

**PATIENT INFORMATION**

<b>Today's Date:</b>		<b>Patient Name:</b>	
<b>DOB:</b>	<b>Age:</b>	<b>Sex:</b> <input type="checkbox"/> M <input type="checkbox"/> F	
<b>Preferred Pharmacy:</b>		<b>Pharmacy Phone Number:</b>	
<b>Reason for Visit:</b>			

**CURRENT MEDICATIONS** (please bring your medication bottles to your initial appointment)

NAME (Ex: Tylenol)	STRENGTH (Ex: 500mg)	DOSING: (Ex: 1 pill three times a day)

\*Note: this information may be taken directly from the pharmacy label on prescription products.

**ALLERGIES**

<input type="checkbox"/> No known allergies	<input type="checkbox"/> Medication Allergies	<input type="checkbox"/> Environmental/Seasonal	<input type="checkbox"/> Latex Allergy
<b>LIST ALLERGIES</b> (Ex: Bees)		<b>REACTION</b> (Ex: Hives)	

**PAST MEDICAL HISTORY** (Check all that apply)

<input type="checkbox"/> Acid Reflux/GERD	<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy/Seizure Disorder	<input type="checkbox"/> Irritable Bowel
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Bleeding Disorder	<input type="checkbox"/> Glaucoma/Cataracts	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Cancer:	<input type="checkbox"/> Headaches	<input type="checkbox"/> Liver Disease
<input type="checkbox"/> Allergies	<input type="checkbox"/> Chronic Pain	<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> Memory Loss
<input type="checkbox"/> Anemia	<input type="checkbox"/> Depression	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Osteoporosis
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Diabetes	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Stroke
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Emphysema/COPD	<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> Thyroid Disease
<input type="checkbox"/> Other:			



Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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### PAST SURGICAL HISTORY

Type of Surgery (Ex: Right knee replacement)	Date

### FAMILY HISTORY (Check all that apply and indicate which family member, using "M" for maternal and "P" for Paternal)

	Mom	Dad	Grandmother	Grandfather	Brother	Sister	Son	Daughter
Alcoholism / Drug Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alzheimer's / Dementia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anxiety or Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autoimmune Disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancer: Breast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancer: Colon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancer:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cholesterol Disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emphysema / COPD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy / Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Genetic Disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liver Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thyroid Disorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/> M / <input type="checkbox"/> P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:								



Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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**TOBACCO AND VAPING**

Have you ever smoked or used any tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What type?	<input type="checkbox"/> Cigarettes	<input type="checkbox"/> Chew <input type="checkbox"/> Cigars <input type="checkbox"/> Snus <input type="checkbox"/> Vape
Are you still smoking? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain below:
how many years have you smoked?	How many packs per day?	Have you ever tried to quit?
If no, how long ago did you quit?	How long did you smoke?	How many packs per day?

**ALCOHOL USE**

How often do you have a drink containing alcohol?				
<input type="checkbox"/> Never	<input type="checkbox"/> Monthly or less	<input type="checkbox"/> 2-4 times a month	<input type="checkbox"/> 2-3 times a week	<input type="checkbox"/> + 4 times a week
How many units do you drink on a typical day when drinking? <input type="checkbox"/> 1 – 2 <input type="checkbox"/> 3 – 4 <input type="checkbox"/> 5 – 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> +10				
In the last year, how often have you had 6 or more units (f) or 8 or more units (m) on a single occasion?				
<input type="checkbox"/> Never	<input type="checkbox"/> Less than monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Daily or almost daily

**DRUG USE**

In the past year, have you used any drugs or prescription drugs for non-medical reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, which drugs did you use (check all that apply)			
<input type="checkbox"/> Amphetamines	<input type="checkbox"/> Fentanyl	<input type="checkbox"/> Marijuana	<input type="checkbox"/> Psychotic Medications
<input type="checkbox"/> Barbiturates	<input type="checkbox"/> Hallucinogens / LSD	<input type="checkbox"/> Opiates	<input type="checkbox"/> Sleeping Pills
<input type="checkbox"/> Benzodiazepines	<input type="checkbox"/> Heroin	<input type="checkbox"/> Methadone	<input type="checkbox"/> Methamphetamines
<input type="checkbox"/> Cocaine	<input type="checkbox"/> Inhalations / Glue / Solvents	<input type="checkbox"/> Suboxone	Other:
<input type="checkbox"/> Ecstasy	<input type="checkbox"/> K2 / Synthetics	<input type="checkbox"/> Prescription	

