

Life's Work Physical Therapy

Patient Questionnaire

GENERAL INFORMATION

Today's date: _____

Date of Birth

Street Address City State Zip

Status: Married Single Divorced Other

Contact methods: *indicate preference by checking box*

Home #: _____ Cell #: _____

Work #: _____ Email: _____

Your Employer: Employer Phone

Emergency contact Relationship Phone

INSURANCE:

Name of subscriber if different from yours Birth date of subscriber

PROVIDER INFORMATION

How did you hear about our clinic? _____

1. MEDICATIONS

Please list any prescription medications you are taking:

Indicate any over-the-counter medications you are taking:

- Advil/Aleve Antihistamines
 Antacids Decongestants
 Aspirin Tylenol

Supplements/Other _____

2. Right Handed Left Handed

3. FAMILY HISTORY

Indicate (M)Mother (F)Father (B)Brother (S)Sister have had:

_____ Arthritis _____ Heart disease _____ Psychological

_____ Cancer _____ Hypertension _____ Stroke

_____ Diabetes _____ Osteoporosis _____ Other

4. GENERAL HEALTH/LIFESTYLE HABITS

My health is currently: Excellent Good Fair Poor

Life changes in the past year (new baby, job etc)? Y N

I smoke: _____ packs per day _____ cigars/pipes per day

I stopped smoking in _____ (year)

I average _____ (beers, glasses of wine, cocktails) per week.

Beyond normal daily activities, I do the following exercise(s):

5. HEALTH CHANGES in the past year:

- | | |
|--|--|
| <input type="checkbox"/> Arm/Leg numbness/tingling | <input type="checkbox"/> Hoarseness |
| <input type="checkbox"/> Bladder problems/changes | <input type="checkbox"/> Joint pain or swelling |
| <input type="checkbox"/> Bowel problems/changes | <input type="checkbox"/> Loss of appetite |
| <input type="checkbox"/> Chest pain | <input type="checkbox"/> Loss of balance |
| <input type="checkbox"/> Coordination problem | <input type="checkbox"/> Nausea/vomiting |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Other changes (hair loss, perspiration) |
| <input type="checkbox"/> Difficulty sleeping | <input type="checkbox"/> Pain at night |
| <input type="checkbox"/> Difficulty swallowing | <input type="checkbox"/> Pain with squatting/sitting |
| <input type="checkbox"/> Difficulty walking | <input type="checkbox"/> Ringing in ears |
| <input type="checkbox"/> Dizziness/blackouts | <input type="checkbox"/> Oral sensation changes |
| <input type="checkbox"/> Drop attacks | <input type="checkbox"/> Shortness of breath |
| <input type="checkbox"/> Fever/chills | <input type="checkbox"/> Vision problems |
| <input type="checkbox"/> Hearing problems | <input type="checkbox"/> Unexplained weight change |
| <input type="checkbox"/> Heart palpitations | <input type="checkbox"/> Other (explain): |

6. PAST MEDICAL HISTORY

- | | |
|--|--|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Kidney problems |
| <input type="checkbox"/> Anxiety/Depression | <input type="checkbox"/> Low blood sugar |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Lung problems |
| <input type="checkbox"/> Balance Disorders | <input type="checkbox"/> Multiple sclerosis |
| <input type="checkbox"/> Broken bones/fractures | <input type="checkbox"/> Muscular dystrophy |
| <input type="checkbox"/> Bronchitis | <input type="checkbox"/> Neurological |
| <input type="checkbox"/> COPD | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Parkinson's Disease |
| <input type="checkbox"/> Development/growth problems | <input type="checkbox"/> Pneumonia |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Motor Vehicle Accident(s) |
| <input type="checkbox"/> Epilepsy/seizures | <input type="checkbox"/> Repeated infections |

6. PAST MEDICAL HISTORY (continued)

- | | |
|---|---|
| <input type="checkbox"/> Fibromyalgia | <input type="checkbox"/> Skin diseases |
| <input type="checkbox"/> Head injury | <input type="checkbox"/> Sleep apnea |
| <input type="checkbox"/> Headaches/migraines | <input type="checkbox"/> Sprain or strain |
| <input type="checkbox"/> Heart problems | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Thyroid problems |
| <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Trauma |
| <input type="checkbox"/> Hypertension | <input type="checkbox"/> Ulcer/stomach problems |
| <input type="checkbox"/> Infectious disease (eg TB) | <input type="checkbox"/> Whiplash |

7. SURGERY

Please list where/when you've been hospitalized or had surgery.

