



# Cumberland Valley ENT

*Comprehensive, compassionate care since 1978*

*Ear • Nose • Throat • Allergy*

## WELCOME TO OUR PRACTICE

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

Dear \_\_\_\_\_:

We welcome you to our practice and appreciate the opportunity to be of service to you. Our staff is a group of well-qualified professionals who work as a team to provide you with the highest level of treatment in a professional and caring environment.

Your appointment is scheduled with Doctor \_\_\_\_\_ on \_\_\_\_\_.

We ask you to arrive at \_\_\_\_\_ to allow us time to update your information and copy your insurance card(s). One of our nursing staff will be taking a medical history at this time. ***Please bring a complete list of the medications you currently take, your allergies to medications, and your surgical history with year of surgery.***

**Referrals:** If your insurance is an HMO, a referral from your primary care physician (PCP) **is required** for you to be treated by our physicians. You are responsible for providing us with the referral before you are seen by our doctors. If you fail to provide us with a referral, you will be responsible for your charges.

**Minors:** All children under the age of 18 **must be accompanied by a parent or legal guardian**. If the parent or legal guardian is unable to accompany the minor child, we must have a note stating who will be accompanying the minor and permission from the parent/legal guardian authorizing this practice to treat the minor child.

**Cancellations:** We require at least a 24-hour notice should you need to change or cancel your appointment.

**Telephone Calls:** Should you have a problem, please do not hesitate to call. Our office staff has been trained to handle all situations. A message will be taken and then given to one of our physicians, who will review the chart and respond appropriately. Please remember to leave a phone number where you can be reached.

Should you need to contact us after hours, call 301-714-4375 and our answering service will forward your message to the physician on call. Please note that we share on-call coverage with Dr. Kirby Scott which means he may be returning your call.

**In the event of an extreme emergency, go directly to the Emergency Room.**

**Green Entrance, Robinwood Professional Center**

11110 Medical Campus Road, #126 Hagerstown, MD 21742

301-714-4375 (p) 301-714-4399 (f)

**Medicare:** We do participate with Medicare. We will file your claim for you and accept what Medicare **allows**. If you have a secondary carrier, we will submit any unpaid balance to it. All payments from Medicare and secondary carriers should be sent to our office. Please keep in mind that you may be responsible for any charges not covered by Medicare or the secondary insurance such as deductibles, co-payments, and co-insurances.

**Commercial Insurance:** We do participate with a number of insurance carriers. Please ask our staff if we participate with your particular insurance. If so, we will be glad to submit the charges for your visit and accept the insurance allowed amount for covered services. **Please keep in mind that you will be responsible for co-payments, deductibles and co-insurances.**

If you do not have insurance or have insurance with which we do not participate, we will expect your payment for services rendered at the time of your visit. You will receive two copies of the fee ticket to use when submitting your claim to your insurance company for reimbursement. If you are unable to pay at the time of service, you may make payment arrangements with our Billing Department prior to treatment. Please note that the charge for your visit depends on the level of service rendered to you. Prices may be higher if hearing tests or diagnostic/surgical procedures are required. Feel free to discuss charges with our physicians or staff prior to having these services. You may pay by cash, check, Visa, Mastercard or Discover.

**Surgeries:** If we participate with your insurance company, we will submit your surgery charges directly to your insurance company. Balances remaining after your insurance has paid are the responsibility of the patient. Please be aware that we bill only for our physicians. You will receive bills from the anesthesiologist and the facility, which may include pathology fees.

**Otolaryngologist-Head and Neck Surgeon-** is a Specialist in diagnosing and treating diseases and disorders of the ear, nose and throat. The practice of Otolaryngology specializes in:

- Sinus infections
- Allergies
- Ear infections/ear surgery
- Snoring disorders
- Sleep Apnea
- Nasal problems
- Head and neck surgery for cancer of the mouth, throat and voice box
- Tonsils and adenoids
- Loss of hearing
- Thyroid disorders
- Plastic surgery for facial reconstruction

**Additional Information:**

Our office is designated as non-smoking and **we ask you not to bring food or drink into the office.**

**In Conclusion:** We thank you for choosing our practice and we hope that this letter will give you a better understanding of the services we provide to our community.