**CAFFEINE USE**

Do you drink caffeine? <input type="checkbox"/> No <input type="checkbox"/> Yes	How many drinks per day?
What Type: <input type="checkbox"/> Coffee <input type="checkbox"/> Tea <input type="checkbox"/> Soda <input type="checkbox"/> Energy Drink	

**HEALTH PLANNING**

Do you have Advanced Directives in Place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, would you like your healthcare provider to discuss one with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, would you like us to include it in your electronic health record?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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### HEALTH MAINTENANCE

#### All Patients:

Last Tetanus Booster	Date:	<input type="checkbox"/> Less than 10 years	<input type="checkbox"/> More than 10 years	<input type="checkbox"/> Unknown
Last Eye Exam	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal	<input type="checkbox"/> Unknown
Last Hearing Test	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal	<input type="checkbox"/> Unknown
Last Colonoscopy / Stool Test	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal	<input type="checkbox"/> Unknown
Last DEXA / Bone Scan	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal	<input type="checkbox"/> Unknown
Last Pneumonia Vaccine	Date:	<input type="checkbox"/> Unknown		
Have you had a flu shot this season?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

#### Female Patients:

Last Pap Smear	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal	<input type="checkbox"/> Unknown
Last Mammogram	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal	<input type="checkbox"/> Unknown
Do you perform regular breast exams?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Last Menstrual Period	Date:			
Menopausal?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, age:	

#### Male Patients:

Last PSA (Prostate) Blood Test	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal
Last Prostate Exam	Date:	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormal
Do you perform regular testicular exams?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### EMERGENCY CONTACT INFORMATION

Name:	Relationship:	Phone Number:
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Please send your completed forms via email or fax to the location of your appointment.

**PRINCE FREDERICK**  
 Phone: 410-535-4488

110 Hospital Rd, Suites 110 & 111, Prince Frederick, MD 20678  
 Fax: 443-771-8114 Email: [CHMGPCPFax@CalvertHealthMed.org](mailto:CHMGPCPFax@CalvertHealthMed.org)

**SOLOMONS**  
 Phone: 410-394-3712

14090 H.G. Trueman Rd, Suite 2100, Solomons, MD 20688  
 Fax: 410-394-3714 Email: [CHMGPCSFax@CalvertHealthMed.Org](mailto:CHMGPCSFax@CalvertHealthMed.Org)

**TWIN BEACHES**  
 Phone: 410-257-7279

8924 Chesapeake Avenue North Beach, MD 20714  
 Fax: 410-257-4311 Email: [CHMGPCBTFax@CalvertHealthMed.Org](mailto:CHMGPCBTFax@CalvertHealthMed.Org)



### PATIENT INFORMATION

<b>Legal Name:</b> (last, first, middle)			<b>DOB:</b>		<b>SSN:</b>
<b>Sex:</b> <input type="checkbox"/> M <input type="checkbox"/> F	<b>Pronouns:</b> <input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them		<b>Gender Identity:</b>		<b>Current Gender:</b>
<b>Street Address:</b>				<b>Cell Phone:</b>	
<b>City, State and Zip:</b>				<b>Home Phone:</b>	
<b>Email:</b>				<b>Work Phone:</b>	
<b>Sexual Orientation:</b>		<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other			
<b>Race:</b> <input type="checkbox"/> Asian <input type="checkbox"/> Black/African <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic/Latinx <input type="checkbox"/> Native American <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Decline to specify					
<b>Preferred Language:</b>			<b>Previous Primary Doctor:</b>		
<b>Student:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part -Time		<b>Veteran:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Smoker:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

