

CLARK CHEN, D.O.
BIRMINGHAM MAPLE CLINIC

Date: _____

PATIENT INFORMATION FOR CHILD AND ADOLESCENTS:

Patient Name:	Date of Birth	SSN:
Address:		
City, State, Zip:		
Telephone: Home: ()	Work: ()	Cell: ()
Email: You may contact me by email Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employer:		
Employer Address:		
City, State, Zip:		
School:		
Person responsible for payment if other than patient:		Telephone:
Name: _____		Home: _____
Address: _____		Work: _____
_____		Cell: _____
Subscriber Information:		
Primary Insurance :		
Group number:	Subscriber SS #:	Subscriber birthdate:
Subscriber Name:		Relationship:
Insurance Co. Phone:		
Secondary Insurance:		
Group #:	Subscriber SS#:	Subscriber birthdate:
Subscriber name:		Relationship:
Insurance Co. Address		
Insurance Co. Phone		
Private Pay:		

Patient Name: _____

Primary care physician:

Name: _____

Address: _____ City: _____
State _____ Zip _____

Phone: _____ Date of last physical exam: _____

Referring Physician: Is my primary care physician

Name: _____

Address: _____ City: _____
State _____ Zip _____

Phone: _____

Emergency Contact Name: _____

Relationship to Patient: _____

Emergency Contact Phone Number: _____

PHARMACY

We are now able to transmit your prescriptions electronically. Please list your pharmacy information below:

Local Pharmacy: _____ Phone Number: _____

Address (or cross streets): _____ City: _____

Mail Order Pharmacy: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip code: _____

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CHILD AND ADOLESCENT HEALTH/BACKGROUND INFORMATION

(Ages 17 and under)

Person completing form: _____ Relationship to child _____
Name of patient _____ DOB _____
Date _____
Sex: M F Age: _____ Ethnic Background: _____ Religious Belief: _____
Phone: _____ work: _____ Cell: _____

ALLERGIES: _____
Current prescriptions and over the counter medications: _____

Current concerns about child; _____

Has child threatened or attempted to harm themselves or others Yes No If yes explain: _____

FAMILY INFORMATION:

Mothers Name: _____
Age: _____ Mother's Maiden Name: _____
Address: _____
Home Phone: _____ Work: _____ Cell: _____
Check one: Biological mother Foster Mother Adoptive mother Legal Guardian
Marital Status: Married to child's father Separated Divorced Remarried Single Widowed
Mother's education: Last grade completed _____
Employed: Yes No If yes, place of employment/ job title: _____

Father's Name: _____ Age: _____
Address :(If different) _____
Home Phone: _____ Work: _____ Cell: _____
Check one: Biological father Foster father Adoptive father Legal Guardian
Marital Status: Married to child's mother Separated Divorced Remarried Single Widowed
Father's education: Last grade completed _____
Employed: Yes No If yes, place of employment/ job title: _____

Name of Step Parent(s), if applicable: _____

Is child adopted? No Yes

If yes, age of child when she/he was adopted: _____ Does child know of the adoption: No Yes

Who does the child live with? Please provide the following information with respect to all household members: Name, age, sex, relationship to child

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list the name, sex and age of any brothers or sisters who do not live with the child

_____	_____	_____	_____
_____	_____	_____	_____

MEDICAL HISTORY:

Primary Care Physician: _____ phone number: _____

Date child last saw physician: _____

Immunizations up to date? No Yes If no, explain: _____

Recent weight gain? _____ Loss? _____ appetite changed? _____

Last Vision exam: _____ Results _____

Last Hearing exam: _____ Results _____

Last Dental exam: _____ Results _____

Other _____

Please provide any information on any surgical procedures and/or hospitalizations experienced by the child: _____

Substance use? No Yes If yes, or suspected, describe: _____

Tobacco Alcohol Marijuana Cocaine Heroin Pills inhalants synthetic drugs other

Check all that apply:

<input type="checkbox"/> seizures	<input type="checkbox"/> heart murmur	<input type="checkbox"/> abnormal balance
<input type="checkbox"/> headaches	<input type="checkbox"/> fast heartbeat	<input type="checkbox"/> tremor
<input type="checkbox"/> injury to head	<input type="checkbox"/> irregular heartbeat	<input type="checkbox"/> dizziness
<input type="checkbox"/> loss of consciousness	<input type="checkbox"/> chest pain	<input type="checkbox"/> fainting spells
<input type="checkbox"/> vision changes	<input type="checkbox"/> change in appetite	<input type="checkbox"/> tics / twitching
<input type="checkbox"/> hearing problems	<input type="checkbox"/> weight change	<input type="checkbox"/> muscle weakness
<input type="checkbox"/> frequent ear infections	<input type="checkbox"/> nausea/ vomiting	<input type="checkbox"/> numbness/ tingling
<input type="checkbox"/> sinus problems	<input type="checkbox"/> jaundice/ hepatitis	<input type="checkbox"/> rashes/ hives
<input type="checkbox"/> nosebleeds	<input type="checkbox"/> liver disease	<input type="checkbox"/> sweating
<input type="checkbox"/> abnormal sense of smell	<input type="checkbox"/> diabetes	<input type="checkbox"/> bone fractures
<input type="checkbox"/> sore mouth or tongue	<input type="checkbox"/> abdominal pain	<input type="checkbox"/> joint pain
<input type="checkbox"/> dental problems	<input type="checkbox"/> constipation/ diarrhea	<input type="checkbox"/> cancer/ tumor
<input type="checkbox"/> difficulty with speech	<input type="checkbox"/> urinary infections	<input type="checkbox"/> anemia
<input type="checkbox"/> frequent sore throats	<input type="checkbox"/> frequent urination	<input type="checkbox"/> bleeding/ bruising
<input type="checkbox"/> thyroid problems	<input type="checkbox"/> blood in urine	<input type="checkbox"/> chronic fatigue
<input type="checkbox"/> breathing problems	<input type="checkbox"/> kidney disease	<input type="checkbox"/> frequent infections
<input type="checkbox"/> shortness of breath	<input type="checkbox"/> sexual problems	<input type="checkbox"/> scarlet fever
<input type="checkbox"/> Asthma/Wheezing	<input type="checkbox"/> Gynecological problems	<input type="checkbox"/> Measles/Rubella
<input type="checkbox"/> Chronic cough	<input type="checkbox"/> menstrual pain	<input type="checkbox"/> encephalitis/ meningitis
<input type="checkbox"/> pneumonia	<input type="checkbox"/> pregnancy	<input type="checkbox"/> herpes
<input type="checkbox"/> heart disease	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Venereal disease
<input type="checkbox"/> other		

DEVELOPMENTAL HISTORY:

Pregnancy/ Labor/ Delivery: Term Preterm Delivery

Pregnancy complications: No Yes _____

Complications at birth No Yes _____

Maternal postpartum depression: No Yes _____

Infancy (0-18mo)

Medical Problems Feeding problems Sleep Problems Unusual Fears Abnormal response to others Parental illness Prolonged separations Head banding or self injury

Motor Milestones: Crawled: _____ Sat Unassisted: _____ Stood Unassisted: _____ Walked: _____

Toddlerhood (18-36mo)

Aggression Tantrums Self Injury Control battles Unusual or intense fears Sleep problems Night terrors Sleeps in parents bed Prolonged separations Parental Illness

Toilet Trained: _____ Fed self: _____ Dressed self: _____ Spoke: _____

Preschool (3-5 years)

Aggression Tantrums Self Injury Frequent injuries Unusual fears Toileting difficulties Sleep problems Oppositionality Separation problems Prolonged separations Parental illness Fire setting Animal cruelty Bedwetting Soiling of underwear

Tied shoes: _____ Help with household tasks: _____

Childhood (6-12yrs)

Medical problems School suspensions or expulsions Sleep problems legal problems over or underweight Defiance towards adults Learning problems Running away Friendship problems Aggression Family discord Divorce, parent illness or death Missing school School refusal School failure premature puberty Unusual rituals School changes or family moves Fire setting or animal cruelty daytime or nighttime wetting/soiling Sexual behavior physical or emotional trauma