Sincerely,

Drs. Saylor, Wathne, Manilla and Stonebraker

**Green Entrance, Robinwood Professional Center**

11110 Medical Campus Road, #126 Hagerstown, MD 21742

301-714-4375 (p) 301-714-4399 (f)

# CUMBERLAND VALLEY ENT CONSULTANTS

**Michael J. Saylor, M.D.**  
Diplomate, American Board of Otolaryngology

**Jarl T. Wathne, M.D.**  
Diplomate, American Board of Otolaryngology

**A. Christopher Manilla, D.O.**  
Diplomate, American Board of Otolaryngology

**Angela C. Stonebraker, M.D.**  
Diplomate, American Board of Otolaryngology

**Edward J. Drawbaugh, M.D., Emeritus**  
Diplomate, American Board of Otolaryngology

**Margaret T. Eackles, M.S., CCC-A**  
Certified Audiologist

**Jennifer L. Campbell, AuD, CCC-A**  
Certified Audiologist

## SNORING QUESTIONNAIRE

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

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

	YES	NO	COMMENTS
1. How many years have you been snoring? _____ years			
2. Do you snore every night? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. In all positions? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Have you ever broken your nose? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Have you ever had any nasal surgery? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. If your snoring has worsened, has your weight changed significantly? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
If so, how much? _____			
7. Do you feel tired even after a good night's sleep? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Do you wake up often at night? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
How many times? _____			
9. Do you fall asleep easily while sitting up in a chair? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Do you feel like or have you ever fallen asleep while driving?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. How many hours a night do you typically sleep? _____ hours			
12. Do you use any sedating medications at bedtime? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Do you use any alcohol in the evening? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____

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

Ht: \_\_\_\_\_ Wt: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M / F

Please indicate the likelihood that you would fall asleep in the following situations (on a scale of 0 to 3). This refers to your usual way of life in recent times. Use the following scale to choose the most appropriate number for each situation.

- 0 - would **never** doze
- 1 - **slight** chance of dozing
- 2 - **moderate** chance of dozing
- 3 - **high** chance of dozing

<b>Situation:</b>	<b>Chance of dozing</b>
Sitting and reading . . . . .	_____
Watching TV . . . . .	_____
Sitting, inactive in a public place (e.g. a theater, or a meeting) . . . . .	_____
As a passenger in a car for an hour without a break. . . . .	_____
Lying down to rest in the afternoon when circumstances permit. . . . .	_____
Sitting and talking to someone . . . . .	_____
Sitting quietly after a lunch without alcohol . . . . .	_____
In a car, while stopped for a few minutes in traffic. . . . .	_____
	Total _____

# CUMBERLAND VALLEY EAR, NOSE, & THROAT CONSULTANTS

Michael J. Saylor, MD  
A. Christopher Manilla, DO

Jarl T. Wathne, MD  
Angela C. Stonebraker, MD

## PATIENT SELF HISTORY SHEET

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

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

**SEX: MALE / FEMALE**

**Who told you to see us today?**

Family Doctor:  
(Dr Name): \_\_\_\_\_

ER/ Urgent Care  
(Dr. Name): \_\_\_\_\_

Self  Other

Chief Complaint (**briefly** describe): \_\_\_\_\_

Location (Where is the problem?): \_\_\_\_\_

Date symptoms(s) began: \_\_\_\_\_

Frequency of Symptoms:  \_\_\_\_\_x per day  \_\_\_\_\_x per week  \_\_\_\_\_x per month  \_\_\_\_\_x per year

Constant  Intermittent  Occasional  Rare  Recurrent  Other

Intensity of Symptoms:  Mild  Moderate  Severe

How did symptoms start?  Gradual  Suddenly

How long do symptoms last? \_\_\_\_\_

What brings it on? \_\_\_\_\_

What makes it worse? \_\_\_\_\_

What relieves it? \_\_\_\_\_

Associated Symptom(s): \_\_\_\_\_

If symptoms include pain, check the one(s) that best describe the kind of pain:

Aching  Continuous  Gnawing  Intermittent  Periodic  Shifting  Sudden  Mild

Burning  Cramping  Moderate  Sharp  Stabbing  Superficial  Other : \_\_\_\_\_

Any prior treatment by another physician for this problems?  No  Yes, if so please explain:

Any prior test(s) ordered by another physician for this problems?  No  Yes, if so what test(s).

**PAST/PRESENT MEDICAL HISTORY:**

Please check any ongoing medical conditions that you have already been diagnosed by doctors, including serious illness of the past. DO NOT check any problems which have not yet been addressed by a doctor.

