NORTHRIVER
PRIMARY CARE ASSOCIATES

4310 Watermelon Road • Northport, AL 35473
Phone: (205)330-5266 • Fax: (205)710-2116

***PLEASE RETURN W/:**
ID/DL & Health Ins Card(s) & Rx Ins Card

Provider Preference: **McEntyre** **Kemp** **Harrison**
Amy Wyatt, CRNP **Jordan Armstrong, CRNP**

We try to respond to all applications within 2 wks | If approved, you must schedule your initial visit w/in 30 days
*****If you No Show or Cancel this Initial Appt, you may not be able to reschedule in the future*****

Patient Name (First, Middle Initial, Last)	Preferred Name:	Today's Date:

Date of Birth	SS#	Sex ☐ M ☐ F	Age

Mailing Address	Apt # | Suite # | Lot #

City	State	Zip

HOME PHONE:	CELL PHONE:

Have you ever been a patient of NRPCA? ☐ No ☐ Yes | When _____

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widow/Widower

Race ☐ American Indian or Alaska Native ☐ Asian ☐ Black/African American
☐ Native Hawaiian/Other Pacific Islander ☐ Other ☐ White ☐ Decline to Answer

Ethnicity ☐ Hispanic/Latino ☐ Not Hispanic/Latino ☐ Decline to Answer

Preferred Language:
☐ English ☐ Other: _____

Name & Phone # of Interpreter, if used

Preferred Contact Method	Preferred Appointment Reminder Method
☐ Home Phone ☐ Cell Phone	☐ Home Phone ☐ Cell Phone ☐ Text

Employment Status:
☐ Full time ☐ Part time ☐ Self-employed ☐ Unemployed ☐ Student ☐ Military ☐ Retired

Occupation	Employer

Emergency Contact	Relationship to Patient	Emergency Contact's Phone #

Are any of your family members current patients of NorthRiver Primary Care? **NO | YES (Please provide name/provider below)**

Patient Name: _____	Patient Name: _____
NRPCA Provider: _____	NRPCA Provider: _____

Date: _____ Patient Name: _____ DOB: _____

INSURANCE INFORMATION	
Name of Primary Insurance Company:	**Name of Secondary Insurance Company:**
Contract #/Member ID	Contract #/Member ID
Group #	Group #
Name of Policy Holder	Name of Policy Holder
Policy Holder Date of Birth | Policy Holder Phone #	Policy Holder Date of Birth | Policy Holder Phone #
Relationship of Policy Holder to Applicant	Relationship of Policy Holder to Applicant

If Patient is a MINOR (18 or younger), we must have the following information			
Person responsible for account			Relationship to Patient
Street Address			Apt #
City	State		Zip
Home Phone #	Cell Phone #		Work Phone #
SSN	Sex ☐ M ☐ F	Date of Birth	Age
Email Address			Driver's License #

If 26 years or younger and you are a dependent on the Insurance(s) listed above, please complete the following information		
Mother's Name	Mother's Address	
Phone Number	SSN	Date of Birth
Father's Name	Father's Address	
Phone Number	SSN	Date of Birth

NORTHRIVER
PRIMARY CARE ASSOCIATES

Financial Policies and Procedures

Insurance:

You must bring your insurance card(s) to every visit and inform us of any changes as they occur.

Northriver Primary Care Associates participates with various insurance companies. We will be happy to assist you, but it is the patient's responsibility to know your insurance benefits, copays, deductibles and whether our physician is in network with your insurance policy(ies). Most insurances will not pay for everything. If a service is non-covered, the fees will become the responsibility of the patient or guarantor. All copays, deductibles or non-covered charges are due at the time of service regardless of who brings the patient in for his/her visit. We gladly accept Cash, Check, Visa, Mastercard, Discover and American Express as forms of payment. There is a 3.5% processing fee added to all credit transactions.

