cumming,

This PDF contains patient forms you can fill out electronically or by hand.

If you decide to fill out the forms electronically, you can save them before printing them. There are information-only pages at the end of these forms. You do not need to print those for your visit.

### We require you to bring your insurance card and a photo ID to your first appointment.

If you have an Advance Directive related to your health care, please bring a copy of all those documents to your first appointment.

*Please do not email these forms back to us.* Emailing these forms filled out to anybody, including us, using unencrypted email violates HIPAA (Health Insurance Portability and Accountability Act of 1996). In addition, you have personal information on these forms that can be stolen.

If you have any questions, call Hyperbaric Physicians of Georgia at 770-771-6400.

Thank you.



1505 Northside Boulevard, Suite 1300, Cumming, GA 30041 770-771-6400 Fax: 678-455-1969

### Visit our web site at www.hbomdga.com



**PATIENT REGISTRATION** 

Patient Information. (Please Print Legibly)	AT CH	ECK IN	AT THE FA		<u>ΤΥ, ΥΟυ Ι</u>	WILL NE	ED Y	OUR INSUR	ANCE CA		ID A PHOTO
Last Name			First	Name,	, MI			Preferred Nam	e	Dat	te of Birth
Street Address						City	l			State	Zip Code
Home Phone Cell Phone			Email Addre	255		<u>I</u>				I	I
	T		<u> </u>				T				
Leave a message with call back only Home			sage with de	etails				Social Security			
Marital Status □Married □Single □Widowed					□ Fer	male 🗆 N		Preferred Lang	5		
Race/Ethnicity Decline Asian Black C Other:	Caucasian	Hispa	nic/Latino					Employed	tive Military	y ⊡Stu	
Referring Physician				Pr	rimary Care I	Physician		Check if Same a	as Referring		
Preferred Pharmacy Pl	harmacy P	'none		Phari	macy City/Si	tate					
Emergency Contact		Emerge	ncy Phone	<u> </u>				ear about us □ nt □Self Refe			□ Internet/Web outh
Advanced Directive 🛛 Yes 🗍 No 🛛 If yes provi	de a copy	to the faci	lity			□ Other _					
l authorize Hyperbaric Physicians of Geo	orgia an	d the Fa	cility to re	lease	e my infor				individua	al(s):	
NAME					C		-	NSHIP	Trainers		PHONE
					□ Other			on/Daughter		Cell	Home
					□ Other			on/Daughter			Home
Responsible Party, If Other Than Patien	<b>it.</b> (Please	Print Leg			representat				1		
Last Name			First Name,	IVII			Date of	ποιείη		•	arent □Guardiar resentative □Ot
Street Address			City/State/Z	Zip Co							
Patient Insurance Information. (Please Pri	int Legibly	r)									
Primary Insurance Company		Membe	r # (or ld #)					Group	#		
Policy Holders Name					Date of Birt	th		Relationship To	o Patient E	∃Self [	∃Spouse □Pare
Policy Holders Address Check if Same as Patie	ent				·	City/State					
Secondary Insurance Company 🛛 Not Applicab	ole	Membe	r # (or ld #)					Group	#		
Policy Holders Name		_1			Date of Birt	th		Relationship To	o Patient E	∃Self [	∃Spouse □Pare
Policy Holders Address Check if Same as Patie	ent					City/State					
ONLY IF WORKMAN'S COMP				Stree	et Address						
Patient's Employer				<u> </u>							
City/State/Zip Code	Work	Phone		Insur	ance Carrier	r			Claim Nun	mber	
I certify that the information provided is true and	correct to	the best	of my knowl	edge.	l will notify	the FACIL	ITY of	any changes t	o the inforr	nation ir	mmediately.
Signature of Patient or Parent/Guardian (If Minor) c	or Authoriz	zed Repres	sentative					Date		S	Staff Initials
COBB HYPERBARIC MEDICINE Marietta, GA 30060 770-422-4268 Fax: 770-422-2950	NORTH MEDICIN Cumming	GEORGIA NE AND V g, GA 3004	A CENTER F NOUND CA	RE	IYPERBAR	IC	1	1	30342	CINE OF	NORTH ATLA