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> No Past/Present Medical Hx | <input type="checkbox"/> Coronary Artery Disease        | <input type="checkbox"/> Hepatitis                | <input type="checkbox"/> Seizure Disorder          |
| <input type="checkbox"/> Acid Reflux                | <input type="checkbox"/> Degenerative Disc Disease      | Circle:    A        B        C                    | <input type="checkbox"/> Sleep Apnea               |
| <input type="checkbox"/> Alcoholism                 | <input type="checkbox"/> Depression                     | <input type="checkbox"/> High Blood Pressure      | <input type="checkbox"/> Stomach Ulcers            |
| <input type="checkbox"/> Alzheimer's Disease        | <input type="checkbox"/> Diabetes Type I (Insulin Dep)  | <input type="checkbox"/> High Cholesterol         | <input type="checkbox"/> Stroke                    |
| <input type="checkbox"/> Anemia                     | <input type="checkbox"/> Diabetes Type II (Non-Insulin) | <input type="checkbox"/> High Triglycerides       | Year: _____  |
| <input type="checkbox"/> Anxiety                    | <input type="checkbox"/> Drug Abuse                     | <input type="checkbox"/> HIV                      | <input type="checkbox"/> Tension Headaches         |
| <input type="checkbox"/> Arthritis                  | <input type="checkbox"/> Eczema                         | <input type="checkbox"/> Irritable Bladder        | <input type="checkbox"/> Transient Ischemic Attack |
| <input type="checkbox"/> Asthma                     | <input type="checkbox"/> Emphysema                      | <input type="checkbox"/> Irritable Bowel Syndrome | Year: _____  |
| <input type="checkbox"/> Atrial Fibrillation        | <input type="checkbox"/> Erectile Dysfunction           | <input type="checkbox"/> Kidney Stones            | <input type="checkbox"/> Underactive Thyroid       |
| <input type="checkbox"/> Bipolar Disorder           | <input type="checkbox"/> Fibromyalgia                   | <input type="checkbox"/> Macular Degeneration     | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Cancer                     | <input type="checkbox"/> Glaucoma                       | <input type="checkbox"/> Migraine Headaches       | _____  |
| Type: _____   | <input type="checkbox"/> Hearing Loss                   | <input type="checkbox"/> Obesity                  | _____  |
| Year: _____   | <input type="checkbox"/> Heart Failure (Congestive)     | <input type="checkbox"/> Overactive Thyroid       | _____  |
| <input type="checkbox"/> Carpal Tunnel Syndrome     | <input type="checkbox"/> Heart Attack                   | <input type="checkbox"/> Panic Disorder           |  |
| <input type="checkbox"/> Cataracts                  | Year: _____   | <input type="checkbox"/> Prostate Enlargement     |  |
| <input type="checkbox"/> Chronic Constipation       | <input type="checkbox"/> Hemorrhoids                    | <input type="checkbox"/> Seasonal Allergies       |  |

**ALLERGIES:**

<b>Latex Allergy:</b>	_____ No	_____ Yes (if yes, list reaction) _____
<b>Drug Allergies:</b>	_____ No	_____ Yes (if yes, list <b>drug</b> and type of <b>reaction</b> below)
_____	_____	_____
_____	_____	_____

**IMMUNIZATIONS:**

Have you received an Influenza Vaccine this year?     No     Yes (if yes, when did you receive it)    Date: \_\_\_\_\_

Have you ever received a Pneumonia Vaccine?     No     Yes (if yes, when did you receive your last one)    Date: \_\_\_\_\_

**FAMILY HISTORY:**

Please check any medical conditions/diseases in your IMMEDIATE family. These should be serious illnesses of mother, father, or siblings. Please indicate beside the illness, **F=Father, M= Mother, B= Brother, S= Sister**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> No Known Family History   | <input type="checkbox"/> Cirrhosis _____                      | <input type="checkbox"/> Kidney Failure _____      |
| <input type="checkbox"/> Abdominal Aortic Aneurysm | <input type="checkbox"/> Congenital Heart Disease             | <input type="checkbox"/> Kidney Stones _____       |
| <input type="checkbox"/> Alcoholism _____          | <input type="checkbox"/> Congestive Heart Failure _____       | <input type="checkbox"/> Migraine Headaches _____  |
| <input type="checkbox"/> Alzheimer's Disease _____ | <input type="checkbox"/> Depression _____                     | <input type="checkbox"/> Osteoporosis _____        |
| <input type="checkbox"/> Arthritis _____           | <input type="checkbox"/> Diabetes _____                       | <input type="checkbox"/> Overactive Thyroid _____  |
| <input type="checkbox"/> Asthma _____              | <input type="checkbox"/> Emphysema _____                      | <input type="checkbox"/> Parkinson's Disease _____ |
| <input type="checkbox"/> Cancer (Breast) _____     | <input type="checkbox"/> Glaucoma _____                       | <input type="checkbox"/> Underactive Thyroid _____ |
| <input type="checkbox"/> Cancer (Colon) _____      | <input type="checkbox"/> Gout _____                           | <input type="checkbox"/> Unknown                   |
| <input type="checkbox"/> Cancer (Lung) _____       | <input type="checkbox"/> Heart Disease _____                  | <input type="checkbox"/> Other _____               |
| <input type="checkbox"/> Cancer (Ovarian) _____    | <input type="checkbox"/> Hemophilia (Bleeding Disorder) _____ | _____  |
| <input type="checkbox"/> Cancer (Prostate) _____   | <input type="checkbox"/> High Cholesterol _____               | _____  |
| <input type="checkbox"/> Cataracts _____           | <input type="checkbox"/> Hypertension _____                   | _____  |