Private Pay:

If you are currently uninsured, NorthRiver Primary Care Associates requires an initial payment of $100.00, due on the date of service, that will be put towards the charges for your visit. You will be billed for any remaining balance of services rendered.

Billing Policy:

As a courtesy, we will gladly file your office visit claim to your insurance company. Once your insurance has paid, any patient balances remaining will be billed to the patient or responsible party. If you are unable to make your payment in full, we ask that you contact our billing office to discuss a payment plan. If your balance remains unpaid for 90 days we may, at our discretion, turn your account over to an outside collection agency. You will be responsible for the fees assessed by the collection agency. This outstanding debt may also be listed with local, regional, or national credit-reporting agencies and may have a negative effect on the granting of future credit.
All lab work sent to one of our reference labs for testing, will be billed separately by the reference lab that performs the testing. All DCH labs must go to DCH for testing & All Select Lab tests must go to Quest. Please alert the front & nursing staff of your insurance.

Minors:

If a patient is a minor (18 years or younger), the parent or guardian is responsible for any payment due at time of service. Please understand that both parents are financially responsible for payment on the account under all circumstances.

Returned Checks:

If your check is returned to NorthRiver Primary Care Associates unpaid, a $30.00 returned check fee will be assessed in addition to the amount of the returned check. We can only accept cash or credit card payments for the returned check and fee. Both the check amount and fee must be paid together. If left unpaid, your check will be turned over to the Worthless Check Unit for collection.

Completion of Forms/Medical Records:

There is a fee and a 48-hour waiting period for all medical forms. Please do not ask the physician to complete forms in the room or leave them with him. All forms must be reviewed for accuracy and completion, and we need to have a copy for your file. Please check with our office staff in advance on the cost(s) of each request. Also, to release any medical records, we must have a release of information signed by the patient or parent/guarantor. There is a fee as well as a waiting period, of up to 30 days, for all medical records requests. Due to HIPAA regulations, when picking up records/information, please bring your Driver's License or ID for verification.

Appointment Cancellation:

Please give a 24-hour notice if you are unable to make your appointment. There will be a charge of $50.00 for Primary Care appointments that are not cancelled at least 24 hours prior to appointment. There will be a charge of $50.00 for all weight loss appointments with NorthRiver Wellness & Weight Loss that are not cancelled. **Weight Loss appointments cancelled on the date of appointment will be charged a $50 Cancellation Fee.**

Prescriptions:

We will refill your prescription as soon as we are able but please allow a 48-hour turnaround time. No routine prescriptions will be called in at night or on the weekend. There is a charge for prescriptions that must be printed.

Applicant Signature: _____ **Date:** _____

(Applicants/Patients 19 & older MUST sign Financial Policies)

Price List for Recurring Services

Applicant/Patient Name:	**Date of Birth:**
	MRN Number:
Expiration Date:	

*** The estimated cost for recurring services are valid for 12 months from the date signed below by patient. ***

Service	Estimate of Price
Adrenal Rebuilder	$45.00
Super Adrenal Stress Formula	$37.00
Aller-Essentials	$30.00
Athletic Nutrients	$50.00
Ascorbic Acid	$20.00
B12 Liquid	$20.00
Calcium w/Vitamin D	$30.00
Carb Crave Complex	$35.00
Chaste Tree	$15.00
Chromium	$17.00
Curcumin	$30.00
DHEA 5MG	$14.00
DHEA 10MG	$15.00
Energy Xtra	$25.00
EPA/DHA Essentials	$33.00
Growth Hormone Support	$53.00
Hair/Skin/Nails Ultra	$40.00
Iron C	$12.00
Joint Complex	$80.00
Macular Support	$46.00
Lipo Injection	$20.00
Adipex 30-day supply	$30.00
Ambien 30-day supply	$20.00
Viagra 30-day supply	$35.00
Cialis 5mg 90-day supply	$40.00
Cialis 10mg 30-day supply	$30.00
Sailva Testosterone Kit	$50.00
Hormone Kit	$250.00

