



Cigna Onsite Health, LLC.

PATIENT INFORMATION FORM

Check one of the following:

Attach copy of front and back of Insurance card

All Cigna Insurance [] Other Insurance (Any Non-Cigna) [] FFS/Self Pay []

PATIENT INFORMATION

Form with fields: LAST NAME (FIRST, M.I.), DATE OF BIRTH, SEX (M, F), STREET ADDRESS, CITY, STATE, ZIP CODE, PATIENT PHONE, RESPONSIBLE PARTY, RELATION TO RESPONSIBLE PARTY, PATIENT EMAIL ADDRESS, RESPONSIBLE PARTY STREET ADDRESS, CITY, STATE, ZIP CODE, RESPONSIBLE PARTY PHONE, LANGUAGE, ETHNICITY, RACE.

INSURANCE COVERAGE/OWNER OF INSURANCE POLICY

Form with fields: LAST NAME (FIRST, M.I.), DATE OF BIRTH, RELATIONSHIP TO PATIENT, STREET ADDRESS, CITY, STATE, ZIP CODE, EMPLOYER, EMPLOYER ADDRESS (STREET, CITY, STATE, ZIP CODE), WORK PHONE, HOME PHONE, INSURANCE CARRIER, INSURANCE CO. ADDRESS, INSURANCE CO. PHONE, POLICY / ID #, GROUP #.

Is the patient covered under any other health coverage? Yes [] No [] If yes, complete Additional Healthcare Insurance section.

ADDITIONAL HEALTHCARE INSURANCE (Medicare Part B – FFS, Supplemental, All Other Insurance)

Form with fields: LAST NAME (FIRST, M.I.), DATE OF BIRTH, RELATIONSHIP TO PATIENT, STREET ADDRESS, CITY, STATE, ZIP CODE, EMPLOYER, EMPLOYER ADDRESS (STREET, CITY, STATE, ZIP CODE), WORK PHONE, HOME PHONE, INSURANCE CARRIER, INSURANCE CO. ADDRESS, INSURANCE CO. PHONE, POLICY / ID #, GROUP #.

IN CASE OF AN EMERGENCY CONTACT

Form with fields: LAST NAME (FIRST, M.I.), RELATIONSHIP, HOME PHONE.

Your signature below indicates:

- 1. (If you have insurance) You authorize Cigna Onsite Health (COH) to release medical or other information as requested by your insurance company to have your medical claims paid.
2. (If you have insurance) You authorize direct payment of medical benefits by your insurance company to COH for any services furnished to you and otherwise payable to you.
3. Your agreement to pay any and all final balance due to COH for services you receive which are your responsibility and/or are denied by your insurance company.

Patient/Parent or Legal Guardian Signature _____ Date _____



Adult Medical History

COMPLETED BY MEMBER

Date: _____ MRN#: _____

Name of Member: _____ Date of Birth: _____ Gender: M F

Last Name First Name M.I.

Member Street Address: _____

Street Apt # City State Zip Code

Occupation: _____ Unemployed Student Member Phone Number: _____

Employer's Name: _____ Home Phone Number: _____ Work Phone Number: _____

Employer's Address: _____

Street Suite # City State Zip Code

Marital Status: Single Married Divorced Separated Widow / Windower

PAST ILLNESSES: Please check ALL that apply.

Allergies Diabetes High Blood Pressure Mental Illness Other: _____
 Anemia High Cholesterol Injury / Fracture Seizures _____
 Arthritis Heart Problems Kidney Disease Skin Problems _____
 Cancer Hepatitis Lung Problems Ulcer Diseases _____

Explanation: _____

Current Medications & Dosage:

Medication Allergies: None _____

PAST SURGERIES:

YEAR	PROCEDURES

PAST HOSPITALIZATIONS:

YEAR	DIAGNOSIS	WHICH HOSPITAL

FAMILY HISTORY:	Alcoholism	Asthma	Cancer (Type)	Depression	Diabetes	Heart Disease	High Blood Pressure	Stroke	Cause of Death	Age at Death
Father	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						
Mother	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						
Brothers/Sisters	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						
Grandparents	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						

SOCIAL HISTORY

Tobacco: None Chew Tobacco Cigarettes _____ # cigarettes/day Cigar Quit Date: _____

Alcohol: None Drinks/week: _____ Type of drink: _____ Other drug use: (cocaine, marijuana, etc.) _____

Daily Exercise: None Low Moderate High → Aerobic Activity Weight Training

Seat Belt Use: Yes No Child Safety Restraints (car seats) used for child < 40lbs or types of age.