Language and reading skills: As expected Having problems

Coordination: Can ride a bike catch a ball write in cursive

Special education services No Yes: _____

Repeated Grade: No Yes: _____

Girls: First Menstrual Period Not yet Yes, Age _____

Boys: Voice changes Not yet Yes, Age _____

Adolescence (13-18yrs)

Medical problems School suspensions or expulsions Sleep problems Police or legal problems Weight gain or loss Defiance / anger Growth problems Running away School failure School absences Multiple school changed Friendship problems Family discord Divorce, parental illness / death Financial strains Home or school moves Sexual activity pregnancy Physical or emotional trauma Sexual identity or preference concerns Self mutilation Bizarre behavior or ideas

Plays a sport _____

Special education services No Yes _____

Repeated a grade No Yes _____
Has child ever been involved with the police or juvenile court? No Yes, If yes, please describe _____

Has child ever been physically abused? No Yes _____
Has child ever been sexually abused? No Yes _____
Has there ever been a Protective Service case open related to this child or family No Yes _____
Sexual/ Gender issues? _____

MENTAL HEALTH HISTORY:

Has child had previous counseling, therapy, or psychiatric treatment? _____
Has anyone in child's family had any psychological or psychiatric problems? No Yes _____
Has child been admitted to a state or local psychiatric facility? No Yes _____

EDUCATION:

Grade child is in: _____ Name of School: _____ Phone# _____
Teacher: _____ Counselor: _____ Social worker: _____
Does child receive tutoring outside of school No Yes
Has child been tested by the schools for learning problems? No Yes
Has child had previous psychological testing? No Yes
Describe any problems at school: _____

STRENGTHS AND ABILITIES:

What do you think are your child's strengths and abilities: _____
Describe your families strengths and abilities: _____

Child or Parent/ Guardian Signature & Date: _____

Clinician Signature & Credentials & Date: _____

Clinician Name (print): _____



Dr. Chen's Financial Policy

FINANCIAL INFORMATION

1. You are responsible for the timely payment of your account.
2. Your deductible, co-pay, and missed appointment charges are your responsibility to pay, because they are not covered by insurance and are due on the day services are provided or you missed your appointment.
 - 2A. Your deductible recurs every January. Every insurance policy has different deductible amounts and you are responsible to pay your entire deductible before the insurance pays anything.
3. If your unpaid balance reaches \$300.00, your sessions will be suspended until full payment is made.
4. Missed appointment charges must be paid in full before your next appointment.
 - 4A. The charge for a missed appointment will be discussed with your provider and you will sign a separate document confirming that you are aware of the cost of missed appointments.
5. Payment Agreements may be arranged with Dr. Chen's office to pay off outstanding balances.
 - 5A. Terms of Payment Agreement include:
 - i. The first payment is due at the time of signing the Agreement.
 - ii. Payments must be made monthly with a specified due date or a \$25 Late Fee will be added to your account.
 - iii. If payments are not made monthly, your account will be sent to collections.
6. Failure to pay balance due may result in cessation of services.
7. Dr. Chen accepts cash, check, Visa, American Express, MasterCard and Discover.
8. We encourage you to keep a credit card on file to be charged when there is an outstanding balance. This will prevent lapses in your appointment schedule.
 - 8A. Credit card information is kept confidential, in compliance with HIPAA regulations, and is only available to particular staff on a 'need to know' basis for purposes of billing.
 - 8B. It is your responsibility to provide updated credit card information if/when your card expires or you prefer to use a different credit card.
9. For in-person sessions, payment should be made by the parent/guardian who brings a minor to their appointment.
10. Both parents with custody must agree to treatment and payment obligations before beginning therapy.
11. We will not become involved in disputes between individuals regarding payment of the bill.

MISSED APPOINTMENTS

1. Unless cancelled 24 hours in advance, our policy is to charge for missed appointments at the insurance-approved rate and specified in the document you sign with your provider.
2. Keep in mind that insurance companies will not cover this cost and you will be responsible for all Missed Appointment fees.
3. Missed Appointment fees must be paid in full before your next appointment or the next session will be suspended until payment is made.
4. Missing appointments interferes with the outcome of treatment.
5. Please help us serve you better by keeping all scheduled appointments.