Revised: 11-18-2023 File Date: 04-18-2023



# PATIENT ACKNOWLEDGMENT & CONSENTS

Patient Last Name	Patient First Name, MI	Date of Birth

CONSENT FOR TREATMENT: I consent to all diagnostic and treatment procedures/examinations provided by HYPERBARIC PHYSICIANS OF GEORGIA, (HPG) and this FACILITY. This may include, but not be limited to injections, biopsies, administration of medications, treatments, and procedures considered medically necessary for the care of my medical condition. I understand that the procedures will be explained to me and that I will have the opportunity to ask questions concerning the associated risks, alternatives and prognosis before allowing the procedures to be performed. I consent to treatment and care provided by a team of healthcare providers, which may include physicians, mid-level providers such as physician assistants, Certified Hyperbaric Technologist, Certified Hyperbaric Registered Nurse, Diver Medic Technologist or advanced care practice nurse practitioners.

TELEPHONE CONSUMER PROTECTION ACT CONSENT: I expressly consent to receive telephone calls and text messages from HPG and this FACILITY, its affiliates, agents, vendors or third parties calling or texting on its or their behalf at any number that I provide or that they may obtain from me. Such calls or texts may be made using an automatic telephone dialing system and/or prerecorded or artificial voice and may be made for any non-marketing purpose, including but not limited to: communications about my treatment, medication assistance, insurance benefits or account, appointment reminders, balance due and payment reminders, and debt collection attempts. I understand that text messages are not secured and may be accessed by unauthorized third parties. By authorizing the use of text message communications, I assume the risks of unsecure transmission of my health information. I understand this consent to communications is not required to receive services from HPG or any other authorized callers and that data usage and other charges may apply. I may revoke this consent to these communications at any time by providing written notice to this Facility.

PHOTOGRAPHS, VIDEOTAPES, AND RECORDINGS: I understand that physicians or staff may request to take photographs, videotapes, or other recordings of me for purposes of ensuring proper patient identification or for medical documentation, care, or treatment purposes. I grant permission to take medical photographs of my condition and hereby authorize the publishing or reproduction of such photographs for correspondence with my treating physicians and for teaching/educational purposes. I understand that I will not be identified by name and that my anonymity will be preserved in any presentation or publication. These photographs shall remain a permanent part of my patient record and are owned by HPG. I understand that I have the right to request cessation of recording or photographing at any time.

PRIVACY PRACTICES: I acknowledge that I have been provided a copy of the Notice of Privacy Practices from HPG and this FACILITY and that I have read (or had the opportunity to read if I so chose) the Notice of Privacy Practices.

### **ASSIGNMENT OF BENEFITS/FINANCIAL AGREEMENTS**

ASSIGNMENT OF BENEFITS: If I am entitled to benefits under the Medicare program or any insurance policy or other health benefit plan, in consideration for services provided to me by HPG and this FACILITY I assign, transfer, and convey the benefits payable under such program, policy, or plan for services rendered to HPG and this FACILITY. I authorize payment of benefits directly to HPG and this FACILITY, with such benefits applied to my bill.

PATIENT RESPONSIBILITY: I understand and acknowledge that the assignment of benefits does not relieve me of my financial responsibility for charges incurred by me or anyone on my behalf, and I hereby acknowledge responsibility for and agree to pay charges not paid under this assignment, including any coinsurance amounts and deductibles and any charges for services deemed to be non-covered, or not preauthorized by my insurance plan. I agree to provide all known insurance information at the time that services are rendered. If I overpay on my account, I authorize the application of such overpayment to satisfy any outstanding charges I owe for services rendered by HPG and this FACILITY.

INFORMATION RELEASE: I authorize HPG and this FACILITY to release all protected health information to my insurance, (including Medicare, if appropriate) and third-party collection agencies to secure payment for services rendered. I also authorize HPG and this FACILITY to release my medical information to my Primary Care Physician, Referring Physician or Other Treating Physician for continuity of my care. I understand that HPG and this FACILITY may access, use and disclose PHI for purposes of treatment, payment and healthcare operations without my further authorization and I may refer to the Facility's Notice of Privacy Practices located at www.hbomdga.com/patient-forms/ for further information on the use and disclosure of my protected health information.

REFERRALS: I understand that it is my responsibility to obtain any referrals required by my insurance company from my primary care physician or insurance carrier. It is my responsibility to make sure that my referral is accurate and denial of payment because of my failure to do this will result in me being personally responsible for the charges incurred.

