

**PERSONAL INFORMATION - ADULT**

PATIENT'S LAST NAME		FIRST	NICKNAME	MIDDLE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
STREET ADDRESS			CITY	STATE	ZIP	EMAIL
DATE OF BIRTH	AGE	SOCIAL SECURITY#	HOME TELEPHONE	CELLPHONE	BUSINESS TELEPHONE	
MARITAL STATUS: <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED		OCCUPATION	REFERRED BY:			
IN CASE OF EMERGENCY, NAME OF PERSON TO CONTACT (NOT LMNG WITH YOU)					TELEPHONE	
PRIMARY CARE PHYSICIAN	ADDRESS	CITY	STATE	ZIP	TELEPHONE	
PREFERRED PHARMACY	ADDRESS	CITY	STATE	ZIP	TELEPHONE	
PREFERRED LANGUAGE	ETHNICITY <input type="checkbox"/> HISPANIC <input type="checkbox"/> NON-HISPANIC <input type="checkbox"/> REFUSE TO ANSWER	RACE <input type="checkbox"/> WHITE <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> PACIFIC ISLANDER OR NATIVE HAWAIIAN				

**SPOUSE INFORMATION**

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY #	HOME TELEPHONE	CELLPHONE
			DATE OF BIRTH		
STREET ADDRESS		CITY	STATE	ZIP	
EMAIL					

**INSURANCE INFORMATION**

NAME OF INSURANCE COMPANY (PRIMARY)	POLICY NO. / ID NO.	NAME OF INSURED
		RELATIONSHIP TO PATIENT
ADDRESS TO SEND CLAIMS	GROUP NO. & NAME	POLICY OWNER'S DATE OF BIRTH
		EFFECTIVE DATE OF POLICY
NAME OF INSURANCE COMPANY (SECONDARY)	POLICY NO. / ID NO.	NAME OF INSURED
		RELATIONSHIP TO PATIENT
ADDRESS TO SEND CLAIMS	GROUP NO. & NAME	POLICY OWNER'S DATE OF BIRTH
		EFFECTIVE DATE OF POLICY

**FINANCIAL POLICY**

Payment of medical fees is the responsibility of the patient. Should we use your insurance for you it is your responsibility to pay us any deductible, co-insurance, or any other balances not paid by your insurance at the time of service. If we are filing your insurance, it is your responsibility to provide us with completed and signed insurance claim forms or any pre-authorization forms that are needed.

AUTHORIZATION TO PAY BENEFITS TO PHYSICIAN: I hereby authorize payment of medical benefits to Carolina Allergy & Asthma Consultants for services rendered. I also authorize the release of any medical information to process insurance claims. I acknowledge the responsibility to pay any debt incurred during my treatment, including attorney fees, legal fees and court costs.	
SIGNED (INSURED OR RESPONSIBLE PERSON) _____	DATE _____

# **Carolina Allergy & Asthma Consultants**

Jonathan G. Black, M.D. Michael J. Bykowski, M.D., Ph.D. U O # 7h

## **Notice of Privacy Practices**

**To our patients:** This notice describes how health information about you as a patient of this practice, may be used and disclosed, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (**HIPAA**).

### **Our commitment to your privacy**

Our practice is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information.

We realize that these laws are complicated, but we must provide you with the following important information.

### **Use and disclosure of your health information in certain special circumstances**

**The following circumstances may require us to use or disclose your health information:**

1. To public health authorities and health oversight agencies that are authorized by law to collect information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required to do so by a law enforcement official.
4. When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. We will only make disclosures to a person or organization able to help prevent the threat.
5. If you are a member of the U.S. or foreign military force (including veterans) and if required by the appropriate authorities.
6. To federal officials for intelligence and national security activities authorized by law.
7. To correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official.
8. For Workers Compensation and similar programs.

### **Your rights regarding your health information**

1. Communications. You can request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. We will accommodate reasonable requests.