REGARDING INSURANCE

1. We will verify and inform you of the financial terms of your insurance coverage before your first visit provided you have shared your insurance information with enough lead time for us to contact your insurance company to verify your benefits.
2. Verification of coverage does not guarantee payment.
3. Insurance is a contract between you and your insurance company, we cannot be a party to this contract.
4. In most cases, we file insurance claims as a courtesy to our clients.
5. Although we supply factual information to your insurance company when necessary, we will not become involved in disputes between you and your insurance company regarding deductibles, copayments, covered charges, secondary insurance coverage, usual and customary charges, etc.
6. In the event that a third-party payment is denied after services have been provided, you will still be held responsible for the cost of said services.
7. Many insurances do not reimburse for multiple sessions on the same date. If you schedule multiple appointments on the same date, you will be responsible to pay for the session/s that are not covered by your insurance company.
8. This notice will cover Birmingham Maple Clinic and those health care providers who, while not necessarily legally affiliated with us, may provide you with care or treatment at Birmingham Maple Clinic; Dr. Chen, Dr. Klein, and Dr. Weingarden.

NO SURPRISES ACT

1. You are entitled to complete, detailed information about the cost of therapy services at Dr. Chen's office so that nothing in your bill is a surprise to you.
2. If you have insurance for which we are out-of-network, if you have chosen to forgo using your insurance and instead prefer to pay privately for services, and/or if you have requested a service that is not covered by your insurance company, the following information will apply:
 - 2A. The services you are expecting to receive at Dr. Chen's office includes the following maximum charges. A separate, signed document will specify the charges agreed upon by you and your therapist.

PSYCHIATRIC SERVICES

99205 New Patient Office Visit	<u>\$ 400</u>
99204 New Patient Office Visit	<u>\$ 325</u>
99215 Established Patients	<u>\$ 225</u>
99214 Established Patients	<u>\$ 200</u>
99213 Established Patients	<u>\$ 175</u>
99212 Established Patients	<u>\$ 125</u>

2B. Your provider will discuss the anticipated length of your treatment with you, keeping in mind that as treatment progresses, additional treatment goals and objectives may arise which may extend the length of treatment. Please feel free to discuss your progress and length of stay with your therapist throughout your treatment experience.

**THANK YOU FOR TAKING THE TIME TO UNDERSTAND OUR FINANCIAL POLICIES.
PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS.**

Patient, Parent or Guardian (if under 18)	Date	Witness	Date
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PERSON RESPONSIBLE FOR PAYMENT IF OTHER THAN PATIENT:

Name: _____ Telephone: _____

Address: _____

Employer: _____ Telephone: _____

Employer's Address: _____

Signature of Responsible Party: _____

Birmingham Maple Clinic /
2075 West Big Beaver Road /
Suite 520 /
Troy Michigan 48084 /
248-646-6659 /

CLARK CHEN, D.O.
BIRMINGHAM MAPLE CLINIC

INFORMED CONSENT

My treatment plan has been reviewed with me and I have had the opportunity to discuss any questions with Dr. Chen.

Patient, Parent or Guardian

Witness

Date

Date

BIRMINGHAM MAPLE CLINIC

JOINT NOTICE OF PRIVACY PRACTICES
THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION
ABOUT YOU MAY BE USED AND DISCLOSED
AND HOW YOU CAN GET ACCESS TO THIS INFORMATION
PLEASE REVIEW IT CAREFULLY

Effective Date: September 20, 2013

OUR PLEDGE REGARDING MEDICAL INFORMATION

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive to provide you with quality care and to comply with certain legal requirements. This Notice applies to all of the records of your care generated or otherwise maintained by Birmingham Maple Clinic.

This Notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to:

- Maintain the privacy of your medical information that identifies you;
- Give you this Notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the Notice that is currently in effect.

