

Patient Demographics			TODAY'S DATE ___ / ___ / ___ MM DD YYYY
FIRST NAME (LEGAL NAME)	LAST NAME	MI <input type="checkbox"/> N/A	GENDER AT BIRTH <input type="checkbox"/> Female <input type="checkbox"/> Male
STREET ADDRESS		BIRTH DATE ___ / ___ / ___ MM DD YYYY	
CITY	STATE	ZIP CODE	
HOME PHONE <input type="checkbox"/> N/A () -	CELL PHONE <input type="checkbox"/> N/A () -	WORK PHONE <input type="checkbox"/> N/A () -	
EMAIL ADDRESS:			
<input type="checkbox"/> I would like to receive newsletter updates from Therapeutics Clinical Research.			
Preferred contact method: <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Other _____			
<input type="checkbox"/> Messages may be left on voice mail or answering machine			
Employment information			
OCCUPATION <input type="checkbox"/> N/A	EMPLOYER: <input type="checkbox"/> N/A - <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Other:		
Emergency Contact Information			
EMERGENCY CONTACT NAME		RELATIONSHIP	
PHONE NUMBER <input type="checkbox"/> Work or <input type="checkbox"/> Home () -	CELL PHONE <input type="checkbox"/> N/A () -		
Ethnicity (PLEASE CHECK ONE)		Race (PLEASE CHECK AT LEAST ONE, OR MORE IF APPLICABLE)	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	
Study History			
Have you ever been in a research study before? <input type="checkbox"/> No <input type="checkbox"/> Yes Date of completion: ___ / ___ / ___ MM YYYY		Are you currently participating in any study? <input type="checkbox"/> No <input type="checkbox"/> Yes	
		- FOR OFFICE USE ONLY - <input type="checkbox"/> Phone# Check <input type="checkbox"/> Photo I.D. Check	
PATIENT SIGNATURE:		DATE:	

T H E R A P E U T I C S

— CLINICAL RESEARCH —

Patient Medical History	PATIENT NAME: _____	TODAY'S DATE ____ / ____ / ____ MM DD YYYY
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FEMALES ONLY – PLEASE COMPLETE ♀

Menstrual Status

have never menstruated

menstruating - last menstrual period start date: ____ / ____ / ____
MM DD YYYY

postmenopausal – date of last menstrual period: ____ / ____
MM YYYY

hysterectomy – Year of surgery: ____ / ____
MM YYYY

Your Birth Control (please check all that apply)

abstinent/not sexually active IUD diaphragm/cervical cap tubal ligation

birth control pills – name/brand: _____
Start Date: ____ / ____
MM YYYY

Depo-Provera – Last injection: ____ / ____
MM YYYY

postmenopausal

other, specify: _____

Your Partner's Birth Control (please check all that apply)

condom spermicide vasectomy other, specify: _____

- OR -

MALES ONLY – PLEASE COMPLETE ♂

Your Birth Control (please check all that apply)

abstinent/not sexually active condom spermicide vasectomy

other, specify: _____

Your Partner's Birth Control (please check all that apply)

birth control pill diaphragm/cervical cap IUD tubal ligation hysterectomy

postmenopausal other, specify: _____

Dermatology History None

Do you have, or have you had, any of the following: (please check all that apply)

<input type="checkbox"/> Acne	<input type="checkbox"/> Nail Fungus	<input type="checkbox"/> Skin Cancer
<input type="checkbox"/> Eczema (<i>atopic dermatitis</i>)	<input type="checkbox"/> Rosacea	<input type="checkbox"/> Basal Cell
<input type="checkbox"/> Excessive sweating	<input type="checkbox"/> Pre-cancers (<i>actinic keratosis</i>)	<input type="checkbox"/> Squamous Cell
<input type="checkbox"/> Hair Loss	<input type="checkbox"/> Psoriasis	<input type="checkbox"/> Melanoma
	<input type="checkbox"/> Seborrheic Keratosis	<input type="checkbox"/> Sun Damage

Other, specify in comments

Comments: _____

Patient Name: _____

General Health History None

Do you have, or have you had, any of the following: (please check all that apply)

