



UNIVERSITY of MARYLAND MEDICAL SYSTEM

Bel Air
227 Gateway Drive, Suite
J Bel Air, MD 21014
FAX 410-638-2221

Towson
515 Fairmount Avenue Suite 500
Towson, MD 21286
FAX (410) 494-1718

PATIENT FINANCIAL INFORMATION

Name			
Social Security No.	Date of Birth	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Home Address	City	State	Zip Code
Home Phone No.	Cell Phone No.	Email	
Race	Language Spoken		
Employer		Phone No.	
Employer Address	City	State	Zip Code
Referring Physician		Phone No.	
Emergency Contact		Phone No.	
Pharmacy	Address	Phone No.	

INSURANCE INFORMATION – Please give cards to staff so copies can be made for our files.

PRIMARY POLICY (Check One):	Blue Shield	Medicare	HMO	Commercial	Other
Primary Policy No.				Group No.	
Insurance Company Name	Address		Phone No.		
Guarantor					Birth Date
SECONDARY POLICY (Check One):	Blue Shield	Medicare	HMO	Commercial	Other
Secondary Policy No.				Group No.	
Insurance Company Name	Address		Phone No.		
Guarantor					Birth Date

I authorize the release of any medical information necessary for my treatment and to process claims as well as authorization of payment directly to UM Pulmonary Care and Sleep Medicine. I understand that I am responsible to know if my insurance requires a referral and for obtaining a referral from my primary care physician. I am financially responsible for all co-pays and charges not covered by insurance. I also hereby acknowledge that I have received/reviewed a copy of UM's Notice of Privacy Practices.

Signature	Date
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Signature on File for Medical Release Form

I, _____ give UM Pulmonary Care and Sleep Medicine permission to request and receive my medical records from any and all previous and current physicians and/or medical facilities. These records include but are not limited to:

- Office notes
- Radiology
- Bloodwork
- Hospital Records
- Demographics
- Insurance
- Diagnostic testing
- Other _____

The signature below is valid as long as this patient is under the care of UM Pulmonary Care and Sleep Medicine.

Patient Name PRINTED

DOB

Patient Signature

Date

If you have any questions please feel free to contact us at **(410) 832-3400**.

Thank you,

UM Pulmonary Care and Sleep Medicine Team



Please complete this form before your appointment and bring it with you:

Name: _____ DOB: _____

Retail Pharmacy: _____

Address: _____

Phone #: _____

Fax#: _____

Mail Away Pharmacy: _____

Address: _____

Phone #: _____

Fax#: _____

If you have any questions please feel free to contact us at **(410) 832-3400**.

Thank you,

UM Pulmonary Care and Sleep Medicine Team

Authorization for Release of Medical Records

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.

- A. The General Authorization for Release of Medical Records that you sign authorizes Univeristy of MD Pulmonary Care & Sleep Medicine (UMPCSM) to disclose the information in your medical records to the extent needed for the following purposes:
 - 1. For the purpose of providing treatment to you. This would include, for example sharing information with employees and contractors of UMPCSM, or with other health care providers who are treating you or consulting in your care.
 - 2. For the purpose of arranging payment for your care. This would include, for example, your insurer or other third-party payor who is responsible for paying all or part of the cost of your care.
 - 3. For the purpose of UMPCSM's "health care operations." This would include such things as internal quality assessment activities, contacting other healthcare providers regarding treatment alternatives, evaluating provider performance, training providers of care, legal and medical review of care provided, business planning and management, customer services, resolutions of internal grievances and the provision of legal and auditing services.
- B. A Specific Authorization for Release of Medical Records that you may sign authorizes UMPCSM to make a specific disclosure that is not covered under section A, above. A specific Authorization will name the party to whom you are authorizing disclosure, and will contain any limitations on the authority to disclose your records.
- C. You may revoke any authorization provided toUMPCSM by giving UMPCSM a written notice of revocation. UMPCSM may refuse to treat you if you revoke the General Authorization.
- D. UMPCSM may be required by law to make disclosures of your records that you have not authorized. Examples are subpoenas in criminal or civil litigation, or requests/surveys by licensure agencies or the U.S. Department of Health and Human Services.
- E. UMPCSM may contact you to provide appointment reminders, information about treatment alternatives or other health-related benefits and services that may be of interest to you.
- F. You have the following rights with respect to your medical records/information:
 - 1. You have the right to request restrictions on the use and disclosure of your medical records/information; however UMPCSM is not required to agree to restrictions not guaranteed by law. You will be informed if UMPCSM will not agree to a requested restriction.

2. You have the right to receive confidential communications of your health information and to direct the place and manner of communication.
 3. You have the right to inspect and copy your medical records (UMPCSM is entitled to charge you a reasonable fee related to the cost of copying your records).
 4. You have the right to seek to amend your medical records, and if UMPCSM does not agree with your request, to note your objection in the medical record.
 5. You have a right to receive an accounting (list) of disclosures of your medical records/information made by UMPCSM. (Except for the disclosures that fall within the scope of UMPCSMs "healthcare operations" or disclosures for payment or treatment purpose.)
 6. You have the right to receive a paper copy of this notice.
- G. UMPCSM is required by law to maintain the privacy of protected health information, and to provide patients with this notice of its duties and practices, as well as changes to those practices. Patients will be provided with revised notices, as appropriate.
- H. If a patient believes that his or her privacy rights have been violated, he patient may complain toUMPCSM, or to the Secretary of the U.S. Department of Health and Human Services. To complain to UMPCSM, please write or call us with details. UMPCSM will not retaliate in any way against a patient for making a complaint.
- I. If you as a patient or guardian believe that your privacy rights have been violated, and wish to notify our practice, please call our office and ask to speak with our designated **Privacy Complaints Contact Person**, Jennifer Pemberton at (410) 832-3400 or mail correspondence to 515 Fairmount Avenue, Suite 601, Baltimore, MD 21286.
- J. UMPCSM reserves the right to change its privacy practices, and to make its new policies effective for all protected health information that UMPCSMmaintains. If such changes are made,UMPCSM will issue an updated "Notice to Patients" to all UMPCSMs patients.

Please acknowledge receipt and review of this information by signing below. For further information, please call Jennifer Pemberton, at (410) 832-3400.

*Patient Name (Printed)

*Date

*Date of Birth

*Signature of Patient /Lawfully Authorized Representative



Request for Disclosure of Medical Information

I _____, give full consent for the below named person/people to discuss any and all medical information with UM Pulmonary Care and Sleep Medicine.

Name	Relationship	Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

(Patient's Signature)

(Date)

(Verified By Office Staff)

(Date)



Advance Care Planning Questionnaire

Name: _____ DOB: _____ Today's Date: _____

To our patients over the age of 65, please check all that apply:

I will provide a copy of my Advanced Care Plan today.

I wish to discuss Advance Care Planning with my provider today

I do not wish to discuss Advance Care Planning with my provider today

(Office staff, please scan into patient's chart)