**SOCIAL HISTORY:**

**Do you smoke or use tobacco products?**

				Amount	Duration
Cigarettes	<input type="checkbox"/> Never	<input type="checkbox"/> Currently	<input type="checkbox"/> Previously	_____	_____
Chews	<input type="checkbox"/> Never	<input type="checkbox"/> Currently	<input type="checkbox"/> Previously	_____	_____
Cigar	<input type="checkbox"/> Never	<input type="checkbox"/> Currently	<input type="checkbox"/> Previously	_____	_____
Pipe	<input type="checkbox"/> Never	<input type="checkbox"/> Currently	<input type="checkbox"/> Previously	_____	_____
Dips Snuff	<input type="checkbox"/> Never	<input type="checkbox"/> Currently	<input type="checkbox"/> Previously	_____	_____

**Do family members smoke outside?**  No  Yes

**Do family members smoke inside?**  No  Yes

**Do you drink alcohol beverages?**  No  Yes, if so, how many drinks per week:

\_\_\_\_\_

**Have you ever used recreational drugs?**

Marijuana  Never  Currently  Previously

Heroin  Never  Currently  Previously

Cocaine  Never  Currently  Previously

**Marital Status:**

Single  Married  Widowed  Divorced  Separated

**Employment:**

Full Time  Part Time  Disabled  Retired  Student  Unemployed

Occupation: \_\_\_\_\_

**Do you have animals in your home?**  No  Yes If yes, what type? \_\_\_\_\_

**Is Daycare used?**  No  Yes

**SURGICAL HISTORY:**

Please check ANY surgeries you have had in your lifetime.

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> No Previous Surgery                           | <input type="checkbox"/> C-Section                                      | <input type="checkbox"/> Laparoscopy (incision into the abdomen)            | <input type="checkbox"/> Splenectomy        |
| <input type="checkbox"/> Adenoidectomy                                 | <input type="checkbox"/> D & C  | <input type="checkbox"/> Lithotripsy (crushing stone in urinary bladder)    | <input type="checkbox"/> Thyroidectomy      |
| <input type="checkbox"/> Appendectomy                                  | <input type="checkbox"/> Defibrillator (Placement)                      | <input type="checkbox"/> Lobectomy (removal of lung/ all or part)           | <input type="checkbox"/> Tonsillectomy      |
| <input type="checkbox"/> Back Surgery (Disc)                           | <input type="checkbox"/> Delivery (Vaginal)                             | <input type="checkbox"/> Lumpectomy   | <input type="checkbox"/> Tonsils & Adenoids |
| <input type="checkbox"/> Breast Augmentation                           | <input type="checkbox"/> Ear Drum Repair                                | <input type="checkbox"/> Mastectomy   | <input type="checkbox"/> Tubal Ligation     |
| <input type="checkbox"/> Breast Biopsy                                 | <input type="checkbox"/> Ear Tubes                                      | <input type="checkbox"/> Mastoidectomy                                      | <input type="checkbox"/> TURP               |
| <input type="checkbox"/> Breast Reduction                              | <input type="checkbox"/> Fulguration of Endometriosis Surgery           | <input type="checkbox"/> Nephrectomy (kidney removal)                       | <input type="checkbox"/> Vasectomy          |
| <input type="checkbox"/> Bunionectomy (foot)                           | <input type="checkbox"/> Gallbladder                                    | <input type="checkbox"/> Oophorectomy                                       | <input type="checkbox"/> Other:             |
| <input type="checkbox"/> Cardiac Pacemaker                             | <input type="checkbox"/> Hammer Toe                                     | <input type="checkbox"/> Oral Surgery                                       | _____                                       |
| <input type="checkbox"/> Cardiac Stenting                              | <input type="checkbox"/> Hemorrhoidectomy                               | <input type="checkbox"/> Ovarian Cyst                                       | _____                                       |
| <input type="checkbox"/> Carotid Endarterectomy                        | <input type="checkbox"/> Herniorrhaphy (Hernia)                         | <input type="checkbox"/> Plantar Wart                                       | _____                                       |
| <input type="checkbox"/> Carpal Tunnel Release                         | <input type="checkbox"/> Hip Replacement                                | <input type="checkbox"/> Prostate – Biopsy                                  | _____                                       |
| <input type="checkbox"/> Cataract                                      | <input type="checkbox"/> Hysterectomy                                   | <input type="checkbox"/> Prostatectomy                                      | _____                                       |
| <input type="checkbox"/> Cervical Cone Biopsy                          | <input type="checkbox"/> Laparoscopically Assisted Vaginal Hysterectomy | <input type="checkbox"/> Salpingoophorectomy (Removal of tubes and ovaries) | _____                                       |
| <input type="checkbox"/> Colectomy (Partial/Complete Removal of Colon) | <input type="checkbox"/> Knee Arthroscopy                               | <input type="checkbox"/> Septoplasty  | _____                                       |
| <input type="checkbox"/> Colonoscopy                                   | <input type="checkbox"/> Knee Replacement                               | <input type="checkbox"/> Sinus Surgery                                      | _____                                       |
| <input type="checkbox"/> Coronary Artery Bypass                        | <input type="checkbox"/> Laminectomy                                    | <input type="checkbox"/> Skin Biopsy  | _____                                       |

