

**PERSONAL INFORMATION - CHILD**

LISTED FOR INSURANCE PURPOSES										<input type="checkbox"/> MALE
PATIENT'S LAST NAME		FIRST	NICKNAME	MIDDLE						<input type="checkbox"/> FEMALE
STREET ADDRESS			CITY	STATE	ZIP					
PATIENT'S DATE OF BIRTH		AGE	SOCIAL SECURITY#	HOME TELEPHONE		REFERRED BY				
IN CASE OF EMERGENCY, NAME OF PERSON TO CONTACT (NOT LIVING WITH YOU)								TELEPHONE		
PRIMARY CARE PHYSICIAN	ADDRESS		CITY	STATE	ZIP		TELEPHONE			
PREFERRED PHARMACY	ADDRESS		CITY	STATE	ZIP		TELEPHONE			
PREFERRED LANGUAGE	ETHNICITY <input type="checkbox"/> REFUSE TO ANSWER <input type="checkbox"/>		RACE <input type="checkbox"/> WHITE <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> ASIAN		<input type="checkbox"/> HISPANIC <input type="checkbox"/> NON-HISPANIC <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> PACIFIC ISLANDER OR NATIVE HAWAIIAN					

**MOTHER OR GUARDIAN**

LAST NAME		FIRST	MIDDLE	SOCIAL SECURITY #		HOME TELEPHONE	CELLPHONE
				DATE OF BIRTH			
STREET ADDRESS			CITY	STATE	ZIP		RELATIONSHIP TO PATIENT
EMAIL			OCCUPATION			WORK TELEPHONE	

**FATHER OR GUARDIAN**

LAST NAME		FIRST	MIDDLE	SOCIAL SECURITY #		HOME TELEPHONE	CELL PHONE
				DATE OF BIRTH			
STREET ADDRESS			CITY	STATE	ZIP		RELATIONSHIP TO PATIENT
EMAIL			OCCUPATION			WORK TELEPHONE	

**INSURANCE INFORMATION**

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

**FINANCIAL POLICY**

Payment of medical fees is the responsibility of the patient. Should we file 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. 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**  
115 Blarney Drive Suite 3  
Columbia, SC 29223  
(803) 788-8603

# ***Carolina Allergy & Asthma Consultants***

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

## **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  
115 Blarney Drive Suite 3  
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. Bykowski, M.D., Ph.D.

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 checked="" type="checkbox"/> Leave on voice Mail/ Answering Machine	<input type="checkbox"/> Results of Lab test / X-rays <input 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 type="checkbox"/> Spouse:	<input type="checkbox"/> Medical Information (Explain if limited): _____ _____ <input type="checkbox"/> Family billing information <input 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 type="checkbox"/> Family billing information <input type="checkbox"/> Financial information <input 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 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 leuer 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 to 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 th 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 my 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 expire at midnight on \_\_\_\_\_ (date).

# Carolina Allergy & Asthma Consultants

Jonathan G. Black, M.D. Michael J. Bykowsky, 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? \_\_\_\_\_

11. 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 Increase Symptoms? \_\_\_ Yes \_\_\_ No

c) Do Any Foods Increase 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 IMlere? \_\_\_\_\_

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, Where? \_\_\_\_\_

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 type 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

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

Plants: \_\_\_\_\_

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 .N.Q.W, State Whether They Relieve The Symptoms.

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

c) If The Patient Is A Child, Does He Or She Take Gym At School? If no,  Yes  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	
<input type="checkbox"/>	<input type="checkbox"/>	Chest X-Ray (Date _____ )	<input type="checkbox"/>	<input type="checkbox"/>	Sinus CT (Date _____ )
<input type="checkbox"/>	<input type="checkbox"/>	Ear Fluid	<input type="checkbox"/>	<input type="checkbox"/>	Bronchitis
<input type="checkbox"/>	<input type="checkbox"/>	Recurrent Ear Infections	<input type="checkbox"/>	<input type="checkbox"/>	Pneumonia
<input type="checkbox"/>	<input type="checkbox"/>	Ear Tubes	<input type="checkbox"/>	<input type="checkbox"/>	Recurrent Sinusitis
<input type="checkbox"/>	<input type="checkbox"/>	Tonsils/Adenoids Removed	<input type="checkbox"/>	<input type="checkbox"/>	Sinus Surgery (Dates _____ )
<input type="checkbox"/>	<input type="checkbox"/>	Previous Allergy Tests	If yes, date _____		by whom _____
<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) Is There A History of Hay Fever?	<input type="checkbox"/>	<input type="checkbox"/>	_____
c) Is There A History of Sinus Trouble?	<input type="checkbox"/>	<input type="checkbox"/>	_____
d) Is There A History of Hives?	<input type="checkbox"/>	<input type="checkbox"/>	_____
e) Is There A History of Eczema?	<input type="checkbox"/>	<input type="checkbox"/>	_____
f) Is There A History of Drug Allergies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
g) Is There A History of Food Allergies?	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**  
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