8. REPRODUCTIVE HEALTH

Have you ever experienced:

- Prostate disease
- Pregnancy/delivery complications
- Current pregnancy
- Endometriosis
- Menstrual trouble
- Other OB/GYN difficulties
- Pelvic inflammatory disease

If so, please describe: _____

9. CURRENT CONDITIONS / CHIEF COMPLAINT(S)

Please describe your problem _____

Date when current episode began: _____

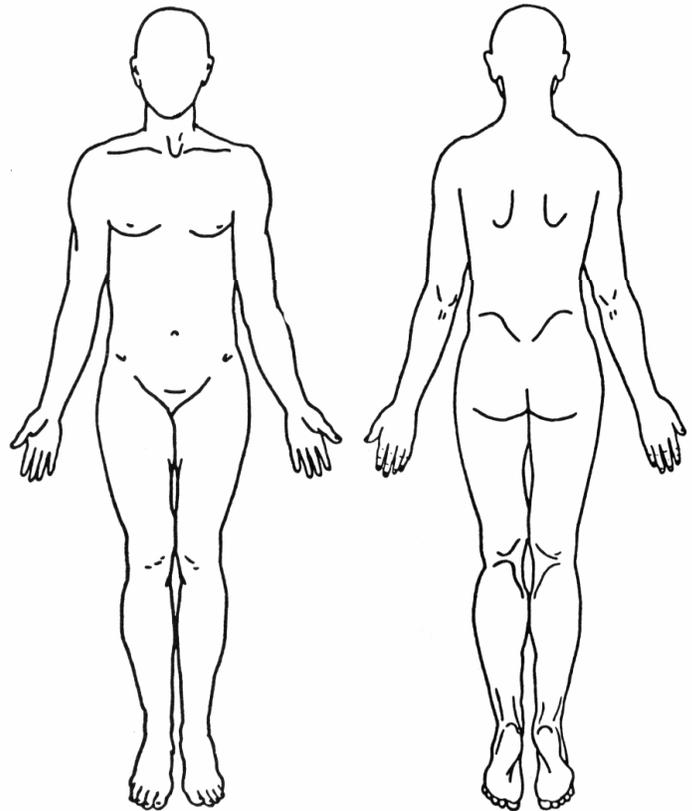
Does anything make the problem(s) better? _____

Does anything make the problem(s) worse? _____

OTHER CLINICAL TESTS in the past year:

- | | |
|---|--|
| <input type="checkbox"/> Angiogram | <input type="checkbox"/> Mammogram |
| <input type="checkbox"/> Arthroscopy | <input type="checkbox"/> MRI |
| <input type="checkbox"/> Biopsy | <input type="checkbox"/> Myelogram |
| <input type="checkbox"/> Blood tests | <input type="checkbox"/> Nerve conduction test |
| <input type="checkbox"/> Bone scan | <input type="checkbox"/> Pap smear |
| <input type="checkbox"/> Bronchoscopy | <input type="checkbox"/> Pulmonary function test |
| <input type="checkbox"/> CT scan | <input type="checkbox"/> Spinal tap |
| <input type="checkbox"/> Doppler ultrasound | <input type="checkbox"/> Stool test |
| <input type="checkbox"/> Echocardiogram | <input type="checkbox"/> Ultrasound |
| <input type="checkbox"/> EEG | <input type="checkbox"/> Urine test |
| <input type="checkbox"/> EKG | <input type="checkbox"/> X-rays |
| <input type="checkbox"/> EMG | <input type="checkbox"/> Other: |

Place an X to indicate where you feel pain:



Place an X on the scale below to indicate your worst pain in the last 24 hrs.

0 _____ 10
 No Pain Worst Pain Imaginable

10. SOCIAL HISTORY

Are there any customs/religious beliefs that may impact your care? Y N

Have you completed an advanced directive (e.g. CPR)? Y N

I am (check all that apply) a full time or part-time student

Job title/duties: _____

Is this a full duty or light duty position?

NAME _____ DATE _____
 TIME _____ AM/PM Initial Visit Discharge Visit

PROBLEM AREA (Please check one):

- Upper Extremity (A,D) Lower Extremity (B,F) Cervical/Thoracic (C,D) Lumbar (D,F) TMJ (C,E)

FUNCTIONAL INDEX

PART I: Answer all five sections in Part 1. Choose the one answer in each section that best describes your condition.