### RESPONSIBLE PARTY INFORMATION (If different than patient's)

<b>Legal Name:</b> (last, first, middle)			<b>DOB:</b>		<b>SSN:</b>
<b>Relationship:</b>			<b>Is this person also a patient?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Street Address:</b>				<b>Cell Phone:</b>	
<b>City, State and Zip:</b>				<b>Home Phone:</b>	
<b>Email:</b>				<b>Work Phone:</b>	

### PRIMARY INSURANCE INFORMATION

<b>Company Name:</b>			<b>Patient Policy / Member ID:</b>		
<b>Address:</b>			<b>Group Number:</b>		
<b>City, State &amp; Zip:</b>			<b>Effective Date:</b>		
<b>Is the patient the policy holder?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>End Date:</b>		
<b>Policy Holder Name:</b>		<b>DOB:</b>	<b>Relationship To Patient:</b>		
<b>Policy Holder Address</b> (if different from patient)					

### SECONDARY INSURANCE INFORMATION (If applicable)

<b>Company Name:</b>			<b>Patient Policy / Member ID:</b>		
<b>Address:</b>			<b>Group Number:</b>		
<b>City, State &amp; Zip:</b>			<b>Effective Date:</b>		
<b>Is the patient the policy holder?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>End Date:</b>		
<b>Policy Holder Name:</b>		<b>DOB:</b>	<b>Policy Holder Name:</b>		
<b>Policy Holder Address</b> (if different from patient)					

### MESSAGE PREFERENCES (Please indicate your voicemail messaging preferences below by checking all that apply)

<b>Cell Phone:</b>	<input type="checkbox"/> Appointments	<input type="checkbox"/> Clinical Information / Results	<input type="checkbox"/> Financial / Account Information	<input type="checkbox"/> None
<b>Home Phone:</b>	<input type="checkbox"/> Appointments	<input type="checkbox"/> Clinical Information / Results	<input type="checkbox"/> Financial / Account Information	<input type="checkbox"/> None
<b>Work Phone:</b>	<input type="checkbox"/> Appointments	<input type="checkbox"/> Clinical Information / Results	<input type="checkbox"/> Financial / Account Information	<input type="checkbox"/> None

I certify that all the above information is accurate to the best of my knowledge

Name:

Date:





## Consent to Care and Treatment

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

As a patient, you have the right to be informed about the state of your health and any recommended medical, diagnostic or surgical procedure that will be used in the course of your care at this practice so that you may make informed decisions as to whether or not to undergo any recommended treatment.

If you have been a patient of this practice prior to signing this consent, any medical conditions and/or treatment plans have already been discussed with you and you consent to the ongoing care and treatment that has been defined.

If you are a new patient with this practice, no specific treatment plan has yet been recommended.

This consent form gives us your permission to examine you and perform the evaluations necessary to evaluate your health and identify any conditions that may be affecting it. It also gives us your consent to recommend appropriate treatment for any conditions identified during the course of your care and treatment.

By signing this consent, you are giving us your permission to perform reasonable and necessary medical examinations and testing in order to assess your health and recommend treatment. You authorize this practice, your assigned physician and/or advanced practice clinician (Nurse Practitioner or Physician Assistant), and any employee working under the direction of the physician or other advanced practice clinician, to provide medical care to you. This medical care may include services and supplies related to your health and may include but not limited to preventative, diagnostic, therapeutic, rehabilitative, maintenance, palliative care, counseling, assessment, or review of physical or mental status/function of the body and the prescribing of drugs, devices, equipment, or other items required to diagnose and treat a medical condition. This consent includes contact and discussion with other health care professionals who may be consulted regarding your care and treatment.

You are also indicating that you intend that this consent is continuing in nature even after a specific diagnosis has been made and treatment recommended. The consent will remain fully effective until it is revoked in writing.

You have the right at any time to discontinue services. You have the right to discuss the purpose, potential risks and benefits of any test ordered for you in the course of your treatment plan with your physician or health care provider. If you have any concerns regarding any test or treatment recommended by your health care provider, we encourage you to ask questions.

