



Dear Patient,

You've made the right choice towards truly living your life again! At Carolina Hormone and Health Center, we understand the struggle of life changing due to peri-menopause, menopause and andropause. Over the last 12 years, we have helped thousands of patients just like you address this change, and the first step is your complimentary consultation. We will discuss your symptoms and medical history to help you understand if Bioidentical Hormone Replacement Therapy is the right choice for you.

Inside this packet, we have enclosed several pages for you to fill out as well as some of our company's policies. Please take the time to read through this packet and answer the questions as completely as possible. Pay particular attention to the Menopausal Rating Scale & Andropausal Rating Scale, or "Symptom Sheet", as it is important that we understand the symptoms you may be experiencing and to what degree so that we can approach your individual treatment plan accordingly.

**What to bring with you to your appointment:**

- New Patient Paperwork
- Consent for Use & Disclosure of Information Form
- Signed Cancellation / No Show Policy
- Copy of Most Recent Mammogram
- Copy of Most Recent Pap

**Things to remember:**

- Please arrive 10-15 minutes early to your appointment.
- We do not accept Medicare or Medicaid.
- We offer additional services to help you reach your optimal health, including aesthetics.

We are committed to making sure your treatment and visits with us are as positive as they can be. We understand that you are a unique individual and we strive to provide you with the highest quality medical care while educating you on our customized approach of treatment. Our primary concern is to restore you to a state of "well-being" and optimized health. Our patients are treated with compassion and respect, and we encourage you to openly express your needs and concerns to our staff.

We look forward to seeing you soon!





## NEW PATIENT PAPERWORK

### Contact Information

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

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

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

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

Email: \_\_\_\_\_

Phone # -Home: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_ Employer: \_\_\_\_\_

Where/When are the best times to reach you? \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_

May we send text messages regarding appointments to your cell #?  Yes  No

Name of Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Last Physical Exam: \_\_\_\_\_ Purpose: \_\_\_\_\_

Preferred Retail Pharmacy: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preferred Compounding Pharmacy: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Insurance Information

Primary Insurance Company: \_\_\_\_\_ ID#: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Secondary Insurance Company: \_\_\_\_\_ ID#: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_ DOB: \_\_\_\_\_

### Marital Information

Marital Status:  Married  Single  Divorced  Widow/Widower

Spouse/Partner's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Spouse/Partner's Phone #: \_\_\_\_\_

### In Case of Emergency

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

How did you hear about Carolina Hormone and Health Center or who may we thank for referring you? \_\_\_\_\_

Other family members seen by us? \_\_\_\_\_



# MEDICAL HISTORY

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

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

What is your estimate of your general health?  Excellent  Good  Fair  Poor

**Please check (✓) if you have ever had the following:**

**Yes No**

- Hospitalization for illness or injury:  
(Please explain) \_\_\_\_\_  
\_\_\_\_\_
- Heart Attack \_\_\_\_\_
- Heart Murmur \_\_\_\_\_
- Rheumatic Fever \_\_\_\_\_
- Mitral Valve Prolapse \_\_\_\_\_
- Scarlet Fever \_\_\_\_\_
- High Blood Pressure \_\_\_\_\_
- Low Blood Pressure \_\_\_\_\_
- Stroke \_\_\_\_\_
- Artificial Prosthesis (i.e. heart valve or joints)  
\_\_\_\_\_
- Anemia or Other Blood Disorder \_\_\_\_\_
- Prolonged Bleeding / Hemophilia \_\_\_\_\_
- Emphysema \_\_\_\_\_
- Tuberculosis \_\_\_\_\_
- Asthma, COPD, or Lung Disease \_\_\_\_\_
- Sinus Problems \_\_\_\_\_
- Kidney Disease \_\_\_\_\_
- Liver Disease or Hepatitis (Type \_\_\_\_\_)
- High Cholesterol \_\_\_\_\_
- Diabetes \_\_\_\_\_  
Treatment:  Insulin  Oral Medication  Diet  
Last HBA1C Test Date: \_\_\_\_\_  
Result: \_\_\_\_\_
- Blood Clots in Legs or Lungs \_\_\_\_\_
- Chronic Bronchitis \_\_\_\_\_
- Leukemia \_\_\_\_\_
- Lymphoma \_\_\_\_\_
- Colon Cancer \_\_\_\_\_
- Colon Polyps \_\_\_\_\_
- Stomach or Duodenal Ulcer \_\_\_\_\_
- Digestive Disorders (Colitis, IBS,  
Reflux, Diverticulitis) \_\_\_\_\_
- Arthritis or Other Bone, Joint, or  
Muscle Disease \_\_\_\_\_
- Osteopenia \_\_\_\_\_
- Osteoporosis \_\_\_\_\_