Year: \_\_\_\_\_

**MEDICATIONS:**

Please list all MEDICATIONS, their dosage, and other pills that you take including supplements and herbals:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**REVIEW OF SYSTEMS:**

<p><b>GENERAL</b></p> <input type="checkbox"/> Fever <input type="checkbox"/> Chills <input type="checkbox"/> Night Sweats <input type="checkbox"/> Weight Gain <input type="checkbox"/> Unexplained Weight Loss <input type="checkbox"/> None	<p><b>SKIN</b></p> <input type="checkbox"/> Skin Rashes <input type="checkbox"/> Itchy Skin <input type="checkbox"/> Bruising <input type="checkbox"/> None	<p><b>HEENT</b></p> <input type="checkbox"/> Headaches <input type="checkbox"/> Voice Changes <input type="checkbox"/> Blindness <input type="checkbox"/> None	<p><b>NECK</b></p> <input type="checkbox"/> Swollen Glands <input type="checkbox"/> Neck Mass <input type="checkbox"/> None
<p><b>RESPIRATORY</b></p> <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Wheezing <input type="checkbox"/> None	<p><b>CARDIOVASCULAR</b></p> <input type="checkbox"/> Irregular Heartbeats <input type="checkbox"/> Chest Pains <input type="checkbox"/> Blood Clots <input type="checkbox"/> None	<p><b>GASTRO- INTESTINAL</b></p> <input type="checkbox"/> Abdominal Pain <input type="checkbox"/> Nausea <input type="checkbox"/> Vomiting <input type="checkbox"/> Reflux <input type="checkbox"/> None	<p><b>NEUROLOGICAL</b></p> <input type="checkbox"/> Seizures <input type="checkbox"/> Fainting <input type="checkbox"/> Disorientation <input type="checkbox"/> None
<p><b>PSYCHIATRIC</b></p> <input type="checkbox"/> Anxiety <input type="checkbox"/> Excessive Stress <input type="checkbox"/> Panic Attacks <input type="checkbox"/> Depression <input type="checkbox"/> None	<p><b>ENDOCRINE</b></p> <input type="checkbox"/> Diabetes <input type="checkbox"/> Thyroid Problems <input type="checkbox"/> Excessive Urination <input type="checkbox"/> None		

**HEARING HEALTH CARE**

**Hearing Loss?** YES or NO (If yes...) **Which Ear?**  Right  Left  Both

**Family History of Hearing Loss?**  Mother  Father  Siblings  Grandparents  None

**Tinnitus** ("Ringing Noise in Ears") **Which Ear?**  Right  Left  Both  
**How long?** \_\_\_\_\_ yrs. \_\_\_\_\_ mos.

**Exposure to Noise Trauma**  Concerts  Jet Engines  Firearms  Musical Instruments  
 Other: \_\_\_\_\_

**PHARMACIES:**

Please list your preferred pharmacy.

	<b>Pharmacy Name</b>	<b>Street Name</b>	<b>City, State</b>
<b>Local Pharmacy</b>	_____	_____	_____
<b>Mail Order Pharmacy</b>	_____	_____	_____



## NOTICE OF PRIVACY PRACTICES

**Cumberland Valley ENT Consultants  
and  
The Hearing Care Center**  
*A Division of Cumberland Valley ENT Consultants*  
**11110 Medical Campus Road  
Suite 126  
Hagerstown, MD 21742  
301-714-4375**

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.**

If you have any questions about this Notice, please contact our Privacy Officer, Judith A. Kline.

This notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. “Protected health information” is information about you, including demographic information, that may identify you. It relates to your past, present or future physical or mental health or condition and related health-care services.

We are required by law to maintain the privacy of protected health information and give you this notice of our legal duties and privacy practices regarding health information about you. We are required to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice at any time. The new notice will be effective for all protected health information that we maintain at that time. Upon your request, we will provide you with any revised Notice of Privacy Practices by calling the office and requesting that a revised copy be sent to you in the mail or by asking for one at the time of your next appointment.

### **1. Uses and Disclosures of Protected Health Information**

#### **Uses and Disclosures of Protected Health Information**

Your physician will use or disclose your protected health information as described in this section. Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care

services to you. Your protected health information may also be used and disclosed to pay your health care bills and to support the operation of the physician’s practice. Following are examples of the types of uses and disclosures of your protected health care information that the physician’s office is permitted to make. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office.