<p>Allergies</p> <p><input type="checkbox"/> Allergy, environmental/seasonal</p> <p><input type="checkbox"/> Allergy to medication</p> <p><input type="checkbox"/> Anaphylaxis</p> <p>Blood</p> <p><input type="checkbox"/> Anemia</p> <p><input type="checkbox"/> Blood transfusion</p> <p>Endocrine</p> <p><input type="checkbox"/> Diabetes</p> <p><input type="checkbox"/> Thyroid problems</p> <p>Infection</p> <p><input type="checkbox"/> AIDS/HIV</p> <p><input type="checkbox"/> Hepatitis, type: _____</p> <p><input type="checkbox"/> Herpes</p> <p><input type="checkbox"/> Shingles</p> <p><input type="checkbox"/> Tuberculosis</p> <p>Lung/Respiratory</p> <p><input type="checkbox"/> Asthma</p> <p><input type="checkbox"/> Emphysema/COPD</p>	<p>Neuro/Head</p> <p><input type="checkbox"/> Epilepsy or seizures</p> <p><input type="checkbox"/> Glaucoma</p> <p><input type="checkbox"/> Headaches</p> <p><input type="checkbox"/> Insomnia</p> <p><input type="checkbox"/> Stroke</p> <p>Cardiovascular/Heart</p> <p><input type="checkbox"/> Arrhythmia</p> <p><input type="checkbox"/> Artificial Heart Valves</p> <p><input type="checkbox"/> Cardiovascular/Heart Disease</p> <p><input type="checkbox"/> Heart attack</p> <p><input type="checkbox"/> Heart stents</p> <p><input type="checkbox"/> High blood pressure</p> <p><input type="checkbox"/> High cholesterol</p> <p>Joints</p> <p><input type="checkbox"/> Arthritis, type: _____</p> <p><input type="checkbox"/> Artificial Joints</p> <p><input type="checkbox"/> Back Problems</p> <p><input type="checkbox"/> Gout</p>	<p>GI</p> <p><input type="checkbox"/> Gastrointestinal disease</p> <p><input type="checkbox"/> GERD/reflux</p> <p>Mental Health</p> <p><input type="checkbox"/> Depression</p> <p><input type="checkbox"/> Psychiatric illness (other than depression)</p> <p><input type="checkbox"/> Chemical dependence/addiction</p> <p>Other</p> <p><input type="checkbox"/> Autoimmune disease</p> <p><input type="checkbox"/> Cancer (other than skin)</p> <p><input type="checkbox"/> Chemotherapy/Radiation</p> <p><input type="checkbox"/> Cold sores/fever blisters</p> <p><input type="checkbox"/> Kidney disease</p> <p><input type="checkbox"/> Liver disease</p> <p><input type="checkbox"/> Surgery(ies)</p>
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Other, specify in comments

Comments: _____

Substance Use

<p>Tobacco Use</p> <p><input type="checkbox"/> Never used</p> <p><input type="checkbox"/> Current use - <input type="checkbox"/> Regular use <input type="checkbox"/> Social use</p> <p><input type="checkbox"/> Prior use - Quit date: _____ / _____ mo / year</p>	<p>Cannabis Use</p> <p><input type="checkbox"/> Never used</p> <p><input type="checkbox"/> Current use - <input type="checkbox"/> Regular use <input type="checkbox"/> Social use</p> <p><input type="checkbox"/> Prior use - Quit date: _____ / _____ mo / year</p>
<p>Alcohol Use</p> <p><input type="checkbox"/> Never used</p> <p><input type="checkbox"/> Current use - # of drinks/week: _____</p> <p><input type="checkbox"/> Prior use - Quit date: _____ / _____ mo / year</p>	<p>Other Drug Use</p> <p><input type="checkbox"/> Never used</p> <p><input type="checkbox"/> Current use - <input type="checkbox"/> Regular use <input type="checkbox"/> Social use</p> <p><input type="checkbox"/> Prior use - Quit date: _____ / _____ mo / year</p>

Cosmetic Treatment History None

Do you have, or have you had, any of the following: (please check all that apply)

<p><input type="checkbox"/> Botox - Location: _____ Date: _____</p> <p><input type="checkbox"/> Dermal fillers (ie. collagen, Restylane, Juvederm) Date: _____</p> <p><input type="checkbox"/> Cosmetic surgery (ie. eye lift, breast augment.) Date: _____</p>	<p><input type="checkbox"/> Chemical peel Date: _____</p> <p><input type="checkbox"/> Laser/Light treatments Date: _____</p> <p><input type="checkbox"/> Other: _____ Date: _____</p>
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Patient Name: _____

Medication List (please list all of your current medications and supplements)		<input type="checkbox"/> None
	Medications and Supplements	Reason For Taking
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Physician Contact			
Do you have a Primary Care physician? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide the contact information below:			
PHYSICIAN'S NAME		TELEPHONE NUMBER	
		() -	
STREET ADDRESS		CITY	STATE ZIP CODE

