

**GWINNETT OB/GYN ASSOCIATES, P.C.**

Today's Date: \_\_\_\_\_

Chart #: \_\_\_\_\_

**PATIENT INFORMATION** (please print – blue or black ink only)

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Text "Gwinnett" to 622622 for appointment reminders.

Social Security Number: \_\_\_\_\_ Primary Care Physician: \_\_\_\_\_

Employed? (circle one) Yes No Full-time Student? (circle one) Yes No

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Marital Status (circle one) Single Married Divorced Widowed Who referred you here? \_\_\_\_\_

**SPOUSE INFORMATION**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PERSON TO NOTIFY IN CASE OF EMERGENCY**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**INSURANCE INFORMATION**

Primary Insurance Co. Name: \_\_\_\_\_ Group #: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relation to Patient (circle one) Self Spouse Mother Father Other

Secondary Insurance Co. Name: \_\_\_\_\_ Group #: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relation to Patient (circle one) Self Spouse Mother Father Other

**I authorize the release of any medical information necessary to process insurance claims. My signature also authorizes payment of medical benefits to the named provider for professional services rendered. I understand that I am financially responsible for all services rendered, that there is a \$30 returned check fee and that 30% will be added to my balance if my account must be referred to an agency for collection. Additionally, I understand that if I am covered by an insurance that requires a referral number, it is my responsibility to obtain that referral number prior to my visit.**

\_\_\_\_\_  
(Patient's Signature)

\_\_\_\_\_  
(Date)

**GWINNETT OB/GYN ASSOCIATES, P.C.**  
**Gynecology Questionnaire**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

REASON FOR VISIT: (If not routine, briefly describe main symptoms.) \_\_\_\_\_

**PAST MEDICAL HISTORY:**

List all operations you have had.

List all illnesses you have had that required hospitalization.

OPERATION		DATE	ILLNESS		DATE
A.	_____	_____	A.	_____	_____
B.	_____	_____	B.	_____	_____
C.	_____	_____	C.	_____	_____
D.	_____	_____	D.	_____	_____
E.	_____	_____	E.	_____	_____
F.	_____	_____	F.	_____	_____

Have you ever had? (Check yes or no and give dates.)

Please list any additional medical conditions or illnesses:

YES	NO	ILLNESS	DATE	YES	NO	ILLNESS	DATE
( )	( )	Migraine Headaches	_____	( )	( )	Jaundice of Hepatitis	_____
( )	( )	Thyroid Disorder	_____	( )	( )	Kidney Stones	_____
( )	( )	Pneumonia	_____	( )	( )	Kidney Infection	_____
( )	( )	Tuberculosis	_____	( )	( )	Bladder Infection	_____
( )	( )	Heart Murmur	_____	( )	( )	Genital Herpes	_____
( )	( )	High Blood Pressure	_____	( )	( )	Gonorrhea	_____
( )	( )	Rheumatic Fever	_____	( )	( )	Syphilis	_____
( )	( )	Diabetes	_____	( )	( )	Broken Bones	_____
( )	( )	German Measles or Vaccine	_____	( )	( )	Arthritis	_____
( )	( )	Anemia	_____	( )	( )	Mental Illness	_____
( )	( )	Convulsions or Seizures	_____	( )	( )	Serious Injury	_____
( )	( )	Ulcers	_____	( )	( )	Blood Transfusion	_____
( )	( )	I will accept blood products if necessary	_____				

**REVIEW OF SYSTEMS:**

Are you currently having or have you recently had any of these symptoms? (Check "YES" or "NO")