**Treatment:** We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party that has already obtained your permission to have access to your protected health information. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. We will also disclose protected health information to other physicians who may be treating you when we have the necessary permission from you to disclose your protected health information. Your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

In addition, we may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your physician, becomes involved in your care by providing assistance to your physician with your health care diagnosis or treatment.

**Payment:** Your protected health information will be used, as needed, to obtain payment for your health care services. This may include certain activities that your health insurance plan may undertake before it approves or pays for the health care services we recommend for you such as: determination of eligibility or insurance coverage benefits, determination of medical necessity, and utilization review activities. Obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission.

**Healthcare Operations:** We may use or disclose, as needed, your protected health information in order to support the business activities of your physician’s practice. These activities include, but are not limited to, quality-assessment activities, employee-review activities, training of medical assistant or nursing students, licensing, marketing activities, and conducting or arranging for other business activities.

An example would be that we may disclose your protected health information to medical assistant or nursing students working with us. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and

indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment.

We will share your protected health information with third party “business associates” that perform various activities (e. g., billing, transcription services) for the practice. Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, we will have a written contract that contains terms that will protect the privacy of your protected health information.

We may use or disclose your protected health information, as necessary, to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you. We may also use and disclose your protected health information for other marketing activities. For example, your name and address may be used to send you a newsletter about our practice and the services we offer. We may also send you information about products or services that we believe may be beneficial to you. You may contact our Privacy Officer to request that these materials not be sent to you.

#### **Uses and Disclosures of Protected Health Information Based upon your Written Authorization**

Other uses and disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law as described below. You may revoke this authorization, at any time, in writing, except to the extent that your physician or the physician’s practice has taken an action based upon the use or disclosure indicated in the authorization.

#### **Other Permitted and Required Uses and Disclosures That May Be Made With Your Consent, Authorization or Opportunity to Object**

We may use and disclose your protected health information in the following instances. You have the opportunity to agree or object to the use or disclosure of all or part of your protected health information. If you are not present or able to agree or you object to the use or disclosure of the protected health information, then your physician may, using professional judgment, determine whether the disclosure is in your best interest. In this case, only the protected health information that is relevant to your health care will be disclosed.

**Others Involved in Your Healthcare:** Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, your protected health

information that directly relates to that person’s involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care, of your location, general condition or death. Finally, we may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your health care.

**Emergencies:** We may use or disclose your protected health information in an emergency treatment situation. If this happens, your physician shall try to obtain your consent as soon as reasonably practicable after the delivery of treatment. If your physician or another physician in the practice is required by law to treat you and the physician has attempted to obtain your consent but is unable to obtain your consent, he or she may still use or disclose your protected health information to treat you.

**Communication Barriers:** We may use and disclose your protected health information if your physician or another physician in the practice attempts to obtain consent from you but is unable to do so due to substantial communication barriers and the physician determines, using professional judgment, that you intend to consent to use or disclosure under the circumstances.

#### **Other Permitted and Required Uses and Disclosures That May Be Made Without Your Consent, Authorization or Opportunity to Object**

We may use or disclose your protected health information in the following situations without your consent or authorization. These situations include:

**Required By Law:** We may use or disclose your protected health information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

**Public Health:** We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury or disability. We may also disclose your protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

**Communicable Diseases:** We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

**Health Oversight:** We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.

**Abuse or Neglect:** We may disclose your protected health information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information to the governmental entity or agency authorized to receive such information, if we believe that you have been a victim of abuse, neglect or domestic violence. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

**Food and Drug Administration:** We may disclose your protected health information to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, biologic product deviations, to track products, to enable product recalls, to make repairs or replacements, or to conduct post-marketing surveillance, as required.

**Legal Proceedings:** We may disclose your protected health information in the course of any judicial or administrative proceeding, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process.

**Law Enforcement:** We may also disclose protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (1) legal processes and otherwise required by law, (2) limited information requests for identification and location purposes, (3) pertaining to victims of a crime, (4) suspicion that death has occurred as a result of criminal conduct, (5) in the event that a crime occurs on the premises of the practice and (6) medical emergency (not on the Practice’s premises) and it is likely that a crime has occurred.

**Coroners, Funeral Directors, and Organ Donation:** We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health

information to a funeral director, as authorized by law, in order to permit the funeral director to carry out his duties. We may disclose such information in reasonable anticipation of death. Protected health information may be used and disclosed for cadaveric organ, eye or tissue donation purposes. **Research:** We may disclose your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.

**Criminal Activity:** Consistent with applicable federal and state laws, we may disclose your protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose protected health information if it is necessary for law enforcement authorities to identify or apprehend an individual.

