

## **Associates In Family Medicine** LLC

*Conrad H. Knudson, M.D.*  
*Nancy K. Conway-Wiley, M.D.*

1207 South Queen Street • York, PA 17403  
Phone (717) 846-8869 • Fax (717) 846-4253

[www.aifmyork.com](http://www.aifmyork.com)

*Board Certified Care for You and Your Family*  
Adult Medicine/Geriatrics  
Adolescent, Pediatric, & Newborn Medicine  
Minor Surgical Procedures

Welcome to Associates In Family Medicine! The following pages include:

1. Medical History Form for Adult Patients.
2. Medical History Form for Pediatric Patients (under 18)
3. Communication Form
4. Records Request Form
5. Financial Policy Form

Fill out as much as you can before your first visit. Don't forget to sign at the bottom of each form.

Thank you for choosing Associates In Family Medicine. We hope to serve you in all your health needs.

Name \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_\_ Sex  M  F  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 SS# \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Race/Ethnicity (government required categories):  
 Asian  Black  Non-white Hispanic  
 White Hispanic  White  Other \_\_\_\_\_  
 Emergency Contact name and phone: \_\_\_\_\_  
 Marital Status and if married, spouse's name: \_\_\_\_\_  
 Children's names and ages: \_\_\_\_\_

**ALLERGIES** to Medications, X-ray dyes, or other substances:  No  Yes  
 If yes, list to what and what kind of reaction: \_\_\_\_\_

**MEDICAL HISTORY** - Please check if you have had problems with any of the following:  
 High blood pressure  Cancer  Acid Reflux/Ulcers  Migraines  
 Heart attack or blockages  Asthma  Tuberculosis (T.B.)  Stroke  
 Diabetes  Urinary problems  Hay Fever/Allergies  HIV  
 High Cholesterol  Hepatitis  Thyroid problems  Alcohol/Drug problems  
 Kidney stones  Arthritis  Back problems  Anemia  
 Anxiety/Depression  Heart Murmur  Other: \_\_\_\_\_

**OPERATIONS** –  Tonsils,  Gallbladder,  Appendix,  Uterus (hysterectomy),  Ovaries,  Heart Bypass,  
 Sterilization,  Other surgery/operations: \_\_\_\_\_

**OB/GYN HISTORY** – Age at onset of periods: \_\_\_\_\_, Pregnancies: \_\_\_\_\_, Births: \_\_\_\_\_, Miscarriages: \_\_\_\_\_  
 History of abnormal Pap test (When and what treatment): \_\_\_\_\_

**MEDICATIONS** – Please list all medications, inhalers, birth control, vitamins, natural products.

Name	Dose	Name	Dose
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**FAMILY HISTORY** – Has a family member had?  Cancer (Type \_\_\_\_\_),  Migraines,  
 Heart Attack,  Diabetes,  Stroke or blood clots,  Anxiety/Depression/Mental Illness,  Thyroid problems,  
 Asthma/allergies,  Other: \_\_\_\_\_  
 If yes, please give relationship to you and age when diagnosed: \_\_\_\_\_

**HEALTH MAINTANANCE & PREVENTION**

- Have you ever smoked? \_\_\_\_\_
- If you smoke now, how many packs a day? \_\_\_\_\_ and how many years have you smoked? \_\_\_\_\_
- If you smoked in the past, when did you quit? \_\_\_\_\_ and how many packs a day did you smoke? \_\_\_\_\_  
 and how many years did you smoke? \_\_\_\_\_
- How much alcohol do you drink (drinks per week)? \_\_\_\_\_
- How many cups of caffeinated beverage do you drink a day? \_\_\_\_\_ Circle: coffee, tea, caffeinated soda
- If any history of drug use, what kind and when quit? \_\_\_\_\_
- Any history or current concern of physical abuse? \_\_\_\_\_
- What exercise routine do you have? \_\_\_\_\_
- Do you have a living will?  Yes  No

I certify the above information is correct to the best of my knowledge and it is my responsibility to inform this office of any changes in my medical information.