WALKING

- Symptoms do not prevent me walking any distance.
- Symptoms prevent me walking more than 1 mile.
- Symptoms prevent me walking more than 1/2 mile.
- Symptoms prevent me walking more than 1/4 mile.
- I can only walk using a stick or crutches.
- I am in bed most of the time and have to crawl to the toilet.

WORK

(Applies to work in home and outside)

- I can do as much work as I want to.
- I can only do my usual work, but no more.
- I can do most of my usual work, but no more.
- I cannot do my usual work.
- I can hardly do any work at all (only light duty).
- I cannot do any work at all.

PERSONAL CARE

(Washing, Dressing, etc.)

- I can manage all personal care without symptoms.
- I can manage all personal care with some increased symptoms.
- Personal care requires slow, concise movements due to increased symptoms.
- I need help to manage some personal care.
- I need help to manage all personal care.
- I cannot manage any personal care.

SLEEPING

- I have no trouble sleeping.
- My sleep is mildly disturbed (less than 1 hr. sleepless).
- My sleep is mildly disturbed (1–2 hrs. sleepless).
- My sleep is moderately disturbed (2–3 hrs. sleepless).
- My sleep is greatly disturbed (3–5 hrs. sleepless).
- My sleep is completely disturbed (5–7 hrs. sleepless).

RECREATION/SPORTS

(Indicate Sport if Appropriate _____)

- I am able to engage in all my recreational/sports activities without increased symptoms.
- I am able to engage in all my recreational/sports activities with some increased symptoms.
- I am able to engage in most, but not all of my usual recreational/sports activities because of increased symptoms.
- I am able to engage in a few of my usual recreational/sports activities because of my increased symptoms.
- I can hardly do any recreational/sports activities because of increased symptoms.
- I cannot do any recreational/sports activities at all.

ACUITY (Answer on initial visit.)

How many days ago did onset/injury occur? _____ days

PART II: Choose the one answer that best describes your condition in the sections designated by your therapist.

A. UPPER EXTREMITY

CARRYING

- I can carry heavy loads without increased symptoms.
- I can carry heavy loads with some increased symptoms.
- I cannot carry heavy loads overhead, but I can manage if they are positioned close to my trunk.
- I cannot carry heavy loads, but I can manage light to medium loads if they are positioned close to my trunk.
- I can carry very light weights with some increased symptoms.
- I cannot lift or carry anything at all.

DRESSING

- I can put on a shirt or blouse without symptoms.
- I can put on a shirt or blouse with some increased symptoms.
- It is painful to put on a shirt or blouse and I am slow and careful.
- I need some help but I manage most of my shirt or blouse dressing.
- I need help in most aspects of putting on my shirt or blouse.
- I cannot put on a shirt or blouse at all.

REACHING

- I can reach to a high shelf to place an empty cup without increased symptoms.
- I can reach to a high shelf to place an empty cup with some increased symptoms.
- I can reach to a high shelf to place an empty cup with a moderate increase in symptoms.
- I cannot reach to a high shelf to place an empty cup, but I can reach up to a lower shelf without increased symptoms.
- I cannot reach up to a lower shelf without increased symptoms, but I can reach counter height to place an empty cup.
- I cannot reach my hand above waist level without increased symptoms.

B. LOWER EXTREMITY

STAIRS

- I can walk stairs comfortably without a rail.
- I can walk stairs comfortably, but with a crutch, cane, or rail.
- I can walk more than 1 flight of stairs, but with increased symptoms.
- I can walk less than 1 flight of stairs.
- I can manage only a single step or curb.
- I am unable to manage even a step or curb.

UNEVEN GROUND

- I can walk normally on uneven ground without loss of balance or using a cane or crutches.
- I can walk on uneven ground, but with loss of balance or with the use of a cane or crutches.
- I have to walk very carefully on uneven ground without using a cane or crutches.
- I have to walk very carefully on uneven ground even when using a cane or crutches.
- I have to walk very carefully on uneven ground and require physical assistance to manage it.
- I am unable to walk on uneven ground.

■ C. CERVICAL/TMJ

CONCENTRATION

- I can concentrate fully when I want to with no difficulty
- I can concentrate fully when I want to with slight difficulty.
- I have a fair degree of difficulty in concentrating when I want to.
- I have a lot of difficulty in concentrating when I want to.
- I have a great deal of difficulty in concentrating when I want to.
- I cannot concentrate at all.