**Military Activity and National Security:** When the appropriate conditions apply, we may use or disclose protected health information of individuals who are Armed Forces personnel (1) for activities deemed necessary by appropriate military command authorities; (2) for the purpose of determination by the Department of Veterans Affairs of your eligibility for benefits, or (3) to foreign military authority if you are a member of that foreign military service. We may also disclose your protected health information to authorized federal officials for conducting national security and intelligence activities, including for the provision of protective services to the President or others legally authorized.

**Workers’ Compensation:** Your protected health information may be disclosed by us as authorized to comply with workers’ compensation laws and other similar legally-established programs.

**Inmates:** We may use or disclose your protected health information if you are an inmate of a correctional facility and your physician created or received your protected health information in the course of providing care to you.

**Required Uses and Disclosures:** Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500 et. seq.

## 2. Your Rights

Following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

**You have the right to inspect and copy your protected health information.** This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. A “designated record set” contains medical and billing records and any other records that your physician and the practice use for making decisions about you. By law, we are permitted to charge for the preparation, the production and the mailing costs, if applicable, of your protected health information.

Under federal law, however, you may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to a law that prohibits access to protected health information. Depending on the circumstances, a decision to deny access may be reviewable. In some circumstances, you may have a right to have this decision reviewed. Please contact our Privacy Officer if you have questions about access to your medical record.

**You have the right to request a restriction of your protected health information.** This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply.

Your physician is not required to agree to a restriction that you may request. If a physician believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. If your physician does agree to the requested restriction, we may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment. With this in mind, please discuss any restriction you wish to request with your physician. You may request a restriction by obtaining a “Restriction of Protected Health Information Form” from the office staff and submitting the completed form to our Privacy Officer.

**You have the right to request to receive confidential communications from us by alternative means or at an alternative location.** We will accommodate reasonable requests. We may qualify this accommodation by asking you for information as to how payment will be handled; for specification of an alternative address, or for other method of contact. We will not request an explanation from you regarding

the reason for the request. Please make this request in writing to our Privacy Officer.

**You may have the right to have your physician amend your protected health information.** This means you may request an amendment of protected health information about you in a designated record set for as long as we maintain this information. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Please contact our Privacy Officer if you have questions about amending your medical record.

**You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information.** This right applies to disclosures for purposes other than treatment, payment or healthcare operations as described in this Notice of Privacy Practices. It excludes disclosures we may have made to you for a facility directory, to family members or friends involved in your care, or for notification purposes. You have the right to receive specific information regarding these disclosures that occurred after **April 14, 2003**. You may request a shorter time frame. The right to receive this information is subject to certain exceptions, restrictions and limitations.

**You have the right to be notified upon a breach** of any of your unsecured Protected Health Information.

**You have the right to obtain a paper copy of this notice from us**, upon request, even if you have agreed to accept this notice electronically.

## 3. Complaints

You may complain to us or to the Secretary of Health and Human Services if you believe we have violated your privacy rights. You may file a complaint with us by notifying our Privacy Officer of your complaint. We will not retaliate against you for filing a complaint.

You may contact our Privacy Officer, Judith A. Kline, at 301-714-4375 for further information about the complaint process.

The original notice was published and became effective on **April 14, 2003**.

The revision of the original notice was published and became effective on **September 23, 2013**.

# CUMBERLAND VALLEY ENT CONSULTANTS AND/OR HEARING CARE CENTER

## HIPAA Compliant Information Form

Date \_\_\_\_\_ (Please complete front & back, and sign form)

For Office Use Only  
Chart # \_\_\_\_\_  
Doctor \_\_\_\_\_  
Updated \_\_\_\_\_  
Initials \_\_\_\_\_

Please PRINT clearly

### PATIENT INFORMATION

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

Sex:  M  F Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SS #: \_\_\_\_\_

Marital Status:  S  M  Other \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please share your email address. Patient/Guardian email address is: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Family Doctor (Full Name): \_\_\_\_\_ Referring Doctor (Full Name): \_\_\_\_\_

Pharmacy: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list an alternate person to whom we may release medical information if you are unable to be reached. (Example: spouse, parent, etc.)

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### INFORMATION REQUIRED BY THE FEDERAL GOVERNMENT

Preferred Language: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Race:

American Indian or Alaska Native  Asian  Black or African American

More than one race  Native Hawaiian  Other Pacific Islander

White  Refuse to report

Ethnicity:

Hispanic or Latino  Not Hispanic or Latino  Refuse to Report

### PARENT / LEGAL GUARDIAN (For children under age 18)

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Custodian: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

**\*Please provide us with a copy of legal documentation\***

The person(s) listed above are authorized to receive medical information for this patient: YES or NO (Please Circle)

**\*\*\*Note: The parent who brings a child to the office for medical treatment is responsible AT THE TIME OF SERVICE for co-payment, deductibles, and account balances. If our provider is not a participating provider with your insurance company, payment in full is required at the time of service.**

