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Williamsville, NY 14221
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3950 E. Robinson Rd
W. Amherst, NY 14228
Phone: (716) 564-1111
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Suite 104 & 207

Suite 106 & 207

Physicians

Michael Dlugosz, M.D.
Stacey Gugino, M.D.
Justin Green, M.D.
Nicholas Pantano, M.D.
Lori Luzi, M.D.
David Pawlowski, M.D.
Michael Freitas, M.D.
Kristina Semidey, M.D.

Nurse Practitioners

Kathleen Barone, F.N.P.
Kimberly MacDonald, F.N.P.
Sharon Tasner, F.N.P.
Elliott Yadon, F.N.P.
Rachel Yadon, F.N.P.

Physician Assistants

Derek Aube-Marchant, PA-C
Jessica Schoenhals, PA-C
Brie Anne Slaughter, PA-C
Stephanie Guize, PA-C
Jillian LaMarca, PA-C
Christine Divita-McKenna, PA-C
Chelsey Milleville, PA-C
Alicia Reimondo, PA-C
Renee Sawka, PA-C
Megan Schifferli, PA-C
Chelsea Percy, PA-C
Emily Kowalski, PA-C
Meaghan Piegay, PA-C

**Long-Term Nursing
Care/Short-Term Rehab**

Ellen Brody, F.N.P.
Danielle Casillo, A.G.N.P.
Leah Gorsline, PA-C
Kimberly Gruber, F.N.P.
Sandy Michel, A.N.P.
Erin Morgan, PA-C
Christina Parkot, F.N.P.
Elizabeth Leiser, F.N.P.
Mallory Furniss, F.N.P.
Mary Nolan, PA
Sara Baker, F.N.P.
Larika Evans, F.N.P.
Veronica Miles, F.N.P.
Chris Laduca, PA
Tiffany Phalen, PA
Timothy Giglio, ANP

Welcome, and thank you for considering Highgate Medical Group, P.C. for your health care needs. We are dedicated to providing you and your family the best in modern medical services in a caring environment. Our goal is to provide you with the highest quality of care and positive patient experience.

In order to expedite your patient registration, please bring the following to your appointment:

- Health Insurance Card
- Photo Identification
- Health Records – including immunizations
- Completed enclosed forms

We offer the following service to make your experience both easy and convenient:

Our phones are turned off and on service during the lunch hour 11:50-1PM daily

- Monday 7-6 PM
- Tuesday 7-6 PM
- Wednesday 7-6 PM
- Thursday 7-6 PM
- Friday 7-5 PM (Office Phones turn off at 4PM)
- Saturday 8AM – 1PM (At our Williamsville location for all patients)
 - Same day sick visits only

We offer the following service to make your experience both easy and convenient:

- Same Day appointment availability
 - Our affiliation with McGuire Group gives us access to continue care with short-term rehabilitation and long-term nursing home care coverage
 - An online patient portal, for easy communication and appointment scheduling.
- We anticipate all patients to use the patient portal to effortlessly retrieve test results and communicate directly with your care team.

Your primary care physician plays an important role in the coordination of your care. We have a provider on call 24 hours a day, 7 days a week to help with emergency situations. We can help you identify the most appropriate level of care and refer you to providers that share our philosophy of patient-centered medical care.

We look forward to meeting you!

Highgate Medical Group, P.C.

www.highgatemedical.com

You can also make payments on our website!

APPOINTMENT DATE: _____ **TIME:** _____

PROVIDER: _____



PATIENT REGISTRATION

Patient Name: _____ Date of birth: _____

Mailing Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Email: _____ Cell Phone Carrier: _____

Pharmacy Name & Address: _____

Marital Status: Single Married Divorced Widowed Legally Separated

Sex: Male Female Other Ethnicity: Hispanic/Latino Not Hispanic/Latino

Race: White/Caucasian Black/African American American Indian/Alaska Native Asian Native Hawaiian or Other Pacific Islander

Primary Language: _____

Employment Status: Full Time Part Time Retired Self Employed Unemployed

Employer: _____ Occupation: _____

Insurance Name: _____ ID # _____

Subscriber Name: _____ Relation: _____

Secondary Insurance Name: _____ ID # _____

Subscriber Name: _____ Relation: _____

Emergency Contact Name: _____

Phone Number: _____ Relation: _____

Who referred you to Highgate Medical Group? Are any family members or friends currently under our care?

