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Contents of NEW OB Forms Packet

[This packet is designed to be printed ONE-SIDED.  
Please DO NOT print this on two sides. Thank you.]

1. Contents of New OB Forms Packet 1 page
2. Welcome Letter 1 page
3. Patient Information Form 1 page  
**please fill out and sign and return**
4. Insurance Information Form 1 page  
**please fill out and sign and return**
5. Explanation of Medical Billing 1 page
6. Financial Policies 2 pages
7. Financial Policies Agreement 1 page  
**please fill out and sign and return**
8. OB Fees Handout 2 pages
9. Privacy Notice 2 pages
10. Privacy Notice Acknowledgment 1 page  
**please fill out and sign and return**
11. Cost of Prenatal DNA Testing 2 pages  
**please fill out and sign pg 2 and return**
12. New OB Pt History Form 6 pages  
**please fill out and return**
13. Copy Records To Us Form 1 page  
**please arrange to send relevant records to us**
14. TOTAL 22 pages

We know that this is A LOT of paperwork and for this we apologize.

This is only for NEW OB patients to the practice. Thank you very much for your time.



## WELCOME TO OUR PRACTICE

Thank you for choosing Fair Oaks Women's Health for your ob/gyn medical care! In preparation for your upcoming appointment, we would like you to get a head start with some of the paperwork and also tell you a bit about our practice. Our services include comprehensive medical care for women of all ages, including well woman exams, contraception, STD testing, routine and high-risk prenatal care and delivery, bio-identical hormone therapy, menopause management, gynecologic and laparoscopic surgery (including robotic surgery) and more. We also have the MonaLisa Touch<sup>®</sup> vaginal laser used to successfully treat vaginal dryness and painful intercourse due to loss of estrogen from menopause.

### **Marina's Oasis Medi-Spa**

Marina's Oasis, our medical aesthetics center, provides a wide range of non-invasive corrective services to enhance the health and appearance of your skin. We proudly offer the Liquid Face Lift with Botox<sup>®</sup> Cosmetic, Juvederm<sup>®</sup> XC dermal fillers (Ultra, Ultra Plus, Voluma, and Volbella), and Kybella<sup>®</sup>; IPL PhotoFacials and non-ablative laser PhotoFractionals; adult and teen clinical skin care (Microneedling, Designer peels, Dermaplaning, and MicroDerm); Viora Reaction<sup>®</sup> skin tightening and body contouring; and spider vein removal. For more information call Marina Jick, MSN, FNP at 626-MY-OASIS (626-696-2747) or go to [www.marinasoasis.com](http://www.marinasoasis.com).

### **EMR (electronic medical record)**

Our practice uses a computerized health record, called an EMR. It takes time to enter your information into the computer. **It would be very helpful if you would complete your New Patient forms and then mail (or fax or e-mail) them to us before your appointment.** If you do not send these forms, your visit could be delayed while we update the computer before you see the doctor. Email your forms to: [obgyn@fowh.com](mailto:obgyn@fowh.com).

### **Please arrive early for your FIRST appointment**

It takes time to enter or update your personal, insurance and health information. At your first visit we scan your driver's license and insurance card for entry into our EMR. *We guarantee to keep all of your personal information private.* This is the law (a Federal law called HIPPA).

### **We charge for a "no-show"**

Please call us at least 24 hrs in advance if you are unable to keep your appointment. There is a \$25 charge for a no-show appointment (waived if you make and keep the next appointment). When you do not show up or call ahead to cancel, we have lost the chance to have another patient use that appointment time.

### **Parking – we do not validate**

Please note that you pay the cashier BEFORE returning to your car. To save money (but with a little more walking) some patients park in the Huntington Hospital EAST Parking structure, a building just south of ours. The entrance is off Fairmount Ave. across from the Emergency Dept.

### **Lab**

We have an on-site lab, called Primex. This is where most of our standard lab tests are run except pap smears and biopsies. It is your responsibility to know which lab your insurance is contracted with. **If your insurance requires you to use a different lab than mentioned above, please let us know.**

Feel free to call us at any time if you have any questions. Call (626) 304-2626.  
Thank you for trusting us with your medical care. We look forward to seeing you!



## PATIENT INFORMATION FORM

Please take a few minutes to complete this form. There may be times when it is urgent that we contact you, so please try to be as complete and accurate as possible, especially with phone numbers. Thank you very much. All information provided is completely confidential.

DATE TODAY \_\_\_\_\_ [Office use: (HH Med Rec # \_\_\_\_\_)]  
PATIENT LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_  
PREFERRED NAME \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ SSN# \_\_\_\_\_ RACE \_\_\_\_\_  
MARITAL STATUS M S D W \_\_\_\_\_ DRIV LIC. # \_\_\_\_\_ RELIGION \_\_\_\_\_  
ETHNICITY (H, NH or D) \_\_\_\_\_ (H - Hispanic, NH - Non-Hispanic or D- Declined)  
ADDRESS \_\_\_\_\_ (PO Boxes Not Allowed)  
ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
HOME PH.# \_\_\_\_\_ WORK PH.# \_\_\_\_\_ CELL PH.# \_\_\_\_\_  
FAX # \_\_\_\_\_ email: \_\_\_\_\_

PREFERRED PHONE NUMBER M-F 9-5 (circle one):     **HOME**     **WORK**     **CELL**

Are you employed? \_\_\_\_\_ If yes, EMPLOYER NAME \_\_\_\_\_  
EMPLOYER PH. # \_\_\_\_\_ FAX # \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
YOUR OCCUPATION \_\_\_\_\_

**(If you are married, we need your spouse's information, please)**

SPOUSE/SIG OTHER NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
(if different) HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

**HOW DID YOU HEAR OF US?** \_\_\_\_\_

### PHARMACY INFORMATION

PHARMACY NAME: \_\_\_\_\_  
PHARMACY STREET ADDRESS: \_\_\_\_\_  
PHARMACY CITY, STATE, ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

Do we have permission to import your medication history using our electronic prescription software?     YES     NO

### EMERGENCY CONTACT INFORMATION (not your spouse/sig other)

CONTACT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

#### PERMISSION TO LEAVE DETAILED MESSAGES ON YOUR VOICE MAIL or e-MAIL?

Please sign below if you give us permission to leave messages (such as test results) on your voice mail or e-mail:

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



## INSURANCE INFORMATION FORM

Please take a few minutes to complete this form. All information provided is completely confidential. Thank you. We use this information only for medical insurance verification and billing.

PATIENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ I am insured under my own plan \_\_\_\_\_ I am insured under someone else's plan

DATE COVERAGE EFFECTIVE \_\_\_\_\_

NAME OF POLICY HOLDER \_\_\_\_\_

SOCIAL SEC. NUMBER of POLICY HOLDER \_\_\_\_\_

INSURANCE COMPANY NAME \_\_\_\_\_

GROUP NUMBER \_\_\_\_\_ ID NUMBER \_\_\_\_\_

CLAIM FILING ADDRESS \_\_\_\_\_

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

BILLING PH. # \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ e-MAIL \_\_\_\_\_

PLAN WEB SITE \_\_\_\_\_

### RELEASE OF INFORMATION AND ASSIGNMENT OF BENEFITS

By signing below, I authorize Fair Oaks Women's Health to furnish all necessary information to my insurance carrier(s) concerning my medical care and treatment. I also irrevocably assign to the doctor all insurance payments for medical services rendered and all major medical benefits. *I understand that I am personally obligated to pay for all medical services rendered, regardless of whether or how much my insurance company has paid.*

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Insurance Verification

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## **Explanation of Medical Billing**

For all medical services we provide, we will submit a claim to your Insurance Plan. It is extremely important that we have accurate information about your plan. After we receive the EOB (explanation of benefits form), we will determine the amount, if any, that you still owe. Your statements will reflect this amount.

**IMPORTANT!:** Is our group “in-network” or “out-of-network”? Is the lab we use for blood or urine or cultures or pap smears in or out of network? Is the imaging center we use for mammograms in or out of network? What about the Hospital (Huntington) or the Surgery Center? If our group, the lab, the imaging center, the hospital or the surgicenter is out of network, then covered benefits can be less or even zero, co-pays can be higher, and deductibles can be higher. You must check what your in-network and out-of-network benefits are. Sometimes there are no out-of-network benefits at all.

### **Introduction**

Medical insurance involves 3 common forms of payment to physicians. These are the **co-pay**, the **deductible** and the **co-insurance**.

### **The fee**

Medical billing is called fee-for-service. The doctor provides services, and for each service, there is a fee (or a charge). The amount you owe is usually less than the full fee due to fee-reduction contracts between the doctor and your health insurance company. Contrary to what many people believe, insurance does not “cover everything”.

### **The co-pay**

The co-pay is the amount of money that you owe up front for every doctor visit. Each insurance plan is different. The co-pay might vary in amount or there might be none. The co-pay needs to be paid in advance at the time of your visit. Some co-pays are as high as \$50.

### **The deductible**

Many patients have an annual deductible. This is money that the insurance company will determine is owed to the physician, but that the patient has to pay. When a balance due is applied to your deductible, you owe this money to the practice. *See the example below.*

### **The co-insurance**

This is the percentage of the fee that is owed to the practice based on your plan. The amount depends on what the insurance has approved for payment. You owe the co-insurance amount to the practice. *See the example below.*

### **Example using the above terms**

You go to the doctor for a problem. The visit **fee** is \$150. Your **co-pay** is \$10 and this is paid at the time of the visit. A claim is filed with your insurance company. They approve a payment of \$100.00, but you have a 20% **co-insurance**.

The \$100 is what your insurance has approved for the full payment for this visit. You have already paid \$10 of this as your co-pay so the insurance owes \$90. You have a **co-insurance** of 20%, so they will only pay 80% of the \$90. Thus, they will pay only \$72. Your co-insurance is \$18. So you have paid \$28 total (\$10 co-pay plus the 20% or \$18 co-insurance) and your insurance has paid \$72.

If you have an unmet **deductible**, the insurance will “apply” the entire \$90 to your deductible. In this case, you owe the full \$90 (but your deductible has been credited or reduced by \$90).



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## Office and Financial Policies

We would like to thank you for choosing Fair Oaks Women's Health as your women's health care provider. This document explains our current office and financial policies. It is important that you read and agree to these policies.

**No-Shows:** If you cannot keep your scheduled Gyn appointment, please call our office at least 24 hours in advance to reschedule. This will allow us to offer that time to another patient. Failure to give 24 hours cancellation notice or failure to keep your scheduled appointment is a **no-show** and may result in a charge of \$25. This fee may be waived depending on your circumstances and will be waived if you make and keep your next appt.

**Late Arrivals:** You are expected to arrive on time for your scheduled appointments. New patients should plan to arrive 30 minutes early to allow for completing forms and updating your electronic medical record in the computer. If you are more than 15 minutes late, we may have to reschedule your appointment.

**Fair Oaks Women's Health accepts Cash, Personal Checks, MasterCard, Visa, American Express Cards and ATM debit cards as payment for services rendered.**

**Financial Responsibility:** Any patient over the age of 18, or an emancipated minor, will be held financially responsible for all charges incurred. For minors, the parent who accompanies the minor for their first visit will be financially responsible for all charges incurred.

