

Cheyenne, WY 82009



Wyoming Endoscopy

7220 Commons Circle Cheyenne, WY 82009

Patient Information

Phone: 307-635-4141

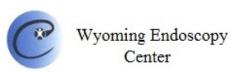
Fax: 307-638-2656

www.dhawy.com

	Today's Date			
Patient Name				
	First MI		Last	
Mailing Address	City	StateZip		
Telephone Home	Work	Cell		
Which phone would you	ı like to be the primary number we ca	all:		
	ce to our clients, we provide a courtesy a cell phone number and email you conse			
Social Security	Date of I	of BirthAge		
Gender assigned at birth	n: Male / Female			
Email (for patient port	tal access and communications):			
Marital Status:SingleMarriedDivorcedWidowed Primary CaregiverSelfOther:	Race:American Indian/Alaskan NativeBlack or African AmericanNative Hawaiian/Pacific IslanderCaucasianMultiracialOther Are you deaf?YESNO Are you blind?YESNO	Ethnicity:Hispanic/LatinoNon-Hispanic / Non-LatinoOther Advanced Directive?YESNO	Primary Language:EnglishSpanishFrenchOther Do you need aTranslator?YESNO	
Patient Pharmacy				
•	orting medication history:YES	NO		
Employer	Occupation		Telephone	
Authorized Parties to Sp	peak with Regarding Billing:			
Parties Responsible for	Payment (if other than the patient):			
Name	Social Security	Date of Birth		
Mailing Address	CitySt	tateZIP		
Telephone Home	Work	Cal	1	

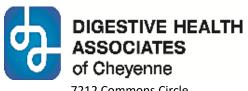


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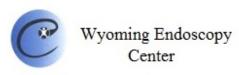


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Patient Name				
Date of Birth				
Insurance Information: Primary Insurance:			Phone	
Insured Party:SelfS	pouseParent	Other (pl	ease specify)	
Name of Subscriber	Date	of Birth	SSI	N
Member ID	Group		Effective D	ate
Claims Billing Address		City	State	Zip
Secondary Insurance: Primary Insurance:			Phone	
Insured Party:SelfS	SpouseParent	Other (pl	ease specify)	
Name of Subscriber	Date o	f Birth	SSI	N
Member ID	Group		Effect	tive Date
Claims Billing Address		City	State	Zip
Emergency Contact Information	on:			
Name]	Relationship	
Telephone Home	Work		Cell	
How did you hear about Diges Have you visited our website? Yes Referred by: I hereby authorized medical tre charges for such treatment, inclu Digestive Health Associates. I at to process my insurance claims.	eatment of the above- uthorize Digestive Ho I agree that this auth	named patien ons and legal ealth Associa	t and agree to be fina fees (if applicable). I ses to release my med I be valid until rescir	ncially responsible for all hereby assign payments to lical information necessary
Patient/Guardian Signature			Date	



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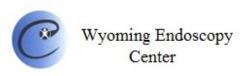
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Authorization to Release Medical Information

Patient:		
SSN:	_ Date of Birth	
I authorize Digestive Health Associates to discuss and treatment with (i.e. spo	•	care
Name	Relationship	
INFORMATION TO BE SHARED (please check all that app		
Admission history and physical	Outpatient Records	
 Discharge Summary Complete hospital chart Lab Reports Psychiatric and other mental health records Medication administration logs, dietary logs, staff 	Office Notes	norts
Complete hospital chart	Consultation notes or re	ports
Lab ReportsPsychiatric and other mental health records	 Radiological Reports 	
Modication administration logs, diotary logs, staff	contact or convice logs, and	
	- ·	
other records that may not be part of my individu Contains information relating to me.	ai medicai record, but which	
(These records should be redacted to protect information	nertaining to other nations)	
I understand that information in my health record may in		
Sexually Transmitted Disease, Acquired Immunodeficienc		
Immunodeficiency Virus (HIV) and other communicable of		
Care/Psychiatric care, and treatment of alcohol and /or of		
Authorizes release of any such information.	ing abase, my signature	
This authorization is valid and in force until revoked. I time by writing to the health care provider but revoking the actions taken before revoked also understand:	nis authorization will not affect disclosur	
I am not required to sign this authorization and		
That my health care payment will not be affected	Patient or Representative Signature	Date
By my refusal		
 Federal privacy regulation will no longer apply 		
To the information disclosed, and that DHA	Witness to Signature	Date
May re-disclose the information		
I am entitled to receive a copy of this authorization		
 A copy of this authorization may be utilized with the Same effectiveness as the original 	Name of Representative, if required (print)	
	Relationship to Patient	



