



COMC
CENTRAL OZARKS MEDICAL CENTER
MEDICAL · BEHAVIORAL · DENTAL

BinaxNOW

Patient Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Gender: Male Female Phone: ()-_____-_____

Race: _____ Ethnicity: _____

Do you currently have symptoms? Yes No

If yes, what are your symptoms? _____

What date did you begin experiencing symptoms? _____

Are you a COMC patient? (circle one) YES NO

BinaxNOW is an antigen test that detects the presence of the SARS-CoV-2, which is the virus that causes a COVID-19 infection, in about fifteen (15) minutes. The specimen for the test is collected via nasal swab. This test is completely voluntary and will not ever be administered unless this form is signed. A positive result of this test will be immediately reported to the Local Public Health Agency (LPHS) so that it can begin contact tracing and instituting appropriate disease control measures. The LPHA solely manages these efforts. Additionally, all test results will be shared with the Department of Health and Senior Services (DHSS) pursuant to state regulation. If symptoms consistent with an infection of COVID-19 develop or persist after a negative test result, consult with a health care provider or the appropriate LPHA to determine the best course of action. Except as required by law, test results and testing information will be kept confidential by COMC, LPHA and DHSS. Completing and signing this form serves as consent for the test to be performed on the named individual and is also an acknowledgment of the above statements.

Signature of person tested or parent/guardian: _____ Date: _____

If parent/guardian- print name: _____

Email: _____

Office Use Only

Specimen Collection Date:

Received By:

Specimen Source:

Accession Number:

Test Results:

Patient Contacted:

Notes:



Central Ozarks Medical Center
If you need help filling out this form, please let us know.
PEDIATRIC MEDICAL REGISTRATION FORM

(Please Print)

Today's Date:	COMC Medical Provider:	COMC Dental Provider:
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PATIENT INFORMATION

Patient's First Name:	Middle Initial:	Last Name:	Social Security Number: (optional)	Birth Date: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Street Address:		City:	State:	Zip Code:		
Mailing Address: <input type="checkbox"/> Same as above			If homeless, please state homeless Status: <input type="checkbox"/> Doubling Up <input type="checkbox"/> Homeless Shelter <input type="checkbox"/> Homeless <input type="checkbox"/> Other: _____			
Email Address:		Home Phone Number: ()	Cell Phone Number: ()	Work Phone Number: ()		
May we text you for appointment reminders: <input type="checkbox"/> Yes <input type="checkbox"/> No	Preferred Pharmacy:		Preferred method of contact for reminder calls and messages: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work			
<input type="checkbox"/> Parent/Guardian OR <input type="checkbox"/> Emergency Contact		Address: <input type="checkbox"/> Same as above		Primary Phone Number: ()		
Name: _____		Number: _____				

Does the patient have any problems with: Vision Hearing Reading Speaking Explain:

MEDICAL INSURANCE INFORMATION

(Please give your insurance card to the receptionist)

Person responsible for bill:	Birth date: / /	Address (if different):	Primary Phone Number: ()
Occupation:	Employer:		Employer Phone Number: ()
Patients relationship to subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Step Child <input type="checkbox"/> Other			
Primary Medical Insurance:	<input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid	<input type="checkbox"/> Blue Cross Blue Shield	<input type="checkbox"/> Cigna <input type="checkbox"/> Other:
Subscriber's Name:	Subscriber's SSN:	Birth Date: / /	Policy #: _____
		Group #: _____	Co-Payment: \$ _____
Name of Secondary Medical Insurance (if applicable):	Subscriber's Name:	Subscriber's SSN:	Birth Date: / /
		Group #: _____	

DENTAL INSURANCE INFORMATION

(Please give your insurance card to the receptionist)

Primary Dental Insurance:	Subscriber's Name:	Subscriber's SSN:
	Policy #:	Subscriber's Birth Date: / /
	Group #:	

If you are enrolled in Medicare, please provide HIC number and sign below

I request payment of authorized medical benefits be made to Central Ozarks Medical Center, and also authorize any holder of medical information about me to release to the above named Medigap insurer any information needed to determine benefits payable for services from this provider.