**Insured Patients:** Please bring your insurance card with you to your appointment. If your insurance plan requires an office visit co-pay, this will be collected at the time of service. The co-pay cannot be waived by our office; it is a requirement placed on us by your insurance carrier. You are financially responsible for any co-insurance, deductible or non-covered service. If you are a member of a health plan that Fair Oaks Women's Health participates with, we will submit a claim to your insurance company on your behalf.

**Balance Due:** Once we have received payment along with an Explanation of Benefits (EOB) from your insurance plan, you will receive a statement from our office indicating what your insurance has paid. Any remaining balance will then be due and payable. Patients with large deductibles will be asked to pre-pay a portion of their known medical expenses (for example, pregnant or gyn surgery patients)

**Non Insured Patients:** Payment in full will be due at the time of service. If you are unable to pay your balance in full, you will need to make arrangements with our Office Manager.

**Medicare Patients:** You are personally responsible for your deductible, co-insurance and any services that Medicare deems as "Medically Unnecessary". Medicare patients may also be asked to sign an Advanced Beneficiary Notice (ABN) form as required by Medicare for certain services.

**Returned Checks:** A \$25 fee will be assessed for any check returned for insufficient funds. After that, only cash or credit cards will be accepted for payment.

**Disability Forms:** A \$20 fee will be charged for processing and mailing each disability form. These forms have become longer and more complicated and require a lot of administrative time to handle.

**Medical Records Request:** There is a \$30 fee for a medical records request. Payment for these records will be collected prior to records being released. A complimentary copy of your records will be sent to the physician of your choice. This fee can be waived for hardship, please speak to the office manager.

**Collection Accounts:** Fair Oaks Women's Health reserves the right to turn an account over to collections if it is deemed that the account is in default of payment or not in compliance with this policy. In the event you breach this agreement, you agree to pay all collections fees, including court costs, collections agency fees and attorney's fees incurred by us in enforcing the terms herein, whether or not formal legal proceedings are commenced.

**Financial Hardship:** We understand that sometimes it is a hardship to pay your medical bills timely. Please meet with our Office Manager so we can work out a payment plan. Ignoring medical bills is not advisable. Let us know your situation so we can work with you.

**Pharmacy Benefits:** Our electronic medical record allows us to download your prescription medication history directly into your electronic chart. This step allows us to have more accurate information about your medications (name of medicine, dosage) and saves us from having to enter your medications separately.

**Newborn Circumcisions:** Many insurance plans do not pay for newborn circumcisions. If the doctor performs a newborn circumcision and it is denied by your insurance, you will owe the complete fee.

**Primex Labs:** As a courtesy to our patients, we have arranged for a Primex Labs specimen collection center in our office. Fair Oaks Women's Health provides this as a service to our patients only. We are not affiliated with Primex Labs. They are a separate company and conduct separate billing for their services. You are free to use any lab that you want.

Some patients must go to other labs (for example Quest or LabCorp) due to their health insurance. Primex Labs is provided as a convenience for our patients, but it your responsibility to know if your health plan has a contract with Primex. There are hundreds of plans and contracts and their terms change over time, so it is not possible for us to know for certain if your plan has a contract with Primex. Many do, but some do not, and sometimes a contract might be active and then cancelled, which is unpredictable and frustrating for all of us.

Fair Oaks Women's Health  
Specialists in Obstetrics & Gynecology  
625 South Fair Oaks Avenue  
Suite 255, South Lobby  
Pasadena, CA 91105



*Fair Oaks  
Women's Health*  
Convenience • Caring • Cutting-Edge

[www.fowh.com](http://www.fowh.com)  
[www.pasadenapregnancy.com](http://www.pasadenapregnancy.com)  
Voicemail 626.696.2688  
Facsimile 626.585.0695  
Telephone 626.304.2626

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**Acknowledgement of Receipt of and Agreement with the Office and Financial Policies**

I have read, and I understand the handout, *Office and Financial Policies*.

I authorize the physicians of Fair Oaks Women's Health to furnish all necessary information to my insurance carrier(s) concerning my medical care and treatment. I also irrevocably assign to Fair Oaks Women's Health all insurance payments for services rendered and all major medical benefits.

I agree to allow pharmacy benefit information (my medication history) to be electronically downloaded into my electronic medical record.

I am responsible for knowing which lab is contracted with my current health plan and will communicate this to the staff at Fair Oaks Women's Health.

***I understand that I am personally obligated to pay for all medical services rendered regardless of whether or how much my insurance company has paid.***

By signing below, I am stating that I understand, and I agree to the above policies.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

(Please sign and return this page to us. We will provide a copy upon request).





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## OBSTETRICAL FEES POLICY

PATIENT NAME \_\_\_\_\_ Today's Date \_\_\_\_\_

**The Obstetrical Fee (OB Fee) includes:**

- OB Physician Consultation – 1<sup>st</sup> visit
- All routine prenatal visits
- Vaginal delivery (C/S is charged a higher fee)
- All postpartum care in the hospital
- All routine office postpartum visits
- urine dipstick each prenatal visit

**The OB Fee Does Not include:**

- Amniocentesis fees
- Cesarean Section Assistant Surgeon fee
- Cord Blood Collection fee
- High Risk Pregnancy – additional fees may apply
- Hospital Services including epidural anesthesia, Labor and Delivery fees, C/S Operating Room
- Injectable medications given in the office
- Lab fees – blood, urine, cultures, etc.
- Newborn care by the Pediatrician
- Newborn circumcision
- Non-Stress Tests (NST's)
- NT and afp lab fee (Calif Prenatal Screening)
- Nuchal Translucency Ultrasound
- Office Visits not specifically part of routine pregnancy
- Physician hospital visits for non-delivery related hospital stays
- Pregnancy Confirmation Visit
- Prenatal education classes
- Rhogam injections
- Sex-check and 3-D ultrasounds are available for a fee, but are not billable to insurance
- Tubal ligation fee
- Ultrasound (sonogram) exams

**Your Insurance**

The insurance will not be billed for the delivery until after you have delivered. After your insurance is billed, you will still have a balance due. Our policy is to collect 75% of this estimated balance due in advance. This needs to be paid by the end of your 7<sup>th</sup> month. We have provided services throughout the pregnancy and patients should not owe a large balance after they have delivered. Planned circumcsions also need to be paid for in advance as they are often not covered by insurance.