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Acknowledgement of Receipt of Notice of Privacy Practices / Advanced Directives

I,Patient's Name (please print)	have received a copy of
_	Privacy Practices and Advanced Directive ledgement.
Signature of Patient	Date
Witness to Signature	Date



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Wyoming Endoscopy Center

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Advanced Directive Acknowledgement

Phone: 307-635-4141

Federal Law:

The 1990 Patient Self-Determination Act is a federal law that states patient must be informed of their right under state law to make decisions about their medical care, including the right to accept or refuse medical or surgical treatment and the right to have an advance directive. The advance directive document is a way for you to communicate what kinds of medical care and treatment you do or do not want if you become unable to make these decisions for yourself.

Wyoming Law:

Under the Wyoming Health Care Decisions Act of 2005, as amended in 2007, Wyoming authorized a combined advance health-care directive. This Law is intended for inpatient hospital admissions, care received from a nursing facility, home health agency, personal care service, hospital, or health maintenance organization and not for clinics.

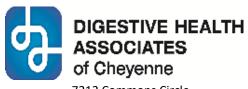
DHA:

DHA is a clinic and therefore does not fit the above-mentioned categories for intended use and therefore will not honor advance directives. If a life-threatening situation were to happen DHA employees would provide BLS services and notify emergency services for transfer to Cheyenne Regional Medical Center. If a patient needs to be sent to the hospital for any reason and the person has presented DHA with Advance Directive information, that information will be given to the emergency service providers along with any other pertinent health information.

The existence of an Advance Directive, or lack thereof, will not determine the patient's right to care, treatment or services at DHA. Any patient who has questions now or in the future should be directed to their health care provider. Patients who would like to have an advance directive should speak with legal counsel.

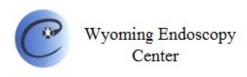
Wyoming Endoscopy Center:

Wyoming Endoscopy Center does not honor advance directives. Health care providers at Wyoming Endoscopy Center are bound to do all in their power to assure the safe recovery of every patient, including resuscitation if that becomes necessary. Because the scope of care in this facility is limited to elective outpatient surgical procedures, any life-threatening event will be immediately treated with life sustaining measures and emergency services notified for transfer to Cheyenne Regional Medical Center. If a Patient has provided advanced directives to Wyoming Endoscopy Center, they will be given to emergency services along with any pertinent medical information. All patients are to be informed that an advance directive will not be honored while a patient is at Wyoming Endoscopy Center. The existence of an Advance Directive, or lack thereof, will not determine the patient's right to care, treatment or services at DHA. Any patient who has questions now or in the future should be directed to their health care provider. Patients who would like to have an advance directive should speak with legal counsel.



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Notice of Privacy Practices

This notice is required by the Federal Privacy Regulations created as a result of the Health
Insurance Portability
and Accountability Act of 1996

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION. <u>PLEASE REVIEW IT CAREFULLY.</u>

Digestive Health Associates of Cheyenne (DHA) is committed to protecting the privacy of your individually identifiable health information. DHA is required to give you this notice to tell you how we may use and disclose your protected health information (PHI) and instruct you on your rights relating to this information.