Patient Signature (or Parent / Legal Guardian's Signature if patient is a minor)	

Patient Printed Name	

Patient Signature (or Parent/Legal Guardian Signature)	Date
_____	_____

NOTICE OF PRIVACY PRACTICES

I. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU GENERATED AT THERAPEUTICS CLINICAL RESEARCH MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

II. WE HAVE A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION (PHI).

We are legally required to protect the privacy of your health information. We call this information "protected health information" or "PHI" for short. It includes information that can be used to identify you. PHI includes information that we have created or received about your past, present, or future health condition, the provision of health care to you, or the payment for this health care. We are required to provide you with this notice about our privacy practices. It explains how, when, and why we use and disclose your PHI. With some exceptions, we may not use or disclose any more of your PHI than is necessary to accomplish the purpose of the use or disclosure. We are legally required to follow the privacy practices that are described in this notice.

We reserve the right to change the terms of this notice and our privacy policies at any time. Any changes will apply to the PHI we already have. Whenever we make an important change to our policies, we will promptly change this notice and post a new notice in the waiting room. You can also request a copy of this notice from the contact person listed in Section VI below at any time.

III. HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION.

We use and disclose health information for many different reasons. For some of these uses or disclosures, we need your specific authorization. Below, we describe the different categories of uses and disclosures.

A. Uses and Disclosures Which Do Not Require Your Authorization.

We may use and disclose your PHI without your authorization for the following reasons:

1. **For treatment.** We may disclose your PHI to hospitals, physicians, nurses, and other health care personnel in order to provide, coordinate or manage your health care or any related services, except where the PHI is related to HIV/AIDS, genetic testing, or federally funded drug or alcohol abuse treatment facilities, or where otherwise prohibited pursuant to State or Federal law. For example, we may disclose PHI to a pharmacy to fill a prescription, or to a laboratory to order a blood test.
2. **To obtain payment for treatment.** We may use and disclose your PHI in order to bill and collect payment for the treatment and services provided to you. For example, we may provide portions of your PHI to our billing service and your health plan to get paid for the health care services we provided to you. We may also disclose patient information to another provider involved in your care for the other provider's payment activities. For example we may disclose your demographic information to a dermatopathology lab for payment of their services.
3. **For health care operations.** We may disclose your PHI, as necessary, to operate this facility and provide quality care. For example, we may use your PHI in order to evaluate the quality of health care services that you received or to evaluate the performance of the health care professionals who provided

health care services to you. We may also provide your PHI to our accountants, attorneys, consultants, and others in order to make sure we're complying with the laws that affect us.

4. **When a disclosure is required by federal, state or local law, judicial or administrative proceedings, or law enforcement.** For example, we may disclose PHI when a law requires that we report information to government agencies and law enforcement personnel about victims of abuse, neglect, or domestic violence; when dealing with gunshot or other wounds; for the purpose of identifying or locating a suspect, fugitive, material witness or missing person; or when subpoenaed or ordered in a judicial or administrative proceeding.
5. **For public health activities.** For example, we may disclose PHI to report information about births, deaths, various diseases, adverse events and product defects to government officials in charge of collecting that information; to prevent, control, or report disease, injury or disability as permitted by law; to conduct public health surveillance, investigations and interventions as permitted or required by law; or to notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease as authorized by law.
6. **For health oversight activities.** For example, we may disclose PHI to assist the government or other health oversight agency with activities including audits; civil, administrative, or criminal investigations, proceedings or actions; or other activities necessary for appropriate oversight as authorized by law.
7. **To coroners, funeral directors, and for organ donation.** We may disclose PHI to organ procurement organizations to assist them in organ, eye, or tissue donations and transplants. We may also provide coroners, medical examiners, and funeral directors necessary PHI relating to an individual's death.
8. **For research purposes.** In certain circumstances, we may provide PHI in order to conduct medical research, although currently we have no relationships with outside organizations to which this would apply.
9. **To avoid harm.** In order to avoid a serious threat to the health or safety of you, another person, or the public, we may provide PHI to law enforcement personnel or persons able to prevent or lessen such harm.
10. **For specific government functions.** We may disclose PHI of military personnel and veterans in certain situations. We may also disclose PHI for national security and intelligence activities.
11. **For workers' compensation purposes.** We may provide PHI in order to comply with workers' compensation laws.
12. **Appointment reminders and health-related benefits or services.** We may use PHI to provide appointment reminders or give you information about treatment alternatives, or other health care services or benefits we offer. Please let us know if you do not wish to have us contact you for these purposes, or if you would rather we contact you at an alternative telephone number or address.