**Yes No**

- Epilepsy, Convulsions, Seizures \_\_\_\_\_
- Water Retention / Swelling / Bloating \_\_\_\_\_
- Neurological Problems \_\_\_\_\_
- Viral Infections, Cold Sores \_\_\_\_\_
- Keloids \_\_\_\_\_
- Hives, Skin Rash, Hay Fever \_\_\_\_\_
- Acne Prone Skin \_\_\_\_\_
- Sensitivities to Adhesives \_\_\_\_\_
- Issues with Local Anesthesia \_\_\_\_\_
- Allergic reaction to:*
- Aspirin, Ibuprofen, Acetaminophen \_\_\_\_\_
- Penicillin \_\_\_\_\_
- Erythromycin \_\_\_\_\_
- Tetracycline \_\_\_\_\_
- Codeine \_\_\_\_\_
- Local Anesthetic \_\_\_\_\_
- Nuts \_\_\_\_\_
- Latex \_\_\_\_\_
- Other \_\_\_\_\_
- HIV / Aids \_\_\_\_\_
- MRSA / Staph \_\_\_\_\_
- Tumor, Abnormal Growth \_\_\_\_\_
- Blood Transfusion \_\_\_\_\_
- Emotional Problems \_\_\_\_\_
- Psychiatric Disorder \_\_\_\_\_
- Depression \_\_\_\_\_
- Alcohol / Drug Dependency \_\_\_\_\_
- Sleep Apnea \_\_\_\_\_
- Recent Weight Loss/Gain \_\_\_\_\_
- Fear of Needles \_\_\_\_\_
- Stress Headaches / Tension Headaches /  
Migraines \_\_\_\_\_
- Clenching / Grinding Teeth or TMJ \_\_\_\_\_
- Thyroid Disease / Thyroid Problems  
 Low Function  Overactive  
 Goiter  Hashimotos \_\_\_\_\_
- Rheumatoid Arthritis \_\_\_\_\_
- Inflammatory Bowel Disease \_\_\_\_\_
- Psoriasis \_\_\_\_\_
- Multiple Sclerosis \_\_\_\_\_
- Other Autoimmune \_\_\_\_\_



# MEDICAL HISTORY (CONT.)

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

Do you have a family history of any of the above? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other medical diagnosis or condition(s)? \_\_\_\_\_  
\_\_\_\_\_

Please list all allergies: \_\_\_\_\_  
\_\_\_\_\_

Please list all medications you are currently taking, including OTC's, supplements & vitamins.

| Name  | Purpose | Name  | Purpose |
|-------|---------|-------|---------|
| _____ | _____   | _____ | _____   |
| _____ | _____   | _____ | _____   |
| _____ | _____   | _____ | _____   |

Are you currently using any form of Testosterone or Hormone Therapy?  Yes  No

If yes, please check (✓) which type:

Cream  Gel  Pills  Patches  Injections  Pellets  Other \_\_\_\_\_

Please list any form of Testosterone or Hormone Therapy you have used in the past year: \_\_\_\_\_  
\_\_\_\_\_

Please feel free to provide us with any other information you feel is pertinent to your medical history.  
The more information we have, the better we are able to assist you with your present symptoms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# MENOPAUSAL RATING SCALE / FEMALE SYMPTOMS

Please rate symptoms 0-3: 0=none, 1=mild, 2=moderate, 3=severe

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

Comments, if any:

|  |          |          |          |          |       |
|--|----------|----------|----------|----------|-------|
| <b>(P)</b>   |          |          |          |          |       |
| <b>Sleep Disturbances</b>  | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (difficulty falling asleep, sleeping through the night, waking early)  |          |          |          |          |       |
| <b>Depression</b>  | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (feeling sad, down, on the verge of tears, lack of drive, mood swings) |          |          |          |          |       |
| <b>Irritability</b>  | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (feeling nervous, inner tension, aggression)                           |          |          |          |          |       |
| <b>Anxiety</b>   | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (restlessness, feeling panicky)  |          |          |          |          |       |
| <b>(E)</b>   |          |          |          |          |       |
| <b>Vaginal Dryness</b>   | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (sensation of dryness or burning, difficulty with sexual intercourse)  |          |          |          |          |       |
| <b>Hot Flashes / Night Sweats</b>                                      | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (episodes of sweating, flushing of face and neck)                      |          |          |          |          |       |
| <b>Palpitations</b>  | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (heart skipping, racing, tightness)                                    |          |          |          |          |       |
| <b>Hair Loss / Shedding</b>  | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| <b>(T)</b>   |          |          |          |          |       |
| <b>Energy Level</b>  | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (general decrease in performance)                                      |          |          |          |          |       |
| <b>Focus</b>   | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (impaired memory, decrease in concentration, forgetfulness)            |          |          |          |          |       |
| <b>Sexual Function</b>   | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (change in sexual desire, sexual activity, and satisfaction)           |          |          |          |          |       |
| <b>Body/Joint Pains</b>  | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (pain in joints, muscular discomfort, rheumatoid complaints)           |          |          |          |          |       |
| <b>Physical Activity/Stamina</b>                                       | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (extreme tiredness during/after physical activity)                     |          |          |          |          |       |
| <b>Weight Concerns</b>   | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (please list concerns)   |          |          |          |          |       |
| <b>(Sexual Health)</b>   |          |          |          |          |       |
| <b>Painful Intercourse</b>   | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| <b>Stress Urinary Incontinence</b>                                     | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | _____ |
| (loss of urine when laughing, sneezing, or coughing)                   |          |          |          |          |       |

### FOR OFFICE USE ONLY

Dose/Recommendation:

Nurse/MA Initials: \_\_\_\_\_

# OBGYN HISTORY

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

**Please check (✓) any of the following that apply:**

- I have completed my family.
- I am married.
- I am sexually active.
- I want to be sexually active.
- I do not want to be sexually active.
- I have a history of using steroids for exercise performance.
- My sex life has suffered.
- I have not been able to have an orgasm or it is really difficult.

What type of contraception are you using, if any?  Pills  Tubal Ligation  Condoms  IUD  
 Withdrawal  Depo-Provera  Vasectomy  Implants  Other \_\_\_\_\_

Are you having problems with your birth control?  Yes  No

Have you ever had any vaginal, cervical and/or tubal infection?  Yes  No

If **yes**, please check (✓) any of the following that apply:

- Gardnerella  Syphilis  Ceryloma  Bacterial Vaginosis  Yeast  PID
- Herpes  Chlamydia  Gonorrhea  Warts  Other \_\_\_\_\_

Date of last pap smear: \_\_\_\_\_

Have you had an abnormal pap smear?  Yes  No

If **yes**, how was it treated? Please check (✓) any of the following that apply:

- Repeated Pap Smear  Colposcopy  Laser Surgery  Cone Biopsy
- Cryosurgery (freezing)  Hysterectomy  Loop Excision

Are you pregnant?  Yes  No

Are you planning to become pregnant?  Yes  No

Are you breastfeeding?  Yes  No

How many times have you been pregnant? \_\_\_\_\_

How many miscarriages have you had? \_\_\_\_\_

Have you had any premature deliveries?  Yes  No

Do you have pain with intercourse?  Yes  No

Do you have trouble leaking urine?  Yes  No

Do you use a panty liner or a pad?  Yes  No

Do you wake up at night to urinate?  Yes  No If **yes**, how often? \_\_\_\_\_

Have you ever had a urinary tract infection?  Yes  No

Have you ever had Venereal Disease?  Yes  No

Do you have any breast lumps, tenderness, or discharge?  Yes  No

Have you had a mammogram?  Yes  No Date: \_\_\_\_\_

Was it normal?  Yes  No Who performed it? \_\_\_\_\_

Do you do self breast exams?  Yes  No

Do you have any uterine abnormality?  Yes  No

Do you have a history of infertility?  Yes  No

Have you had abnormal bleeding in the past year?  Yes  No

If yes, please describe: \_\_\_\_\_

Have you ever had a yeast infection?  Yes  No

Have you ever had lichen sclerosis?  Yes  No



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

Have you ever had breast cancer?  Yes  No

If yes, please check (✓) type of treatment:

Lumpectomy  Mastectomy  Radiation Therapy  Chemotherapy

Date of Last Treatment: \_\_\_\_\_

Have you ever had cervical cancer?  Yes  No

If yes, how was it treated? \_\_\_\_\_

Have you ever had uterine cancer?  Yes  No

If yes, how was it treated? \_\_\_\_\_

**Please check (✓) if you have had surgery for any of the following:**

- |  |   |
|--|---|
| <input type="checkbox"/> Breast Cancer             | <input type="checkbox"/> Endometriosis                        |
| <input type="checkbox"/> Uterine Cancer            | <input type="checkbox"/> Fibrocystic Breast or Breast Pain    |
| <input type="checkbox"/> Ovarian Cancer            | <input type="checkbox"/> Uterine Fibroids                     |
| <input type="checkbox"/> PCOS                      | <input type="checkbox"/> Hysterectomy with Removal of Ovaries |
| <input type="checkbox"/> Excess Facial / Body Hair | <input type="checkbox"/> Partial Hysterectomy (Uterus Only)   |
|  | <input type="checkbox"/> Oophorectomy (Ovaries Only)          |

**Please check (✓) if you have a family history of any of the following:**

- |   |   |
|---|---|
| <input type="checkbox"/> Breast Cancer _____  | <input type="checkbox"/> Diabetes _____       |
| <input type="checkbox"/> Colon Cancer _____   | <input type="checkbox"/> Hypertension _____   |
| <input type="checkbox"/> Ovarian Cancer _____ | <input type="checkbox"/> Heart Disease _____  |
| <input type="checkbox"/> Osteoporosis _____   | <input type="checkbox"/> Kidney Disease _____ |

## MENSTRUAL HISTORY

If you no longer have periods, please check (✓) reason:

Menopause  Hysterectomy  Ablation

If applicable, at what age did you start menopause? \_\_\_\_\_

If you have had a hysterectomy, what year? \_\_\_\_\_

Partial  Complete Reason: \_\_\_\_\_

Do you have PMS symptoms?  Yes  No

Are you still in the menstruation stage of life?  Yes  No

Have you ever suffered from any of the following?

Menstrual/Clinical Migraines  PCOS  Endometriosis  Fibroids  Fibro Breast Disease

First day of last period: \_\_\_\_\_

Are your periods regular?  Yes  No Days between periods: \_\_\_\_\_

Do you have bleeding between periods?  Yes  No

Do you have cramping with your period?  Yes  No



## ANDROPAUSAL RATING SCALE / MALE SYMPTOMS

Please rate symptoms 0-3: 0=none, 1=mild, 2=moderate, 3=severe

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

(E) \_\_\_\_\_  
Comments, if any: \_\_\_\_\_

**Sleep Disturbances** 0 1 2 3 \_\_\_\_\_  
(difficulty falling asleep, sleeping through the night, waking early)

**Depression** 0 1 2 3 \_\_\_\_\_  
(feeling sad, down, on the verge of tears, lack of drive, mood swings)

**Irritability** 0 1 2 3 \_\_\_\_\_  
(feeling nervous, inner tension, aggression)

**Anxiety** 0 1 2 3 \_\_\_\_\_  
(restlessness, feeling panicky)

**Hot Flashes / Night Sweats** 0 1 2 3 \_\_\_\_\_  
(episodes of sweating, flushing of face and neck)

**Weight Concerns/Belly Fat** 0 1 2 3 \_\_\_\_\_  
(please list concerns)

(T) \_\_\_\_\_

**Hair Loss / Shedding** 0 1 2 3 \_\_\_\_\_

**Energy Level** 0 1 2 3 \_\_\_\_\_  
(general decrease in performance)

**Focus** 0 1 2 3 \_\_\_\_\_  
(impaired memory, decrease in concentration, forgetfulness)

**Sex Drive** 0 1 2 3 \_\_\_\_\_  
(change in sexual desire, sexual activity, and satisfaction)

**Erectile Quality** 0 1 2 3 \_\_\_\_\_  
(change in strength of erection or ability to keep an erection)

**Body/Joint Pains** 0 1 2 3 \_\_\_\_\_  
(pain in joints, muscular discomfort, rheumatoid complaints)

**Physical Activity/Stamina** 0 1 2 3 \_\_\_\_\_  
(extreme tiredness during/after physical activity)

**Migraines** 0 1 2 3 \_\_\_\_\_

### FOR OFFICE USE ONLY

Dose/Recommendation: \_\_\_\_\_

Nurse/MA Initials: \_\_\_\_\_

## MALE PRIMARY CARE / UROLOGY

Please check any of the following that apply

- |  |  |
|--|--|
| <input type="checkbox"/> I have completed my family.   | <input type="checkbox"/> I do not want to be sexually active.                              |
| <input type="checkbox"/> I am married.                 | <input type="checkbox"/> I have a history of using steroids for exercise performance.      |
| <input type="checkbox"/> I am sexually active.         | <input type="checkbox"/> My sex life has suffered.   |
| <input type="checkbox"/> I want to be sexually active. | <input type="checkbox"/> I have not been able to have an orgasm or it is really difficult. |