Service	Estimate of Price
Magnesium	$25.00
Melatonin-SR	$17.00
Memory Pro	$55.00
Milk Thistle/Silymarin	$20.00
Muscle Cramp/ Tension Formula	$17.00
O.N.E Multivitamin	$37.00
O.N.E Omega	$33.00
OptiFerin C	$15.00
Osteo Balance	$45.00
Pure Probiotic	$22.00
Tribulus Formula	$35.00
Vitamin D3 (Qty #60)	$18.00
Vitamin D3 (Qty #120)	$30.00
Xanthitrim	$58.00
Zinc	$15.00
Testosterone Elite	$50.00
Multivitamin	$10.00
Capsiate Gold	$90.00
Chill Gummies	$30.00
Ease Gummies	$30.00
Cream 400 Full Spectrum	$45.00
Cream 2000 Broad Spectrum	$65.00
Tincture-500mg-Berry	$70.00
Tincture 750- THC FREE- Isolate	$75.00
Tincture 1000 Full Spectrum-Mint	$105.00
Tincture 2000-THC FREE-Isolate	$105.00
Tincture-3000-Full Spectrum-Mint	$150.00

Applicant/Patient Signature	**Date**
Responsible Party	**Relationship to Applicant/Patient**

Date: _____ Applicant/Patient Name: _____ DOB: _____

PAST MEDICAL HISTORY

(Please check any condition(s) that you have currently or have ever had in the past.)

Cardiovascular
- ○ Abdominal aortic aneurysm
- ○ Anemia
- ○ Angina
- ○ Aortic stenosis
- ○ Atrial fibrillation
- ○ Blood clots
- ○ Carotid stenosis
- ○ Congestive Heart Failure
- ○ Coronary Artery Disease
- ○ DVT (Deep Vein Thrombosis)
- ○ Heart Attack/MI
- ○ High blood pressure
- ○ High cholesterol
- ○ Mini-strokes
- ○ Pacemaker
- ○ PE (Pulmonary Embolism)
- ○ Peripheral vascular disease
- ○ Stroke
- ○ Valve Disease

Derm
- ○ Abscesses
- ○ Acne
- ○ Eczema
- ○ Melanoma
- ○ Psoriasis
- ○ Skin Cancer (specify) _____

Endocrine
- ○ Diabetes, on insulin
- ○ Diabetes, on pills
- ○ Diabetes, Type I
- ○ Diabetes, Type II
- ○ Diabetic Neuropathy
- ○ Gout
- ○ High blood sugar
- ○ Hyperthyroidism
- ○ Thyroid problems

GI
- ○ Appendicitis
- ○ Cirrhosis
- ○ Colon Cancer
- ○ Crohn's Disease
- ○ Diverticulitis
- ○ Diverticulosis
- ○ Gallstones
- ○ GERD (reflux)
- ○ Hiatal hernia
- ○ Irritable Bowel Syndrome
- ○ Live disease
- ○ Pancreatitis
- ○ Peptic Ulcer Disease
- ○ Stomach ulcer
- ○ Ulcerative Colitis

GU Male
- ○ BPH (Benign prostatic hypertrophy)
- ○ Epididymitis
- ○ Erectile Dysfunction
- ○ Prostate Cancer
- ○ Prostatitis
- ○ STD
- ○ Testicular problems

GU Female
- ○ Breast cancer
- ○ Cervical cancer
- ○ Ectopic pregnancy
- ○ Ovarian cancer
- ○ Ovarian cyst
- ○ Pelvic Inflammatory Disease
- ○ STD
- ○ Urinary Incontinence

HEENT
- ○ Allergic rhinitis
- ○ Allergies
- ○ Cataracts
- ○ Glaucoma
- ○ Hearing Deficit
- ○ Vision Deficit