<p><b>A. GENERAL</b></p> <table border="0"> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> <tr> <td>( )</td> <td>( )</td> <td>Recent weight gain</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Recent weight loss</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Depression</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Headaches</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Eye pain</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Spots in front of eyes</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Double vision</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Glasses</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Deafness</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Nose bleeds</td> </tr> </table>	YES	NO		( )	( )	Recent weight gain	( )	( )	Recent weight loss	( )	( )	Depression	( )	( )	Headaches	( )	( )	Eye pain	( )	( )	Spots in front of eyes	( )	( )	Double vision	( )	( )	Glasses	( )	( )	Deafness	( )	( )	Nose bleeds	<p><b>B. CHEST AND HEART</b></p> <table border="0"> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> <tr> <td>( )</td> <td>( )</td> <td>Palpitation</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Skipped or irregular heart beats</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Chest discomfort on exertion</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Chest pain with breathing</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Shortness of breath with exertion</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Awakening at night short of breath</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Shortness of breath lying down</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Coughing up blood</td> </tr> </table>	YES	NO		( )	( )	Palpitation	( )	( )	Skipped or irregular heart beats	( )	( )	Chest discomfort on exertion	( )	( )	Chest pain with breathing	( )	( )	Shortness of breath with exertion	( )	( )	Awakening at night short of breath	( )	( )	Shortness of breath lying down	( )	( )	Coughing up blood	<p><b>C. BREASTS</b></p> <table border="0"> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> <tr> <td>( )</td> <td>( )</td> <td>Breast lump</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Breast tenderness</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Nipple discharge</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Family history of breast cancer</td> </tr> <tr> <td>( )</td> <td>( )</td> <td>Previous mammogram date _____</td> </tr> </table>	YES	NO		( )	( )	Breast lump	( )	( )	Breast tenderness	( )	( )	Nipple discharge	( )	( )	Family history of breast cancer	( )	( )	Previous mammogram date _____			
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**GWINNETT OB/GYN ASSOCIATES, P.C.**  
**Gynecology Questionnaire (Sheet 2)**

**NAME:** \_\_\_\_\_

**MEDICATIONS:** (List ALL medications that you take regularly or have taken recently, include all non-prescription drugs.)

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**ALLERGIES:** Are you allergic to any medications, drugs, chemicals or food? (If YES, list which ones) \_\_\_\_\_

**CONTRACEPTIVE HISTORY:** (List present and previous history of birth control you have used.)

	METHOD TYPE	DURATION OF USE	COMPLICATIONS
<b>PRESENT</b>	_____	_____	_____
<b>PREVIOUS</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**OBSTETRIC HISTORY:** (List all pregnancies, dates, and outcomes.)

	DATE	DURATION	SEX	WEIGHT	COMPLICATIONS
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

**FAMILY HISTORY:** (List family members (father, mother, sister, brother) with any current health problems and their ages. Also list deceased family members, the cause of death and their ages at death.) \_\_\_\_\_

Have any other blood relatives had serious medical problems or inherited problems? Any children born in the family with an abnormality? \_\_\_\_\_

**SOCIAL HISTORY:**

Do you smoke cigarettes?  Yes  No  How many/day? \_\_\_\_\_ How many years? \_\_\_\_\_  
 Do you drink alcohol?  Yes  No  How many drinks/day? \_\_\_\_\_ Per week? \_\_\_\_\_  
 Do you get any regular exercise?  Yes  No  How often? \_\_\_\_\_

**GYNECOLOGIC HISTORY:**

**MENSTRUAL HISTORY**

First day of last period: \_\_\_\_\_ Age first started period: \_\_\_\_\_ Usual number of days from one period to the next: \_\_\_\_\_  
 Usual # of days of flow: \_\_\_\_\_ Are your periods: Light  Moderate  Heavy  Any excessive bleeding or spotting between cycles?  Yes  No   
 Cramps with periods?  Yes  No  Depression, anxiety, emotional upset before periods?  Yes  No

**PAP SMEARS:**

Last pelvic exam: \_\_\_\_\_ Last pap smear: \_\_\_\_\_ Have you ever had an abnormal pap?  Yes  No   
 If yes, what treatment was done? \_\_\_\_\_ Have your paps been normal since treatment?  Yes  No   
 Did your mother take hormones while pregnant with you?  Yes  No

**VAGINITIS:**

Yeast: \_\_\_\_\_ Trichomonas: \_\_\_\_\_ Non-specific/Bacterial Vaginitis: \_\_\_\_\_  
 Are you having any problem with discharge now?  Yes  No

**SEXUAL HISTORY:**

Any problems with pain?  Yes  No  Any problem with Orgasm?  Yes  No  Other? \_\_\_\_\_  
 Any history of STDs? HPV  Yes  No  Herpes  Yes  No  Syphilis  Yes  No  Hepatitis  Yes  No  HIV  Yes  No   
 Gonorrhea  Yes  No  Chlamydia  Yes  No  Other? \_\_\_\_\_  
 List any Gynecologic surgeries, dates and reasons for surgery: \_\_\_\_\_

**Gwinnett OB/GYN Associates, P.C.**  
**1700 Tree Lane Road**  
**Suite 290**  
**Snellville, GA 30078**

**PATIENT'S CONFIDENTIALITY INSTRUCTIONS**

**Patient Name** \_\_\_\_\_ **Acct#** \_\_\_\_\_

**It is important for us to honor the confidentiality between patient and physician.  
PLEASE CHECK YOUR PREFERENCE BELOW.**

