

Dear Friend,

We are embarking on what I hope will be a productive and healthful relationship. I pledge that I will listen and work with you while using my expertise to meet all of your therapeutic goals. To succeed, we must work cooperatively with one another, and as you expect certain things from me, I likewise have expectations of you.

I expect you to complete your lab tests as ordered, to return for follow-ups in a timely manner, and to do your best to keep the appointments that have been scheduled for you. Additionally, I expect you to follow the therapeutic regimen (medication, supplements and lifestyle work) that has been agreed upon. If for any reason you decide not to take something, you are uncomfortable with a therapy, or you have what you believe is an adverse reaction, please inform me of the problem before taking any action on your own.

If things are not progressing to your satisfaction, please let me know so that we can work on it and perhaps go in a more satisfactory direction.

Thank you and I look forward to working with you to accomplish all of your wellness goals.

Sincerely,

Michael Reed, MD



Dr. Michael Reed

Appointment Policies

No Shows, Cancellations/Reschedules

We understand that there are times when you must miss an appointment due to unavoidable circumstances, however, Dr. Reed sets aside a considerable amount of time for each of his appointments. No shows, last-minute cancellations and reschedules leave open appointments that could have been offered to others who also need treatment.

All patients will receive a courtesy appointment reminder text and/or phone call (depending on the contact information we have on file) one week as well as one day prior to their visit. We require 48 hours notice for all cancellations/reschedules.

***New patients** who fail to show up for their appointment or who do not provide adequate notice for a cancellation/reschedule will incur a charge to the credit card provided for the \$100 deposit fee.

***Established patients** are given a grace of one no show or limited notice cancellation/reschedule per year. All subsequent instances will be subject to a \$50 fee, which must be paid prior to being seen for your next visit.

Scheduled Appointments:

We understand that delays can happen, however we kindly ask that you notify the office if you are going to be running more than 10 minutes late for your appointment. We will always try to accommodate you, however when Dr. Reed's schedule is fully booked, you may receive a shorter visit or need to rescheduled.

Please be advised that there are NO EXCEPTIONS to this policy.

Patient Signature

Date



Dr. Michael Reed

Title Summary of Notice of Privacy Practices

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) requires that, effective April 14, 2003, we provide you a printed copy of our Notice of Privacy Practices. For your convenience, we are providing this brief summary. Each section has a corresponding section in our full Notice, which we encourage you to read in its entirety. We are required to ask you to sign a one time acknowledgement that you have received this summary. A copy of the full notice is available upon your request.

Use of Protected Health Information

You have many new and important rights with respect to your protected health information. These are summarized below and described in detail in our full Notice of Privacy Practices.

Use of Protected Health Information

We are permitted to use your protected health information for treatment purposes, to facilitate our being and to conduct our business and evaluate the quality and efficiency of our processes. Also, we are permitted to disclose protected health information under specific circumstances to other entities. We have put into place safeguards to protect the privacy of your health information. However, there may be incidental disclosures of limited information, such as overhearing a conversation, that occur in the course of the authorized communication routine treatment, payment, or the operations of our practice. HIPAA recognizes that such disclosures may be extremely difficult to avoid entirely, and considers them permissible.

For entities that are not covered under HIPAA to which we must send protected health information for treatment, payment, or operational purposes, we require that they sign a contract in which they agree to protect the confidentiality of this information.



Dr. Michael Reed

Disclosures of Protected Health Information Requiring Your Authorization

For disclosures that are not related to treatment, payment or operations, we will obtain your specific written consent, except as described below.

Disclosures of Protected Health information Not Requiring Your Authorization

We are required by state and federal law to make disclosures of certain protected health information without obtaining your authorization. Examples include mandated reporting of conditions affecting public health, subpoenas, and other legal requests.

Communication To You Of Confidential By Alternative Means

If you make a written request, we will communicate confidential information to you by reasonable means, or to an alternative address.

Restrictions To Use and Disclose

You may request restrictions to the use or disclosure of your protected health information, but we are not required by HIPAA to agree to such requests. However, if we do agree, then we are bound to honor your request. In the course of our use and disclosure of your protected health information, only the minimum amount of such information will be used to accomplish the intended goal.

Access To Protected Health Information

You may request access to or a copy of your medical record in writing. We will provide these within the time period specified unless we are forbidden under HIPAA or by applicable state law to provide such records. If we deny access, we will tell you why. You may appeal this decision, which, under specified circumstances, will be reviewed by a third party not involved in the denial.