B. Uses and Disclosures Where You to Have the Opportunity to Object:

- 1. Disclosures to family, friends, or others.** We may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part.
- 2. Services Paid in Full "Out of Pocket."** If you have paid for services "out of pocket," in full, and you request in writing that we not disclose PHI related solely to those services to a health plan, we will accommodate your request, except where we are required by law to make a disclosure

C. All Other Uses and Disclosures Require Your Prior Written Authorization. Other than as stated above, we will not disclose your PHI without your written authorization. You can later revoke your authorization in writing except to the extent that we have taken action in reliance upon the authorization.

D. Incidental Uses and Disclosures. Incidental uses and disclosures of information may occur. An incidental use or disclosure is a secondary use or disclosure that cannot reasonably be prevented, is limited in nature, and that occurs as a by-product of an otherwise permitted use or disclosure. However, such incidental uses or disclosures are permitted only to the extent that we have applied reasonable safeguards and do not disclose any more of your PHI than is necessary to accomplish the permitted use or disclosure. For example, disclosures about a patient within the office that might be overheard by persons not involved in your care would be permitted.

IV. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI.

You have the following rights with respect to your PHI:

A. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to request in writing that we limit how we use and disclose your PHI. You may not limit the uses and disclosures that we are legally required to make. We will consider your request but are not legally required to accept it. If we accept your request, we will put any limits in writing and abide by them except in emergency situations. Under certain circumstances, we may terminate our agreement to a restriction.

B. The Right to Choose How We Send PHI to You. You have the right to ask that we send information to you at an alternate address (for example, sending information to your work address rather than your home address) or by alternate means (for example, via e-mail instead of regular mail). We must agree to your request so long as we can easily provide it in the manner you requested.

C. The Right to See and Get Copies of Your PHI. In most cases, you have the right to look at or get copies of your PHI that we have, but you must make the request in writing. If we don't have your PHI but we know who does, we will tell you how to get it. We will respond to you within 30 days after receiving your written request. In certain situations, we may deny your request. If we do, we will tell you, in writing, our reasons for the denial and explain your right to have the denial reviewed.

If you request a copy of your information, we may charge you a reasonable fee for the costs of copying, mailing or other costs incurred by us in complying with your request. Instead of providing the PHI you requested, we may provide you with a summary or explanation of the PHI as long as you agree to that and to the cost in advance.

D. The Right to Get a List of the Disclosures We Have Made. You have the right to get a list of instances in which we have disclosed your PHI. The list will not include uses or disclosures made for purposes of treatment, payment, or health care operations, those made pursuant to your written authorization, or those made directly to you or your family. The list also won't include uses and disclosures made for national security purposes, to corrections or law enforcement personnel, or prior to April 14, 2003.

We will respond within 60 days of receiving your written request. The list we will give you will include disclosures made in the last six years unless you request a shorter time. The list will include the date of the disclosure, to whom PHI was disclosed (including their address, if known), a description of the information disclosed, and the reason for the disclosure. We will provide one (1) list during any 12-month period without charge. Subsequent requests may be subject to a reasonable cost-based fee.

E. The Right to Correct or Update Your PHI. If you believe that there is a mistake in your PHI or that a piece of important information is missing, you have the right to request, in writing, that we correct the existing information or add the missing information. You must provide the request and your reason for the request in writing. We will respond within 60 days of receiving your request in writing. We may deny your request if the PHI is (i) correct and complete, (ii) not created by us, (iii) not allowed to be disclosed, or (iv) not part of our records. Our written denial will state the reasons for the denial and explain your right to file a written statement of disagreement with the denial. If you don't file one, you have the right to have your request and our denial attached to all future disclosures of your PHI. If we approve your request, we will make the change to your PHI, tell you that we have done it, and tell others that need to know about the change to your PHI.

F. The Right to Get This Notice by E-Mail. You have the right to get a copy of this notice by e-mail. Even if you have agreed to receive notice via e-mail, you also have the right to request a paper copy of this notice.

G. The Right to Be Notified of a Breach of PHI. You have the right to be advised if your unprotected PHI is intentionally or unintentionally disclosed.

V. HOW TO COMPLAIN ABOUT OUR PRIVACY PRACTICES.

If you think that we may have violated your privacy rights, or you disagree with a decision we made about access to your PHI, you may file a complaint with the person listed in Section VI below. You also may send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Ave., S.W.; Room 615F; Washington, DC 20201. We will take no retaliatory action against you if you file a complaint about our privacy practices.