HEADACHES

- I have no headaches at all.
- I have slight headaches which come less than 3 per week.
- I have moderate headaches which come infrequently.
- I have moderate headaches which come 4 or more per week.
- I have severe headaches which come frequently.
- I have headaches almost all of the time.

READING

- I can read as much as I want without increased symptoms.
- I can read as much as I want with slight symptoms.
- I can read as much as I want with moderate symptoms.
- I cannot read as much as I want because of moderate symptoms.
- I can hardly read at all because of severe symptoms.
- I cannot read at all.

■ D. LUMBAR*/CERVICAL/UPPER EXTREMITY

DRIVING

- I can drive my car or travel without any extra symptoms.
- I can drive my car or travel as long as I want with slight symptoms.
- I can drive my car or travel as long as I want with moderate symptoms.
- I cannot drive my car or travel as long as I want because of moderate symptoms.
- I can hardly drive at all or travel because of severe symptoms.
- I cannot drive my car or travel at all.

LIFTING

- I can lift heavy weights without extra symptoms.
- I can lift heavy weights but it gives extra symptoms.
- My symptoms prevent me from lifting heavy weights but I manage if they are conveniently positioned. (e.g. on a table)
- My symptoms prevent me from lifting heavy weights but I manage light to medium weights if they are conveniently positioned.
- I can lift only very light weights.
- I cannot lift or carry anything at all.

PAIN INDEX

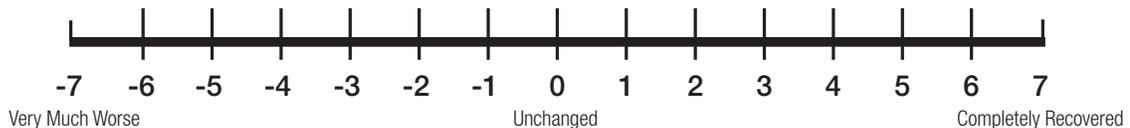
Please indicate the worst your pain has been in the last 24 hours on the scale below

No Pain  Worst Pain Imaginable

PLEASE DO NOT COMPLETE THE FOLLOWING SECTIONS ON FIRST VISIT

GLOBAL RATING OF CHANGE

With respect to the reason you sought treatment, how would you describe yourself now compared to your first treatment at our clinic?
(Circle one)



■ WORK STATUS (check most appropriate)

1. No lost work time
2. Return to work without restriction
3. Return to work with modification
4. Have not returned to work
5. Not employed outside the home

Work days lost due to condition: _____ days

I am aware that the information gathered on this form may be used anonymously for research or publication. Please initial: _____

■ E. TMJ

TALKING

- I can talk without any increased symptoms.
- I can talk as long as I want with slight symptoms in my jaws.
- I can talk as long as I want with moderate symptoms in my jaws.
- I cannot talk as long as I want because of moderate symptoms in my jaws.
- I can hardly talk at all because of severe symptoms in my jaws.
- I cannot talk at all.

EATING

- I can eat whatever I want without symptoms.
- I can eat whatever I want but it gives extra symptoms.
- Symptoms prevent me from eating regular food, but I can manage if I avoid hard foods.
- Symptoms prevent me from chewing anything other than soft foods.
- I can chew soft foods occasionally, but primarily adhere to a liquid diet.
- I cannot chew at all and maintain a liquid diet.

■ F. LUMBAR*/LOWER EXTREMITY

STANDING

- I can stand as long as I want without increased symptoms.
- I can stand as long as I want, but it gives me extra symptoms.
- Symptoms prevent me from standing for more than 1 hour.
- Symptoms prevent me from standing for more than 30 minutes.
- Symptoms prevent me from standing for more than 10 minutes.
- Symptoms prevent me from standing at all.

SQUATTING

- I can squat fully without the use of my arms for support.
- I can squat fully, but with symptoms or using my arms for support.
- I can squat 3/4 of my normal depth, but less than fully.
- I can squat 1/2 of my normal depth, but less than 3/4.
- I can squat 1/4 of my normal depth, but less than 1/2.
- I am unable to squat any distance due to symptoms.

SITTING

- I can sit in any chair as long as I like.
- I can only sit in my favorite chair as long as I like.
- My symptoms prevent me sitting more than 1 hour.
- My symptoms prevent me sitting more than 1/2 hour.
- My symptoms prevent me sitting more than 10 minutes.
- My symptoms prevent me from sitting at all.

* Lumbar questions adapted from Oswestry.

