



39th and Market Street, Penn Presbyterian Medical Center, MOB 340
Philadelphia, PA 19104
215-662-9775

823 South 9th Street, 1st Floor
Philadelphia, PA 19147
267-239-2725

Last Name _____ First Name _____ MI _____

SS# _____ DOB _____

E-Mail address _____

Address _____

City _____ State _____ Zip _____

Best Phone# _____ (home/ work/ cell)

Alternate # _____ (home/ work/ cell)

Race _____ Ethnicity (Hispanic/non-Hispanic) _____ DECLINE

Preferred Language _____ Gender _____ Marital Status _____

Employer _____ Occupation _____

Pharmacy Name _____ Pharmacy Phone # _____

Emergency Contact

Name _____ Phone # _____ Relationship _____

Address _____

Insurance Information: Please provide a copy of your insurance card

Insurance Subscriber (if not self): _____ **Subscriber DOB:** _____

Subscriber

Address _____ **Relationship** _____

Are you capitated to a certain lab? _____

Referral Information

Referred BY (circle) Doctor _____ Website Insurance PENN Referral Line

Primary Care/ Family Doctor _____ Phone # _____

*I hereby authorize the release of medical information necessary for the processing of my medical/ laboratory claims. I authorize payment to Gynecology Specialists of Philadelphia LLC. I take full responsibility for payment for all services rendered. A photocopy of this authorization is as valid as the original.

* I have received a copy of GSP Privacy & Office Policies. I have read and agree to comply with these policies.

Patient Signature _____ Date _____



Name _____ DOB _____

Medical History: Have you had the following?

- | | | |
|--|--|---|
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Heart Attack | <input type="checkbox"/> Depression |
| <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Stroke | <input type="checkbox"/> Anxiety |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Blood Clot (lung) | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Blood Clot (leg) | <input type="checkbox"/> Migraines |
| <input type="checkbox"/> Hyperthyroidism | <input type="checkbox"/> Bowel Obstruction | <input type="checkbox"/> Kidney Failure |
| <input type="checkbox"/> Hypothyroidism | <input type="checkbox"/> Crohn's Disease | <input type="checkbox"/> Kidney Stones |
| <input type="checkbox"/> Breast Cancer | <input type="checkbox"/> Ulcerative Colitis | <input type="checkbox"/> Sarcoidosis |
| <input type="checkbox"/> Cervical Cancer | <input type="checkbox"/> Irritable Bowel (IBS) | <input type="checkbox"/> Sickle Cell Disease |
| <input type="checkbox"/> Ovarian Cancer | <input type="checkbox"/> GERD (Acid Reflux) | <input type="checkbox"/> Lupus |
| <input type="checkbox"/> Uterine Cancer | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Rheumatoid Arthritis |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hepatitis C | <input type="checkbox"/> Gallstones |
| <input type="checkbox"/> Sjogren's syndrome | <input type="checkbox"/> Emphysema | <input type="checkbox"/> Anorexia/ Bulimia |
| <input type="checkbox"/> Other _____ | | |

Surgical History: Please list name and date of procedure if possible

Medications:

Name	Dose	Times per day

Allergies: _____ **No Known / Unknown**



Name _____ DOB _____

Chief Complaint/ Reason for Visit:

Gynecologic History:

First day of your last period _____

Date of your last GYN exam _____ Any abnormal pap tests? Yes/ No

Date of last mammogram _____ Any abnormal mammograms? Yes/ No

Have you had 3 Gardasil Vaccines? Yes/ No

List any GYN problems you have or had in the past (i.e. Fibroids, endometriosis, PID, cysts, ETC)

Contraceptive History:

What are you using for birth control? Circle all that apply

None tubal ligation vasectomy pills Nuva Ring condoms IUD Other

Any problems with contraception now or in the past? _____

Obstetrical History:

How many pregnancies have you had? _____

How many children delivered? _____ Vaginal or C-Section

Miscarriages _____ Abortions _____ Ectopic or Tubal Pregnancies _____

Family History:

Does anyone in your family have cancer? Yes/ No

Please list who has/ had cancer and what type:

Social History:

Do you smoke? Yes/ No Drink alcohol? Yes/ No Use other drugs? Yes/ No Caffeine? Yes/ No

Are you sexually active? Yes/ No If yes, with men women both

Have you ever had a sexually transmitted disease (STD)? Yes/ No

If yes, what did you have? _____ Were you treated? Yes/ No



Gynecology Specialists
of Philadelphia

OFFICE POLICIES

There are many practices you could have chosen for your gynecologic care. We would like to take the time to thank you for choosing Gynecology Specialists of Philadelphia. It is our desire to provide personalized, compassionate, top-notch care to all of our patients and understand it is important that you play an active role in their health care. To that end, we believe our patients should have a full understanding of our office policies, expectations and procedures so as to optimize your experience with us. Please take time to read the information outlined below.