I agree that the information supplied on this form is accurate and up-to-date to the best of my knowledge.

Patient (or responsible party) Signature: _____ Date: _____

Patient Health History

Name: _____

Date: _____

SSN: _____

DOB: _____

Chief Complaint: What is the reason for your visit today? (Please describe the problem in detail):

Patient Medical History: Please check all that apply to you

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Asthma/COPD | <input type="checkbox"/> Depression/Anxiety | <input type="checkbox"/> Hypertension | <input type="checkbox"/> Thyroid disease |
| <input type="checkbox"/> Autoimmune Disease | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Kidney disease | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Gastrointestinal disease | <input type="checkbox"/> Sleep apnea | <input type="checkbox"/> None |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Heart disease | <input type="checkbox"/> Stroke | |

Please describe:

Previous Surgeries: Please list any surgeries with approximate date

Serious Injury: Please describe any previous serious injuries (i.e. car accident, fractured bones)

Medications: Please list any medications including the dose and frequency. (there is additional space on the next page)

<i>Drug</i>	<i>Dose/Frequency</i>
_____	_____
_____	_____
_____	_____
_____	_____

Allergies: please list any allergies that you have including reaction

Social History:

- | | | |
|------------------------------|--|--|
| Do you drink alcohol? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, how much/week? _____ |
| Do you smoke? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, how many cigarettes per day? _____ |
| Do you consume caffeine? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, how many cups per week? _____ |
| Do you use recreation drugs? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, what type/frequency? _____ |
| Are you on a special diet? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, please describe? _____ |

Family History: Do you know of any blood relative who has or had:

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Mental health disorder | <input type="checkbox"/> Thyroid |
| <input type="checkbox"/> Aneurysm | <input type="checkbox"/> Heart problems | <input type="checkbox"/> Multiple Sclerosis | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Autoimmune disease | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Psychiatric disease | <input type="checkbox"/> None |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Kidney disease | <input type="checkbox"/> Stroke | |

Please describe (include condition and family member):

Patient Health History

Please check any problems or conditions, that you are experiencing or have experienced. If you do not have any of the problems listed in the section, please check none.

GENERAL HEALTH

- Recent weight change
- Loss of appetite
- Fatigue
- Fever/Chills

EARS, NOSE, MOUTH, THROAT

- Difficulty swallowing
- Earaches
- Loss of hearing/deafness
- Painful chewing
- Ringing in ears
- Sinus infection
- Sores in mouth
- Other _____
- None

EYES

- Blind Spots
- Blurred vision
- Double vision
- Loss of vision
- Glaucoma
- Injury
- Pain
- Other _____
- None

GASTROINTESTINAL

- Blood in stools
- Increasing constipation
- Nausea
- Painful bowel movements
- Persistent diarrhea
- Stomach or abdominal pain
- Ulcer
- Vomiting
- Other _____
- None

CARDIOVASCULAR

- Heart Attack
- High blood pressure
- High cholesterol
- Irregular heart beat
- Other _____
- None

GENITOURINARY

- Blood in urine
- Female: irregular periods
- Female: #pregnancies _____
#miscarriages _____
- Male: prostate disease
- Male: testicle pain
- Kidney stones
- Painful or burning urination
- Sexual difficulty
- Sexually transmitted disease
- Urgency with urination
- Urine retention/incontinence
- Other _____
- None

MUSCLES/JOINT/BONES

- Back pain
- Difficulty walking
- Joint pain
- Joint stiffness or swelling
- Muscle pain or tenderness
- Neck pain
- Other _____
- None

PULMONARY

- Asthma
- Blood in cough
- Chronic or frequent cough
- Emphysema
- Pneumonia
- Shortness of breath
- Other _____
- None