Amendments To Medical Records

You may request in writing that correction be made to your medical records. We will either accept the amendments, and notify appropriate parties, or deny your request with an explanation. You have rights to dispute such denials and have your objections noted in your medical record.

Accounting of Disclosures Of Protected Health Information

You may request in writing an accounting of disclosures of your protected health information. This accounting excludes disclosures made in the course of treatment, payment, or operations, and disclosures that were made as a result of your written authorization.

Other Uses Of Your Health Information

Optional uses, as permitted under HIPAA, are listed in our complete Notice of Privacy Practices.



Dr. Michael Reed

Dr. Michael Reed
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Phone: (530) 753-2787
Email: contact@drmichaelreed.com

How To Lodge Complaints Related To Perceived Violations Of Your Privacy Rights

You may register a complaint about any of our privacy practices with our Privacy Official or with the Secretary of Health and Human Services without fear of retaliation, coercion, or intimidation.

Acknowledgement Receipt Of Notice of Privacy Practices

Use and disclosure of protected health information is regulated by a federal law known as The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). Under HIPAA, providers of healthcare are required to give patients their Notice of Privacy Practices for Protected Health Information and make a good faith effort to obtain a written acknowledgement this notice was received.

Therefore, I, _____, (printed name of patient or personal representative), acknowledge that Dr. Michael Reed or his duly authorized representative has provided a written copy of his Notice Of Privacy Practices for Protected Health Information to (check one) _____ myself or _____ specify: _____

If you are signing as a personal representative, documentation of your legal right to do so must be provided.

Signature of patient or personal representative

Date

Printed Name

Relationship to Patient



Dr. Michael Reed

This section is for the use of the office only

We made a good faith attempt to provide the above named patient with a copy of our Notice Of Privacy Practices for Protected Information, but we were not successful for the following reason:

Signature of Representative

Date

Self Pay Contract

Dr. Michael Reed is not associated with any insurance networks including Medicare, which means that they are not obligated to pay for any services rendered here. Payment in full at the time of service is required but if you choose, we will provide you with a "Super Bill" (a receipt showing that you paid out of pocket) with all pertinent information required for submission to your insurer for possible, (partial), direct reimbursement as per your "Out Of Network" coverage benefit plan. We will not, however, communicate with your insurance company in any way. The form/receipt is your responsibility and serves as evidence of your treatment. We will not call, write, pre-certify or make any contact with your insurance company nor respond to any of their communications. If we receive a check from your insurance, we will return it to sender.

I hereby acknowledge and understand the above.

Patient Signature

Date



Dr. Michael Reed

Patient Registration

Patient Information:

Last name: _____

First name: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone #: _____

Work #: _____

Cell #: _____

Email: _____

Date Of Birth: _____

Preferred Pharmacy: _____

Marital Status: _____

Language: _____

Referral Source Name: _____



Dr. Michael Reed

Confidential Health Questionnaire

Patient name: _____

I heard about Dr. Michael Reed from: _____

My usual healthcare provider is: _____

My occupation is: _____

Are you presently married or partnered: _____

Name of partner: _____

Partner's occupation: _____

Health history

Have you had any previous health problems related to the following areas? Check all that apply.

| | |
|---|---|
| <input type="checkbox"/> Head, Eyes, Ears, Nose, Throat | <input type="checkbox"/> Skin, Hair, Nails |
| <input type="checkbox"/> Neck, Thyroid | <input type="checkbox"/> Back, Spine, Muscles, Bones |
| <input type="checkbox"/> Chest Respiratory | <input type="checkbox"/> Nervous System |
| <input type="checkbox"/> Heart, High Blood Pressure | <input type="checkbox"/> Psychological, Psychiatric |
| <input type="checkbox"/> Breasts | <input type="checkbox"/> Weight Problems, Eating Disorder |
| <input type="checkbox"/> Liver, Gallbladder, Hepatitis | <input type="checkbox"/> Chemical or Alcohol Dependency |
| <input type="checkbox"/> Kidneys, Bladder | <input type="checkbox"/> Reactions from Medications |
| <input type="checkbox"/> Stomach, Intestines (including constipation or diarrhea) | <input type="checkbox"/> Lymph Nodes / Anemia |
| | <input type="checkbox"/> Other Health Issues |

If you've checked any of the above, please describe: _____



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4627 Fermi Place Suite 110 Davis, CA 95618
Phone: (530) 753-2787
Email: contact@drmichaelreed.com

Please list all medical procedures (including plastic and cosmetic), surgeries, hospitalizations, serious injuries or serious medical problems you have had? _____

Please list all medications you presently take (including vitamins, herbs and supplements)?