FAMILY AND MEDICAL LEAVE ACT/DISABILITY PAPER WORK FEE: \$50.00

(Please Initial)

I have read the policies outlined above, and my signature below acknowledges a clear understating of the information and my responsibilities.

COF	B HYPERBARIC MEDICINE	NORTH GEORGIA CENTER FOR HYPERBARIC	HYPERBARIC	MEDICINE OF NOF	RTH ATLANTA
	Printed Name of Authorized Representat	ive	□ Parent/Guar	dian 🛛 Authorized Re	epresentative
	RELATIONSHI				than self.
	Signature of Patient/Parent/Guardian or A		Date	Staff Initials	
Ĭ	5				
	A				

61 Whitcher St., Ste. 2150, Marietta, GA 30060 770-422-4268 Fax: 770-422-2950

### **MEDICINE AND WOUND CARE** 1505 Northside Blvd., Ste. 1300, Cumming, GA 30041

770-771-6400 Fax: 678-455-1969

5665 Peachtree Dunwoody Rd., Ste. G09, Atlanta, GA 30342 678-229-2800 Fax: 404-845-9989

(Please Initial)



Your Partners In Healing

1505 Northside Boulevard, Suite 1300, Cumming, GA 30041 770-771-6400 \* Fax: 678-455-1969 www.hbomdga.com

# AUTHORIZATION RELEASE MEDICAL RECORD

	Please Print			
Patient Last:	First:		MI: _	DOB:
Home Phone:	Cell Phone:			
Address:				
City:		State:		Zip:
PLEA	<b>SE NOTE:</b> Copy Fee May Be Charged	For Medical Records		
Above listed patient authorizes the following I	nealthcare facility to make record disc	losure:		
Facility Name:			Pho	ne:
Facility Address:				-ax:
City:		State:		Zip:
RESTRICTIONS: Only medical records originate medical information dated prior to and includ				s valid only for the release of
l understand the information in my health immunodeficiency syndrome (AIDS), or h mental health services, and treatment for	uman immunodeficiency virus (HIV). I			
This information may be disclosed and use	ed by the following individual or or	rganization:		
Dates and Type of information to disc	lose:	Dates and Type of info	ormati	on to disclose:
$\Box$ 2 years prior from last date seen	Γ	Change of Insurance	or Phy	sician
Dates Other:		□ Continuation of care		
$\Box$ Specific Information Requested:		□ Referral		
	[	Other		
Release To:			Pho	ne:
Address:			I	-ax:
City:		State:		Zip:
□ Please mail records. □ Please fa	x records.			

I understand I may revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy. **Unless otherwise revoked, this authorization will expire on the following date, event, or** 

### condition:

### If I fail to specify an expiration date, event, or condition, this authorization will expire (3) three years from the date signed.

I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that I may inspect or obtain a copy of the information to be used or disclosed, as provided in CFR 164.524. I understand that any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentialityrules. If Ihave questions about disclosure of my health information, I can contact the authorized individual or organization making disclosure. I have read the above foregoing authorization for release of Information and do hereby acknowledge that I am familiar with and fully understand the terms and conditions of this authorization.



Signature of Patient/Parent/Guardian or Authorized Representative (Guardian or authorized representative must attach documentation of such status.)

Date

Printed Name of Authorized Representative

Relationship/Capacity to Patient



Your Partners In Healing

NTAKE PATIENT

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**Please Print Legibly** 

ASE

1505 Northside Boulevard, Suite 1300, Cumming, GA 30041 770-771-6400 • Fax: 678-455-1969

.hbomdga.com

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

Patient Name Last:		First:	MI:
Date of Birth:	Race:	Primary Language:	Male 🗌 Female
Referring Physician:		Phone/Fax:	
Primary Physician:		Phone/Fax:	
Other Physicians:		Phone/Fax:	
REQUIRED Pharmacy:			
Address/Street:			

### Address/Street:\_

Home Health Agency: \_\_\_\_\_\_ Phone: \_\_\_\_\_\_

	MEDICATIONS	DOSAGE	MEDICATIONS	DOSAGE					
7									
IOI									
AED									
ALL MEDICATION									
A									
	MEDICATIONS	Adverse Effect							

	MEDICATIONS	Adverse Effect
G SilES		
SRU ERC		

	CURRENT OR PAST MEDICAL PROBLEMS											
	Approx. Date		Approx. Date									
10												
<b>DSE</b>												
<b>UND</b>												
DIA												
CAL												
EDIC		PREVIOUS SURGE	RIES, OPERAT	IONS								
YOUR MEDICAL DIAGNOSES												
INO,												
7												

□ If you need more space, check the box and write on the back.