**Parkridge**  
100 Palmetto Health Parkway, Suite 340  
Columbia, SC 29212  
(803) 407-0701

**Main-Downtown-Columbia**  
One Richland Medical Park, Suite 200  
Columbia, SC 29203  
(803) 929-0290

**Northeast**  
Northeast Medical Center, Suite 113  
115 Blaney Drive  
Columbia, SC 29223  
(803) 788-8603

2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care or the payment for your care, such as family members and friends. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing.
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing. You must provide us with a reason that supports your request for amendment.
5. Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this Notice at any time. To obtain a copy of this notice, contact us at (803) 929-0290.
6. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact our privacy officer. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
7. Right to provide an authorization for other uses and disclosures. Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

If you have any questions regarding this notice or our health information privacy policies, please contact us.

I hereby acknowledge that I have been presented with a copy of Carolina Allergy & Asthma Consultants' Notice of Privacy Practice.

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# *Carolina Allergy & Asthma Consultants*

*Jonathan G. Black, M.D. Michael J. Bykowsky, M.D., Ph.D. Monica Lewis Culler, FNP*

## **ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY PRACTICES**

I hereby acknowledge that I have been given an opportunity to review the privacy practices at Carolina Allergy & Asthma. I understand that I may obtain a copy of the Notice of Privacy Practices.

This notice has been issued and considered effective on the date signed. We will keep this signed form on file for a minimum of six (6) years.

\_\_\_\_\_  
Signature of Patient/ Representative and Relationship to Patient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Practice Representative

\_\_\_\_\_  
Date

**Parkridge**  
100 Palmetto Health Parkway, Ste. 340  
Columbia, SC 29212  
(803) 407-0701

**Downtown-Columbia**  
One Richland Medical Park, Ste. 200  
Columbia, SC 29203  
(803) 929-0290

**Northeast**  
Northeast Medical Center, Ste. 113  
115 Blarney Drive  
Columbia, SC 29223  
(803) 788-8603

# WORLD HEALTH ORGANIZATION

**Date form started:**

<b>Name:</b>	<b>Address:</b>
<b>Phone Number:</b>	
<b>Birth Date:</b>	
<b>Emergency Contact/Phone numbers:</b>	

**IMMUNIZATION RECORD** (Record the date/year of last dose taken, if known)

TETANUS	FLU VACCINE(\$)	
PNEUMONIA VACCINE	HEPATITIS VACCINE	QVKGK"

<b>Allergic To /Describe Reaction:</b>	<b>Allergic To /Describe Reaction:</b>

**LIST ALL MEDICINES YOU ARE CURRENTLY TAKING:** prescription and over-the-counter medications (examples: aspirin, antacids) and herbals (examples: ginseng, ginkgo).  
Include medications taken as needed (example: nitroglycerin).

DATE	NAME OF MEDICATION/ DOSE	DIRECTIONS: Use patient friendly directions. (Do not use medical abbreviations.)	DATE STOPPED	P qygukTgcuqp" hqt"vcmkpi l" FqexqtP co g"

# Carolina Allergy & Asthma Consultants

Jonathan G. Black, MD.

Michael J. Bykowsky, MD, PhD.

Monica Lewis Culler, FNP.

## COMPOUND AUTHORIZATION FOR RELEASE OF INFORMATION

Patient's Name (Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Chart#: \_\_\_\_\_

Verified by: \_\_\_\_\_

Carolina Allergy & Asthma Consultants (CAAC), is authorized to release protected health information about the above named patient to the person(s)/entity(ies) named below. The purpose is to inform the patient or others authorized by the patient about the matters indicated. Release can be by: (Check all that apply):