Please list all medications (as above) you no longer take, but have taken in the past 5 years:

Please list any drug/medication allergies: _____

List any food/environmental allergies: _____

GYN SPECIFIC

| | | |
|--|--|---|
| How many children do you have? _____ What are their ages? _____ | Do you have any grandchildren? _____ Do you lose urine when you don't want to (incontinence)? _____ | Date of last period: _____ Date of last pap smear? _____ |
|--|--|---|



Dr. Michael Reed

Patient Registration Packet | 10

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| | | |
|--|--|------------------------------------|
| Have you had a miscarriage, and if so, how many? _____ | Is incontinence enough of a problem that you wish to do something about it? _____ | Date of last mammogram: _____ |
| Have you terminated a pregnancy, and if so, how many? _____ | | Date of last annual exam: _____ |

Have you taken hormones before? If yes, what kind and what was your experience? _____

Please describe any present or past problems with your periods? _____

List all contraceptive methods and satisfaction (including surgeries such a tubal ligation and vasectomy): _____

Describe any present/past problems with your uterus, tubes, ovaries, vulva, vagina: _____

Any past history of STD, HIV, recurrent herpes? _____



Dr. Michael Reed

Are you significantly affected by cyclic premenstrual symptoms? If yes, please describe:

Is your sexual life: Fine or good _____ Fair _____ Unsatisfactory _____

Please comment: _____

Any problems with vaginal dryness, vulvar pain or irritation? _____

Does your partner have sexual or erectile issues? If yes, please explain: _____

What is the present state of your marriage/partnership? _____

RISK ASSESSMENTS:

| | |
|--|---|
| Weight: _____ Height: _____ | At what age did you have your first child? _____ |
| Ever smoked cigarettes? _____ Smoke now? _____ How much? _____ | Did you nurse your children? _____ _____ |
| If you quit smoking, when? After smoking for how many years? _____ _____ | |



Dr. Michael Reed

Previous problems with cholesterol? If yes, please describe: _____

Any family cardiac history? If yes, please explain: _____

Please describe exactly what type/how much exercise you get on a weekly basis: _____

Please list everything that you had to eat yesterday (breakfast, lunch, dinner, all snacks):

Any family members with breast, colon, ovarian cancer? If yes, who and at what age?

Have you ever been told you were at risk for any of these cancers? If yes, please describe:

Have you ever had a breast biopsy? How many/results? _____

Any family history of osteoporosis? If yes, who? _____



Dr. Michael Reed

Have you or any close family member ever been treated for depression? _____

If yes, please describe: _____

Do you work outside of your home? _____

If yes, please explain: _____

Have you had a problem with or been treated for fatigue? _____

If yes, please explain: _____

Any present or past situations of verbal, physical or sexual abuse? _____

If yes, please describe: _____

Does your work or home life expose you to excessive stress? _____

If yes, please explain: _____



Dr. Michael Reed

FSFI Questionnaire

(Over the last 4 weeks)

Patient Name _____

Date _____

| | | | | | | |
|---|-------------------------|----------------|-----------|---------------|----------|-----------------------|
| How would you rate your level of sexual desire or interest? | No sexual activity 0 | Very High 5 | High 4 | Moderate 3 | Low 2 | Very Low or none 1 |
| How would you rate your level of sexual arousal during sexual activity or intercourse? | No sexual activity 0 | Very High 5 | High 4 | Moderate 3 | Low 2 | Very Low or none 1 |
| How often did you become lubricated (“wet”) during sexual activity or intercourse? | No sexual activity 0 | Very High 5 | High 4 | Moderate 3 | Low 2 | Very Low or none 1 |
| When you had sexual stimulation or intercourse, how often did you reach orgasm? | No sexual activity 0 | Very High 5 | High 4 | Moderate 3 | Low 2 | Very Low or none 1 |
| How satisfied have you been with your overall sexual life? | No sexual activity 0 | Very High 5 | High 4 | Moderate 3 | Low 2 | Very Low or none 1 |
| How often did you experience discomfort or pain during vaginal penetration? | No sexual activity 0 | Very High 5 | High 4 | Moderate 3 | Low 2 | Very Low or none 1 |



Dr. Michael Reed