DHA's Use or Disclosure of Your Protected Health Information (PHI):

- **Treatment:** DHA uses your PHI to treat you. For example, we may ask you to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. We might use your PHI in order to write a prescription for you, or we might disclose your PHI to a pharmacy when we order a prescription for you. Finally, we may also disclose your PHI to other physicians who are involved in your treatment.
- Payment: DHA may use and disclose your PHI in order to bill and collect payment for the services you receive from us. For example, we may contact your health insurer to certify that you are eligible for benefits, and we may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment.
- **Health Care Operations:** DHA may use and disclose your PHI to operate our business. For example, we may use and disclose your information to evaluate the quality of care you received from us, or to conduct cost management and business planning activities for DHA.
- **Appointment Reminders:** DHA may use and disclose your PHI to contact you and remind you of any appointment.
- Release of Information to Family/Friends with Your Permission: DHA may release your PHI
 to a family member or friend involved in your care, or who assist in taking care of you with your
 permission. For example, a family member who assists you in meeting your health care needs
 may accompany you on a visit to DHA. This family member may have access to your medical
 information while we are treating you and/or to assist in your follow up care.
- **Disclosures Required by Law:** DHA will use and disclose your PHI when we are required to do so by federal, state or local law.

Authorization:

DHA will obtain your written authorization to use or disclose your PHI for any purpose that is not set out in this

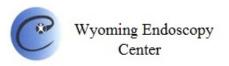
notice. DHA will obtain written authorization from you to use your PHI for marketing or fundraising purposes. You may revoke your authorization at any time.

This is a revised notice for DHA. The effective date of this revised notice is August 5, 2019. DHA may revise this notice from time to time, and when this notice is revised, it will be posted at DHA facilities. It will also be available on DHA's website at http://www.dhawy.com



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Your Rights:

You may:

- Provide DHA with a copy of your Advanced Directives
- Inspect and obtain a copy of your PHI held by DHA
- Amend any of your PHI created by DHA if you believe it is incorrect or you believe that information is missing, and DHA agrees. If DHA agrees, we will advise you of that fact. You may have a statement of your disagreement added to your PHI.
- Obtain a list of those who have received your protected health information from DHA.
 - The list will not include certain disclosures such as PHI for:
 - Your treatment
 - Your payment
 - Our healthcare operation
 - Given to and/or authorized by you or your personal representative for DHA to release
 - PHI that was disclosed for law enforcement purposes.
- Ask DHA to communicate with you in a different manner or at a different place such as sending PHI to your office rather than your home address
- Request that DHA limit how your PHI is used and disclosed. DHA will accommodate reasonable requests but may not agree with limitations that conflict with treatment, payment, or health care operations
- Request that any service paid for in full by you not be included in disclosures to your health plan
- Obtain a paper copy of this notice.

You may exercise the foregoing rights by contacting DHA's Privacy Officer in writing, at the address listed below.

DHA's Responsibilities and Rights:

DHA:

- DHA will acknowledge that you have provided DHA with an Advanced Directive, but DHA will not honor it
- DHA does not permit the use of video or voice recording of any kind while on DHA or WEC premises
- Is required by law to maintain the privacy of your PHI and to furnish you with your notice of our legal duties and privacy practices regarding your PHI
- Must follow the terms of the notice currently in effect
- Must obtain a signed acknowledgement or document that you received this notice
- Will never sell your PHI

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- Will notify you in writing of any breach where your PHI was unsecured
- May revise our privacy practices as outlined in this notice and make the new practices effective for all the PHI we maintain. DHA will issue a revised notice should our privacy practices be changed.

Complaints:

If you believe your privacy rights may have been violated, you may express concerns or make a complaint with DHA and/or to the Secretary of the Department of Health and Human Services. There will be no retaliation against any person making a complaint. Complaints made to DHA should be made in writing to the attention of the Compliance Officer at DHA at the address set forth below.

Contact:

If you have questions or concerns or wish to issue a complaint, please contact:

Compliance Officer

Digestive Health Associates of Cheyenne

Telephor

7212 Commons Circle

Telephone (307) 635-4141