Pain Survey

Here are some of the things other patients have told us about their pain. For each statement please circle the number from 0 to 6 to indicate how much physical activities such as bending, lifting, walking or driving affect or would affect your pain.

| | Completely Disagree | | | Unsure | | | Completely Agree |
|---|------------------------|---|---|--------|---|---|---------------------|
| 1. Physical activity makes my pain worse. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Physical activity might harm my _____ (back, leg etc.) | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. I should not do physical activities which (might) make my pain worse. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. I cannot do physical activities which (might) make my pain worse. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |

The following statements are about how your normal work affects or would affect your pain.

| | Completely Disagree | | | Unsure | | | Completely Agree |
|--|------------------------|---|---|--------|---|---|---------------------|
| 5. My pain was caused by work or by an accident while working. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Work aggravated my pain. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. My work is too heavy for me. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. My work makes or would make my pain worse. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. My work might harm my _____ (back, leg etc.) | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 10. I should not do my regular work with my present pain. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 11. I do not think that I will be back to my normal work within 3 months. | 0 | 1 | 2 | 3 | 4 | 5 | 6 |

Name : _____ Date: _____



Treatment Consent

I hereby voluntarily consent to an initial evaluation and all further treatment provided by any Life's Work provider. I understand that I have the right to ask for detailed explanations of all aspects of my treatment. I understand that being a patient at Life's Work is voluntary and my case may be studied as part of a research database.

Release of Information Consent

I understand and consent that health information received or created in the course of the delivery of health care at Life's Work will be used or released for treatment, payment and health care operations as described in the "Notice of Privacy Practices". A copy of the "Notice of Privacy Practices" is posted in the clinic, and a copy is available at any time upon request.

Responsibility for Personal Property

I agree that Life's Work is not responsible for my personal items

Statement of Financial Policy

At Life's Work Physical Therapy, we understand that the various payment systems for healthcare services can be confusing. The following information is provided to help you understand our financial policies. As a patient at Life's Work, you will hear financial terms like co-payments, co-pays, co-insurance, deductibles and balance due. If you ever have a question about the cost of services or what you may owe, please let us know.

General Policies

Patients are responsible for prompt payment of their co-pays, deductibles and any balances due on bills. Co-pays are due at the time of service. If there ever comes a time when you would need to make payment arrangements, please contact us. We are happy to set payment arrangements for your balance due. A \$20.00 rebilling fees will be accrued monthly for balances over 30 days past due. * see payment options handout for details.

Insurance

We ask that you provide current and accurate insurance information at each visit. Keep in mind that your insurance policy is a contract between you and your insurance company. As part of Life's Work Physical Therapy, we will file your insurance claim directly to your insurance plan. However, primary responsibility for the account is yours. If your insurance plan does not pay the practice within a reasonable period or we do not have current insurance information on file, we will look to you for payment. Not all insurance plans cover all services. In the event your insurance plan determines a service is 'not covered' you will be responsible for the complete charge.

- Medicare – We accept assignment for Medicare. If you have supplemental and/or secondary insurance, please provide that information and we will bill for you
- Workers' Compensation – We will need the name of your insurance carrier, the date of injury, your employer and claim number, if available.
- Motor Vehicle Accident - We will need the name of your insurance carrier, the date of accident and claim number, if available.

Other Terms

- Checks returned for insufficient funds will be subject to a \$25.00 service fee
- Your prompt payment will be appreciated. If you maintain any unpaid balances exceeding 120 days and you have not made payment arrangements with us, we reserve the right to turn your account over to an outside collection agency. If we do so, we will charge a processing fee of \$100.00. If it is necessary to assign your account to an outside collection agency and/or attorney, you will be responsible for attorney fees and expenses incurred in collecting all sums not paid when due, whether or not litigation is actually commenced, as well as all attorney fees and costs on appeal

Cancellation Policy

Patients who provide less than 24 hours notice of cancellation may be charged directly \$35.00 for the first late cancellation. Future late cancellations or no-shows require full payment for the visit or \$125.00. These fees will not be billed to your insurance; it is your responsibility and will need to be paid in full before your next visit. Patients who frequently fail to notify us of cancellation within 24 BUSINESS hours may be removed from the schedule at the discretion of the staff.

Signature of Patient or Patient's Legal Representative

Date

Print Name

Relationship to Patient



Payment Options:

Option 1:

Keep a Credit Card on file. This credit card will be charged for co-payments at the time of service as well as co-insurances, deductibles as well as total visit charges that are deemed to be patient responsibility once insurance has paid on each claim, a receipt will be emailed to the patient at the time of payment.