Infections
- ○ Hepatitis
- ○ HIV/AIDS
- ○ STD
- ○ Syphilis
- ○ Tuberculosis/ TB

Musculoskeletal
- ○ Osteoarthritis
- ○ Osteopenia
- ○ Osteoporosis
- ○ Rheumatoid Arthritis
- ○ Rotator cuff tear

Neuro/Psych
- ○ ADHD
- ○ Alcohol abuse
- ○ Alzheimer's disease
- ○ Anxiety
- ○ Autism
- ○ Bipolar disorder
- ○ Brain cancer
- ○ Dementia
- ○ Depression
- ○ Eating Disorder
- ○ Fibromyalgia
- ○ Headaches
- ○ Migraines
- ○ Parkinson's disease
- ○ Schizophrenia
- ○ Seizures
- ○ Substance abuse

Renal
- ○ Dialysis
- ○ End Stage Renal Disease
- ○ Kidney cancer
- ○ Kidney stones
- ○ Nephrotic Syndrome
- ○ Renal cell carcinoma
- ○ Renal failure or insufficiency

Respiratory
- ○ Asthma
- ○ COPD
- ○ CPAP use
- ○ Emphysema
- ○ Lung Cancer
- ○ Sleep Apnea

Other
- ○ _____
- ○ _____
- ○ _____

FOR WOMEN: # of pregnancies: _____ # of births: _____ # children currently alive: _____

Do you desire to get pregnant? YES _____ NO _____ Age at menopause: _____

Age at first period? _____ When was your last menstrual cycle? _____

Date: _____ Applicant/Patient Name: _____ DOB: _____

CURRENT MEDICATIONS: (Prescriptions AND Over-the-Counter)

Medication	Dose	Frequency	Who prescribed medication?

FOOD/DRUG ALLERGIES (Please list your reaction to each)

SPECIALISTS: What Specialists do you see? (Cardiologist, Dermatologist, Eye Doctor, etc.)

Name of Doctor/Practice	Specialty	Condition for which they treat you

Date: _____ Applicant/Patient Name: _____ DOB: _____

SURGICAL HISTORY/HOSPITALIZATIONS

Year	Name of illness/operation/injury

FAMILY HISTORY: (Please check if any of your blood relatives have had any of the following)

- ○ Alcoholism
- ○ Asthma
- ○ Atherosclerosis
- ○ Autoimmune disease
- ○ Blood disorder
- ○ Heart problem
- ○ Heart disease
- ○ Dementia
- ○ Depression
- ○ Diabetes mellitus
- ○ Drug abuse
- ○ Hearing problems
- ○ Hepatitis B
- ○ High cholesterol
- ○ High blood pressure
- ○ Kidney disease
- ○ Mental illness
- ○ Obesity
- ○ Rheumatoid disease
- ○ Stroke
- ○ Thyroid disease
- ○ Tuberculosis
- ○ Vision problems
- ○ Cancer (specify) _____
- ○ Other _____

Relation	Still Living?	Health Problems/Cause of Death
Mother	Yes or No	
Father	Yes or No	
Sister(s)	Yes or No	
Brother(s)	Yes or No	

HEALTH HABITS:

1. Do you currently smoke? _____ YES _____ NO (If No, please skip to question 4)
2. How long have you been a smoker? _____
3. How many packs a day do you smoke? _____
4. Have you ever been a smoker? _____ YES _____ NO (If No, please skip to question 7)
5. How long were you a smoker? _____
6. How many packs a day did you smoke? _____
7. Do you use smokeless tobacco? _____ YES _____ NO
8. Do you regularly drink alcohol? _____ YES _____ NO (If No, please skip to question 10)
9. How many drinks do you have a day? _____
10. Do you use any illegal drugs? _____ YES _____ NO _____

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PRIMARY CARE ASSOCIATES

Date: _____ Applicant/Patient Name: _____ DOB: _____

HEALTH MAINTENANCE: Please indicate if you have had any of the following tests. If you cannot remember exactly what year, please approximate)