\_\_\_\_\_ **You may discuss my medical information ONLY with me.**

\_\_\_\_\_ **I give my permission to discuss my medical information with the following  
people:**

\_\_\_\_\_ **Relationship** \_\_\_\_\_

\_\_\_\_\_ **Relationship** \_\_\_\_\_

\_\_\_\_\_ **Relationship** \_\_\_\_\_

**Yes or No** You may leave medical information (test results) on my voice mail at:  
(circle one)

**Cell #** \_\_\_\_\_

**Home #** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## Acceptance of Blood Products

At Gwinnett OB/GYN we strive for optimum health and to preserve life.

In the case of a life threatening emergency, **it is our policy to transfuse with blood if it is necessary to save your life.**

Please sign one of below:

I understand and **agree** with the above transfusion policy.

---

Print Name

Signature

Date

I **disagree** and will be transferring my care elsewhere.

---

Signature

Date

---

Witness Signature

Date

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

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

**We are now sending prescriptions electronically to patient pharmacies. In order for us to be able to do this we will need your pharmacy information. Please fill out the information below.**

Pharmacy Name: \_\_\_\_\_

Pharmacy Address: \_\_\_\_\_  
\_\_\_\_\_

Pharmacy Telephone Number: \_\_\_\_\_

**Gwinnett OB-GYN Associates, P.C.**



Michael S. Mojcik, M.D.  
Haleh P. Hamidi, M.D.

Traci C. Johnson, M.D.  
Bimbola Abodunrin, M.D.  
Ujuka Iloabuchi, M.D.

Laura Bono, RNC, WHNP  
Dorian P. Freeman, RNC, WHNP

## PRACTICE POLICIES AND GUIDELINES AGREEMENT

Welcome! We are so glad that you have decided to become a part of our practice. Our goal is to provide you with excellent healthcare in a friendly and compassionate environment. Please take a moment to become familiar with our office's policies and guidelines, then sign the acknowledgement at the bottom of this page and return it to our office. Our treatment relationship is a partnership and we look forward to helping you achieve the best health outcomes possible.

**First Time Visit:** Please arrive at least 10 – 15 minutes prior to your appointment time. A nurse will go over your past medical history. Please bring all of your medications in their original containers. If you have co-pay or have not yet met your deductible, please be prepared to pay it when you check in at the front desk. Payment is due at the time of service.

**Follow-Up Visits:** Please arrive 5 – 10 minutes before your scheduled appointment time. It is our goal for you to be ready to see your physician on time. Notify us if you have any changes in your insurance or contact information. Please make us aware of any significant updates in your medical history, such as hospital or urgent care visits, and any changes in your medications by another healthcare provider.

**Follow-up Care:** Your treatment plan may involve follow-up care. As such, we may schedule you for diagnostic tests, follow-up appointments with us or other providers. If you do not keep the appointment, it is important that you contact us to discuss alternatives. Likewise, if you decide to seek care from another provider, please let us know. It is our policy to inform you of test results, however, if you have not received your test results within the expected time, please contact our office.

**Late Arrivals:** We all run late sometimes. In the event that you are late for your appointment, we will try our best to work you back in to the schedule. Depending on how busy we are, you may be required to reschedule your appointment.

**Appointment Cancellations:** We understand that sometimes plans change. We ask that you reschedule appointments *at least* 24 hours in advance so that we may give that time to someone else. Although unexpected events may necessitate missing an appointment, if you miss 1 appointment without following the cancellation protocol then you will be charged \$25.00. If



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you miss 3 appointments without following the cancellation protocol, you may be dismissed from the practice. You will receive a written notification after 2 missed appointments.

**Sick Visits:** Established patients who need acute care should call as early in the day as possible so that we can accommodate you. Patients are seen by appointment only. Depending on the availability of your physician, you may be asked to see another provider.

**After Clinic Hours and Weekends:** You may reach the on-call physician by calling 770-972-0330 and our after-hour service center will assist you in reaching the on-call physician.

**Bringing Children to your Appointment:** For safety reasons, children under 5 years of age must be supervised at all times while in our office. There are areas of our office such as the lab and procedure rooms where safety standards apply and we are unable to allow children to accompany you without another supervising adult. Please plan ahead.