HIC Number: _____

Signature: _____ Date: _____

The above information is true to the best of my knowledge. I authorize assignment of benefits for services received to be paid directly to Central Ozarks Medical Center. I understand that I am financially responsible for any balance. I also authorize COMC or my insurance company to release any information required to process my claims.

Signature: _____ Date: _____

Circle of Care: Please list names of **ALL** providers who are treating you, including -
Behavioral Health, Dentists and Specialists

Name:	Specialty:	Phone:
1.		
2.		
3.		

Ethnicity		Education		Employment Status	
<input type="checkbox"/>	Hispanic or Latino	<input type="checkbox"/>	Current Student?	<input type="checkbox"/>	Full Time/ Part Time
<input type="checkbox"/>	Not Hispanic	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Migrant Worker
<input type="checkbox"/>	Unreported /Refused to Report Ethnicity	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Not a Migrant Worker
				<input type="checkbox"/>	Seasonal
Race		Highest Level of Education		Housing	
<input type="checkbox"/>	Asian	<input type="checkbox"/>	Not yet in school	<input type="checkbox"/> Homeless	
<input type="checkbox"/>	Native Hawaiian	<input type="checkbox"/>	Pre-School Kindergarten	<input type="checkbox"/> Doubling Up <input type="checkbox"/> Shelter	
<input type="checkbox"/>	Other Pacific Islander	<input type="checkbox"/>	Grade School	<input type="checkbox"/> Other <input type="checkbox"/> Street	
<input type="checkbox"/>	Black/African American	<input type="checkbox"/>	Middle School	<input type="checkbox"/> Transitional <input type="checkbox"/> Unknown	
<input type="checkbox"/>	American Indian/ Alaska Native	<input type="checkbox"/>	High School		
<input type="checkbox"/>	White (not Hispanic or Latino)	<input type="checkbox"/>	High School Degree/ GED	<input type="checkbox"/> Public Housing-HUD	
<input type="checkbox"/>	Not Reported / Refuse to Report	<input type="checkbox"/>	Did not complete High School	<input type="checkbox"/> Permanent Supportive Housing (PSH)	
		<input type="checkbox"/>	Technical Trade School		
		<input type="checkbox"/>	College		
		<input type="checkbox"/>	College Graduate		
Primary Language		COMC is my primary medical home?		Are you a veteran?	
<input type="checkbox"/>	English	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Spanish	<input type="checkbox"/>	No	<input type="checkbox"/>	No
<input type="checkbox"/>	Russian				
<input type="checkbox"/>	Ukrainian				
<input type="checkbox"/>	Other Please Specify:				
How did you hear about us?		COMC is my primary medical home?		I am using COMC today for an urgent care need?	
<input type="checkbox"/>	Newspaper/TV/Radio Ad	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Website	<input type="checkbox"/>	No	<input type="checkbox"/>	No
<input type="checkbox"/>	Special Event				
<input type="checkbox"/>	Employee				
<input type="checkbox"/>	Other Organization				
<input type="checkbox"/>	Friend				
<input type="checkbox"/>	Other				
Do you identify yourself as:		What is your current gender identity?		What sex were you assigned at birth on your original birth certificate?	
<input type="checkbox"/>	Straight (not lesbian or gay)	<input type="checkbox"/>	Female	<input type="checkbox"/>	Female
<input type="checkbox"/>	Lesbian or gay	<input type="checkbox"/>	Male	<input type="checkbox"/>	Male
<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Transgender Male Female-to-Male	<input type="checkbox"/>	Chose not to disclose
<input type="checkbox"/>	Something else	<input type="checkbox"/>	Transgender Female Male-to-Female		
<input type="checkbox"/>	Don't know	<input type="checkbox"/>	Gender queer, neither exclusively male nor female		
<input type="checkbox"/>	Chose not to disclose	<input type="checkbox"/>	Other		
<input type="checkbox"/>	Other	<input type="checkbox"/>	Chose not to disclose		