	Have you had this done?	**If so, when?**	**Results?**
Colonoscopy	Yes or No		
Bone density scan or DEXA	Yes or No		
Mammogram (Females)	Yes or No		
Pap smear (Females)	Yes or No		
PSA Test (Males)	Yes or No		
Pneumonia shot or Pneumovax	Yes or No		
Tetanus shot or Tdap	Yes or No		
Shingles shot	Yes or No		
DIABETICS	**Date**	**Provider**	
Eye Exam			
Foot Exam			

PLEASE LIST ANY HOSPITALIZATIONS, SURGERIES, OR INJURIES:

_____

PATIENT PORTAL

Our patient portal will allow you access to your medical records. This includes labs, tests, doctor visits, ultrasounds, and much more. If you would like access to the patient portal, please provide information below. After registration, you will receive an email with a link and details on how to access the portal.

First Name: _____ Last Name: _____

Email address: _____

***** I want to receive access to the Northriver Primary Care Cerner Patient Portal. *****

Signature: _____ Date: _____

AUTHORIZATION TO VERBALLY DISCLOSE OR PICK UP PERSONAL HEALTH INFORMATION

Patient Name: _____ DOB: _____ MRN: _____

(We) the undersigned patient and/or responsible party hereby authorize Northriver Primary Care Associates, it's physicians, agents, employees or contractors to speak with and disclose information to the person or persons indicated below. This does not include or replace the HIPAA Compliant Authorization for Medical Records form needed for requests of medical records by third parties. By signing below, you hereby authorize NRPC to use or disclose information about yourself that is protected by federal law, for the sole purpose and time prescribed below.

☐ Please disclose information only to me.
If you check this box, please do not complete the next section.

If you want certain individuals to disclose/pick up information, please complete the next section.

Name	Relationship
Name	Relationship
Name	Relationship
Name	Relationship

Sensitive Privileged Information: I authorize the release of information relating to AIDS/HIV, psychiatric care and/or psychological assessment, testing and treatment for alcohol and/or drug abuse. ☐ **YES** ☐ **NO**

Applicant Signature: _____ **Date:** _____

(Per HIPAA, Applicants/Patients 14 & older MUST sign Release of Information)

Medicare and Medicare Advantage Patients: If you have enrolled in the Medicare PPO plan called Blue Advantage OR if you have traditional Medicare and are 65 years or older, your plan requires that providers have information on file regarding whether you have an advance directive or not.

☐ No, I do not have an advance directive
☐ YES, I do have an advance directive. The person elected to make those decisions for me is:

Name: _____ Phone Number: _____

Relationship to Applicant/Patient: _____

Patient or Responsible Party Signature: _____ Date: _____

NORTHRIVER
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ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES:

We are required by law to make a good faith effort to provide you with our Notice of Privacy Practices and to obtain an acknowledgement of its receipt from you. By signing below, you agree that you either received a copy of our Notice of Privacy Practices or were offered a copy and declined to take one. A copy of our Notice of Privacy Practices is displayed in the clinic. You may request a copy of the Notice at any time.

CONSENT FOR TREATMENT: I consent to necessary treatment, including drugs, medicine, procedures, x-rays, lab tests and/or other studies that may be used by the physician, the nurse, or staff.

AUTHORIZATION FOR RELEASE OF INFORMATION: I understand that my information may be given to the insurance company with whom I have coverage, agencies which may be assisting with payment for my care, billing agencies, agencies responsible for reviewing payments and/or quality of care, and other governmental agencies. I give permission for release of this information.

ASSIGNMENT OF BENEFITS: I hereby authorize payment directly to Northriver Primary Care Associates, of benefits otherwise payable to me including major medical insurance and payment of medical benefits, but not to exceed the charges of Northriver Primary Care Associates for these services. I understand that I am financially responsible to Northriver Primary Care Associates for charges not covered by this assignment. I authorize the refund of overpaid insurance benefits where my coverages are subject to coordination of benefits.