If additional testing, invasive or interventional procedures are recommended, you will be asked to read and sign additional consent forms specific to the test(s) or procedure(s) to be performed.

I certify that I have read and fully understand the above statements and consent fully and voluntarily to its contents.

\_\_\_\_\_  
Patient Signature (or Guardian if signing for another person)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Guardian

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Name (please print)





**The Right to Obtain a Copy of this Notice.** You have the right to a paper copy of this notice at any time. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy of this notice, please ask at registration or contact our Privacy Officer at the address or phone number located at the end of this document. You may obtain a copy of this notice at our website, [www.CalvertHealthMedicalGroup.org](http://www.CalvertHealthMedicalGroup.org).

**Your Rights Regarding Your Protected Health Information.** We are required by law to maintain the privacy of your health information and to provide you with this Privacy Notice of our legal duties and privacy practices with respect to protected health information. We are required to abide by the terms of the Notice currently in effect. We reserve the right to change our privacy practices and this notice. We reserve the right to make the revised or changed notice effective for your PHI we already have as well as any information we receive in the future. We will post a copy of the current notice. The notice will always contain on the first page, the effective date of the Privacy Notice.

#### COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with us and the Secretary of the Department of Health and Human Services. All complaints must be in writing and sent to the address provided at the end of this notice. You will not be penalized for filing a complaint.

#### Contact Information

If you require further information about this Notice, have privacy issues or believe that your privacy rights have been violated, please contact:

CalvertHealth Medical Group  
Attn: Privacy Officer  
100 Hospital Road  
Prince Frederick, MD 20678

#### Effective Date

This Notice is effective January 1, 2025.

By signing this document, I acknowledge that I have read and understood this Privacy Notice and that a copy of CalvertHealth Medical Group's Privacy Notice was offered to me.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
DOB



Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Thank you for choosing CalvertHealth Medical Group (CHMG) as your health care provider. We are committed to building a successful provider-patient relationship with you and your family. Please understand that payment of your bill is part of your care. This Patient Financial Policy is intended to help avoid misunderstandings by detailing your financial obligations.

**Insurance:** Please confirm your provider is enrolled with your insurance carrier prior to scheduling your visit.

We participate in most insurance plans, including Medicare. If you are not insured by a plan we accept, or if you choose to submit your claim yourself, payment in full is expected at each visit. We will provide you with appropriate documentation so that you can submit a claim to your insurance company.

If we do participate in your plan, but you do not have a **current insurance card** or the **designated primary care provider** is not a CHMG provider, payment is required in full for each visit until we verify coverage. Alternatively, if we do not participate in your insurance plan and you choose to see our providers, or if you do not have insurance and choose to see our providers, you will be considered 'self-pay' subject to the terms defined later in this document.

**Proof of Insurance:** If you have insurance and we submit claims on your behalf, we require a copy of your driver's license or other government issued photo ID and your current insurance card at each visit. This information must be provided prior to seeing a provider (physician, nurse practitioner or physician assistant).

**Claims Submission:** Your insurance benefit is a contract between you and your insurance company, and the charges for any services provided are your responsibility. We will submit claims to your insurance (primary and secondary or supplemental) company on your behalf. In order to submit claims, we require the patient's name, address, and date of birth, as well as the policyholder's name, address, and date of birth. This information must match exactly what your insurance company has on file for you, including exact name, address, and policy number. Any missing or incorrect information provided may result in claims being denied or reimbursement being delayed, in which case you may become responsible for the full amount of the services provided.

**Coverage Changes:** Please notify us before your scheduled appointment if any of your insurance information has changed. This includes changes of employer, insurance provider, address, policy number, covered dependents, etc. Not having up-to-date information may result in claims being denied or delays in reimbursement in which case you will become responsible for the whole amount of the services provided.

**Co-Payments:** If your insurance company requires co-payments, those co-payments must be paid at the time of service. We collect co-pays during appointment check in.