PSYCHIATRIC

- Anxiety
- Bipolar disorder
- Depression
- Eating disorder
- Other _____
- None

NEUROLOGICAL

- Balance trouble
 - Difficulty speaking
 - Difficulty walking
 - Facial drooping
 - Fainting
 - Headaches/migraines
 - Injury to the brain/spine
 - Lightheaded or dizziness
 - Memory loss
 - Ministroke/TIA
 - Neuropathy
 - Numbness or tingling
 - Paralysis
 - Stroke
 - Tremors
 - Weakness
 - Other _____
 - None
- Are you? right-handed
 left-handed
 both

SKIN

- Changing moles
- Hair loss
- Infections
- Rash or itching
- Other _____
- None

SLEEP

- Snoring
 - Sleep walking
 - Nightmares
- Do you sleep well?
 Yes No
- Do you feel rested when you wake?
 Yes No
- Do you fall asleep during the day?
 Yes No

Highgate Medical Group, P.C.

Patient Financial Policy

Thank you for choosing Highgate Medical Group, P.C. as your healthcare provider. We are committed to building a successful physician-patient relationship with you and your family. Your clear understanding of our Patient Financial Policy is important to our professional relationship. Please understand that payment for services is a part of that relationship. Please ask if you have any questions about our fees, our policy, and your responsibilities. To prevent any billing delays or difficulties, the office must be notified of any patient information changes. (i.e., address, name, insurance information, phone number, etc.)

Insurance Claims

All services will be billed to responsible companies. If for any reason the claim is rejected, you will be responsible for payment. Payment is due upon receipt. A service charge of \$10 will be applied after the first statement to your account if the balance is not paid in full within 30 days.

Co-pays

All copays are due at the time of check in. Otherwise, your appointment needs to be rescheduled.

Self-Pay Accounts

Self-pay accounts are payments without insurance coverage, or patients covered by insurance plans in which the office does not participate. Self-pay patient's will be required to pay for services at the time of their visit, where an estimate of cost will be presented.

Missed appointments & Same day cancelations

If you are a **new patient**, we require 48-hour cancellation notice to your scheduled appointment. Highgate Medical Group requires a 24-hour cancellation notice prior to your scheduled appointments. There is a \$40 "no show" and "same day" cancellation fee. Repeated missed appointments may result in dismissal from the practice.

Returned Checks

The charge for a returned check is \$25 payable by cash. This will be applied to your account in addition to the insufficient amount.

Completion of Medical Forms

There will be a \$15 charge fee for the completion of ALL forms. (i.e., disability, school physicals, FMLA, etc.)

* This includes "just a signature"

Outstanding Balance Policy

It is our policy that all past due accounts will be sent 3 statements and a collection reminder letter. If payment is not made on the account, a single phone call will be made to try and make payment arrangements. If no resolution can be made, the account will be sent to the collection agency and possible dismissal from the practice. Regardless of any personal arrangements that a patient might have outside our office, if you are over 18 years of age and receiving treatments, you are ultimately responsible for payment of the service. Our office will not bill any other personal party. All costs associated with our collection efforts (including collection agency fee) will be passed on to you. This financial policy helps the office provide quality care to our valued patients. If you have any questions or need clarification on any of the above policies, please feel free to contact us.

Consent/Authorization for treatment and Release Information/Disclosure Personal Information

I hereby agree that Highgate Medical Group, P.C. may perform care and treatment any may conduct such examinations, laboratory tests and procedures as directed by my physician or treatment practitioner.

I hereby consent to the use and disclosure of my Protected Health Information by Highgate Medical Group, P.C. for purposes of treatment, payment and health care operations. Any release of my medical records and Protected Health Information may be made according to the state and federal regulations. I understand that Highgate Medical Group, P.C. may release medical information to any third party which may be responsible for payment of my medical expenses.

I understand that I am financially responsible to Highgate Medical Group, P.C. for any balance not covered by the insurance carrier.

Assignment of Benefits

I hereby assign and authorize my insurance benefits to be paid to Highgate Medical Group, P.C.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY.

Name: _____ **Date:** _____

Signature: _____

Health Care Proxy

(1) I, _____

hereby appoint _____

(Name, home address and telephone number)

as my health care agent to make any and all health care decisions for me, except to the extent that I state otherwise. This proxy shall take effect only when and if I become unable to make my own health care decisions.