IMMUNIZATIONS (Most Recent)

Tetanus: _____ Hepatitis B: _____ Pneumovax: _____ Flu Vaccine: _____

SCREENING EXAMS (Most Recent)

Pap smear: _____ Mammogram: _____ Cholesterol: _____ Sigmoid/Colonoscopy: _____

Clinician's Signature: _____ Member's Signature: _____

X _____ X _____



Authorization for the Release of Information

I. Information about Use or Disclosure

By signing this authorization, I authorize the use or disclosure of my protected health information (“PHI”) as described below.

Patient Name:	Date of Birth: / /
Address:	Phone number (provide one): Home: Cell:

If covered under a medical plan, please provide the following information:

Member/Participant Identification Card (“ID Card”) Number:	Policy, Group or Account Number on ID Card:
Subscriber Name:	Subscriber’s Employer:
Subscriber’s Relationship to Patient:	

I authorize Cigna Onsite Health, LLC (“COH”), Connecticut General Life Insurance Company, Cigna Health and Life Insurance Company and their affiliates and agents (collectively referred to as “Cigna”) to use and disclose my PHI for the purpose identified below.

I authorize COH, Cigna, my medical plan or its vendor(s), to receive my PHI for the purpose identified below.

Purpose of the use and disclosure:

COH, my medical plan and Cigna, an administrator of my medical plan will use and disclose PHI to provide health management or to administer an incentive program. This authorization will allow reporting of health data at the aggregate level only (de-identified data which does not include my name or other identifiable information) to my employer or health plan for the purpose of creating health program improvements, and identifiable data to my employer only for the purpose of incentive programs.

For purposes of this Authorization, PHI includes but is not limited to the following:

Pharmacy and prescription drug information, laboratory test results, disease and health management information, visit notes, results of analytical models, health advocacy program participation, eligibility benefits information, biometric data, vaccinations, genetic testing information, demographic and claims information, Point of Service information such as location information, provider name, etc., alcohol or drug abuses treatment program information, psychotherapy notes, communicable disease- related and HIV-related information.

“Cigna” is a registered service mark, and the “Tree of Life” logo is a service mark, of Cigna Intellectual Property, Inc., licensed for use by Cigna Corporation and its operating subsidiaries. All products and services are provided by or through such operating subsidiaries, including Connecticut General Life Insurance Company and Cigna Health and Life Insurance Company, and not by Cigna Corporation.



II. Important Information About Your Rights

I understand that:

- This authorization is voluntary and I may refuse to sign it.
- I may revoke this authorization by sending a written request to Cigna Onsite Health, LLC, 25500 N. Norterra Drive, Phoenix, Arizona 85085-8200. A revocation form is available from the onsite health center staff. The revocation will not have any effect on actions that COH or Cigna took before it received the revocation notice.
- I am not required to sign this authorization as a condition to receiving treatment or payment for health care, enrolling in a health plan or eligibility for benefits.
- A copy of this authorization and notation concerning the persons or agencies to whom disclosures are made shall be included with original health records.
- This authorization expires twelve (12) months from the date of signature.

III. Signature of Patient or Patient's Representative

Signature of Patient X	Date: / /
Signature of Personal Representative or Parent/Guardian X	Date: / /
Printed Name of patient's personal representative:	
Relationship if the person signing is other than Patient whose information is to be used and disclosed:	

Please note: If the State in which services are provided permits minors to obtain care without parent/guardian's consent, please obtain the minor's signature to consent to authorize information disclosure of those services.

The information used or disclosed pursuant to the authorization may be re-disclosed by the recipient and, upon re-disclosure, no longer be protected by federal privacy laws.