WHO WILL FOLLOW THIS NOTICE

This Notice will cover Birmingham Maple Clinic and those health care providers who, while not necessarily legally affiliated with us, may provide you with care or treatment at Birmingham Maple Clinic. Together, Birmingham Maple Clinic and these providers are part of the "Birmingham Maple Clinic Organized Health Care Arrangement" (referred to as an "OHCA"). This Notice describes privacy practices of those participating in the Birmingham Maple Clinic OHCA. This Notice covers:

- Any health care professional authorized to enter information into any medical record established and maintained by Birmingham Maple Clinic.
- All departments and units of Birmingham Maple Clinic.
- All employees, staff, volunteers and other Birmingham Maple Clinic personnel.
- The individual health care providers of Birmingham Maple Clinic.
- Bradley S. Klein, D.O., P.L.C.
- Jeffrey A. London, M.D., P.C.
- Brooke Weingarden, D.O., M.P.H., P.L.L.C.

In addition, Birmingham Maple Clinic and the Birmingham Maple Clinic OHCA may share your medical information with each other for treatment, payment or health care operations purposes described in this Notice.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

The following categories describe different ways that we use and disclose your health information. For each category we explain what we mean and give some examples. Our records contain information regarding your mental health or may contain information on substance abuse; those records may be subject to additional restrictions under state law, which we will comply with. Also, if you are a minor, certain specific information that relates to mental health, substance abuse, pregnancy or sexually transmitted diseases, may be protected by additional restrictions under state law, which we will comply with. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

- ♦ **For Treatment.** We may use and disclose health information about you to arrange for and provide you with treatment, health care or other related services by us or others, and to communicate with other providers such as referring physicians or specialty providers to assist in your treatment. For example, the therapist or psychiatrist treating you may need to communicate with your primary care physician to know if you have an illness or disease or are currently taking prescription medication for the treatment of an illness or disease, because this may affect the type of therapy you are provided with and your recovery.
- ♦ **For Payment.** We may use and disclose your health information to bill and collect for the treatment and services we provide to you. We may send your health information to an insurance company or other third party for payment purposes, including to a collection service. We may also disclose your health information to another health care provider or payor of health care for the payment activities of that entity. For example: We may give your health plan or insurance company information about a treatment or service you have received, or are going to receive so that we can be reimbursed for providing that treatment or service. We may also contact your health plan or insurance company for prior treatment authorizations and referrals.
- ♦ **For Health Care Operations.** We may use and disclose your health information for the Birmingham Maple Clinic's operations. These uses and disclosures are necessary to run Birmingham Maple Clinic, to make sure you receive competent, quality health care, and to maintain and improve the quality of health care we provide. We may also provide your health information to various governmental or accreditation entities to maintain our license and accreditation. For example: We may use your health information to evaluate the performance of our staff in caring for you, or evaluate how to improve our facilities and the services we provide.
- ♦ **Special Purposes When Permitted or Required by Law.** We may disclose medical information about you for special purposes when permitted or required by law, including the following:
 - ♦ To avert a serious threat to health or safety against you, the public or another person. Any disclosure, however, would only be to someone able to help prevent or lessen the threat, or to law enforcement authorities in particular circumstances.
 - ♦ For public health and administrative oversight activities, such as disease prevention, disease control, abuse or neglect reporting, health and vital statistics, audits, investigations, licensure reviews and reports of births and deaths.
 - ♦ For research purposes, limited information may be disclosed as required by law.
 - ♦ To workers' compensation or similar programs for the payment of benefits for work-related injuries.
 - ♦ To coroners, medical examiners and funeral directors to identify a deceased person, determine cause of death, or to carry out duties.
 - ♦ To comply with court orders, judicial proceedings, or other legal processes related to law enforcement, custody of inmates, legal and administrative actions, and criminal activity.
 - ♦ For U.S. military and veteran reporting regarding members and veterans of the armed services of the U.S. or foreign military.
 - ♦ For national security and intelligence activities such as protective services for the President and other authorized persons.
 - ♦ To disaster relief organizations who seek your information during a disaster to coordinate your care or notify family or friends of your location and condition.
- ♦ **De-Identified Information.** We may use your health information, or disclose it to a third party whom we have hired, to create information that does not identify you in any way. Once we have de-identified your information, it can be used or disclosed in any way according to law.
- ♦ **Health Oversight Activities.** We may disclose your health information to a health oversight agency for activities authorized by law. These oversight activities might include audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government benefit programs, and compliance with civil rights laws.