(2) Optional: Alternate Agent

If the person I appoint is unable, unwilling or unavailable to act as my health care agent, I hereby

appoint _____

(Name, home address and telephone number)

as my health care agent to make any and all health care decisions for me, except to the extent that I state otherwise.

(3) Unless I revoke it or state an expiration date or circumstances under which it will expire, this proxy shall remain in effect indefinitely. *(Optional: If you want this proxy to expire, state the date or conditions here.)* This proxy shall expire *(specify date or conditions)*: _____

(4) **Optional:** I direct my health care agent to make health care decisions according to my wishes and limitations, as he or she knows or as stated below. *(If you want to limit your agent's authority to make health care decisions for you or to give specific instructions, you may state your wishes or limitations here.)* I direct my health care agent to make health care decisions in accordance with the following limitations and/or instructions *(attach additional pages as necessary)*: _____

In order for your agent to make health care decisions for you about artificial nutrition and hydration *(nourishment and water provided by feeding tube and intravenous line)*, your agent must reasonably know your wishes. You can either tell your agent what your wishes are or include them in this section. See instructions for sample language that you could use if you choose to include your wishes on this form, including your wishes about artificial nutrition and hydration.

(5) Your Identification *(please print)*

Your Name _____

Your Signature _____ Date _____

Your Address _____

(6) Optional: Organ and/or Tissue Donation

I hereby make an anatomical gift, to be effective upon my death, of:
(check any that apply)

Any needed organs and/or tissues

The following organs and/or tissues _____

Limitations _____

If you do not state your wishes or instructions about organ and/or tissue donation on this form, it will not be taken to mean that you do not wish to make a donation or prevent a person, who is otherwise authorized by law, to consent to a donation on your behalf.

Your Signature _____ Date _____

(7) Statement by Witnesses *(Witnesses must be 18 years of age or older and cannot be the health care agent or alternate.)*

I declare that the person who signed this document is personally known to me and appears to be of sound mind and acting of his or her own free will. He or she signed (or asked another to sign for him or her) this document in my presence.

Date _____ Date _____

Name of Witness 1
(print) _____ Name of Witness 2
(print) _____

Signature _____ Signature _____

Address _____ Address _____





We'd like to update your social history at today's visit!

Please circle/fill in the answer to the following questions:

Legal Marital Status: Single Married Divorced Widowed

Who lives with you: Spouse Alone Children Other?

If Other, explain: _____

Highest level of education:

8th grade High School Some college (how many years _____)

Associate's Bachelor's Master's Doctorate +

Occupation: Unemployed Retired Disabled

Employed (Title _____ Where _____)

Alcohol Intake: None Occasional/Socially Regular use: # of drinks per day _____

Tobacco Use: Never

Former Tobacco User: (smoked how many packs a day for how long?) _____

Current Tobacco User: (how many packs a day for how long?) _____

Other Tobacco Use: please specify _____

Illegal Drug Use: Never

Former User: (What did you use?) _____

Current User: (What do you use?) _____

Are you sexually active? Never Not currently Yes

Any family history of mental illness or substance abuse? No

If yes, please explain: _____

PATIENT HEALTH QUESTIONNAIRE (PHQ-9)

Over the last 2 weeks, how often have you been bothered by any of the following problems?

Choose an answer of **Not at all, several days, more than half the days or nearly every day.**

	Not at all	Several days	More than half the days	Nearly every day
1. Little interest or pleasure in doing things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Feeling down, depressed or hopeless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Trouble falling asleep or staying asleep or sleeping too much	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Feeling tired or having little energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Poor appetite or overeating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Feeling bad about yourself – or that you are a failure or have let yourself or your family down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Trouble concentrating on things, such as reading the newspaper or watching television	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Moving or speaking so slowly that other people could have noticed OR the opposite -- Being so fidgety or restless that you have been moving around a lot more than usual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Thoughts that you would be better off dead, or of hurting yourself in some way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Not difficult	Somewhat Difficult	Very Difficult	Extremely Difficult
10. If you choose any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAGE-AID QUESTIONNAIRE

1. In the last three months, have you felt you should cut down or stop drinking or *using* drugs?
 YES NO
2. In the last three months, has anyone annoyed you or gotten on your nerves by telling you to cut down or stop drinking or *using* drugs?
 YES NO
3. In the last three months, have you felt guilty or bad about how much you drink or *use* drugs?
 YES NO
4. In the last three months, have you been waking up wanting to have an alcoholic drink or *use* drugs?
 YES NO

General Anxiety Disorder GAD-7

During the last 2 weeks, how often have you been bothered by the following problems?