Pick Up only

Mail

Fax

Telephone

Person or entity Authorized to Receive Information (Check each person/entity that you approve to receive the information indicated in the opposite column.)	Description of Information to be Released (Check each that can be released to the person/entity on the left column in the same section of this table.)
<input type="checkbox"/> Leave on voice Mail/ Answering Machine	<input type="checkbox"/> Results of Lab test / X-rays <input checked="" type="checkbox"/> Appointment Information/ Reminders <input type="checkbox"/> Other (Explain): _____
<input type="checkbox"/> Give Information to employer <input type="checkbox"/> Give Information to school	<input type="checkbox"/> Appointment absentee information
<input checked="" type="checkbox"/> Spouse	<input checked="" type="checkbox"/> Medical Information (Explain if limited): _____ _____ <input type="checkbox"/> Family billing information <input checked="" type="checkbox"/> Financial information <input type="checkbox"/> Appointment information
<input type="checkbox"/> Parent/Other Family Member (provide name/relationship): _____ Relation: _____	<input type="checkbox"/> Medical Information (Explain if limited): _____ _____ <input checked="" type="checkbox"/> Family billing information <input type="checkbox"/> Financial information <input checked="" type="checkbox"/> Appointment information
<input type="checkbox"/> Other (provide name): _____	<input type="checkbox"/> Medical Information (Explain if limited): _____ _____ <input type="checkbox"/> Family billing information <input type="checkbox"/> Financial information <input checked="" type="checkbox"/> Appointment information
<input type="checkbox"/> Support Group (provide name and point of contact):	<input type="checkbox"/> Demographic information

I understand I may revoke this authorization at any time by submitting a written revocation letter to CAAC. This letter must be addressed to the Practice Administrator, One Richland Medical Park, Suite 200, Columbia, SC 29203. I further understand that any revocation will not be effective in cases where information has already been disclosed but will be effective going forward from the receipt of the revocation.

I understand that CAAC will not condition my treatment of payments on whether I provide this authorization.

Any medical information received by the practice pursuant to this authorization will be protected under the provisions of the Health Improvement Portability and Accountability Act of 1996 Privacy Standards (HIPPA). I further understand that during facsimile transmission there is a possibility that these records may inadvertently go to a party other than the one intended and that CAAC cannot guarantee the confidentiality of these records. I also understand the information used and disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law.

Patient's (or Authorized Representative's) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Personal Representatives Authority (attach a copy of legal documentation): \_\_\_\_\_

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*This authorization will remain in effect until revoked unless I specify a date.* I choose to specify that this authorization expires at midnight on \_\_\_\_\_ (date).

# Carolina Allergy & Asthma Consultants

Jonathan G. Black, M.D. Michael J. Bykowski, M.D., Ph.D. Monica Lewis Culler, FNP

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE COMPLETE THE FOLLOWING PATIENT HISTORY QUESTIONNAIRE.

Feel free to make additional comments. Base your answers on your OWN observation and not on what you have been told by others or what you may know about previous skin test results.

(CIRCLE ONE)

I. MAJOR PROBLEM: (asthma, wheezing, nose, rashes, eczema, hives, ears, eyes, stomach)

- a) At What Age Did The Problem Begin? \_\_\_ \_\_
- b) Is The Problem Getting: (better, worse, staying the same)? CIRCLE ONE
- c) How Frequent Are The Symptoms? \_\_\_\_\_
- d) How Long Do The Symptoms Last? \_\_\_\_\_
- e) What Do You Think Starts The Symptoms Or Makes Them Worse? \_\_\_\_\_

- 
- f) Are The Symptoms The Same All Year Round? \_\_\_ Yes \_\_\_ No
- g) Symptoms Worse? CIRCLE  
(Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sep. Oct., Nov., Dec).
- h) Symptoms Worse? (early morning, afternoon, evening, night time).
- i) Symptoms Worse? (outside, indoors, at home, at school, other places).
- j) Symptoms Worse Any Place You Have Traveled? \_\_\_\_\_  
Better Anywhere? \_\_\_\_\_ CIRCLE
- k) Has The Patient Ever Been Hospitalized For: asthma, pneumonia, bronchitis, or bronchiolitis?  
\_\_\_ Yes \_\_\_ No, If yes, How many times? \_\_\_ patients age(s) at that time \_\_\_
- l) Has The Patient Ever Been Seen In The Emergency Room For Asthma? \_\_\_ Yes \_\_\_ No  
If yes, How often? \_\_\_\_\_ When last? \_\_\_\_\_ Where? \_\_\_\_\_

II. SYMPTOMS: Please Circle Any Problems Listed Below That The Patient Has:

Nose: sneezing, itching, stuffiness, sinus, mouth breathing, discharge, bleeding

Throat: sore, post-nasal discharge, mouth breathing, snoring, bad breath, hoarseness