- **About Victims of Abuse.** We may disclose your health information to notify the appropriate government authority if we believe an individual has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.
- **As Required By Law.** We will disclose your health information when required to do so by federal, state or local law or regulation.
- **Communications Regarding Our Services or Products.** We may use and disclose your health information to make a communication to you to describe a health-related product or service of Birmingham Maple Clinic. In addition, we may use or disclose your health information to tell you about products or services related to your treatment, case management or care coordination, or alternative treatments, therapies, providers or settings of care for you. We may occasionally tell you about another company's products or services, but will use or disclose your health information for such communications only if they occur in person with you. We may also use and disclose your health information to give you a promotional gift from us that is a minimal value.
- **Treatment Alternatives, Appointment Reminders and Health-Related Benefits.** We may use and disclose your health information to tell you about or recommend possible treatment alternatives or health-related benefits or services that may be of interest to you. Additionally, we may use and disclose your health information to contact you by mail or phone to provide appointment reminders. If you do not wish us to contact you about treatment alternatives, health-related benefits or appointment reminders, you must notify us in writing, and state which of those activities you wish to be excluded from.
- **Individuals Involved in Your Care or Payment for Your Care.** We may release health information about you to a family member or relative, personal representative, or any other person identified by you who is involved in your health care. We may also give information to someone who is involved with or helps pay for your care. We may also tell your family, friends, personal representative or other person responsible for your health care your condition and that you are at a hospital.
- **Business Associates.** We sometimes contact with third-party business associates for services. For example, these business associates include billing services, medical transcriptionists, answering services, consultants, and attorneys. We will disclose your medical information to our business associates to the extent necessary for them to perform the requested services. Our business associates are required by law to protect your medical information just as we are required to do so.

OTHER USES OF HEALTH INFORMATION

Other uses and disclosures of health information not covered by this Notice or the laws that apply to us will be made only with your written authorization. These may include, but are not limited to, the following: (i) most uses and disclosures of psychotherapy notes; (ii) uses and disclosures for marketing purposes, including subsidized treatment communications; (iii) disclosures that constitute a sale of health information. If you provide us with authorization to use or disclose your health information, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose health information about you for the reasons covered by your written authorization.

You understand that we are unable to take back any disclosures we have already made under the authorization, and that we are required to retain our records of the care that we provided to you.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

You have the following rights regarding health information we maintain about you:

- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for your care. For example: You could ask that we not use or disclose information about your condition to a certain person to whom disclosure would otherwise be permitted. Also, we will honor a valid Court Order that you provide to us, which restricts disclosure of information about a child to a non-custodial parent.

To request restrictions, you must make your request in writing and submit it to the individual at the address identified at the end of this Notice. In your request, you must tell us: (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply.

Please note that we may choose not to comply with a restriction request with respect to certain services, unless you choose to pay for the services out-of-pocket, in full, and you request that we not disclose your health information related solely to those services to your insurance provider/health plan.

- **Right to Request Confidential Communications.** You have the right to request that we communicate with you or your responsible party about your health care in an alternative way or at a certain location.

To request confidential communications, you must make your request in writing and submit it to the individual at the address identified at the end of this Notice. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

- **Right to Inspect and Copy.** You have the right to inspect and copy health information that may be used to make decisions about your care.

To inspect and copy health information that may be used to make decisions about you, you can submit your request in writing to the individual at the address identified at the end of this Notice. If you request a copy of the information, we may charge a fee for the reasonable costs of copying, mailing or other expenses associated with your request. We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to health information, you may request that the denial be reviewed. Another licensed health care professional chosen by us will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

- **Right to Amend.** You have the right to ask us to amend your health and/or billing information for as long as the information is kept by us.