Where is the location of your pain?	Mark (X) the area that you are having pain.
Rate your pain (on a scale of 1-10):	
□ Ache □ Cramping □ Sharp □ Dull □ Stabbing □ Throbbing	
What causes an increase in your pain, List all?	
What relieves your pain? Medication Heat Relaxation Eleva What parts of your life are affected by pain? Sleep Quality of life	Appetite $\Box$ Emotions $\Box$ Concentration $\Box$ Relationship
What is your current pain management plan?	
What are your goals for pain management?	
What is your marital status?       Married       Single       Widow       Widowe         What is your current living situation?       With family       Alone       SNF (S         Do you have a family member or friend that can assist in your care?       Yes         What is/was your primary career?	ikilled Nursing Facility) 🗌 Assisted living 🗌 Other
How would you describe your current activity level?	y 🗌 Minimal 🗌 Restricted
	arettes do you smoke a day?
What year did you start smoking?       What         How long does it take you to drink a six pack of beer, fifth of liquor, or bottle o         Do not drink       Unknown       A day       A week       A month       6         What recreational drugs do you use? (check all that apply)       None       Marijuana       Meth-amphetamines       Cocaine       Heroir         Has your mother passed away?       Yes       No       No	f wine? months
Has your father passed away? 🗌 Yes 🗌 No	
If yes what was the cause of death of your Father?	
Are there any other pertinent diseases that run in your family?	
	DOB:
Last: 2 of 5	First: MI: Revised: 04-19-2023 File Date: 10-11-2016

# **REVIEW OF SYSTEMS**

			CONSTITUTIONAL					
Appetite Change	Υ□	N	Intended Weight Loss	Υ□	N	Pain	Υ□	N
Chills	Υ□	N	Lethargy (Decreased Level Of Alertness)	Υ□	N	Unintended Weight Gain	Υ□	N
Fever	Υ□	N	Malaise (Fatigue/Tiredness)	Υ□	N	Unintended Weight Loss	Υ□	N
Insomnia (Unable To Sleep)	Υ□	N	Night Sweats	Υ□	N	Weakness	Υ□	N
Intended Weight Gain	Υ□	N	Obesity	Υ□	N			
			INTEGUMENTARY (SKIN AND/OR	BRE/	AST)			
Acne	Υ□	N	Hx Ulcer	Υ□	N	Rashes	Υ□	N
Contact Dermatitis (Rash From	Υ□	N	Keloids (Scar Overgrowth)	Υ□	N	Scars	Υ□	N
Something Touching Your Skin)	Υ□	N	Pigment Change	Υ□	N			
Dryness	Υ□	N	Pruritus (Itching)	Υ□	N			
			ALLERGIC/IMMUNOLOGI	C				
AIDS	Υ□	N	Lupus	Υ□	N	Rheumatoid Arthritis	Υ□	N
Collagen Vascular Disease	Υ□	N	Pyoderma Gangrenosum	Υ□	N	Scleroderma	Υ□	N
HIV	Υ□	N						
			EYES					
Blindness	Υ□	N	Contact Lenses	Υ□	N	Optic Neuritis	Υ□	N
Blurred Vision	Υ□	N	Glasses	Υ□	N	Retinal Detachment	Υ□	N
Cataract Removal	Υ□	N	Glaucoma	Υ□	N			
Cataracts	Υ□	N	Macular Degeneration	Υ□	N			
			EARS, NOSE, MOUTH, THRO	AT	1 1			1
Chronic Sinusitis (Recurrent Sinusitis)	Υ□	N	Eustachian Tube Problems	Υ	N	Mid Ear Implants	Υ□	N
Dentures	Υ□	N	Hearing Loss	Υ□	N	Partial Dentures	Υ□	N
Difficulty Swallowing	Υ□	N	Herpes Simplex (Cold Sores)	Υ□	N	Sinus Surgery	Υ□	N
Ear Surgery	Υ□	N	Meniere's Disease	Υ□	N	Upper Respiratory Infection (Recent)	Υ□	N
			RESPIRATORY					
Apnea	Υ□	N	COPD (Emphysema)	Υ	N	Shortness of Breath	Υ□	N
Asthma	Υ□	N	Oxygen Dependence	Υ	N	Spontaneous Pneumothorax	Υ□	
Blood Tinged Sputum	Υ□	N	Pulmonary Fibrosis	Υ□	N	(Lung Collapse)	ľ	N
Bronchitis	Υ□	N	Respiratory Infection	Υ□	N	Tuberculosis	Υ□	N
Chronic Cough	Υ□	N	Seasonal Allergies	Υ	N	Wear Supplemental Oxygen	Υ□	N
Cold Symptoms	Υ□	N	Snoring	Υ	N	Wheezing	Υ□	N
			CARDIOVASCULAR (HEAR	<b>T</b> )				
Angina (Chest Pain)	Υ□	N	Hypotension (Low Blood Pressure)	Υ□	N	Palpitations	Υ□	N
Arrhythmia (Abnormal Heartbeat)	Υ□	N	MI (Heart Attack)	Υ	N	PND (Have To Sit Up To Catch Your Breath	Υ□	N
Chest Pain	Υ□	N	Murmur	Υ	N	When Sleeping)		
CHF (Heart Failure)	Υ□	N	Orthopnea (Difficulty Breathing When Lying	γ□	N□	Shortness of Breath with Exertion	Υ□	N
Defibrillator	Υ□	N	Flat On Your Back)					
Hypertension (Elevated Blood Pressure)	Υ□	N	Pacemaker	Υ	N			
			CARDIOVASCULAR (Periphe	eral)	, ,			
Arterial Surgery	Υ□	N	Leg Swelling	Υ□	N□	Varicose Veins	Υ□	N
Claudication (Pain with Exercise/Walking)	Υ□	N□	Necrosis/Gangrene	Υ□	N□	Vein Surgery	Υ□	N
DVT (Blood Clot in Leg)	Υ	N	Rest Pain	Υ□	N			
						DOR		

