

Dear Friend:

We are embarking on what I hope will be a productive and healthful relationship, and I pledge that I will listen and work with you while using my expertise to meet all of your therapeutic goals. To succeed, we must work cooperatively with one another, and as you expect certain things from me, I likewise have expectations of you.

I expect you to complete your lab tests as ordered, to return for follow-ups in a timely manner, and to do your best to keep the appointments that have been scheduled for you. Additionally, I expect you to follow the therapeutic regimen (medication, supplements and lifestyle work) that has been agreed upon. If for any reason you decide not to take something, you are uncomfortable with a therapy, or you have what you believe is an adverse reaction, please inform me of the problem before taking any action on your own.

If things are not progressing to your satisfaction, please let me know so that we can work on it and perhaps go in a more satisfactory direction.

Thank you and I look forward to working with you to accomplish all of your wellness goals.

Sincerely,

*Michael P. Goodman, M.D.*

## Appointment Policies

### No Shows, Cancellations/Reschedules:

We understand that there are times when you must miss an appointment due to unavoidable circumstances, however, Dr. Goodman sets aside a considerable amount of time for each of his appointments. No shows and last-minute cancellations and reschedules leave open appointments that could have been offered to others who also need treatment.

All patients will receive a courtesy appointment reminder text and/or phone call (depending on the contact information we have on file) 7 and 3 days prior to their visit. We require 48 hours notice for all cancellations/reschedules.

**\*New patients** who fail to show up for their appointment or who do not provide adequate notice for a cancellation/reschedule will incur a charge to the credit card provided for half of the missed visit fee.

**\*Established patients** are given a grace of one no show or limited notice cancellation/reschedule per year. All subsequent instances will be subject to a \$50 fee, which must be paid prior to being seen for your next visit.

### Scheduled Appointments:

We understand that delays can happen, however we kindly ask that you notify the office if you are going to be running more than 10 minutes late for your appointment. We will always try to accommodate you; however when Dr. Goodman's schedule is fully booked, you may receive a shorter visit or need to be rescheduled.

Please be advised that there are NO EXCEPTIONS to this policy.

Thank you for your attention to this matter,

*Caring For Women Wellness Center*

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Patient Signature

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Date

## Self Pay Contract

I, \_\_\_\_\_, hereby acknowledge and understand that Dr. Goodman/Caring for Women Wellness Center is not part of any insurance networks, including Medicare. I understand that I am responsible for payment of all fees associated with services rendered and products provided to me at the time of service and that I will be given a "Super Bill" with all pertinent information required for submission to my insurer for possible direct reimbursement as per my insurance coverage plan.

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

\_\_\_\_\_  
Date

## Summary of Notice of Privacy Practices

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires that, effective April 14, 2003, we provide you a printed copy of our Notice of Privacy Practices. For your convenience, we are providing this brief summary. Each section has a corresponding section in our full Notice, which we encourage you to read in its entirety. We are required to ask you to sign a one time acknowledgment that you have received this summary. A copy of the full Notice is available upon your request.

### **Yours Rights As A Patient**

You have many new and important rights with respect to your protected health information. These are summarized below and described in detail in our full Notice of Privacy Practices.

### **Use of Protected Health Information**

We are permitted to use your protected health information for treatment purposes, to facilitate our being and to conduct our business and evaluate the quality and efficiency of our processes. Also, we are permitted to disclose protected health information under specific circumstances to other entities. We have put into place safeguards to protect the privacy of your health information. However, there may be incidental disclosures of limited information, such as overhearing a conversation, that occur in the course of authorized communications, routine treatment, payment, or the operations of our practice. HIPAA recognizes that such disclosures may be extremely difficult to avoid entirely, and considers them permissible.

For entities that are not covered under HIPAA to which we must send protected health information for treatment, payment, or operational purposes, we require that they sign a contract in which they agree to protect the confidentiality of this information

### **Disclosures Of Protected Health Information Requiring Your Authorization**

For disclosures that are not related to treatment, payment or operations, we will obtain your specific written consent, except as described below.

### **Disclosures Of Protected Health Information Not Requiring Your Authorization**

We are required by state and federal law to make disclosures of certain protected health information without obtaining your authorization. Examples include mandated reporting of conditions affecting public health, subpoenas, and other legal requests

### **Communication To You Of Confidential Information By Alternative Means**

If you make a written request, we will communicate confidential information to you by reasonable alternative means, or to an alternative address.

### **Restrictions To Use And Disclosure**

You may request restrictions to the use or disclosure of your protected health information, but we are not required by HIPAA to agree to such requests. However, if we do agree, then we are bound to honor your request. In the course of our use and disclosure of your protected health information, only the minimum amount of such information will be used to accomplish the intended goal.

### **Access To Protected Health Information**

You may request access to or a copy of your medical records in writing. We will provide these within the time period specified unless we are forbidden under HIPAA or by applicable state law to provide such records. If we deny access, we will tell you why. You may appeal this decision, which, under specified circumstances, will be reviewed by a third party not involved in the denial.