To request an amendment, your request must be made in writing and submitted to the individual at the address identified at the end of this Notice. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
 - Is not part of the health information kept by or for us;
 - Is not part of the information which you would be permitted to inspect and copy; or
 - We believe is accurate and complete.
- **Right to an Accounting of Disclosures.** You have the right to request a list of certain disclosures that we have made of your health information. In this accounting, we are not required to list certain disclosures, including disclosures made for the purposes of treatment, payment and health care operations; disclosures made pursuant to your authorization or made directly to you; disclosures made incident to a use or disclosure otherwise permitted by law; disclosures made to create a limited data set; and disclosures made for national security or intelligence purposes and disclosures made to correctional institutions or to law enforcement officials.

To request this list of disclosures, you must submit your request in writing and submit it to the individual at the address identified at the end of this Notice. Your request must state a time period that may not be longer than six years prior to the date of the request. Your request should indicate in what form you want the list; for example, either paper or electronically. The first list you request within a twelve-month period will be free. For additional lists, during such twelve-month period, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

- ♦ **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice.

To obtain a paper copy of this Notice, contact us in writing and submit it to the individual at the address identified at the end of this Notice.

CHANGES TO THIS NOTICE

We reserve the right to change this Notice. We reserve the right to make the revised Notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice in a clear and prominent location to which you have access. The Notice is also available to you upon request. The Notice will contain on the first page, in the top right-hand corner, the effective date. In addition, if we revise the Notice, you may request a copy of the revised Notice then in effect.

COMPLAINTS

In the event that there is a breach of your unsecured health information – meaning an unauthorized disclosure where your health information has not been made unusable, unreadable, or indecipherable – we are required to notify you of such breach.

Upon receiving such notification, or if you believe your privacy rights have otherwise been violated, you may file a complaint with Birmingham Maple Clinic or with the Secretary of the Department of Health and Human Services. To file a complaint with us, contact the Privacy Officer at the address listed at the end of this Notice. All complaints must be submitted in writing.

You will not be penalized or retaliated against for filing a complaint.

If you have any questions about this Notice, please contact:

Privacy Officer - Birmingham Maple Clinic, Inc.
2075 West Big Beaver Road
Suite 520
Troy, Michigan 48084

ACKNOWLEDGMENT OF RECEIPT OF PRIVACY NOTICE

By signing below, I acknowledge that I have received Birmingham Maple Clinic's Notice of Privacy Practices ("Notice").

Signature (Patient or Authorized Representative)

Date: _____

Printed (Patient or Authorized Representative)

**CLARK CHEN, D.O.
BIRMINGHAM MAPLE CLINIC**

COORDINATION OF CARE CONSENT FORM

I _____, hereby (place X) _____ authorize _____ do not authorize Dr. Chen/
Birmingham Maple Clinic to release and/or obtain confidential information contained in:
my _____ my child's patient records to and from the following physician(s): _____
(If contact not authorized, reason why): _____

Primary Care Physician: _____
Address: _____
Phone: _____ Fax: _____
Purpose of disclosure: _____ Coordination of care _____ other: _____

*The use of this consent by Dr. Chen/Birmingham Maple Clinic may be revoked by myself, in writing at any time.
This consent is being signed voluntarily and under no circumstances is a precondition of treatment.*

*I understand that information to be released or requested may include material that is protected by HIPAA and
Federal (42 CFR part 2) and/or State law applicable to substance abuse (drug or alcohol), mental health, and/or
AIDS/HIV related information and prohibits re-disclosure unless expressly permitted by a written consent of the
person to whom it pertains or otherwise permitted by HIPAA or 42 CFR part 2.*

Patient Signature: _____ Date: _____
Parent/Guardian Signature: _____ Date: _____
Witness Signature: _____ Date: _____

Information to be completed by provider:

Diagnosis: _____
Medication Information & Dosages: _____
Assessments/ Testing Information: _____
Other: _____

Provider Name/ Signature *Date*

Address City State Zip code

Phone Number Fax Number

Request to PCP:

Child/ Adolescent PCP- please send EPSDT screening, physical assessment, & current lab results
other _____