**Deductibles and Out-Of-Pocket Expenses:** We will bill you for any outstanding balance once your insurance company has processed your claim and made payment to us. This balance may include your contracted deductible or other out-of-pocket expense as determined by your insurance policy. Payment for outstanding balances is expected within 30 days of the statement date and/or at your next appointment.

**Referrals:** It is your responsibility to obtain any necessary referrals from your primary care provider prior to receiving treatment. Patients who elect to receive service without a proper referral will be required to sign a waiver and will be expected to pay for the service prior to treatment.

**Payment:** We accept payment by cash, debit card, check, VISA, MasterCard, Discover, and American Express. All outstanding balances must be paid at time of service unless prior arrangements/payment plans have been set up. As a convenience to our patients, all CHMG practices are able to collect payments for all other CHMG practices.

**Returned Check Fee:** We charge a \$25.00 fee for returned checks. In the event a check has been returned the patient must pay by credit card or cash. If a second check is returned, in addition to the returned check fee, you will be asked to pay by cash, money order, cashiers' check, or credit card for all future visits.





**Self-Pay:** A Self-Pay patient is any patient who does not have health insurance; chooses to submit their own claims, see a CHMG provider who does not participate in their health insurance plan, receive a service that requires a referral from their insurance company or primary care provider when they do not have the referral with them or receives a treatment, they know is not covered by their insurance company.

**Financial Assistance:** The Practice has payment plans, financial assistance, and sliding fee scale, to uninsured and others with self-pay balances. Please ask the office assistant for further information.

**Non-Payment:** If a balance remains unpaid past 90 days your account will be transferred to a collection agency or collection attorney. In the event your accounts remain in delinquent standing with the collection agency, you may be terminated from the medical group.

**Minor Patients:** Any adult (parent or guardian) accompanying a minor child to their appointment is responsible for payment for all services rendered to the minor child at the time of the appointment.

**Physicals:** Department of Transportation (DOT), 500, sports, camp and work physicals are not usually covered by any insurance companies. Payment for these services are expected at the time of service.

**Personal Injury Claims:** CHMG will bill the current health insurance for treatment covered by the insurance company. All applicable co-pays will be collected at time of service.

**Account Consultation:** Providers (physicians, nurse practitioners, physician assistants) are not trained to discuss financial issues with patients. Only CHMGs billing staff is trained to discuss your account, including charges, fees, payments, and payment arrangements. If you have questions about any of the financial issues related to your account, please contact the **billing office at 410-414-4555**.

**Worker's Compensation:** Prior authorization is required from your employer before service can be provided. We require the following information for each claim submitted on each date of service: state where injury occurred (i.e., Maryland); date of injury; exact location on the body where the injury occurred and that is covered by the claim. If the claim is denied and you do not have health insurance, the charges will become your responsibility.

**CHMG Billing Contact Information:**

Physical Address  
CHMG Billing Office  
Prince Frederick, MD 20678  
Billing Phone Number: 410-414-4555

Mailing Address  
CalvertHealth Medical Group  
P.O. Box 11759  
Newark, NJ 07101-4759

Our practice is committed to providing the best treatment to our patients. Our prices are representative of the usual and customary charges for our area. Thank you for understanding our financial and payment policy.

My signature below certifies that I have read, understand, and agree to the terms of this Patient Financial Policy.

Patient Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_



Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Thank you for choosing CHMG as your health care provider. We are committed to building a successful provider-patient relationship with you and your family. We understand there are times when you must miss a scheduled appointment or cannot cancel or reschedule in a timely manner; however, when you do not call to cancel a scheduled appointment at least 24 hours prior to the appointment or miss a scheduled appointment without notice, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise when another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly “full” appointment book.

To help avoid misunderstandings, we are providing you with our No Show and Late Cancellation/Reschedule Policy. For purposes of this policy, a late cancellation is when a patient cancels or reschedules a scheduled appointment but provides less than 24 hours’ notice. Late cancellations will be treated as a ‘no-show’ per CHMG policy.