We recommend that you keep a copy of your completed form for your records. Cigna and Cigna Onsite Health, LLC will retain a copy which will be made available upon your request.



Primary Care Physician (PCP) and Preferred Pharmacy

PCP

In order to ensure continuity of care, Healthy Life Care Centers (HLCC) will send visit documentation to your PCP. Please record your PCP's information below so that we can ensure your visit information does get to you PCP.

PCP Name			
PCP Address (including City, State, and Zip Code)	Address		
	City	State	Zip
PCP Phone Number	()		
PCP Fax Number	()		
PCP Practice Name			
PCP Specialty			
Internal Use			
PCP NPI Number			
PCP Degree (MD, DO, ETC.)			

Preferred Pharmacy

Your preferred pharmacy can be easily loaded into your electronic health record, making the prescription process easier for you when one is necessary. Please record your preferred pharmacy's information below.

Pharmacy Name			
Pharmacy Address (including City, State, and Zip Code)	Address		
	City	State	Zip
Pharmacy Phone Number	()		
Pharmacy Fax Number	()		

Patient Name _____ DOB _____

Center Name _____ Staff _____



General Consent for Medical Treatment

Patient Name: _____

Date of Birth: _____

Member ID: _____

I, the patient named above (or his or her representative), hereby voluntarily consent to care encompassing routine non-invasive medical care, tests, procedures, drugs and other services and supplies under the general and specific instruction of my clinician, assistant, designees or consultants, as may be necessary in the judgment of my clinician. I understand that I am authorizing "routine" services only and not complex diagnosis or therapeutic procedures. Except for an emergency or in extraordinary circumstances, I understand that additional consents will be obtained by the clinician if more invasive services are to be performed.

I am aware that the practice of medicine is not an exact science, and I acknowledge that no guarantees have been made as to the results of any examination or treatment in this clinic. I understand that my medical records may be maintained in an electronic health record (EHR) and authorize access to my records by persons involved in my care.

RIGHT TO REVOKE

My consent shall remain in effect until revoked in writing. I understand that I have the right to revoke this General Consent prior to treatment by providing written notice to any COH. It is understood that treatment will be denied if this General Consent for Treatment is not signed or revoked.

Signature of Patient or Legally Authorized Representative

Date

Relationship to Patient

Patient Unable to sign due to

Witness

Date

Time



Consentimiento general para recibir tratamiento médico

Nombre del paciente: _____ Fecha de nacimiento: _____
Identificación de miembro: _____

Yo, el paciente mencionado anteriormente (o su representante), por el presente presto mi consentimiento en forma voluntaria para recibir atención que consista en atención médica, pruebas, procedimientos, medicamentos y otros servicios y suministros no invasivos de rutina, de acuerdo con las indicaciones generales y específicas de mi médico, su asistente, las personas que él designe o sus asesores, en la medida en que sea necesario a criterio de mi médico. Entiendo que esta autorización comprende servicios "de rutina" únicamente, y no procedimientos de diagnóstico o terapéuticos complejos. Salvo en caso de emergencia o en circunstancias extraordinarias, entiendo que el médico obtendrá consentimientos adicionales si es necesario prestar servicios más invasivos.

Soy consciente de que la práctica de la medicina no es una ciencia exacta y reconozco que no se me ha otorgado ninguna garantía con respecto a los resultados de ningún examen o tratamiento que reciba en esta clínica. Entiendo que es posible que mis registros médicos se mantengan en un registro sobre la salud electrónico (EHR, por sus siglas en inglés) y autorizo a las personas involucradas en mi atención a acceder a mis registros.

DERECHO A REVOCAR

Mi consentimiento permanecerá en vigor hasta tanto sea revocado por escrito. Entiendo que tengo derecho a revocar este Consentimiento general antes de recibir tratamiento mediante notificación cursada por escrito a cualquier clínica de COH. Se entiende que el tratamiento se denegará si no se firma o se revoca este Consentimiento general para recibir tratamiento.