Our office accepts routine phone calls from 8:30 am – 4:15 pm Monday-Thursday and 8:30 am – 2:30 pm on Friday. Please make non-emergency calls during these hours so that we have access to your medical records and can better serve you.

INSURANCE: There are numerous insurance plans available therefore, it's impossible for our staff to know the covered benefits of each plan. It is YOUR responsibility to know and understand the policies and benefits of your plan including referrals, authorizations, co-payments, deductibles, covered hospitals, labs and x-ray (radiology) facilities.

APPOINTMENTS: We will make every effort to schedule your appointment in an appropriate time frame. **YEARLY WELL-WOMAN EXAMS** will be scheduled within **ONE TO THREE MONTHS** of calling. Scheduling these routine exams in that time frame is important in order to allow patients with urgent medical needs to be seen in a shorter time frame. If you are due for your well-woman exam and have an urgent problem, we will make **two** appointments for you – an **earlier** appointment for the **problem** and a **later** appointment for the **well-woman exam**.

Due to the nature of our practice, we occasionally need to reschedule an appointment you have made and appreciate your understanding should this be the case. We ask that you give 24 hours notice if you need to reschedule.

FIRST TIME OFFICE VISITS: Please arrive 15 minutes early for your appointment to allow enough time to complete your registration forms. Please bring a list of all current medications. If this is a consult, please be sure your referral has been sent (if required) and bring any appropriate reports and lab results.

LABORATORY: All lab tests performed in the office (pap smears, cultures, biopsies) are processed and billed to you by outside laboratories. We do not draw blood at our office. We will provide you a lab slip and bloodwork should be done at Quest or LabCorp according to your insurance coverage.



TEST RESULTS: Some test results may be reviewed with you over the phone. Others may require a follow up appointment to discuss. **This decision is made at the discretion of your provider.**

****Most results take approximately 2-3 weeks to return to our office – this includes pap smears, cultures, blood work, biopsies and most radiology studies including routine mammograms. If you have not heard from our office within that time frame, please contact the office.**

TELEPHONE: One of our providers is on-call every evening, including weekends, for **emergencies**. The answering service takes all calls after hours. Routine prescriptions (ie: birth control), appointment scheduling/confirmation/cancellations and reviewing of test results will not be handled after hours.

We cannot treat patients over the telephone. If you feel you have a true medical emergency, please call 911 or go to the nearest emergency room.

PRESCRIPTION REFILLS: If you contact our office for a prescription refill, please have the medication name and your pharmacy phone number ready. There is a 24 hour turnaround for refill requests. If you need a prescription refilled before the weekend, please call ahead to allow time to process your request. **We cannot refill medications after hours or on weekends.**

OFFICE VISIT PUNCTUALITY: We value all of our patients and we appreciate that your time is precious. Our goal is that we are as punctual as possible and see you for your appointment in a timely manner. However, circumstances arise on a daily basis which compromise our ability to be punctual. It is our hope that you will be as understanding as possible with the demands on our staff, especially due to surgical emergencies which require the providers to attend to patients in the hospital or emergency room throughout the day. Our intention is to provide all of our patients with the utmost in medical care. We hope that you will be understanding of these dynamics as they are an inherent part of any gynecology practice which affect our punctuality.

Thank you!



**I HAVE READ AND AGREE TO COMPLY WITH GYNECOLOGY
SPECIALISTS OF PHILADELPHIA OFFICE POLICIES.**

Printed Name of Patient

Signature of Patient

Date

The undersigned certifies that she has received a copy of *Notice of Privacy Practices (NPP)* and is the patient, or is the patient's personal representative,

Printed Name of Patient or Personal Representative

Relationship

Signature of Patient

Date