Eyes: itching, burning, red, puffy, discharge, dark circles, headache

Ears: recurrent ear infections, poor hearing, fluid in ear, popping, fullness

Skin: hives, eczema, itching, dry skin, rashes, swelling



Chest: cough, sputum, wheezing, pain, breathlessness after exercise, rattles

Digestive: Any Problems With: infant formulas (milk), colic in Infancy, constipation, stomachache  
loose stool, gas, belching, formula changes, heartburn/reflux

Additional Comments: \_\_\_\_\_

a) Are Symptoms Worse After The Patient Is Exposed To Any Of The Following? CIRCLE

Dust: house dust, outdoor dust, air pollution

Cosmetics: sprays, soaps, bubble bath

Fabrics: pillows, feather, wool, polyesters, other \_\_\_\_\_

Plants: grass, trees, cutting lawn, flowers, weeds, pine straw, raking leaves

Climate Changes: winds, heat, cold, dryness, dampness, drafts, sun, air conditioning

Emotional Factors: stress, anger, fear, fatigue

Infections: colds, flu, bronchitis, other \_\_\_\_\_

Smoke: tobacco, automobile, other \_\_\_\_\_

Animals: dogs, cats, horses, birds, rabbits

b) Does Exercise Or Activity Inaease Symptoms? \_\_\_ Yes \_\_\_ No

c) Do Any Foods Inaease Symptoms Or Disagree With The Patient? \_\_\_ Yes \_\_\_ No

List foods and problems they cause: \_\_\_\_\_

d) Has The Patient Had Any Reactions To Medicines? \_\_\_ Yes \_\_\_ No

List the medicines and the problems they cause: \_\_\_\_\_

e) Has The Patient Had Any Reactions To Insect Bites Or Stings? \_\_\_ Yes \_\_\_ No

List the *insects* and the problems they have caused: \_\_\_\_\_

III. PERSONAL ENVIRONMENT:

a) Has Patient Lived In Present Home All Of Their Life? \_\_\_ Yes \_\_\_ No Howlong? \_\_\_

If no. date of last move \_\_\_\_\_ From where? \_\_\_\_\_

Are the symptoms: better, worse, the same, since the move? CIRCLE

b) Does The Patient Spend Much Time In More Than One Home? \_\_\_ Yes \_\_\_ No

If yes, were? \_\_\_\_\_

c) Does Anyone Smoke At Home? \_\_\_ Yes \_\_\_ No Who? \_\_\_\_\_

d) Does patient presently smoke? \_\_\_ Yes \_\_\_ No Amount (circle)  
1/4 1/2 3/4 1 2 ppd

Did you ever smoke? \_\_\_ Yes \_\_\_ No

(if applicable) When did you quit? \_\_\_ years ago.

e) Patient's occupations \_\_\_\_\_

(f) Hobbies \_\_\_\_\_

(page three)

f) Do you Use a Vaporizer Or Humidifier? \_\_\_ Yes \_\_\_ No Where? \_\_\_\_\_

g) Please Circle The Following Answers:

Type of Heating: gas, electric, central heat, floor furnace, wood stove

Air Conditioning: central, window units Filter: permanent, disposable How often changed or cleaned? \_\_\_

h) What Pets or Birds Do You Have? \_\_\_\_\_

When did you get them? \_\_\_\_\_ Where do they sleep? \_\_\_\_\_

i) Did you visit friends/relatives who have: cats, dogs, rabbits, horses, birds

j) Patient's Bedroom:

Mattress: brand and age: \_\_\_\_\_ Zippered mattress cover? \_\_\_ Yes \_\_\_ No

Pillow: \_\_\_ feather, \_\_\_ foam, \_\_\_ dacron, \_\_\_ non-allergenic

Blankets or Quilts: \_\_\_ wool, other \_\_\_\_\_

Drapes: \_\_\_\_\_ Are windows kept closed all year? \_\_\_ Yes \_\_\_ No

Dust Collecting Items: \_\_\_ many books \_\_\_ stuffed chair \_\_\_ stuffed animals

Plants: \_\_\_ wall-to-wall \_\_\_ throw rug \_\_\_ shag

h) Your Yard/Neighborhood:

Type of lawn: \_\_\_\_\_ Cut by whom? \_\_\_\_\_ Kind of trees? (yours and close neighbors): \_\_\_\_\_

Are there any unpaved streets? \_\_\_ Yes \_\_\_ No

Circle Any of the following, if present: factories, smelters, grain elevators, farms, stables, open field

i) Crawl Space Under the House: \_\_\_ damp \_\_\_ musty \_\_\_ dry

#### IV. MEDICATIONS:

a) Circle Any Of The Following Medicines That The Patient Has Taken, And Then Check The Appropriate Line:

Aminophylline or theophylline medicines Was the patient: \_\_\_ better? \_\_\_ worse? \_\_\_ same?