OB Due Date \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Group # \_\_\_\_\_ ID# \_\_\_\_\_ Phone # \_\_\_\_\_  
Yearly Deductible \$ \_\_\_\_\_ Deductible met so far \$ \_\_\_\_\_  
Office Visit Co-pays \_\_\_\_\_ your % co-insurance \_\_\_\_\_  
Obstetrical Fee: \_\_\_\_\_ Estimated Amount Authorized \_\_\_\_\_  
Total due \$ \_\_\_\_\_ Due by \_\_\_\_\_  
Payment Arrangements \_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement of Receipt of and Agreement with the Obstetrical Fees Policy**

I have read and I understand the Obstetrical Fees Policy.

I authorize the physicians of Fair Oaks Women’s Health to furnish all necessary information to my insurance carrier(s) concerning my medical care and treatment. I also irrevocably assign to Fair Oaks Women’s Health all insurance payments for services rendered and all major medical benefits.

***I understand that I am personally obligated to pay for all medical services rendered regardless of whether or how much my insurance company has paid.***

By signing below, I am stating that I agree to and I understand all of the above policies.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



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**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.**

**HIPPA PRIVACY NOTICE**

We understand the importance of privacy and are committed to maintaining the confidentiality of your medical information. We are required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information. This notice describes how we may use and disclose your medical information. It also describes your rights and our legal obligations with respect to your medical information. If you have any questions about this Notice, please contact our Privacy Officer (see end of Notice).

**How this Medical Practice May Use or Disclose Your Health Information**

This medical practice collects health information about you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of this medical practice, but the information in the medical record belongs to you. The law permits us to use or disclose your health information for the following purposes:

Treatment. We use medical information about you to provide your medical care. We disclose medical information to our employees and others who are involved in providing the care you need. For example, we may share your medical information with other physicians or other health care providers who will provide services which we do not provide.

Payment. We use and disclose medical information about you to obtain payment for the services we provide. We may also disclose information to other health care providers to assist them in obtaining payment for services they have provided to you.

Health Care Operations. We may use and disclose medical information about you to operate this medical practice. For example, we may use and disclose this information to get your health plan to authorize services or referrals. We may also use and disclose this information as necessary for medical reviews, legal services and audits. We may also share your medical information with our "business associates", such as our billing service, that perform administrative services for us. (We have a written contract with each of these business associates that contains terms requiring them to protect the confidentiality of your medical information.) We may also

share your information with other health care providers, health care clearinghouses or health plans that have a relationship with you, when they request this information to help them with their quality assessment and improvement activities, their efforts to improve health or reduce health care costs, their review of competence, qualifications and performance of health care professionals, their training programs, their accreditation, certification or licensing activities, or their health care fraud and abuse detection and compliance efforts.

Appointment Reminders. We may use and disclose medical information to contact and remind you about appointments. If you are not home, we may leave this information on your answering machine or in a message left with the person answering the phone.

Sign in. We may use and disclose medical information about you by having you sign in when you arrive at our office. We may also call out your name when we are ready to see you.

Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. We may also disclose information to someone who is involved with your care or helps pay for your care. If you are able and available to agree or object, we will give you the opportunity to object prior to making these disclosures, although we may disclose this information in a disaster even over your objection if we believe it is necessary to respond to the emergency circumstances. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

Marketing. We may contact you to give you information about products or services related to your treatment, case management or care coordination, or to recommend other treatments or health-related benefits and services that may be of interest to you, or to provide you with small gifts. We may also encourage you to purchase a product or service when we see you. We will not use or disclose your medical information without your written authorization.

Required by law. As required by law, we will use and disclose your health information, but we will limit our use or disclosure to the relevant requirements of the law. When the law requires us to report abuse, neglect or domestic violence, or respond to judicial or administrative proceedings, or to law enforcement officials, we will further comply with the requirement set forth below concerning those activities. We may also disclose information about you in response to a subpoena, discovery request or other lawful process if reasonable efforts have been made to notify you of the request and you have not objected, or if your objections have been resolved by a court or administrative order.

Public health. We may, and are sometimes required by law to disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child, elder or dependent adult abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

Health oversight activities. We may, and are sometimes required by law to disclose your health information to health oversight agencies during the course of audits, investigations, inspections, licensure and other proceedings, subject to the limitations imposed by federal and California law.

Change of Ownership. In the event that this medical practice is sold or merged with another organization, your health information/record will become the property of the new owner, although you will maintain the right to request that copies of your health information be transferred to another physician or medical group.

### **When This Medical Practice May Not Use or Disclose Your Health Information**

Except as described in this Notice of Privacy Practices, this medical practice will not use or disclose health information which identifies you without your written authorization. If you do authorize this medical practice to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

### **Your Health Information Rights**

Right to Request Special Privacy Protections. You have the right to request restrictions on certain uses and disclosures of your health information, by a written request specifying what information you want to limit and what limitations on our use or disclosure of that information you wish to have imposed. We reserve the right to accept or reject your request, and will notify you of our decision.