Have you had a medical / urological exam in the past year?  Yes  No

Have you ever had an elevated PSA or enlarged prostate?  Yes  No

Have you had a prostate exam or PSA test?  Yes  No

If so, what were the results? \_\_\_\_\_

Have you ever had Venereal Disease?  Yes  No

Have you ever had a urinary tract infection?  Yes  No



## SOCIAL HISTORY

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

Do you smoke cigarettes, cigars, or vape?  Yes  No

If **yes**, amount per day? \_\_\_\_\_ How many years? \_\_\_\_\_

Do you use smokeless tobacco?  Yes  No

If **yes**, how often per day? \_\_\_\_\_ How many years? \_\_\_\_\_

Do you drink alcohol?  Yes  No

If **yes**, how often and how much do you consume? \_\_\_\_\_

Do you use marijuana or other illegal substances?  Yes  No

Substance: \_\_\_\_\_ How often? \_\_\_\_\_

Average Hours of Sleep Per Night: \_\_\_\_\_ Average Ounces of Water Per Day: \_\_\_\_\_

Average stress level on a scale of 1-10, with 10 being the highest: \_\_\_\_\_

Significant Stress in Your Life: \_\_\_\_\_

How often do you exercise per week?  Never  1-2x  3-4x  5x+

Types of Exercise: \_\_\_\_\_

***Please complete the following if you are experiencing weight concerns:***

How satisfied are you with your weight?

Very Unsatisfied  Somewhat Unsatisfied  Neutral  Somewhat Satisfied  Very Satisfied

What weight concerns do you have? \_\_\_\_\_

Are you currently at your heaviest weight?  Yes  No

If **no**, how much did you weigh at your heaviest? \_\_\_\_\_

How long has your weight concerned you? \_\_\_\_\_

Have you recently experienced hormonal weight gain, specifically in your midsection?  Yes  No

What is the reason you want to lose weight? \_\_\_\_\_

Have you lost weight in the past?  Yes  No

If **yes**, what type of programs worked for you? \_\_\_\_\_

If **not**, what type of programs did not work for you? \_\_\_\_\_

Are you a stress eater?  Yes  No Do you eat in the middle of the night?  Yes  No

What is your worst dietary habit? \_\_\_\_\_

Does your significant other struggle with weight issues?  Yes  No

Will friends and family support your attempt to make food & lifestyle changes?  Yes  No

What is your desired weight loss goal? \_\_\_\_\_

***Please sign, indicating all information provided is accurate and complete.***

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

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

Date of Birth: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Please read the following statements carefully.**

**PURPOSE OF CONSENT:** By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare options.

**NOTICE OF PRIVACY PRACTICES:** You have the right to read our Notice of Privacy Practices before you decide whether to sign this consent form. This notice provides a description of our treatment, payment activities, and healthcare operations, of the use and disclosures we may make of your protected health information, and other important matters about your protected health information. A copy of our notice accompanies this consent form. We encourage you to read it carefully before signing this consent.

We reserve the right to change our privacy policies as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised notice which will contain all changes. Those changes may apply to any of your protected health information we maintain.

You may obtain a copy of our Notice of Privacy Practices, included any revisions of our notice, at any time by contacting either office location's Practice Manager.

**Charleston: (843) 606-2530**

**Columbia: (803) 454-8500**

**RIGHT TO REVOKE:** You will have the right to revoke consent at any time by giving us written notice of your revocation submitted to the Practice Manager of each individual office location listed above. Please understand that revocations of this consent will not affect any action we took in reliance on this consent before we received your revocation, and that we may decline to treat you or continue treating you if you revoke this consent.

Please list anyone you would like to be allowed to review your protected health information if/when in the event you are unavailable.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**VOICEMAIL/ TEXT MESSAGES:** Please check (✓) one

- I give permission for Carolina Hormone and Health Center staff members to leave messages, with discretion, on voicemail or via text for the phone numbers listed above.
- Confidential information may **not** be left on voicemail.