See Reverse Side →

# CUMBERLAND VALLEY ENT CONSULTANTS AND/OR HEARING CARE CENTER

HIPAA Compliant Information Form

Page 2

For Office Use Only  
Chart # \_\_\_\_\_  
Doctor \_\_\_\_\_  
Updated \_\_\_\_\_  
Initials \_\_\_\_\_

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

## POWER OF ATTORNEY (For Adults) (If Applicable)

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relation to patient: \_\_\_\_\_ **\*Please provide us with a copy of legal documentation\***

## PRIMARY INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Sex: \_\_\_M \_\_\_F Subscriber's Date of Birth: \_\_\_\_\_  
(First) (MI) (Last)

Subscriber's SS #: \_\_\_\_\_ Patient's Relationship to Subscriber: \_\_\_\_\_

Subscriber's Employer: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

## SECONDARY INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Sex: \_\_\_M \_\_\_F Subscriber's Date of Birth: \_\_\_\_\_  
(First) (MI) (Last)

Subscriber's SS #: \_\_\_\_\_ Patient's Relationship to Subscriber: \_\_\_\_\_

Subscriber's Employer: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

### **\*Please inform us if you have a third insurance.**

If this is Workers' Comp. or accident related, please inform us and provide us with the proper paperwork.

Date of Injury: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Claim Number: \_\_\_\_\_

I certify that the information on this form is current and accurate to the best of my knowledge.

(SEAL) \_\_\_\_\_  
Signature of Patient/Parent/Guardian Relationship Date

**CUMBERLAND VALLEY ENT CONSULTANTS AND/OR  
HEARING CARE CENTER**

11110 Medical Campus Road, Suite 126  
Hagerstown, MD 21742  
301-714-4375

For Office Use Only

Chart # \_\_\_\_\_  
Doctor \_\_\_\_\_  
Updated \_\_\_\_\_  
Initials \_\_\_\_\_

**FINANCIAL AGREEMENT, AUTHORIZATION FOR TREATMENT  
AND NOTICE OF PRIVACY PRACTICES' RECEIPT**

- Patient is responsible for payment at the time of service when: **1)** patient is a self-pay; **2)** patient has a nonparticipating insurance company; or **3)** patient has an HMO and comes without the referral specified by the insurance company.
- We file all claims to insurance companies in which we participate. You may use the fee ticket to file your insurance claims when we do not participate with your insurance company.
- There is a \$5.00 charge for replacement of a lost receipt
- Patient is responsible for any service that is not covered by his/her insurance as well as any co-pays, deductibles, and co-insurance.
- As part of your routine ENT exam, we may perform some common procedures on you. These may include hearing tests and an examination of the nose, sinuses or throat with various telescopes. An important part of your entire ENT exam, these tests and procedures aid your doctor in determining the proper treatment for your condition. Based on the contract you have with your insurance company, the endoscopic procedures may be categorized as surgical procedures even though they are part of your exam. Patient is responsible to contact insurance company with questions regarding benefits and co-payment obligations for office surgical procedures.
- **Copays are due at the time of service.**
- It is the patient's responsibility to provide our office with a written referral when required by his/her insurance plan.
- Patient is responsible to make sure laboratory studies, x-rays, scans, pre and post-operative testing are performed at a facility participating with patient's insurance.
- I agree to pay all charges promptly.
- A \$35 returned-check fee will be assessed to the patient's account for each check returned to our office for non-sufficient funds
- If my account is assigned to a collection agency, I agree to pay the collection agency fee, court costs and attorney fees.

I hereby authorize Cumberland Valley ENT Consultants and Hearing Care Center to furnish information, including records from other health care providers, to my insurance company, authorized agency, or health care provider specified concerning my medical care. I agree to pay all charges promptly upon presentation thereof. I hereby assign and transfer any medical benefits due me to Cumberland Valley ENT Consultants for the services provided to me by this medical practice. I permit a copy of this authorization to be used in place of the original. Regulations pertaining to Medicare Assignment of Benefits apply, as applicable. I acknowledge the information I have supplied is correct.

I hereby authorize Cumberland Valley ENT Consultants and Hearing Care Center to treat me as needed. Also, I acknowledge receipt of the Notice of Privacy Practices.

\_\_\_\_\_  
Date

(SEAL) \_\_\_\_\_  
Signature

I, parent or legal guardian, do hereby authorize Cumberland Valley ENT Consultants to treat \_\_\_\_\_, being \_\_\_\_\_ years of age and a minor. I understand that I am fully responsible for this minor's medical charges and agree to pay all charges for services rendered by the above-named medical practice. Also, I acknowledge receipt of the Notice of Privacy Practices.

\_\_\_\_\_  
Date

(SEAL) \_\_\_\_\_  
Signature  
(Parent or Legal Guardian)

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Relationship to Patient