Firma del paciente o el representante legalmente autorizado

Fecha

Relación con el paciente

El paciente no puede firmar porque

Testigo

Fecha

Time



Acknowledgement of Privacy Practices

Patient Name: _____

Date of Birth: _____
Member ID: _____

NOTICE OF PRIVACY PRACTICES

I acknowledge that I have been given a copy of the Cigna Onsite Health's (COH) Notice of Privacy Practices. I understand that COH reserves the right to change the terms of its Notice provisions and that I can obtain a copy upon request.

_____ Patient to initial if refusing acknowledgement

Signature of Patient or Legally
Authorized Representative

Date

Relationship to Patient

Patient Unable to sign due to

Witness

Date

Time



AVISO DE PRÁCTICAS DE PRIVACIDAD

Nombre del paciente: _____ Fecha de nacimiento: _____
Identificación de miembro: _____

AVISO DE PRÁCTICAS DE PRIVACIDAD

Dejo constancia de que se me ha entregado una copia del Aviso de prácticas de privacidad de Cigna Onsite Health (COH). Entiendo que COH se reserva el derecho de modificar los términos de las disposiciones de su Aviso y que yo podré obtener una copia, previa solicitud, en cualquier clínica de COH.

____ Marque el casillero si el paciente se neiga a acusar recibo

Firma del paciente o el representante
legalmente autorizado

Fecha

Relación con el paciente

El paciente no puede firmar porque

Testigo

Fecha

Time

Notice of Privacy Practices Cigna Onsite Health

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU, MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Our Privacy Commitment

Thank you for giving us the opportunity to serve you. In the normal course of doing business – providing medical care to you – Cigna Onsite Health® (“COH”) creates records about you and the treatment and services we provide to you. The information we collect is called Protected Health Information or (“PHI”). We take our obligation to keep your PHI secure and confidential very seriously.

We are required by federal and state law to protect the privacy of your PHI and to provide you with this Notice about how we safeguard and use it and to notify you following a breach of your unsecured PHI.

When we use or give out (“disclose”) your PHI, we are bound by the terms of this Notice. This Notice applies to all electronic or paper records we create, obtain, and/or maintain that contain your PHI, including clinical notes, lab results, X-rays, optometry and pharmacy information (medication history).

How We Protect Your Privacy

We understand the importance of protecting your PHI. We restrict access to your PHI to authorized workforce members who need that information for your treatment, for payment purposes and/or for health care operations. We maintain technical, physical and administrative safeguards to ensure the privacy of your PHI.

To protect your privacy, only authorized and trained workforce members are given access to our paper and electronic records and to non-public areas where this information is stored.

Workforce members are trained on topics including:

- Privacy and data protection policies and procedures including how paper and electronic records are labeled, stored, filed and accessed.
- Technical, physical and administrative safeguards in place to maintain the privacy and security of your PHI.

Our corporate Privacy Office monitors how we follow the policies and procedures, and educates our organization on this important topic.

GO YOU

How We Use and Disclose Your PHI

Uses of PHI without your authorization

We may disclose your PHI without your written authorization if necessary while providing your health benefits. We may disclose your PHI for the following purposes:

- **Treatment:**
 - To share with nurses, doctors, pharmacists, optometrists, health educators and other health care professionals so they can determine your plan of care.
 - To help you obtain services and treatment you may need – for example, to order lab tests and use the results.
 - To coordinate your health care and related services with a different health care facility or professional
- **Payment:**
 - To make coverage determinations.
 - To submit claims to your health plan or health insurer.
 - To coordinate benefits with other coverage you may have.
- **Health care operations:**
 - To provide customer service.
 - To support and/or improve the programs or services we offer you.
 - To assist you in managing your health – for example, to provide you with an appointment reminder or information about treatment alternatives to which you may be entitled.

We may also disclose your PHI without your written authorization for other purposes, as permitted or required by law. This includes:

- **Disclosures to others involved in your health care.**
 - If you are present or otherwise available to direct us to do so, we may disclose your PHI to others – for example, a family member, a close friend, or your caregiver.



- If you are in an emergency situation, are not present, or are incapacitated, we will use our professional judgment to decide whether disclosing your PHI to others is in your best interests. If we do disclose your PHI in a situation where you are unavailable, we would disclose only information that is directly relevant to the person's involvement with your treatment or for payment related to your treatment. We may also disclose your PHI in order to notify (or assist in notifying) such persons of your location, your general medical condition or your death.
- We may disclose your child's PHI to your child's other parent.