### **Amendments To Medical Records**

You may request in writing that corrections be made to your medical records. We will either accept the amendments, and notify appropriate parties, or deny your request with an explanation. You have rights to dispute such denials and have your objections noted in your medical record.

### **Accounting Of Disclosures Of Protected Health Information**

You may request in writing an accounting of disclosures of your protected health information. This accounting excludes disclosures made in the course of treatment, payment, or operations, and disclosures that were made as a result of your written authorization

### **Other Uses Of Your Health Information**

Optional uses, as permitted under HIPAA, are listed in our complete Notice of Privacy Practices.

### **How To Lodge Complaints Related TO Perceived Violations Of Your Privacy Rights**

You may register a complaint about any of our privacy practices with our Privacy Official or with the Secretary of Health and Human Services without fear of retaliation, coercion, or intimidation.

### **Acknowledgment of Receipt of Notice of Privacy Practices**

Use and disclosure of protected health information is regulated by a federal law known as The Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under HIPAA, providers of healthcare are required to give patients their Notice of Privacy Practices for Protected Health Information and make a good faith effort to obtain a written acknowledgment that this notice was received.

Therefore, I, \_\_\_\_\_, (printed name of patient or personal representative), acknowledge that Caring for Women or his duly authorized representative has provided a written copy of his Notice of Privacy Practices for protected Health Information to (check one) \_\_\_\_\_ myself or \_\_\_\_\_ specify: \_\_\_\_\_.

*If you are signing as a personal representative, documentation of your legal right to do so must be provided.*

\_\_\_\_\_

Signature of Patient or Personal Representative

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Relationship to Patient

***This section is for the use of the office of Caring for Women only***

We made a good faith attempt to provide the above named patient with a copy of our Notice of Privacy Practices for Protected Health Information, but we were not successful for the following reason:

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Signature of Representative

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Date

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## **Directions**

- From 1-80 East (Towards San Francisco) or West, take Hwy 113 North towards Woodland.
- Exit at Russell Blvd. (2nd Exit), turn right at top of ramp.
- Turn left at the second stoplight onto Anderson Road. Davis Medical Center is about 1 block down on the left, just past the Sycamore Lane apartments. Turn left into the second entrance, park about 2/3 of the way down.
- We are in Suite 12B.

## Patient Registration

|  |  |
|--|--|
| <b>Patient Information:</b><br>Last: _____<br>First: _____<br>Address: _____<br>City: _____<br>Zip: _____<br>Phone #: _____<br>Work #: _____<br>Cell#: _____ | Email: _____<br>Date of Birth: _____<br>Social Security #: _____<br>Marital Status: _____<br>Language: _____ |
|--|--|

Referral Source Name: \_\_\_\_\_ UPIN #: \_\_\_\_\_

I understand that I am financially responsible for all charges, whether they are paid by my insurance or not. I hereby authorize the doctor to release all information necessary to secure the payment of my benefits.

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

\_\_\_\_\_  
Date

## Confidential Health Questionnaire

|  |              |
|--|--------------|
| <b>Patient Name</b><br><br>Last: _____ | First: _____ |
|--|--------------|

**Dr** **MICHAEL**  
**GOODMAN** **MD**

I heard about "Caring For Women" from: \_\_\_\_\_

My usual healthcare provider is: \_\_\_\_\_

My occupation is: \_\_\_\_\_

Are you presently married or partnered? \_\_\_\_\_

Name of partner: \_\_\_\_\_

Partner's occupation: \_\_\_\_\_

### HEALTH HISTORY:

Have you had any previous health problems related to the following areas? Check all the apply.

|   |   |
|---|---|
| <input type="checkbox"/> Head, Eyes, Ears, Nose, Throat                           | <input type="checkbox"/> Skin, Hair, Nails                |
| <input type="checkbox"/> Neck, Thyroid  | <input type="checkbox"/> Back, Spine, Muscles, Bones      |
| <input type="checkbox"/> Chest Respiratory  | <input type="checkbox"/> Nervous System                   |
| <input type="checkbox"/> Heart, High Blood Pressure                               | <input type="checkbox"/> Psychological, Psychiatric       |
| <input type="checkbox"/> Breasts  | <input type="checkbox"/> Weight Problems, Eating Disorder |
| <input type="checkbox"/> Liver, Gallbladder, Hepatitis                            | <input type="checkbox"/> Chemical or Alcohol Dependency   |
| <input type="checkbox"/> Kidneys, Bladder   | <input type="checkbox"/> Reactions from Medications       |
| <input type="checkbox"/> Stomach, Intestines (including constipation or diarrhea) | <input type="checkbox"/> Lymph Nodes / Anemia             |
|   | <input type="checkbox"/> Other Health Issues              |

If you've checked any of the above, please describe:

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Please list all MEDICAL PROCEDURES (including plastic and cosmetic), surgeries, hospitalizations, serious injuries or serious medical problems you have had:

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Please list all MEDICATIONS you presently take (including vitamins, herbs and supplements):

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Please list medications (as above) you no longer take, but have taken in the past 5 years:

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Please list any drug/medication ALLERGIES:

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List any food/environmental allergies:

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**GYN SPECIFIC:**

|                                      |  |                               |
|--------------------------------------|--|-------------------------------|
| How many CHILDREN do you have: _____ | Do you have any grandchildren? _____                           | Date of last period: _____    |
| What are their ages: _____           | Do you LOSE URINE (Incontinence) when you don't want to? _____ | Date of last pap smear: _____ |

|   |  |  |
|---|--|--|
| Have you had a miscarriage, and if so, how many? _____<br><br>Have you terminated a pregnancy, and if so, how many? _____ | Is it enough of a problem that you wish to do something about it?<br>_____ | Date of last mammogram:<br>_____<br><br>Date of last annual exam?<br>_____ |
|---|--|--|

Have you taken HORMONES before? \_\_\_\_\_

If yes, what kind and what was your experience:

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

Please describe any present or past problems with your PERIODS:

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

List all CONTRACEPTIVE methods and satisfaction (include surgeries such as tubal ligation and vasectomy):

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

Describe any present / past problems with your UTERUS, TUBES, OVARIES, VULVA, VAGINA:

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

Any past history of STD, recurrent herpes, HIV? \_\_\_\_\_

If yes, explain:

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

Are you significantly affected by cyclic PREMENSTRUAL SYMPTOMS? \_\_\_\_\_

If yes, please describe:

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Is your SEXUAL LIFE : \_\_\_\_ Fine or good \_\_\_\_ Fair \_\_\_\_ Unsatisfactory

Please comment:

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Any problems with VAGINAL DRYNESS, vulvar pain or irritation?:

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Does your partner have sexual or erectile issues? \_\_\_\_\_

Please explain:

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What is the present state of your marriage/partnership?

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## RISK ASSESSMENTS

|   |  |
|---|--|
| Weight: _____<br>Height: _____<br><br>Ever smoked cigarettes? _____<br><br>Smoke now? _____<br>How much? _____<br>If you quit smoking, <u>when</u> ? After smoking<br>for how many years? _____ | At what age did you have your first child?<br>_____<br><br>Did you nurse your child(ren)?<br>_____<br><br>Are you a "meat and potatoes" and<br>dessert eater? _____<br><br>Are you mostly a grain and fruit / veggie<br>eater? _____ |
|---|--|

Previous problems with cholesterol? \_\_\_\_\_

If yes, please describe:

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Any family cardiac history? \_\_\_\_\_

If yes, please describe:

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Please describe exactly what type/how much exercise you get on a weekly basis:

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Please list everything that you had to eat yesterday (breakfast — lunch — dinner — all snacks):

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Any family members with BREAST, COLON, OVARIAN  
CANCER?

Who, and at what age?

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Have you ever been told you were at risk for any of these cancers? \_\_\_\_\_

If yes, please describe:

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Have you ever had a breast biopsy? How many / results:

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Any family history of osteoporosis? \_\_\_\_\_ Who? \_\_\_\_\_

Have you or any close family member ever been treated for depression? \_\_\_\_\_

If yes, please describe:

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Do you work outside of your home? \_\_\_\_\_

If yes, please explain:

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Have you had a problem with or been treated for fatigue? \_\_\_\_\_

If yes, please describe:

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Any present or past situations of verbal, physical or sexual abuse? \_\_\_\_\_

If yes, please describe:

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Does your work or home life expose you to excessive stress? \_\_\_\_\_

If yes, please explain:

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## FSFI Questionnaire

(Over the last 4 weeks)

|   |                         |                            |                           |   |                              |                              |
|---|-------------------------|----------------------------|---------------------------|---|------------------------------|------------------------------|
| <b>How would you rate your level of sexual desire or interest?</b>                            |                         | Very High<br>5             | High<br>4                 | Moderate<br>3                           | Low<br>2                     | Very low or none<br>1        |
| <b>How would you rate your level of sexual arousal during sexual activity or intercourse?</b> | No sexual activity<br>0 | Very High<br>5             | High<br>4                 | Moderate<br>3                           | Low<br>2                     | Very low or none<br>1        |
| <b>How often did you become lubricated ("wet") during sexual activity or intercourse?</b>     | No sexual activity<br>0 | Very High<br>5             | High<br>4                 | Moderate<br>3                           | A few times<br>2             | Almost Never or Never<br>1   |
| <b>When you had sexual stimulation or intercourse, how often did you reach orgasm?</b>        | No sexual activity<br>0 | Very High<br>5             | High<br>4                 | Moderate<br>3                           | A few times<br>2             | Almost Never or Never<br>1   |
| <b>How satisfied have you been with your overall sexual life?</b>                             |                         | Very Satisfied<br>5        | Moderately Satisfied<br>4 | Equally Satisfied and Dissatisfied<br>3 | Moderately Dissatisfied<br>2 | Very Dissatisfied<br>1       |
| <b>How often did you experience discomfort or pain during vaginal penetration?</b>            | No sexual activity<br>0 | Almost Never or Never<br>5 | A few times<br>4          | Sometimes<br>3                          | Most times<br>2              | Almost Always or Always<br>1 |

***Patient Registration Packet | 15***  
***Caring For Women Wellness Center***  
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Dr **MICHAEL**  
**GOODMAN MD**