GUARANTEE OF ACCOUNT: In consideration of medical services rendered, the undersigned accepts all fees charged as lawful debt and agrees to pay Northriver Primary Care Associates insurance notwithstanding, for all said charges. Furthermore, undersigned agrees to pay the costs of collection including reasonable attorney's fees and court costs if such be necessary, waiving now and forever the right of exemption allowed to the constitution of laws of the State of Alabama or any other state. Undersigned further understands that Northriver Primary Care Associates does not accept insurance assignment as a guarantee of full payment.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA): I consent to the use or disclosure of my protected health information (HPI) by Northriver Primary Care Associates for the purpose of diagnosis or providing treatment to me, obtaining payment for my healthcare bills, or to conduct healthcare operations. I have received a copy of the Company's Notice of Privacy Practice. The Notice describes the types of disclosures of my PHI that will occur in my treatment, payments of my bills, or in the performance of healthcare operations of the Company.

COMMUNICATION: I give my direct consent to receive communications from Northriver Primary Care Associates Staff, Servicers and the collectors of my account through various means including (1) cell phone (2) land line (3) email address (4) text message (5) auto dialer system (6) voicemail message and (7) other means of communication. If I am unreachable by telephone, I authorize NorthRiver Primary Care Associates & CMWL/NorthRiver Wellness to leave any results (lab, imaging, etc) and appointment information on the designated preferred voicemail.

CONSENT TO OBTAIN ELECTRONIC MEDICATION HISTORY: I understand that my medication history may be obtained utilizing an electronic information exchange and that this PHI may provide valuable information for my healthcare provider. I hereby authorize physicians to access my medication history without limitation or exclusion as is required and/or reasonably advisable to disclose, process, retrieve, transmit, and view for the purpose of the transmission of an electronic prescription issued by a provider authorized by law to prescribe, as necessary for my care and treatment.

Applicant Name: _____ **Applicant Date of Birth:** _____

Applicant Signature: _____ **Date:** _____

(Per HIPAA, applicants/patients 14 & older MUST sign Privacy Practice Acknowledgement)

Responsible Party: Relationship to Applicant: _____

NORTHRIVER
PRIMARY CARE ASSOCIATES

CLINT MCENTYRE, MD · SCOTT KEMP, DO · RUDY HARRISON, DO
JORDAN ARMSTRONG, CRNP · AMY WYATT, CRNP

PHYSICIANS BOARD CERTIFIED IN FAMILY MEDICINE

Comprehensive Outpatient Family Medicine, including:

Wellness/Health Maintenance Exams
Outpatient Care for Acute Medical Problems
Internal Medicine
Pediatrics (ages 4 and up)
X-Rays
EKGs
Minor Procedures
Sports Medicine
Weight Loss
Botox & Jeauveau

We offer a variety of vitamins and health supplements by Pure Encapsulations, as well as a comprehensive list of supplements through our website.

FOR MORE INFORMATION ABOUT OUR SERVICES, ASK OUR STAFF.
WE ALSO INVITE YOU TO VISIT OUR WEBSITE AT northriverpca.com

NORTHRIVER
WELLNESS AND WEIGHT LOSS

We also offer a comprehensive, evidence-based weight loss program:
Ask our staff or call 205.614.6004 to schedule a consultation.

Effective: June 15, 2016
Privacy Officer: Heather Harrison
Email: HHarrison@NorthRiverPCA.com
Website: www.NorthRiverPCA.com
4310 Watermelon Road • Northport, AL 35473
Phone: (205)330-5366 • **Fax:** (205)330-9915

Your Information. Your Rights. Our Responsibilities.

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.**

A. Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information NorthRiver Primary Care Associates shares
- Get a list of those with whom NorthRiver Primary Care Associates has shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information NorthRiver Primary Care Associates has about you.
- NorthRiver Primary Care Associates will provide a copy or a summary of your health information, usually within 30 days of your request. NorthRiver Primary Care Associates may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete.
- NorthRiver Primary Care Associates may say “no” to your request, but NorthRiver Primary Care Associates will always inform you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- NorthRiver Primary Care Associates will say “yes” to all reasonable requests.