If you do not want us to disclose your PHI or your child's PHI to others, please tell your COH health care professional.

- **Disclosures to vendors and accreditation organizations.** We may disclose your PHI to:
 - Companies that perform certain services we've requested. For example, we may engage vendors to help us to provide information and guidance to participants with chronic conditions like diabetes and asthma.
 - Accreditation organizations such as the National Committee for Quality Assurance (NCQA) for quality measurement purposes.

Please note that before we share your PHI, we obtain the vendor's or accreditation organization's written agreement to protect the privacy of your PHI.

- **Disclosures to your employer as sponsor of your health plan or health insurance policy.** We may disclose your PHI to your employer or to a company acting on your employer's behalf, so that entity can monitor, audit and otherwise administer the employee health plan or health insurance policy in which you participate. Your employer is not permitted to use the PHI we disclose for any purpose other than administration of your benefits. See your employer's health plan or policy documents for information on whether your employer receives PHI and, if so, the identity of the employees who are authorized to receive your PHI.
- **Communications.** We may disclose your PHI to:
 - Encourage you to purchase or use a product or service that is not part of the health care services and benefits we provide when we meet with you in person, as permitted by law.
 - Provide you with a promotional gift of nominal value. Except as permitted by law, we will not use your PHI for marketing purposes without your prior written authorization.

- **Health or safety.** We may disclose your PHI to prevent or lessen a serious and imminent threat to your health or safety, or the health or safety of the general public.
- **Public health activities.** We may disclose your PHI to:
 - Report health information to public health authorities authorized by law to receive such information for the purpose of preventing or controlling disease, injury or disability, or monitoring immunizations.
 - Report child abuse or neglect, or adult abuse, including domestic violence, to a government authority authorized by law to receive such reports.
 - Report information about a product or activity that is regulated by the U.S. Food and Drug Administration (FDA) to a person responsible for the quality, safety or effectiveness of the product or activity.
 - Alert a person who may have been exposed to a communicable disease, if we are authorized by law to give this Notice.
- **Health oversight activities.** We may disclose your PHI to:
 - A government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid.
 - Other regulatory programs that need health information to determine compliance. This disclosure may include granting an agency surveyor access to your electronic health record.
- **Research.** We may disclose your PHI for research purposes, but only according to and as allowed by law.
- **Compliance with the law.** We may use and disclose your PHI to comply with the law.
- **Judicial and administrative proceedings.** We may disclose your PHI in a judicial or administrative proceeding or in response to a valid legal order.
- **Law enforcement officials.** We may disclose your PHI to the police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.
- **Government functions.** We may disclose your PHI to various departments of the government such as the U.S. military or the U.S. Department of State as required by law.
- **Workers' compensation.** We may disclose your PHI when necessary to comply with workers' compensation laws.

Uses of PHI that require your authorization

Other than for the purposes described above, we must obtain your written authorization to use or disclose your PHI. For example, we would need your authorization:

- To supply PHI to your employer.
- To use your PHI for marketing communications and when we receive direct or indirect payment from a third party for making such communications.
- For any sale involving your PHI, as required by law.

Uses and disclosures of certain PHI deemed “Highly Confidential.” For certain kinds of PHI, federal and state law may require enhanced privacy protection. These would include PHI that is:

- Maintained in psychotherapy notes.
- About alcohol and drug abuse prevention, treatment and referral.
- Additional diseases and/or treatments specifically defined by state law (e.g. HIV/AIDS, venereal disease, communicable disease, genetic testing, etc.).

We can only disclose this type of specially protected PHI with your prior written authorization except when specifically permitted or required by law. Any other uses and disclosures not described in this Notice will only be made with your prior written authorization.

Cancellation. You may cancel (“revoke”) a written authorization you gave us before. The cancellation, submitted to us in writing, will apply to future uses and disclosures of your PHI. It will not impact disclosures made previously, while your authorization was in effect.

Your Individual Rights

You have the following rights regarding the PHI that COH creates, obtains, and/or maintains about you.