We respectfully request that you turn off or silence your cell phone during your office visit.

I have read and understand the above office policies and agree to abide by them.

---

**Name**

**Date**



# Gwinnett OB/GYN Associates, P.C.

## Acknowledgement of Receipt of Notice of Privacy Practices

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

Address: \_\_\_\_\_  
\_\_\_\_\_

I have received a copy of the Notice of Privacy Practices for the above named practice.

\_\_\_\_\_  
Signature Date

### For Office Use Only

We were unable to obtain a written acknowledgement of receipt of the Notice of Privacy Practices because:

- An emergency existed and a signature was not possible at the time.
- The individual refused to sign.
- A copy was mailed with a request for a signature by return mail.
- Unable to communicate with the patient for the following reason:

\_\_\_\_\_

- Other: \_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Gwinnett OB/GYN Associates, P.C.

## Notice of Privacy Practices

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.

If you have any questions about this Notice please contact the Privacy Officer: The Practice Administrator at (770) 972-0330

Effective Date: April 14, 2003 **Revised: September 4, 2013**

We are committed to protect the privacy of your personal health information (PHI).

This Notice of Privacy Practices (Notice) describes how we may use within our practice or network and disclose (share outside of our practice or network) your PHI to carry out treatment, payment or health care operations. We may also share your information for other purposes that are permitted or required by law. This Notice also describes your rights to access and control your PHI.

We are required by law to maintain the privacy of your PHI. We will follow the terms outlined in this Notice.

We may change our Notice, at any time. Any changes will apply to all PHI. Upon your request, we will provide you with any revised Notice by:

- Posting the new or revised Notice in our office or on our website: [gwinnettobgyn.com](http://gwinnettobgyn.com)
- If requested, making copies of the new Notice available in our office or by mail.

### **Uses and Disclosures of Protected Health Information**

#### **We may use or disclose (share) your PHI to provide health care treatment for you.**

Your PHI may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you.

EXAMPLE: Your PHI may be provided to a physician to whom you have been referred for evaluation to ensure that the physician has the necessary information to diagnose or treat you. We may also share your PHI from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your physician, becomes involved in your care by providing assistance with your health care diagnosis or treatment to your physician.

We may also share your PHI with people outside of our practice that may provide medical care for you such as home health agencies.

#### **We may use and disclose your PHI to obtain payment for services. We may provide your PHI to others in order to bill or collect payment for services. There may be services for which we share information with your health plan to determine if the service will be paid for.**

PHI may be shared with the following: Billing companies, Insurance companies, Health plans, Government agencies in order to assist with qualification of benefits and/or Collection agencies.

Example: You are seen at our practice for a procedure. We will need to provide a listing of services such as x-rays to your insurance company so that we can get paid for the procedure. We may at times contact your health care plan to receive approval PRIOR to performing certain procedures to ensure the services will be paid for. This will require sharing of your PHI.

#### **We may use or disclose, as needed, your PHI in order to support the business activities of this practice which are called health care operations**

Examples: Training students, other health care providers, or ancillary staff such as billing personnel to help them learn or improve their skills.

Quality improvement processes which look at delivery of health care and for improvement in processes which will provide safer, more effective care for you.

We may also use your information to assist in resolving problems or complaints within the practice.

**We may use or disclose your PHI in other situations without your permission:**

If required by law: The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. For example, we may be required to report gunshot wounds or suspected abuse or neglect.

Public health activities: The disclosure will be made for the purpose of controlling disease, injury or disability and only to public health authorities permitted by law to collect or receive information. We may also notify individuals who may have been exposed to a disease or may be at risk of contracting or spreading a disease or condition.

Health oversight agencies: We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.

Legal proceedings: To assist in any legal proceeding or in response to a court order, in certain conditions in response to a subpoena, or other lawful process.

Police or other law enforcement purposes: The release of PHI will meet all applicable legal requirements for release.

Coroners, funeral directors: We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law.

Medical research: We may disclose your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.

Special government purposes: Information may be shared for national security purposes, or if you are a member of the military, to the military under limited circumstances.

Correctional Institutions: Information may be shared if you are an inmate or under custody of law which is necessary for your health or the health and safety of other individuals.

Workers' Compensation: Your protected health information may be disclosed by us as authorized to comply with workers' compensation laws and other similar legally-established programs.