VI. PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT OUR PRIVACY PRACTICES.

If you have any questions about this notice or any complaints about our privacy practices, or would like to know how to file a complaint with the Secretary of the Department of Health and Human Services, please contact Privacy Officer, 9025 Balboa Ave, Suite 105, San Diego, CA 92123. Phone: 858-571-6800; Fax: 858-571-6801. E-mail: bparker@therapeuticsresearch.com.

VII. EFFECTIVE DATE OF THIS NOTICE

This notice is effective April 14, 2003.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

***** YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS ACKNOWLEDGEMENT*****

I, _____, have been given the opportunity to read a copy of this office's Notice of Privacy Practices. I also understand that I have the right to request a copy of the Notice of Privacy Practice for my records.

DATE: _____ SIGNATURE: _____

RELEASE OF INFORMATION

In the event that Therapeutics Clinical Research is unable to reach me by phone, I authorize the release of information regarding appointments, surgery times or pathology/lab results to:

_____ I do not authorize release of information to anyone except me personally

_____ I authorize release of information regarding appointments, surgery times and pathology/lab results to:

Name: _____ Relationship: _____ Phone#: _____

BILLING AND INSURANCE

Responsible Party		Home Phone	
Address, City, State, Zip		Employer	Work Phone
Relationship of Patient to Responsible Party: Self Spouse Dependent			
Primary Insurance	Cardholder	Group and/or ID Number	
Secondary Insurance	Cardholder	Group and/or ID Number	

AUTHORIZATIONS

Authorization to Release Information: I authorize the release of any information necessary to process my insurance. I also authorize the release of any information acquired in the course of my examination or treatment to any other physician(s) involved in my case.

Authorization to Pay Benefits: I authorize my insurance company to pay Therapeutics Clinical Research directly for all surgical and/or medical benefits.

Insurance Authorization: I understand this is a lifetime signature authorization.

DATE: _____ SIGNATURE: _____

FOR OFFICE USE ONLY

We attempted to obtain written acknowledgement of receipt of our Notice Privacy Practice, but acknowledgement could not be obtained due to the following:

_____ Individual refused to sign

_____ Communication barriers prohibited obtaining the acknowledgement

_____ An emergency situation prevented us from obtaining acknowledgement

Other: _____

_____ Practice Representative

_____ Date

FINANCIAL POLICY

Thank you for choosing our practice! We are committed to the success of your medical treatment and care. Please understand that payment of your bill is part of this treatment and care. Please initial each of the following numbered items regardless of coverage/payment options (i.e. Commercial insurance, Cash Pay, etc.)

1. _____ If we participate with the insurance plan under which you are covered, we will bill the carrier for all charges for services rendered. We will bill both primary and secondary insurance plans.
2. _____ You will be responsible at the time of service for the payment of items such as: annual deductibles, co-pays, charges for non-covered procedures or cosmetic services.
3. _____ In the event that a charge is not covered by your plan, you will be billed for the balance after we obtain a denial from your insurance carrier. Please be advised that anything not covered by insurance is separate from your office co-pay and is subject to your deductible. When possible, we will attempt to contact your insurance to verify your benefits, but in the event we are unable to reach them, you will be responsible for your co-pay as well as payment for any procedures performed.
4. _____ We are a Medicare participating provider therefore we will bill Medicare directly. You will be responsible for deductibles or co-pays or charges for non-covered or cosmetic services. You will be asked to sign an Advance Beneficiary Notice in the event that a service is provided that is not covered by Medicare.
5. _____ If you do not have health insurance, payment is expected in full at the time of service.
6. _____ The patient is ultimately responsible for knowing their covered insurance plan and deductible for out of pocket expenses.
7. _____ Accounts more than 90 days past their due date may be sent to collections.
8. _____ We kindly request that you give us 24 hours advance notice if you are unable to keep your appointment. Failure to provide notification to our office 24 hours in advance will result in a \$35.00 missed appointment fee. This fee is not covered by your insurance plan and will be billed to you directly.
9. _____ Co-pays are due at the time of visit. If you do not have the co-pay we will reschedule your appointment to another day.

If you have any questions, please do not hesitate to ask our clinic staff. We are here to assist you in any way possible. Your signature below signifies that you understand and agree to our financial policy and your responsibility regarding charges incurred in this office.

Please read this entire notice carefully. Ask us to explain anything you do not understand. Even if you elect to Self-Pay, all of the financial policy must be initialed in the event you decide to change from Self-Pay to Commercial Insurance at a certain point during your care.

Patient Signature (or if minor: Guardian Signature)

Date