\_\_\_\_\_  
*Signature of patient or parent/guardian* \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

TODAY'S DATE \_\_\_\_\_

**MEDICAL HISTORY – PEDIATRIC**

Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex  M  F  
Parent/Guardian name(s): \_\_\_\_\_ Birthdate(s) \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Work Phone \_\_\_\_\_  
\_\_\_\_\_ Cell Phone \_\_\_\_\_  
Emergency Contact name and phone: \_\_\_\_\_

**ALLERGIES** to Medications, X-ray dyes, or other substances:  No  Yes  
If yes, list to what and what kind of reaction: \_\_\_\_\_

**BIRTH & DEVELOPMENTAL HISTORY**  
Where was your child born (Hospital name, town, state)? \_\_\_\_\_  
Is the child yours by:  Birth,  Adoption,  Stepchild,  Other \_\_\_\_\_  
Any medical problems during the pregnancy (with mother or baby)? \_\_\_\_\_  
 Vaginal delivery,  C-section (if so, why?): \_\_\_\_\_  
Birth Weight \_\_\_\_\_  
Any problems as a newborn? \_\_\_\_\_  
If premature, why and how early? \_\_\_\_\_  
Any feeding or dietary problems? \_\_\_\_\_  
At what age did your child? Walk alone \_\_\_\_\_, Say words \_\_\_\_\_, Daytime toilet train \_\_\_\_\_  
For girls: Age at onset of periods \_\_\_\_\_, Abnormal periods (describe): \_\_\_\_\_  
Do any household members smoke?  No  Yes

**MEDICAL HISTORY** - Please check if your child has had problems with any of the following:  
 Acid Reflux,  ADD,  Allergies,  Anemia,  Asthma,  Broken Bones,  Cancer,  
 Concussion  Diabetes,  Fainting,  Frequent Ear Aches,  Pneumonia,  Hospitalizations,  Other: \_\_\_\_\_

**SURGICAL HISTORY** –  Tonsils,  Appendix,  Other Operations? \_\_\_\_\_

**MEDICATIONS** – Please list any medications (include inhalers, creams, and vitamins): \_\_\_\_\_

**FAMILY HISTORY** – Has a family member had:  
 Allergies/Eczema,  Asthma,  Blindness,  Cancer (Type \_\_\_\_\_),  Deafness,  
 Diabetes on Insulin Shots,  Genetic Disorder or Birth Defect,  Mental or Learning Problems,  
 Migraines,  Suicide,  Death before age 56,  Thyroid disease  
Please explain who and at what age these or other problems occurred: \_\_\_\_\_

**SOCIAL HISTORY** Who lives at home?

Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Child's parents:  Married,  Unmarried,  Separated,  Divorced (Who has custody? \_\_\_\_\_)  
Mother's Occupation: \_\_\_\_\_, Father's Occupation: \_\_\_\_\_  
If school age: Current Grade \_\_\_\_\_, Name of school \_\_\_\_\_  
Regular childcare other than parents (who): \_\_\_\_\_

**I certify the above information is correct to the best of my knowledge and it is my responsibility to inform this office of any changes in my medical information.**

\_\_\_\_\_  
*Signature of parent/guardian*

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
*Date*

ASSOCIATES IN FAMILY MEDICINE, LLC

---

**COMMUNICATION**

**Please sign this form to tell us how to contact you with protected health information.**

We may contact you and leave information on your:

Home Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number: (     ) _____
Answering Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Work Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number: (     ) _____
Voice Mail	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cellular Phone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number: (     ) _____
Pager	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number: (     ) _____

Please list authorized personal representative names:

Spouse/Fiancé:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parent/Guardian:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Brother/Sister:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Son/Daughter:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Friend:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I authorize Associates In Family Medicine to leave protected health information pertaining to my care by the above methods and will assume responsibility to notify them whenever this information changes. I acknowledge that this consent can only be amended or rescinded by me in writing.

**I have been provided a copy of Associates in Family Medicine's *Notice of Privacy Practices*.**

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Date

# ASSOCIATES IN FAMILY MEDICINE, LLC

1207 South Queen Street; York, PA 17403 - Phone 717-846-8869; Fax 717-846-4253

## RECORDS REQUEST

Please sign this form to let us request in or send out your records.

PATIENT'S FULL NAME: *(Please Print)* \_\_\_\_\_

BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby authorize Associates in Family Medicine to:

RECEIVE RECORDS FROM: \_\_\_\_\_

SEND RECORDS TO: \_\_\_\_\_

**Check (✓) what is to be received or sent:** Dates of Service \_\_\_\_\_ to \_\_\_\_\_

Complete Medical Record  Other \_\_\_\_\_

**Check (✓) Purpose of Disclosure:**

Change of Insurance  Disability Application  Legal Request  Moving Out of Area  Referral Appointment

Transfer of Care - To continually improve our services, please provide reason for transfer of care: \_\_\_\_\_

### You must read the following statement:

I understand the information to be disclosed to the above person, organization or agency may be protected by the Drug and Alcohol Abuse Control Act (Pennsylvania Law, Act 63) and/or the Mental health Procedures Act (Pennsylvania P.L. 817) and /or Confidentiality of HIV Related Information Act (Pennsylvania Law, Act 148). My signature below authorizes release of all such information by routine/express mail service or facsimile transaction unless I check here to not disclose such records. Checking or not checking the box is not an indication that such information exists.