Last:

MI:

			GASTROINTESTINAL								
Acid Reflux	Υ□	N	Cirrhosis of Liver	Υ□	N	Liver Disease	Υ□	N			
Anorexia	Υ□	N	Constipation	Υ□	N	Malnutrition	Υ□	N			
Ascites	Υ□	N	Diarrhea	Υ□	N	Vomiting	Υ□	N			
Blood In Stools	Υ□	N	Dysphagia (Difficulty Swallowing)	Υ□	N	Nausea	Υ□	N			
Bowel Incontinence	Υ□	N	Hepatitis	Υ□	N	Obesity	Υ□	N			
Bulimia	Υ□	N	Hiatal Hernia	Υ□	N	Stomach Ulcers	Υ□	N			
Change In Appetite	Υ□	N	Jaundice	Υ□	N	Colostomy (Colon Pouch)	Υ□	N			
GENITOURINARY											
Chronic Renal Insufficiency	Υ□	N	Foley Catheter	Υ□	N□	Nocturia (Waking up to Urinate)	Υ□	N			
Cystostomy	Υ□	N	Hemodialysis	Υ□	N	Peritoneal Dialysis	Υ□	N			
Dysuria (Pain with Urination)	Υ□	N	Intermittent Catheter	Υ□	N	Suprapubic Catheter	Υ□	N			
ESRD (Renal Failure)	Υ□	N	Kidney Transplant	Υ□	N□	Urinary Frequency	Υ□	N			
			MUSCULOSKELETAL								
Alteration of Gait	Υ□	N	Joint Stiffness	Υ□	N□	Painful Nails	Υ□	N			
Arthritis	Υ□	N	Joint Swelling	Υ□	N□	Previous Fracture	Υ□	N			
Changes in Feet	Υ□	N	Muscle Wasting	Υ□	N	Previous Amputation	Υ□	N			
Charcot	Υ□	N	Myalgias (Muscle Pain)	Υ□	N□						
			NEUROLOGICAL								
Dizziness	Υ□	N	Paraplegia	Υ□	N	Stroke (CVA)	Υ□	N□			
Focal Headaches	Υ□	N	Parkinson's Disease	Υ□	N	Syncope (Passing Out)	Υ□	N			
Migraine	Υ□	N	Quadriplegia	Υ□	N	TIA (Mini Strokes)	Υ□	N			
Muscular Dystrophy	Υ□	N	Seizures	Υ□	N	Weakness	Υ□	N			
Neuropathy	Υ□	N	Spinal Cord Injury	Υ□	N						
			ENDOCRINE								
Addison's Disease	Υ□	N	Hyperglycemia (High Blood Sugar)	Υ□	N	Hypothyroidism	Υ□	N			
Cushing's Disease	Υ□	N	Hyperthyroidism	Υ□	N	Thyroid Disease	Υ□	N			
Diabetes	Υ□	N	Hypoglycemia (Low Blood Sugar)	Υ□	N						
			LYMPHATIC/HEMATOLOG	IC							
Bleeding Disorder	Υ□	N	Hypercoagulable (Clotting Disorder)	Υ□	N						
Bruising	Υ□	N	Lymphedema	Υ□	N						
			PSYCHIATRIC								
Anxiety	Υ□	N	Depression	Υ□	N	Psychosis	Υ□	N			
Bipolar	Υ□	N	Impaired Judgment	Υ□	N	PTSD (Post Traumatic Stress Disorder)	Υ□	N			
Claustrophobia (Fear of Closed Spaces)	Υ□	N	Memory Loss	Υ□	N						
Dementia/Alzheimer's	Υ	N	Panic Attacks	Υ□	N						