Ask us to limit what NorthRiver Primary Care Associates uses or shares

- You can ask us not to use or share certain health information for treatment, payment, or our operations. NorthRiver Primary Care Associates is not required to agree to your request, and NorthRiver Primary Care Associates may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. NorthRiver Primary Care Associates will say “yes” unless a law requires us to share that information.

Get a list of those with whom NorthRiver Primary Care Associates has shared information

- You can ask for a list (accounting) of the times NorthRiver Primary Care Associates has shared your health information for six years prior to the date you ask, who NorthRiver Primary Care Associates shared it with, and why.
- NorthRiver Primary Care Associates will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). NorthRiver Primary Care Associates will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. NorthRiver Primary Care Associates will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- NorthRiver Primary Care Associates will make sure the person has this authority and can act for you before NorthRiver Primary Care Associates takes any action.

File a complaint if you feel your rights are violated

- You can complain if you feel NorthRiver Primary Care Associates has violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting **www.hhs.gov/ocr/privacy/hipaa/complaints/.**
- NorthRiver Primary Care Associates will not retaliate against you for filing a complaint.

B. Your Choices

You have some choices in the way that NorthRiver Primary Care Associates uses and shares information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

Your Choices

For certain health information, you can tell us your choices about what NorthRiver Primary Care Associates share.

If you have a clear preference for how NorthRiver Primary Care Associates shares your information in the situations described below, talk to us. Tell us what you want us to do, and NorthRiver Primary Care Associates will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

If you are not able to tell us your preference, for example if you are unconscious, NorthRiver Primary Care Associates may go ahead and share your information if NorthRiver Primary Care Associates believes it is in your best interest. NorthRiver Primary Care Associates may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases, NorthRiver Primary Care Associates never shares your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- NorthRiver Primary Care Associates may contact you for fundraising efforts, but you can tell us not to contact you again.

C. Our Uses and Disclosures

NorthRiver Primary Care Associates may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

How does NorthRiver Primary Care Associates typically use or share your health information?

NorthRiver Primary Care Associates typically uses or shares your health information in the following ways:

Treat you

NorthRiver Primary Care Associates can use your health information and share it with other professionals who are treating you.
Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

NorthRiver Primary Care Associates can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: NorthRiver Primary Care Associates will use health information about you to manage your treatment and services.

Bill for your services

NorthRiver Primary Care Associates can use and share your health information to bill and get payment from health plans or other entities. *Example: NorthRiver Primary Care Associates will give information about you to your health insurance plan so it will pay for your services.*

How else can NorthRiver Primary Care Associates use or share your health information?

NorthRiver Primary Care Associates is allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. NorthRiver Primary Care Associates must meet many conditions in the law before NorthRiver Primary Care Associates can share your information for these purposes.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html**.**

Help with public health and safety issues

NorthRiver Primary Care Associates can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Do research

NorthRiver Primary Care Associates can use or share your information for health research.

Comply with the law

NorthRiver Primary Care Associates will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that NorthRiver Primary Care Associates is complying with federal privacy law.

Respond to organ and tissue donation requests

NorthRiver Primary Care Associates can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

NorthRiver Primary Care Associates can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

NorthRiver Primary Care Associates can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

NorthRiver Primary Care Associates can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

NorthRiver Primary Care Associates:

- is required by law to maintain the privacy and security of your protected health information.
- will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- must follow the duties and privacy practices described in this notice and give you a copy of it.
- will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html**.**

Changes to the Terms of this Notice

NorthRiver Primary Care Associates can change the terms of this notice, and the changes will apply to all information NorthRiver Primary Care Associates have about you. The new notice will be available upon request, in our office, and on our web site.