Inhalers, type? \_\_\_ Was the patient: \_\_\_ better? \_\_\_ worse? \_\_\_ same?

Antihistamine/Decongestants Was the patient: \_\_\_ better? \_\_\_ worse? \_\_\_ same?

Steroids: Was the patient: \_\_\_ better? \_\_\_ worse? \_\_\_ same?

b) List All Medications That The Patient Takes NQM, State Whether They Relieve The Symptoms.

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c) If The Patient Is A Child, Does He Or She Take Gym At School?if  Yes  No

no, why? \_\_\_\_\_

d) Does The School Allow Your Child To Take His Or Her Medicine?  Yes  No

e) Number of School/Work Days Missed This Year? \_\_\_\_\_

V. **PERSONAL HISTORY:** Has the patient ever had:

a) YES NO

YES NO

Chest X-Ray (Date \_\_\_\_\_ )   Sinus CT (Date \_\_\_\_\_ )

Ear Fluid   Bronchitis

Recurrent Ear Infections   Pneumonia

Ear Tubes   Recurrent Sinusitis

Tonsils/Adenoids Removed   Sinus Surgery (Dates \_\_\_\_\_ )

Previous Allergy Tests If yes, date \_\_\_\_\_ by whom \_\_\_\_\_

Allergy Injections If yes, how long \_\_\_\_\_ Doctor \_\_\_\_\_

What effects did these have on the patient's problems? \_\_\_\_\_

b) Other doctors who have cared for the patient: \_\_\_\_\_

c) Please list any other medical problems and medications you take for them:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. **FAMILY HISTORY:** (Patient's Parents, Brothers and Sisters, Grandparents, Aunts, Uncles, Cousins)

YES NO WHO (Relation)

a) Is There A History of Asthma?   \_\_\_\_\_

b) Is There A History of Hay Fever?   \_\_\_\_\_

c) Is There A History of Sinus Trouble?   \_\_\_\_\_

d) Is There A History of Hives?   \_\_\_\_\_

e) Is There A History of Eczema?   \_\_\_\_\_

f) Is There A History of Drug Allergies?   \_\_\_\_\_

g) Is There A History of Food Allergies?   \_\_\_\_\_

PERSON COMPLETING THIS FORM:

RELATIONSHIP TO PATIENT

TODAY'S DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Carolina Allergy & Asthma Consultants

Jonathan G. Black, M.D. Michael J. Bykowski, M.D., Ph.D. Monica Lewis Culler, FNP

## MISSED APPOINTMENT POLICY

We want to thank you for choosing CAAC as your health care provider. We ask you to arrive 15 minutes early for your appointment so we can ensure that all allergy history forms and authorizations are obtained. In order to give you and all our patients, the best possible care, we request that you review our policy regarding missed appointments.

### A missed appointment is when you:

- o Fail to show up for your allotted appointment time
- o Fail to cancel an appointment at least 24 hours in advance
- o Are more than 15 minutes late for your appointment

Please remember that we have reserved the appointment time especially for you. Therefore, we request at least a 24 hour if you need to cancel. This will enable us to offer your cancelled time to other patients who are in need of care.

If you are unable to keep your scheduled appointment time, ***please call our office at least 24-hours in advance in order to avoid a \$25 missed appointment fee.*** This fee is not covered by insurance. Your phone call is critical in helping us provide continuous care to all of our valued patients. If you fail to give us notice of your missed appointment, you will be charged the fee.

I have read and understand the policy stated above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parkridge  
100 Palmetto Health Pkwy Ste 340  
Columbia, SC 29212  
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