Right to Request Confidential Communications. You have the right to request that you receive your health information in a specific way or at a specific location. For example, you may ask that we send information to a particular e-mail account or to your work address. We will comply with all reasonable

requests submitted in writing which specify how or where you wish to receive these communications.

Right to Inspect and Copy. You have the right to inspect and copy your health information, with limited exceptions. To access your medical information, you must submit a written request detailing what information you want access to and whether you want to inspect it or get a copy of it. We will charge a reasonable fee, as allowed by California law. We may deny your request under limited circumstances.

Right to Amend or Supplement. You have a right to request that we amend your health information that you believe is incorrect or incomplete. You must make a request to amend in writing. We are not required to change your health information, and will provide you with information about this medical practice's denial and how you can disagree with the denial. We may deny your request if we do not have the information, if we did not create the information, if you would not be permitted to inspect or copy the information at issue, or if the information is accurate and complete as is.

Right to an Accounting of Disclosures. You have a right to receive an accounting of disclosures of your health information made by this medical practice. However, this medical practice does not have to account for the disclosures provided to you or pursuant to your written authorization, or as described in the paragraphs headed treatment, payment, health care operations, and notification and communication with family, of this Notice of Privacy Practices, or disclosures for purposes of research or public health which exclude direct patient identifiers, or which are incident to a use or disclosure otherwise permitted or authorized by law, or the disclosures to a health oversight agency or law enforcement official to the extent this medical practice has received notice from that agency or official that providing this accounting would be reasonably likely to impede their activities.

### **Changes to this Notice of Privacy Practices**

We reserve the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, we are required by law to comply with this Notice. After an amendment is made, the revised Notice of Privacy Protections will apply to all protected health information that we maintain, regardless of when it was created or received. We will keep a copy of the current notice posted in our reception area. We will also post the current notice on our website ([www.fowh.com](http://www.fowh.com))

Complaints. Complaints about this Notice of Privacy Practices or how this medical practice handles your health information should be directed to our Privacy Officer. If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to the Department of Health and Human Services in Washington, DC. You will not be penalized for filing a complaint.

Privacy Officer: Mercedes Bin  
Effective July 2016



**Acknowledgement of Receipt of Notice of Privacy Practices**

I hereby acknowledge that I received a copy of this medical practice's Notice of Privacy Practices. I further acknowledge that a copy of the current notice will be posted in the reception area, and that a copy of any amended Notice of Privacy Practices will be available at each appointment. Our privacy officer is Mercedes Bin, the office manager. Her phone number is (626) 304-2626.

I would like to receive a copy of any amended Notice of Privacy Practices by e-mail at:

e-mail address: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If not signed by the patient, please indicate relationship of who signed:

- Parent or guardian of minor patient
- Guardian or conservator of an incompetent patient
- Beneficiary or personal representative of deceased patient

**DISCLOSURE TO OTHERS**

I hereby authorize Fair Oaks Women's Health to discuss/reveal the following personal protected health information with the person(s) listed below:

( ) Any or all of my medical care, treatment and/or test results

( ) Same as above except: \_\_\_\_\_

( ) Only the following: \_\_\_\_\_

**Authorized person(s):**

Name	Date of Birth	Relationship
_____	_____	_____
_____	_____	_____

Signed \_\_\_\_\_

DECLINED: I DO NOT AUTHORIZE ANY DISCLOSURES TO OTHERS (except when permitted as specified in the FOWH HIPAA Practice Privacy Notice)

Signed \_\_\_\_\_

**COST OF TESTING FOR PRENATAL DNA  
(non-invasive prenatal testing - NIPT)  
(genetic carrier testing)**

Dear OB Patient,

Non-invasive prenatal testing (NIPT) is an amazing breakthrough in genetic testing. We can analyze the pregnant woman's blood for fetal DNA conditions including Down Syndrome and others (including fetal gender). This can help prevent the need for an amniocentesis or a CVS test, both of which are invasive procedures.

Genetic Carrier testing checks for DNA conditions in the mother or father that might be silent in one or both parents but could cause a genetic disease in the baby if the abnormal DNA is inherited from both parents.

These types of advanced DNA tests can be expensive and insurance companies have different policies on whether they will approve or deny the tests and even if they approve them, we do not know how much they will cover and how much the patient will owe.

The DNA labs want to help keep your out of pocket costs low. We usually work with Integrated Genetics and LabCorp for the NIPT test (Sequenom MaterniT 21 plus) and the genetic carrier test (Inheritest: Comprehensive). They can help lower your out of pocket costs if the test is denied by your insurance provider, or when it is approved but the amount is high and is applied to your deductible.

If you go online and submit your information, they can help lower your out-of-pocket cost to as low as \$299 for the NIPT test and \$299 for the DNA Genetic Carrier Screening test, Inheritest. The website below will help provide your estimated cost for DNA prenatal testing with Integrated Genetics:

[www.integratedgenetics.com/patients/cost-estimator](http://www.integratedgenetics.com/patients/cost-estimator).

The lab needs you to go here first so you can enroll in their program and thus be entitled to a lower cost for the tests as mentioned above.

You could also try contacting your insurance company to see if the testing is covered. See below for the billing codes. Try to find out how much they will pay and what your out of pocket cost will be. In our experience, this may take a while.

The insurance (CPT) codes are: Mat21 Plus - 81420 and 81422.  
Inheritest - 81223, 81404, 81405, 81406, 81407, 81408 and 81479.