Option 2:

Pay balance in full at time of each visit. Which may include co-payment, co insurances, deductibles or patient responsibility once the insurance has been processed the claims.

Option 3:

An "auto pay" can be set up which bills a flat amount every: one week, two weeks, bi-weekly, or monthly until a specified amount is paid in reached . (ie.. \$100.00 every two weeks until the total of \$600.00 is reached).

All payments are due within 30 days. A \$20.00 rebilling fee will be applied to all balances older than 30 days, in addition, \$20.00 rebilling fees will be applied for each month the patient carries a balance.

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If options 1, 2 or 3 are not complied with and/or the patient has not made payment arrangements with the Office Manager, the Physical Therapist will not be able to continue to provide care and all future appointments will need to be cancelled.

Payment plans are subject to the \$20.00 per month Rebilling fee and terms are not intended to be extended beyond 60 days.

If balance on account gets beyond 120 days in a past due status the account will be reviewed considered for collections.

## **NOTICE OF PATIENT 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 READ IT CAREFULLY

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatments. This information is often referred to as your health or medical records and serves as a:

- Basis of planning your care and treatment
- Means of communication among the health professionals participating in your care
- Legal document describing the care you received
- Means by which you or a third-party payer can certify that the services billed were actually provided
- A source of information for public health officials charged with improving the health of the nation
- A tool with which we can assess and continually work on to improve the care we deliver and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to ensure its accuracy; make more informed decisions when authorizing disclosure to others; and better understand who, what, when, where, and why others may access your health information.

### **Understanding Your Health Information Rights**

Although your health record is the physical property of the healthcare provider, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information (45 CFR 164.522)
- Obtain a paper copy of the notice of information practices upon request
- Inspect and obtain a copy of your health record (45 CFR 164.524)
- Request to amend your health record (45 CFR 164.528)
- Obtain an accounting of disclosures of your health information (45 CFR 164.528)
- Request communications of your health information by alternative means or at alternative locations
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

### **Our Responsibilities**

We are required to:

- Maintain privacy of your health information
- Provide you with a notice as to our legal duties & privacy practices with respect to your information
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction on disclosure or amendment to your record
- Accommodate reasonable requests you may have to communicate health information by alternative means or locations

We reserve the right to change our practices and to make the changes effective for all protected health information we maintain. If our information practices change, we will notify you the next time you come to our office for treatment.

If you have questions and would like additional information, you may contact our Privacy Officer at (503) 295-2585. If you believe your privacy rights have been violated, you can file a complaint with the Privacy Officer or with the secretary of Health and Human Services. We will not retaliate if you file a complaint.

### **Examples of Disclosures for Treatment, Payment and Health Operations**

**We will use and disclose your health information for treatment.** For example, information obtained by us will be recorded in your record and used to determine the course of treatment that should work best for you. Members of your healthcare team will then record the actions they took and their observations. In that way, your physicians and other providers will know how you are responding to treatment. Copies of these records, as well as other reports will be provided to other providers participating in your care to assist them in treating you if you are referred to them for consultation.

**We will use and disclose your health information for payment.** For example, a bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used. Additionally, we may be required to forward additional information to substantiate the medical necessity of the care delivered and that the care for which the claim was submitted was actually delivered. Further, we may disclose health information to the extent authorized and to the extent necessary to comply with workers compensation or other similar programs established by law.

**We will use your health information for regular health operations.** For example, members of our quality improvement team may use the information in your health record to assess the care and outcomes in your case and others like it. The information will then be used to continually improve the quality & effectiveness of the healthcare and service we provide.

**Business Associates:** There may be at some point in time services provided in our organization through contracts with business associates. Examples could include services by laboratories, copy services, and transcription services. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do. However, to protect your health information we require the business associate to appropriately safeguard your information.

**Notification:** We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, of your location and general condition.

**Family Communication:** After careful judgment, we may disclose to a family member or other person you designate, health information relevant to that person's involvement in your care or payment related to your care.

**Food and Drug Administration (FDA):** We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

**Public Health:** As required by law, we may disclose health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

**Law Enforcement and Correctional Institution:** We may disclose health information for law enforcement purposes as required by law. Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority, provided that we or our business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers, or the public.

EFFECTIVE DATE: April 1, 2003

NPP Form 4/1/03