**Other uses and disclosures of your health information.**

Business Associates: Some services are provided through the use of contracted entities called "business associates". We will always release only the minimum amount of PHI necessary so that the business associate can perform the identified services. We require the business associate(s) to appropriately safeguard your information. Examples of business associates include billing companies or transcription services.

Health Information Exchange: We may make your health information available electronically to other healthcare providers outside of our facility who are involved in your care.

Fundraising activities: We may contact you in an effort to raise money. You may opt out of receiving such communications.

Treatment alternatives: We may provide you notice of treatment options or other health related services that may improve your overall health.

Appointment reminders: We may contact you as a reminder about upcoming appointments or treatment.

**We may use or disclose your PHI in the following situations UNLESS you object.**

- We may share your information with friends or family members, or other persons directly identified by you at the level they are involved in your care or payment of services. If you are not present or able to agree/object, the healthcare provider using professional judgment will determine if it is in your best interest to share the information. For example, we may discuss post procedure instructions with the person who drove you to the facility unless you tell us specifically not to share the information.
- We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location, general condition or death.
- We may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts.

**The following uses and disclosures of PHI require your written authorization:**

- Marketing
- Disclosures for any purposes which require the sale of your information
- Release of psychotherapy notes: Psychotherapy notes are notes by a mental health professional for the purpose of documenting a conversation during a private session. This session could be with an individual or with a group. These notes are kept separate from the rest of the medical record and do not include: medications and how they affect you, start and stop time of counseling sessions, types of treatments provided, results of tests, diagnosis, treatment plan, symptoms, prognosis.

**All other uses and disclosures not recorded in this Notice will require a written authorization from you or your personal representative.**

Written authorization simply explains how you want your information used and disclosed. Your written authorization may be revoked at any time, in writing. Except to the extent that your doctor or this practice has used or released information based on the direction provided in the authorization, no further use or disclosure will occur.

**Your Privacy Rights**

You have certain rights related to your protected health information. All requests to exercise your rights must be made in writing. A records release form is available in our office or on our website ([gwinnettbogyn.com](http://gwinnettbogyn.com)) for you to complete, date and sign, in order to get a copy of your records.

**You have the right to see and obtain a copy of your protected health information.**

This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. If requested we will provide you a copy of your records in an electronic format. There are some exceptions to records which may be copied and the request may be denied. We may charge you a reasonable cost based fee for a copy of the records.

**You have the right to request a restriction of your protected health information.**

You may request for this practice not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. We are not required to agree with these requests. If we agree to a restricted request we will honor the restriction request unless the information is needed to provide emergency treatment.

**There is one exception:** We must accept a restriction request to restrict disclosure of information to a health plan if you pay out of pocket in full for a service or product unless it is otherwise required by law.

**You have the right to request for us to communicate in different ways or in different locations.**

We agree to reasonable requests. We may also request alternative address or other method of contact such as mailing information to a post office box. We will not ask for an explanation from you about the request.

**You may have the right to request an amendment of your health information.**

You may request an amendment of your health information if you feel that the information is not correct along with an explanation of the reason for the request. In certain cases, we may deny your request for an amendment at which time you will have an opportunity to disagree.

**You have the right to a list of people or organizations who have received your health information from us.**

This right applies to disclosures for purposes other than treatment, payment or healthcare operations. You have the right to obtain a listing of these disclosures that occurred after April 14, 2003. You may request them for the previous six years or a shorter timeframe. If you request more than one list within a 12 month period you may be charged a reasonable fee.

**Additional Privacy Rights**

You have the right to obtain a paper copy of this notice from us, upon request. We will provide you a copy of this Notice the first day we treat you at our facility. In an emergency situation we will give you this Notice as soon as possible.

You have a right to receive notification of any breach of your protected health information.

**Complaints**

If you think we have violated your rights or you have a complaint about our privacy practices you can contact:

Gwinnett OB/GYN Associates P.C. ATTN: Privacy Officer, 1700 Tree Lane Rd, Suite 290, Snellville, GA 30078 or you may also complain to the United States Secretary of Health and Human Services, HHS.gov. or at the Georgia Composite Medical Board, Enforcement Unit, 2 Peachtree Street, N.W., 36<sup>th</sup> Floor, Atlanta, Georgia 30303, [medicalboard.georgia.gov](http://medicalboard.georgia.gov).

If you file a complaint we will not retaliate against you for filing a complaint.

This notice was published and becomes effective on September 4, 2013 and/or you may have previously signed on a form dated, April 14, 2003 that will be replaced by the posting of this form.