Fair Oaks Women's Health  
Specialists in Obstetrics & Gynecology  
625 South Fair Oaks Avenue  
Suite 255, South Lobby  
Pasadena, CA 91105



*Fair Oaks  
Women's Health*  
Convenience • Caring • Cutting-Edge

[www.fowh.com](http://www.fowh.com)  
[www.pasadenapregnancy.com](http://www.pasadenapregnancy.com)  
Voicemail 626.696.2688  
Facsimile 626.585.0695  
Telephone 626.304.2626

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**SIGNED ACKNOWLEDGMENT  
COST OF TESTING FOR PRENATAL DNA  
(non-invasive prenatal testing - NIPT)  
(genetic carrier testing)**

By signing below, I acknowledge that I have read the handout regarding the cost of blood testing for PRENATAL DNA (non-invasive prenatal testing – NIPT, and/or genetic carrier screening). I understand the issues discussed in the handout. I am aware that it is ultimately my responsibility to determine if my insurance will pay for these tests or not, and what my own out-of-pocket cost might be.

Patient Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



**This form is for our pregnant patients. If you are NOT pregnant, please fill out the GYN History Form  
 Thank you for answering the following questions. Your health is important to us. Congratulations!**

**OBSTETRICS PATIENT HISTORY FORM**

TODAY'S DATE \_\_\_\_\_ Your age \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 YOUR NAME (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_  
 Your spouse/partner's full name \_\_\_\_\_  
 Your Ethnicity \_\_\_\_\_ REFERRED HERE BY \_\_\_\_\_

**1. CURRENT PREGNANCY**

What was the FIRST day of the last menstrual period? \_\_\_\_\_ Is this date definite? (Y/N) \_\_\_\_\_  
 Cycles regular? (Y/N) \_\_\_\_\_ Cycle length (avg=28 days) \_\_\_\_\_ Date of first pos. preg. test \_\_\_\_\_  
 Conception (check one): \_\_\_\_\_ normal Date of conception? \_\_\_\_\_ IUI (date \_\_\_\_\_)  
 \_\_\_\_\_ IVF frozen embryo (transfer date \_\_\_\_\_, what day # was embryo? (e.g. day 5, day 6... \_\_\_\_\_)  
 What was your weight just before becoming pregnant? \_\_\_\_\_ What is your height? \_\_\_\_\_  
 When was your last pap smear? \_\_\_\_\_ By whom? \_\_\_\_\_ Was it normal? YES NO

**2. PAST PREGNANCY DETAILS**

Total Number of Pregnancies	Full Term Births (> 37 wks)	Premature Births (< 37 wks)	Terminations	Miscarriages	Ectopic pregnancies	Number of Living Children

Date of Delivery	# weeks at Delivery	Length of Labor	Birth Wght.	M F	Type of Delivery (Vaginal or C/S)	Anesthesia	Complications/ Problems	Location

PLEASE USE BACK OF PAGE FOR ADDITIONAL PREGNANCY HISTORY DETAILS



### 3. PATIENT MEDICAL HISTORY

*(If YOU have EVER had any of these conditions, please indicate)*

X if YES	Condition	Comments
	<b>1. Diabetes</b> (type 1, type 2 or previous gestational diabetes). Any medication taken?	
	<b>2. High Blood Pressure</b> (hypertension now or in the past or with a prior pregnancy):	
	<b>3. Heart Disease</b> (fainting, heart murmurs, abnormal rate or rhythm, prior heart attack, abnormal valves):	
	<b>4. Autoimmune Disorder</b> (Lupus, Rheumatoid Arthritis, Sjogren's or other related conditions):	
	<b>5. Kidney Disease or Urinary Tract Infections (UTI)</b> (recurrent UTI, kidney stones):	
	<b>6. Seizure Disorder or Neurologic Disease</b> (migraines, epilepsy, history of TIA or stroke):	
	<b>7. Mental Health Condition</b> (includes anxiety or panic attacks, OCD, bipolar disorder, eating disorder):	
	<b>8. History of Depression or Postpartum Depression</b> (mild or severe, suicide attempts, hospitalization ever):	
	<b>9. Gastrointestinal or Liver Disease</b> (irritable bowel syndrome [IBS], Crohn's Disease, Ulcerative Colitis,	
	<b>10. Varicose Veins or Blood Clots in Veins</b> (pulmonary embolism, DVT – deep vein thrombosis):	
	<b>11. Thyroid Disease</b> (under or over active thyroid, thyroid cancer or radiation):	
	<b>12. Domestic Violence</b> (now or ever in the past):	
	<b>13. History of Blood Disorders or Transfusion</b> (anemia, blood clotting problem, transfusion ever):	
	<b>14. Smoking History</b> (current or former smoker):	
	<b>15. Alcohol Use History</b> (current or past use or abuse of alcohol):	
	<b>16. Illicit or Recreational Drug Use History</b> (current or past use or abuse):	
	<b>17. Rh Disease or Rh Negative</b>	
	<b>18. Lung Disease</b> (asthma, chronic bronchitis, TB):	
	<b>19. Seasonal Allergies</b> (hay fever, asthma):	
	<b>21. Breast Disease or Breast Surgery</b> (implants above the muscle, under the muscle, breast reduction):	
	<b>23. Complications of Anesthesia</b> (describe):	
	<b>25. History of Abnormal Pap Smear</b> (any treatments such as freezing, LEEP or cone biopsy and when):	
	<b>26. History of Uterine Abnormality</b> (double uterus, unicornuate uterus):	
	<b>27. History of Infertility or IVF, IUI, insems?</b>	
	<b>28. Low Back Problems or Back Surgery?</b>	

\*Note – some numbers are skipped due to this data being entered into the EMR

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

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#### 4. SURGERY or HOSPITAL ADMISSIONS