**The following policies will apply to ‘no-shows’ and late cancellations/reschedules, combined, on a rolling 12 month period.**

**‘No-Shows’ and late cancellations/reschedules for Office Visits:**

- ▮ First offense will prompt a warning letter to the patient regarding their no-show or late cancellation/ reschedule occurrence and a notation will be made in the patient’s chart.
- ▮ Second offense will prompt a phone call from the practice to the patient and 2<sup>nd</sup> warning letter will be sent to the patient.
- ▮ Third offense will prompt the patient to be discharged from the practice. The patient will receive a letter of discharge by certified mail and the patient portal.

**‘No-Shows’ or late cancellations/reschedules for Procedure:**

- ▮ Patient will automatically be charged a \$100 ‘no-show’ or late cancellation/reschedule fee. The practice staff will print a copy of the signed No-Show and Late Cancellation/Reschedule Policy along with the fee ticket, and mail to the patient.

**Additional Information:**

The No-Show and Late Cancellation/Reschedule Policy is not provider specific but applies across all CHMG practices, such that a no-show or late cancellation/reschedule for one provider could impact the patient’s ability to schedule appointments with another CHMG provider. **For a listing of all CalvertHealth Medical Group providers and practices, please go to [CalvertHealthMedicalGroup.org](http://CalvertHealthMedicalGroup.org).**

All applicable no-show and late cancellation/reschedule fees must be paid prior to scheduling future appointments with any CHMG provider.

My signature below certifies that I have read, understand, and agree to the terms of the No Show and Late Cancellation/Reschedule Policy.

Patient Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_\_





The CalvertHealth Medical Group Patient Portal is a key component of managing your health. The Patient Portal is a secure, online tool that lets you communicate with your healthcare team and manage your health information.

Using the Portal, you can:

- Review lab results.
- Review your medical history.
- Request medication refills.
- Request appointments.
- Request Referrals.
- Pay your CHMG bill.
- Send your provider or practice questions.

### **THE PATIENT PORTAL IS THE PRIMARY METHOD CHMG AND YOUR PROVIDER USE TO SHARE IMPORTANT INFORMATION WITH YOU!**

We will send you secure communications through the portal to:

- ☐ Remind you of upcoming appointments
- ☐ Notify you of new providers
- ☐ Notify you of departing providers
- ☐ Notify you of changes to office opening and closing times (i.e., for inclement weather)

**We no longer send notifications by regular mail.** All communications will be by portal message, text message or telephone.

Patients who do not sign up for and activate their Patient Portal access will miss out on key communications and not be able to take advantage of this secure, online access to your medical records, medication refills, lab results, and provider communications.

When you check in for your appointment, we will ask for your email address and give you a token that you will use to activate your access. You will have 30 days from the date you receive it to go online to [nextmd.com](https://nextmd.com) to enter the token and activate your access.

### **WE ENCOURAGE YOU TO ACTIVATE YOUR PORTAL ACCESS AS SOON AS YOU GET HOME.**

Once you have activated your portal access, you can click on 'My Chart' then 'Request Health Records' to start downloading your medical records into your portal.

**The Patient Portal is a convenient, secure way to communicate with your provider, manage your medications and monitor your health records. Please sign up and activate your portal access today.**

## Patient Ethnicity and Race Form

Patients Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

MRN: \_\_\_\_\_

The State of Maryland is requesting CalvertHealth Medical Group inquire about the ethnicity and race for each patient in order to be in compliance with the Patient Centered Medical Home. **Patient is not required to complete this form. If this form is not complete, the staff will input "Not Specified".**

### Question 1. Ethnicity

#### Are you Hispanic or Latino?

(A patient of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture of origin, regardless of race.)

☐ Yes

☐ No

☐ Unknown/Not Specifying

### Question 2. Please circle the racial category with which you most closely identify by placing an 'X' in the appropriate box.

RACIAL CATEGORY	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A patient having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A patient having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A patient having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A patient having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A patient having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/> Multi-Racial	A patient having origins of more than one Racial Category identified above.
<input type="checkbox"/> Unknown/Not Specifying	A patient whose race is unknown OR a patient who does not wish to supply race information.

Information obtained from the Office of Management and Budget.