**ACKNOWLEDGMENT:** I, \_\_\_\_\_, have had full opportunity to read and consider the content of this Consent Form and you Notice of Privacy Practices. I understand that, by signing this consent form, I am giving my consent to your use and disclosure of my protected health information to carry our treatment, payment activities, and health care operations.

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

If this consent is signed by a personal representative/parent guardian on behalf of the patient, please complete the following:

Representative's Name: \_\_\_\_\_

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

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

## CANCELLATION / NO-SHOW POLICY

1. **CANCELLATIONS:** We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. Due to high demand of our time and providers, we have set policies in place to ensure we can provide our patients with the best possible care.

**Please allow at least 24 hours' notice for cancellation or rescheduling to avoid being charged the fee of fifty dollars (\$50).** Reminder confirmation texts and phone calls are sent to each patient. Our inability to contact you to confirm your appointment does not constitute an exemption from our cancellation policy. It is the patient's responsibility to cancel their scheduled appointment. You have the ability to cancel by calling the Charleston office at (843) 606-2530 or the Columbia office at (803) 454-8500. We have a 24 hour answering service.

2. **NO SHOWS:** Patients who do not show up for their appointment and do not call to cancel their appointment at least 24 hours in advance will be considered a No Show. **If you No Show your appointment, you will be charged a fee of fifty dollars (\$50).**

3. **LATE APPOINTMENTS:** As a courtesy to all patients on time for their appointments, if you arrives 10 minutes or more past your scheduled appointment time, we reserve the right to reschedule your appointment and **you will be charged a fee of fifty dollars (\$50).**

**A card will be required and added to your patient profile. This card will only be charged if necessary to fulfill our cancellation/no-show policy.**

*Please sign, indicating you have read, understand, and agree to the above policies.*

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(or Legal Representative)



# AUTHORIZATION FOR REQUEST OF PROTECTED HEALTH INFORMATION

Please complete and send to your physician PRIOR to your upcoming appointment. It is MANDATORY for your Provider to have your current pap and mammogram report prior to your next appointment or you will be required to sign a wavier.

\_\_\_\_\_  
Your Doctor's Name

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City State Zip

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

Phone #: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

I, \_\_\_\_\_, authorize, \_\_\_\_\_  
Patient Name Doctor's Name

to disclose and release any individually identifiable health information related to me from **the last 2 years** only, which is called protected health information (PHI) under a federal health privacy law, as described below (please check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> All Records   | <input type="checkbox"/> Treatment Notes      |
| <input type="checkbox"/> Mammography   | <input type="checkbox"/> Laboratory Reports   |
| <input type="checkbox"/> Pap Smear     | <input type="checkbox"/> Biopsy Results       |
| <input type="checkbox"/> Prostate Exam | <input type="checkbox"/> History and Physical |

**WE DO NOT ACCEPT MEDICAL RECORDS ON CD'S, DVD'S, OR FILMS.  
PLEASE ONLY SEND PAPER COPIES. THANK YOU!**

Send To: Carolina Hormone and Health Center  
300 W Coleman Blvd. Suite 101  
Mt Pleasant, SC 29464  
Phone: (843) 606-2530  
Fax: (843) 606-2596

**Purpose:**  At the request of the patient / patient representative  
 Other reason \_\_\_\_\_

Print Name: \_\_\_\_\_ Records Needed By (date): \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# AUTHORIZATION FOR REQUEST OF PROTECTED HEALTH INFORMATION

Please complete and send to your physician PRIOR to your upcoming appointment. It is MANDATORY for your Provider to have your current pap and mammogram report prior to your next appointment or you will be required to sign a wavier.

\_\_\_\_\_  
Your Doctor's Name

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City State Zip

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

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Phone #: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

I, \_\_\_\_\_, authorize, \_\_\_\_\_  
Patient Name Doctor's Name

to disclose and release any individually identifiable health information related to me from **the last 2 years** only, which is called protected health information (PHI) under a federal health privacy law, as described below (please check all that apply):

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Send To: Carolina Hormone and Health Center  
3231 Sunset Blvd. Suite C  
West Columbia, SC 29169  
Phone: (803) 454-8500  
Fax: (803) 454-8505

**Purpose:**  At the request of the patient / patient representative  
 Other reason \_\_\_\_\_

Print Name: \_\_\_\_\_ Records Needed By (date): \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_