- **Right to request restrictions.** You may ask us to restrict the way we use and disclose your PHI for treatment, payment and health care operations, as explained in this Notice. We are not required to agree to the restrictions, but we will consider them carefully. If we do agree to the restrictions, we will abide by them.

At certain COH locations, you may be allowed to restrict (“to not disclose”) information to your health plan or health insurer about a COH-provided visit, service or prescription for which you pay. If this option is available to you, you may exercise this right by paying in full, out-of-pocket, at the time of service. If you do so, we will not submit any claim or otherwise communicate with your health plan or health insurer about the visit, service or prescription.

- **Right to receive confidential communications.** You may ask to receive COH communications containing PHI by alternative means or at alternative locations. We will accommodate reasonable requests whenever feasible.
- **Right to inspect and copy your PHI.** You may ask in advance to review or receive a copy of your PHI that is included in certain paper or electronic records we maintain. Under limited circumstances, we may deny you access to a portion of your records.

You may request that we disclose or send a copy of your PHI to a Health Information Exchange (HIE).

- **Right to amend your records.** You have the right to ask us to correct your PHI contained in our electronic or paper records if you believe it is inaccurate. If we determine that the PHI is inaccurate, we will correct it if permitted by law. If a different health care facility or professional created the information that you want to change, you should ask them to amend the information.
- **Right to receive an accounting of disclosures.** Upon your request, we will provide a list of the disclosures we have made of your PHI for a specified time period. However, the list will exclude:
 - Disclosures you have authorized.
 - Disclosures made earlier than six years before the date of your request (in the case of disclosures made from an electronic health record, this period may be limited to three years before the date of your request).
 - Disclosures made for treatment, payment, and health care operations purposes, except when required by law.
 - Certain other disclosures that are excepted by law.

If you request an accounting more than once during any 12-month period, we will charge you a reasonable fee for each accounting report after the first one.

- **Right to name a personal representative.** You may name another person to act as your personal representative. Your representative will be allowed access to your PHI, to communicate with the health care professionals and facilities providing your care, and to exercise all other HIPAA rights on your behalf. Depending on the authority you grant your representative, he or she may also have authority to make health care decisions for you.
- **Right to receive a paper copy of this Notice.** Upon your request, we will provide a paper copy of this Notice, even if you have already received one, as described in the Notice Availability and Duration section found later in this Notice.

Actions You May Take

Contact COH. If you have questions about your privacy rights, believe that we may have violated your privacy rights, or disagree with a decision that we made about access to your PHI, you may contact us at the following address or telephone number:

Privacy Officer
Cigna Onsite Health
25500 N. Norterra Dr.
Phoenix, AZ 85085
Telephone Number: 602.906.2800

For certain types of requests, you must complete and mail to us the applicable form, which is available at our health care and event facilities.

Contact a government agency. If you believe we may have violated your privacy rights, you may also file a written complaint with the Secretary (the "Secretary") of the U.S. Department of Health and Human Services ("HHS").

Your complaint can be sent by email, fax, or mail to the HHS' Office for Civil Rights ("OCR"). For more information, go to the OCR website, <http://www.hhs.gov/ocr/privacy/hipaa/complaints>. We will provide you with the contact information for the OCR Regional Manager in your area, if you request it from our Privacy Office.

We will not take any action against you if you exercise your right to file a complaint, either with us or with the Secretary.

Notice Availability and Duration

Notice availability. A copy of this Notice is available at all of our health care and event facilities and is posted at the clinics and health coach offices, as applicable, in a prominent location at all times.

Right to change terms of this Notice. We may change the terms of this Notice at any time, and we may, at our discretion, make the new terms effective for all of your PHI in our possession, including any PHI we created or received before we issued the new Notice.

If we change this Notice, we will give you the new Notice as required when you receive treatment at one of our COH health care facilities or health coach offices or participate in a COH event, as applicable. In addition, we will post any new Notice at each of our COH clinics or health coach office in a prominent location and you can request a copy at a clinic.

Effective date. This Notice is effective as of April 14, 2003, and updated as of September 23, 2013.



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