Surgery or Hospital Admission - Details	Year

#### 5. SYMPTOMS SINCE BECOMING PREGNANT

*(Are you currently experiencing any of the following symptoms?)  
(If so, please indicate with an X)*

**General**

- Fatigue or Weakness
- Fever, Chills or Sweats
- Loss of Appetite

**Urinary**

- Burning with Urination
- Leakage of Urine
- Waking at night 2 or more times

**Eyes, Ears, Nose and Throat**

- Nose Bleeds
- Sore Throat
- Vision or Hearing Changes

**Skin**

- Itching
- Moles or Sores
- Rash

**Breasts**

- Breast Lump
- Breast Pain or Tenderness
- Nipple Discharge (other than white)

**Neurologic**

- Dizziness
- Headaches
- Migraines
- Memory Problems

**Cardiovascular**

- Chest Pain
- Irregular Heartbeat or Palpitations

**Musculoskeletal**

- Joint Pain (Back, Knee, Wrist, Hip)
- Joint Swelling
- Muscle Cramping or Pain

**Respiratory**

- Chronic Cough
- Shortness of Breath
- Wheezing

**Psychological**

- Anxiety, Worries, Stress (Excessive)
- Depressed
- Feeling Out of Control

**Gastrointestinal**

- Diarrhea (watery stool)
- Heartburn
- Nausea or Vomiting
- Severe Constipation

**Comments or Additional Symptoms Not Listed Above?**

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## 6. GENETIC SCREENING

(If you or **ANY** close relative of yours - such as brothers, sisters, parents, other children - has EVER HAD or CURRENTLY HAS any of the problems listed below, please CIRCLE YES)

1. IS PATIENT GOING TO BE AGE 35 BY THE DUE DATE?	YES	NO
2. HISTORY of THALASSEMIA or HEMOGLOBIN (BLOOD) DISORDER	YES	NO
3. HISTORY of NEURAL TUBE DEFECT (spina bifida)	YES	NO
4. HISTORY of CONGENITAL HEART DEFECT	YES	NO
5. HISTORY of DOWN SYNDROME (or any known chromosomal condition)	YES	NO
6. &7. IS THE MOTHER OR FATHER OF THE BABY ASHKENAZI JEWISH or CAJUN? If yes, has any genetic testing been done?	YES Yes	NO No
8. HISTORY of SICKLE-CELL ANEMIA or SICKLE-TRAIT	YES	NO
9. HISTORY of HEMOPHILIA	YES	NO
10. HISTORY of MUSCULAR DYSTROPHY	YES	NO
11. A. HISTORY of CYSTIC FIBROSIS B. IS THE MOTHER or THE FATHER OF THE BABY CAUCASIAN/EUROPEAN?	YES YES	NO NO
12. HISTORY of HUNTINGTON'S DISEASE (HUNTINGTON'S CHOREA)	YES	NO
13. HISTORY of MENTAL RETARDATION If yes, has testing for Fragile X chromosome been done?	YES Yes	NO No
14. HISTORY of ANY INHERITABLE GENETIC CONDITION or ANY BIRTH DEFECTS	YES	NO
15. HISTORY of MATERNAL PKU OR OTHER METABOLIC SYNDROME	YES	NO
16. PATIENT OR BABY'S FATHER HAD A CHILD WITH ANY BIRTH DEFECTS	YES	NO
17. HISTORY OF STILLBIRTH OR 2 OR MORE MISCARRIAGES	YES	NO
18. HISTORY OF ILLICIT SUBSTANCE USE SINCE LAST MENSTRUAL PERIOD	YES	NO
19. HAVE YOU PREVIOUSLY DONE ANY GENETIC TESTING?	YES	NO

## 7. PRESCRIPTION MEDICATIONS YOU ARE TAKING

List name of medication, dose, and reason

## 8. DRUG STORE MEDICATION, VITAMINS AND SUPPLEMENTS YOU ARE TAKING

List name of product and dosage

Pharmacy Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Pharmacy Address: \_\_\_\_\_ Fax # \_\_\_\_\_

Do we have permission to import your medication history using our electronic prescription software?      YES      NO

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

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### ALLERGIES (circle choices)

Do you have any known allergies? NO ALLERGIES

Allergic to Latex? YES NO

*If yes, please list all allergies and your allergic reaction*

Allergic to	Reaction

### 9. INFECTION HISTORY

1. DO YOU LIVE WITH SOMEONE WHO MIGHT HAVE TUBERCULOSIS?	YES	NO
2. DO YOU or YOUR PARTNER HAVE A HISTORY OF <b>GENITAL</b> HERPES?	YES	NO
3. HAVE YOU HAD A SKIN RASH or VIRAL ILLNESS SINCE YOUR LAST PERIOD?	YES	NO
4. HAVE YOU EVER TESTED POSITIVE FOR HEPATITIS B OR C ?	YES	NO
5. HAVE YOU EVER HAD GONORRHEA, SYPHYLLIS, CHLAMYDIA, HIV or VENEREAL WARTS? (circle any that apply)	YES	NO
6. DO YOU OR YOUR PARTNER HAVE A HISTORY OF A BLOOD TRANSFUSION OR A HISTORY OF IV DRUG USE?	YES	NO

### 10. FAMILY MEDICAL HISTORY

*(If ANY close relative of yours - such as maternal and/or paternal grandparents, parents, brothers, and sisters – has EVER HAD or CURRENTLY HAS any of the problems listed below.*