DOB:

В:\_\_\_\_

Last: \_

First:

MI:

HYPERBARIC									
Asthma	Υ□	N	Ear Surgery	Υ□	N	Recent High Fevers	Υ□	N	
Cancer History	Υ□	N	Optic Neuritis	Υ□	N	Seizures	Υ□	N	
Cataract Removal	Υ□	N	Previous Hyperbaric Treatment	Υ□	N	Spontaneous Pneumothorax	γΠ		
Cataracts	Υ□	N	Recent Administration of:			(Lung Collapse)		NL	
Chronic Sinusitis	Υ□	N	1. Cisplatinum	Υ□	N	Steroid Use	Υ□	N	
Congenital Spherocytosis	Υ□	N	2. Adriamycin	Υ□	N	Thoracic Surgery	Υ□	N	
COPD/Emphysema	Υ□	N	3. Bleomycin	Υ□	N				

I certify that the information I have given today is to the best of my ability and as fully and accurately as possible. I will notify the doctor/staff to any changes or additions at subsequent visits.



Reviewed By:

Signature of Patient/Parent/Guardian or Authorized Representative (Guardian or authorized representative must attach documentation of such status.)

Printed Name of Authorized Representative

Relationship/Capacity to Patient

Date

Reviewed By:		_ MD/DO	Date
HYPERBARIC PHYSICIANS OF GEORGIA	Your Partners In Healíng		1505 Northside Boulevard, Suite 1300, Cumming, GA 30041 770-771-6400 • Fax: 678-455-1969
			.hbomdga.com

Joni K. Hodgson, DO Medical Director

	)
Last: First: MI:	





# Your Information. Your Rights. Our Responsibilities.

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.** 

# **Your Rights**

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record	<ul> <li>You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.</li> <li>We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.</li> </ul>
Ask us to correct your medical record	<ul> <li>You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.</li> <li>We may say "no" to your request, but we'll tell you why in writing within 60 days.</li> </ul>
Request confidential communications	<ul> <li>You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.</li> <li>We will say "yes" to all reasonable requests.</li> </ul>
Ask us to limit what we use or share	<ul> <li>You can ask us <b>not</b> to use or share certain health information for treatment, payment, or our operations.</li> <li>We are not required to agree to your request, and we may say "no" if it would affect your care.</li> <li>If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.</li> <li>We will say "yes" unless a law requires us to share that information.</li> </ul>

Get a list of those with whom we've shared information	<ul> <li>You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.</li> <li>We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.</li> </ul>
Get a copy of this privacy notice	• You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
Choose someone to act for you	<ul> <li>If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.</li> <li>We will make sure the person has this authority and can act for you before</li> </ul>
	we take any action.
File a complaint if you feel your rights are violated	• You can complain if you feel we have violated your rights by contacting us using the information on page 1.
	<ul> <li>You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.</li> <li>We will not retaliate against you for filing a complaint.</li> </ul>