Records **NOT** to disclose:  HIV/Sexually transmitted disease information  Mental health services

Drug and/or alcohol use, abuse, treatment, or referrals for treatment.

**EXPIRATION DATE:** I understand that this authorization shall expire 6 months from the date requested unless specified with an alternate expiration date. I choose to assign an alternate expiration date of \_\_\_\_/\_\_\_\_/\_\_\_\_.

**RIGHT TO REVOKE:** I understand that I may revoke this authorization at any time by notifying Associates In Family Medicine in writing. A revocation will not impact any actions taken prior to our receipt of the revocation in reliance on this authorization.

**RIGHT TO NOT SIGN:** I understand that I do not have to sign this authorization and that my refusal to sign will not affect my abilities to obtain treatment from Associates In Family Medicine, nor will it affect my eligibility for benefits.

**RE-DISCLOSURE NOTICE:** This information has been disclosed to you from records protected by Federal and State confidentiality laws. It prohibits you from making any further disclosures unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise authorized.

I have read and fully understand this authorization, and authorize use and disclosure of protected health information about the named patient as described in this authorization. My signature authorizes the release of such information to be sent by mail or fax. **This authorization will not be accepted unless completed in its entirety.** A copy of this document may be used in lieu of an original. I understand that Associates In Family Medicine does charge to copy and send medical records, which may be my financial responsibility.

\_\_\_\_\_  
Signature of Patient/Guardian or Personal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Personal Representative's Name

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

\_\_\_\_\_  
Signature of Staff Person Obtaining Authorization

\_\_\_\_\_  
Date

# ASSOCIATES IN FAMILY MEDICINE, LLC

---

## FINANCIAL POLICY

- Please present your insurance card at every visit.
- The copay is collected when you register with our check-in secretary. Copays that are not paid at that time will be assessed a \$5.00 billing fee.
- There is a \$20.00 charge for all missed appointments unless 24 hours notice has been given.
- There is a \$25.00 fee for a returned check.
- Outstanding balance is due within 30 days of the statement date. All balances must be satisfied prior to any future services. Payment remains your responsibility whether or not your insurance pays. All balances that reach 90 days past due will be sent to external collections. Should your account be sent to an outside collection service, you will be financially responsible for all collection and legal fees incurred to collect the delinquent balance and will be considered discharged from the practice. If you need special payment arrangements, please advise our Patient Accounts Coordinator or Practice Manager.
- If you are unsure of your coverage, we suggest you contact member services at the telephone number on your insurance card. If the correct information is not given to Associates In Family Medicine, the patient is responsible for the bill.
- If your insurance company deducts multiple copays for a physical and a medical condition, you are responsible for both copays.
- If you have an HMO and Associates in Family Medicine is not listed as the primary care physician (PCP) on your insurance card at the time of your visit, the patient will be responsible for the bill. If the HMO requires a referral for services outside of our office, the patient is required to request and obtain the referral 48 hours prior to the date of service.
- If we do participate with your insurance company, all services performed in our office will be submitted to your carrier as a courtesy to you, unless we have prior notification of non-covered services.
- If you do not have insurance or office visit coverage, full payment is required at time of visit. A discount will be applied to all services paid at time of visit. If payment is not received at time of service, full charges will be billed to the patient.
- We charge what is usual and customary for our area. You are responsible for payment regardless of any insurance company's arbitrary determination of usual and customary. Any balance not covered by the insurance company becomes the responsibility of the patient.
- We require a Medical Consent Authorization before services are rendered to a child less than 18 years of age. The parent, guardian, or adult accompanying a minor is responsible for any payment due. We will not be involved in negotiating between parents in custody disputes.

***I have read and fully understand the financial policy set forth by Associates in Family Medicine and agree to te terms. I also understand and agree that the terms of this financial policy may be amended by the practice at any time without prior notification.***

---

Signature of Patient or Patient's Representative

---

Date

---

Patient Name

---

Date of Birth