	Not at all	Several days	More than half the days	Nearly every day
1. Feeling nervous, anxious or on edge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Not being able to stop or control worrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Worrying too much about different things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Trouble relaxing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Being so restless that it is hard to sit still	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Becoming easily annoyed or irritable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Feeling afraid as if something awful might happen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home or get along with other people?

Not difficult at all Somewhat difficult Very difficult Extremely difficult

**AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION PURSUANT TO HIPAA****[This form has been approved by the New York State Department of Health]**

Patient Name	Date of Birth	Social Security Number
Patient Address		

I, or my authorized representative, request that health information regarding my care and treatment be released as set forth on this form: In accordance with New York State Law and the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), I understand that:

1. This authorization may include disclosure of information relating to **ALCOHOL** and **DRUG ABUSE, MENTAL HEALTH TREATMENT**, except psychotherapy notes, and **CONFIDENTIAL HIV* RELATED INFORMATION** only if I place my initials on the appropriate line in Item 9(a). In the event the health information described below includes any of these types of information, and I initial the line on the box in Item 9(a), I specifically authorize release of such information to the person(s) indicated in Item 8.

2. If I am authorizing the release of HIV-related, alcohol or drug treatment, or mental health treatment information, the recipient is prohibited from redisclosing such information without my authorization unless permitted to do so under federal or state law. I understand that I have the right to request a list of people who may receive or use my HIV-related information without authorization. If I experience discrimination because of the release or disclosure of HIV-related information, I may contact the New York State Division of Human Rights at (212) 480-2493 or the New York City Commission of Human Rights at (212) 306-7450. These agencies are responsible for protecting my rights.

3. I have the right to revoke this authorization at any time by writing to the health care provider listed below: I understand that I may revoke this authorization except to the extent that action has already been taken based on this authorization.

4. I understand that signing this authorization is voluntary. My treatment, payment, enrollment in a health plan, or eligibility for benefits will not be conditioned upon my authorization of this disclosure.

5. Information disclosed under this authorization might be redisclosed by the recipient (except as noted above in Item 2), and this redisclosure may no longer be protected by federal or state law.

6. THIS AUTHORIZATION DOES NOT AUTHORIZE YOU TO DISCUSS MY HEALTH INFORMATION OR MEDICAL CARE WITH ANYONE OTHER THAN THE ATTORNEY OR GOVERNMENTAL AGENCY SPECIFIED IN ITEM 9b

7. Name and address of health provider or entity to release this information:

8. Name and address of person(s) or category of person to whom this information will be sent:

9(a). Specific information to be released:

- Medical Record from (insert date) _____ to (insert date) _____
- Entire Medical Record, including patient histories, office notes (except psychotherapy notes), test results, radiology studies, films, referrals, consults, billing records, insurance records, and records sent to you by other health care providers.
- Other: _____
- Include: (Indicate by Initialing)
- _____ Alcohol/Drug Treatment
- _____ Mental Health Information
- _____ HIV-Related Information

Authorization to Discuss Health Information

(b) By initialing here _____ I authorize _____
 Initials Name of individual health care provider to discuss my health
 information with my attorney, or a governmental agency, listed here:

 (Attorney/Finn Name or Governmental Agency Name)

10. Reason for release of information:

- At request of individual
- Other:

11. Date or event on which this authorization will expire:

12. If not the patient, name of person signing form:

13. Authority to sign on behalf of patient:

All items on this form have been completed and my questions about this form have been answered. In addition, I have been provided a copy of the form.

Date: _____

 Signature of patient or representative authorized by law.

* Human Immunodeficiency Virus that causes AIDS. The New York State Public Health Law protects information which reasonably could identify someone as having HIV symptoms or infection and information regarding a person's contacts.