# **Your Choices**

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice	<ul> <li>Share information with your family, close friends, or others involved in your care</li> </ul>	
to tell us to:	<ul> <li>Share information in a disaster relief situation</li> </ul>	
	<ul> <li>Include your information in a hospital directory</li> </ul>	
	Contact you for fundraising efforts	
	If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.	
In these cases we never	Marketing purposes	
share your information unless you give us written permission:	Sale of your information	
	<ul> <li>Most sharing of psychotherapy notes</li> </ul>	
In the case of fundraising:	• We may contact you for fundraising efforts, but you can tell us not to contact you again.	

How do we typically use or share your health information? We typically use or share your health information in the following ways.

Treat you	• We can use your health information and share it with other professionals who are treating you.	<b>Example:</b> A doctor treating you for an injury asks another doctor about your overall health condition.
Run our organization	<ul> <li>We can use and share your health information to run our practice, improve your care, and contact you when necessary.</li> </ul>	<b>Example:</b> We use health information about you to manage your treatment and services.
Bill for your services	<ul> <li>We can use and share your health information to bill and get payment from health plans or other entities.</li> </ul>	<b>Example:</b> We give information about you to your health insurance plan so it will pay for your services.

**How else can we use or share your health information?** We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues	<ul> <li>We can share health information about you for certain situations such as:</li> <li>Preventing disease</li> <li>Helping with product recalls</li> <li>Reporting adverse reactions to medications</li> <li>Reporting suspected abuse, neglect, or domestic violence</li> <li>Preventing or reducing a serious threat to anyone's health or safety</li> </ul>
Do research	• We can use or share your information for health research.
Comply with the law	• We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.
Respond to organ and tissue donation requests	• We can share health information about you with organ procurement organizations.
Work with a medical examiner or funeral director	• We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
Address workers' compensation, law enforcement, and other government requests	<ul> <li>We can use or share health information about you:</li> <li>For workers' compensation claims</li> <li>For law enforcement purposes or with a law enforcement official</li> <li>With health oversight agencies for activities authorized by law</li> <li>For special government functions such as military, national security, and presidential protective services</li> </ul>
Respond to lawsuits and legal actions	• We can share health information about you in response to a court or administrative order, or in response to a subpoena.

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

### **Changes to the Terms of This Notice**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.



### Hyperbaric Medicine of North Atlanta

5665 Peachtree Dunwoody Road, Suite G9 Atlanta, GA 30342

> Phone: 678-229-2800 Fax: 404-845-9989

### **Cobb Hyperbaric Medicine**

61 Whitcher Street, Suite 2150 Marietta, GA 30060 Phone: 770-422-4268 Fax: 770-422-2950

### North Georgia Center for Hyperbaric Medicine and Wound Care

1505 Northside Boulevard, Suite 1300 Cumming, GA 30041

> Phone: 770-771-6400 Fax: 678-455-1969

### HYPERBARIC ADMINISTRATIVE SERVICES, LLC 1341 Canton Road, Suite A

Marietta, GA 30066 Phone: 770-422-0517 Fax: 678-638-7015

Revised Date: June, 2023

HAS10798\_210118 HIPPA Full sheet



Your Partners In Healing

1341 Canton Road, Suite A Marietta, GA 30066 Phone: 770-422-0517 Fax: 678-638-7015

# PATIENT BILL OF RIGHTS

# As a patient, you have these rights:

- 1. Actively participate as a member of your wound care and/or hyperbaric medicine team if you are able and willing.
- 2. Have your medical problem assessed and monitored by trained healthcare personnel.
- 3. Have your questions about wound care and/or hyperbaric medicine answered openly and completely.
- 4. Know what other treatment options are available to you.
- 5. Know the benefits, risks, and side effects of your wound care and/or hyperbaric treatments.
- 6. Receive timely and cost-effective wound care and/or hyperbaric care.
- 7. Seek other opinions about your wound care and/or hyperbaric related problem if you so desire and consult a specialist as necessary.



8. Have your pain adequately controlled, under the supervision of your primary physician.



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