CONDITION	Please <u>CIRCLE CONDITION</u> and indicate who has that specific condition.
1. DIABETES, HIGH CHOLESTEROL, THYROID DISEASE	
2. HIGH BLOOD PRESSURE, HEART ATTACK, STROKE	
3. TUBERCULOSIS, ASTHMA, OTHER LUNG DISEASE	
4. BREAST DISEASE, BREAST CANCER	
5. STOMACH, GI or COLON DISEASE or CANCER	
6. KIDNEY DISEASE, KIDNEY STONES	
7. GYN DISEASES, OVARIAN CANCER, UTERINE FIBROIDS	
8. MUSCULOSKELETAL DISEASE, OSTEOPOROSIS	
9. NEUROLOGIC or NERVOUS SYSTEM DISEASE, MIGRAINES	
10. SEVERE DEPRESSION or OTHER PSYCHIATRIC CONDITION	
11. GENETIC DISEASE or BIRTH DEFECTS of ANY KIND	
12. LEUKEMIA, LYMPHOMA or ANY BLOOD or BONE MARROW DISEASE	
13. ANY RELATIVE EVER HAD A BONE MARROW TRANSPLANT	
14. ANY TYPE of CANCER or MALIGNANT TUMORS	

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

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## 11. ADDITIONAL PREGNANCY ISSUES

1. In the past 3 months have you or your partner traveled to any country on the CDC list of known locations of the Zika Virus?	YES	NO	MAYBE
2. Was this pregnancy a result of fertility treatment? If yes, can you please have copies of recent blood tests and ultrasounds sent to us?	YES	NO	
3. Have you ever had your blood drawn to test for genetic conditions such as Cystic Fibrosis, Tay-Sachs disease or others? If yes, can we get a copy of those test results?	YES	NO	MAYBE
4. Have you been vaccinated against Whooping Cough (TDaP)? If yes, can we get a copy of those records?	YES	NO	MAYBE
5. Have you heard about NIPT (non-invasive prenatal testing)? This allows us to test for fetal DNA in the mother's bloodstream.	YES	NO	MAYBE
6. Have you heard about Nuchal Translucency testing? (We will discuss this during your first visits.)	YES	NO	MAYBE
7. Do you get 3 servings per day of dairy products (milk, yogurt, cheese)? If not, we advise a daily Calcium Supplement (like CitraCal) with Vit D usually about 500 mg calcium and about 500 to 1,000 units of Vitamin D.	YES	NO	MAYBE
8. Do you own any cats? If so, it is advised that pregnant women not change the cat litter	YES	NO	
9. Are there any known or suspected hazards in your workplace?	YES	NO	MAYBE
10. Do you have plane travel planned during this pregnancy? If so, we generally advise not flying after 32 weeks gestational age.	YES	NO	MAYBE
11. In the past year, have you been threatened or injured by someone you know?	YES	NO	TALK TO ME
12. Do you use a seat belt 100% of the time while driving? We strongly urge all pregnant women (and everyone!) to wear seat belts all the time.	YES	NO	
13. Are you considering having a tubal ligation (permanent sterilization)?	YES	NO	MAYBE
14. If you have a boy, do you want him circumcised?	YES	NO	MAYBE
15. Have you ever tested positive for Vaginal Strep B or Group B Strep?	YES	NO	MAYBE
16. Do you plan to save the baby's umbilical cord blood at the time of delivery or would you like more information about this?	YES	NO	MAYBE
17. If you already have a Pediatrician, please enter their name. Is this doctor on staff at Huntington Hospital?	Dr. _____ YES	NO	MAYBE
18. Please see our OB guide on the web at: <a href="http://www.pasadenapregnancy.com">www.pasadenapregnancy.com</a>			

It is not necessary to have made all the above decisions yet.

We will discuss all pregnancy issues and your concerns at your consultation and throughout your pregnancy.

The above list is to help you as you begin to explore some of these issues

**Notes or Questions for the Doctor:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revised Jan 2019

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

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## AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION

This authorization allows the release of confidential medical records to Fair Oaks Women's Health.

### 1. Patient Information

\_\_\_\_\_  
*Patient Name* *Date of Birth*

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

\_\_\_\_\_  
*Phone* *e-mail* *Fax*

### 2. TO: Healthcare Provider or Facility

\_\_\_\_\_  
*Name of MD or Medical Facility* *Address* *City* *State* *Zip*

\_\_\_\_\_  
*Phone* *Fax*

### 3. Purpose of Records/Medical Information Release: \_\_\_\_\_

### 4. Please RELEASE my medical information to:

**Fair Oaks Women's Health**  
**625 S. Fair Oaks Ave., Suite 255, Pasadena, CA 91105**  
**Phone: 626-304-2626 Fax: 626-585-0695 e-mail: obgyn@fowh.com**

### 5. Authorization

I hereby authorize the above healthcare provider or facility to release information regarding my medical history, illnesses or injuries; consultations, prescriptions, treatments, diagnoses or prognoses; including images, correspondence and/or medical records; by means of mail, fax or other electronic methods.

I authorize the release of the information specified below:

- My health information related to genetics tests and results
- My health information related to drug/alcohol/substance use and/or abuse.
- My health information related to psychological/psychiatric/mental health.
- My health information related to HIV/AIDS/STD diagnosis and/or treatment.
- My health information related to the following treatment or conditions:

**All my health information** including genetics testing, substance use or abuse, mental health and HIV/AIDS/STD related.

**6. Duration:** This authorization is effective immediately and will remain in effect until \_\_\_\_\_  
Date

### 7. Restrictions

Permissions for further use or disclose of this medical information is not granted unless another authorization is obtained from me or unless such disclosure is specifically required or permitted by law. A photocopy of facsimile of this authorization shall be considered as effective and valid as the original.

\_\_\_\_\_  
*Signature of Patient (or legal representative)* *Patient name (print)* *Date*

\_\_\_\_\_  
*Witness signature* *Witness name (print)* *Date*