****All requested information is for statistical purposes only and is necessary for receipt of federal grants to provide services****



Sliding Fee Discount Program eligibility is based solely on family size and income

OFFICE FEE PER VISIT					
Medical	\$30	\$40	\$60	\$80	Full Fee
Behavioral Health	\$30	\$40	\$60	\$80	Full Fee
Dental	\$30	*Tier 1 - \$40 *Tier 2 - 30% of Charges	*Tier 1 - \$60 *Tier 2 - 40% of Charges	*Tier 1 - \$80 *Tier 2 - 50% of Charges	Full Fee
Hospital (per day)	\$30	\$40	\$60	\$80	Full Fee
Surgery	Tier 1 - \$100.00 Tier 2 - \$300.00 Tier 3 - \$500.00	40% of Charges	60% of Charges	80% of Charges	Full Fee
FEDERAL POVERTY GUIDELINES (2021)					
Family Size	Level A (0-100% PFG)	Level B (101-133% PFG)	Level C (134-166% FPG)	Level D (167-200% FPG)	Level E (Above 200% FPG)
1	\$0 - \$ 12,880	\$12,881 - \$ 17,130	\$17,131 - \$ 21,381	\$ 21,382 - \$ 25,760	\$25,761 and Above
2	\$0 - \$ 17,420	\$17,421 - \$ 23,169	\$23,170 - \$ 28,917	\$28,918 - \$ 34,840	\$34,841 and Above
3	\$0 - \$ 21,960	\$21,961 - \$ 29,207	\$29,208 - \$ 36,454	\$36,455 - \$ 43,920	\$43,921 and Above
4	\$0 - \$ 26,500	\$26,501 - \$ 35,245	\$35,246 - \$ 43,990	\$43,991 - \$ 53,000	\$53,001 and Above
5	\$0 - \$ 31,040	\$31,041 - \$ 41,283	\$41,284 - \$ 51,526	\$51,527 - \$ 62,080	\$62,081 and Above
6	\$0 - \$ 35,580	\$35,581 - \$ 47,321	\$47,322 - \$ 59,063	\$59,064 - \$ 71,160	\$71,161 and Above
7	\$0 - \$ 40,120	\$40,121 - \$ 53,360	\$53,361 - \$ 66,599	\$66,600 - \$ 80,240	\$80,241 and Above
8	\$0 - \$ 44,660	\$44,661 - \$ 59,398	\$59,399 - \$ 74,136	\$74,137 - \$ 89,320	\$89,321 and Above
9 or more	Add \$4,540 for each additional member	Add \$6,038 for each additional member	Add \$7,536 for each additional member	Add \$9,080 for each additional member	Add \$9,080 for each additional member
* Tier 1 Services - includes preventative care services such as new patient / recall exams, x-rays, polishing and fluoride*					
Tier 2 Services - includes (but not limited to) restorative care services such as fillings, extractions, deep cleanings, or prosthetic devices (such as crowns, partials and dentures)					



Pediatric Medical History

Child's Name: _____ Date: _____

Date of Birth: _____ City and County of Birth: _____

Parent / Guardian 1: _____

Parent/ Guardian 2: _____

Email address: _____

Preferred method of communication: Phone Text Email

Main reason for today's visit:

Where was your child receiving care before?

PREGNANCY & BIRTH: Please fill in the following information about your pregnancy and birth history with this child, as you remember.

PREGNANCY HISTORY:

Prenatal Care: Yes No Provider: _____

Blood Type: _____ Hepatitis B: + or -

How many times pregnant? _____

How many children? _____

Miscarriage/Abortion? _____

MATERNAL HEALTH PROBLEMS:

- Pre-eclampsia Bleeding
- Pre-Term Labor High Blood Pressure
- Infections Diabetes
- Abnormal U/S Rh Incompatibility
- Alcohol/Drugs Tobacco/Smoking
- Shoulder Dystocia Bleeding/Bruising
- Infection Urine/Stool Problems
- Birth defects Feeding Problems

BIRTH HISTORY:

Birth Location: Hospital Home Other

Hospital Name: _____

Due date: _____ Birth was Vaginal C-Section

Gestation: Term (37+ wks) Pre-Term (36 wks or less)

Birth Weight: _____ Birth Length: _____

Birth Head Circumference: _____

Circumcision? yes no

Hepatitis B vaccine? yes no

BIRTH PROBLEMS:

- Breach Forceps
- Nuchal Cord Low APGARs
- Jaundice Breathing Problems

MEDICATIONS: Please list (or show us your own printed record) all prescriptions and non-prescription medications, vitamins, home remedies, birth control pills, herbs, inhalers, etc. Use the back of this form if you need more room and let us know that you wrote there.

MY CHILD TAKES NO MEDICATIONS Please list your pharmacy of choice: _____

MEDICATION	DOSE (MG/PILL)	HOW MANY TIMES PER DAY

ALLERGIES:

NO KNOWN DRUG ALLERGIES

ALLERGIES	TYPE OF REACTION



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PERSONAL MEDICAL HISTORY

Please provide child's past medical conditions:

Please indicate which of the following diseases parents and siblings have had:

√	DISEASE	RELATIONSHIP (Parents and siblings)	COMMENTS
	No significant history known		
	Alcoholism/Drug abuse		
	Alzheimer's Dementia		
	Asthma		
	Autoimmune Disease		
	Bleeding or Clotting Disorder		
	Cancer _____		
	Coronary Artery Disease (Heart attack, Angina)		Age of Onset: _____
	Depression/Suicide/Anxiety		
	Diabetes – Type 1 (childhood onset)		
	Diabetes – Type 2 (adult onset)		
	Emphysema (COPD)		
	Genetic Disorder (explain)		
	Heart Failure (CHF)		
	Hepatitis (A, B, or C)		
	High Blood Pressure (Hypertension)		
	High Cholesterol		
	Hypothyroidism/Thyroid Disease		
	Kidney Disease		
	Migraine Headaches		
	Osteoporosis		
	Stroke		
	Other (please list)		



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Growth/Development:

Do you think your child is growing and developing normally? yes no

Do you have any concerns about your child's growth?

Do you any concerns about your child's development?

Education:

Grade in school: ___ School Name: _____

Teacher's name: _____

Does your child do well in school? Yes No

Does your child enjoy school? Yes No

Is your child concerned about bullying? Yes No

Is your child concerned about safety? Yes No

Health Maintenance Screening Tests:

Newborn Screening

Lead Screening

Anemia (Hgb/Hct) Screening

Cholesterol Screening

Autism Screening (18 months of age)

Dentist - Last visit: _____

Eye doctor - Last visit: _____

Activity:

Estimated hours of physical activity or active playtime your child engages in each week: _____

Estimated hours of TV, video games, or computer time your child engages in each week: _____

Sport or school activities: _____

Family activities: _____

Diet:

For infants: Breastfeeding Formula

Balanced Diet? yes no

Food allergies? yes no

Special diet? yes no

Do you have any concerns about your child's nutrition?

Safety:

Type of car seat: Rear-facing Forward facing

Do you use your car seats or seatbelts consistently?

Yes No

Do you have your child use a bike helmet?

Yes No

Home has a working smoke detector?

Yes No

Is violence in your home a concern for you?

Yes No

Tobacco / Alcohol / Drug Exposure:

Is your child exposed to any of the following at home, school or other location?

Tobacco Yes No

Alcohol Yes No

Drugs Yes No

Are prescription medications kept locked away from your child at home? Yes No

Home Environment:

Who lives at home with your child?

Please list siblings names and ages:

Problems or stress at home?

Thank you for taking the time to fill out this important health information.



Consent for Treatment of a Minor

I, _____, consent for treatment of _____.
 Printed Name of Parent/Guardian Printed Name of Minor

I attest that I have legal responsibility for this patient and the legal right to direct the medical treatment of this patient. I understand that for any treatment to occur, this minor must be accompanied by the adult(s) (over the age of 18) named below.

This consent allows for treatment today and all future appointments. This record may be given to other providers within Central Ozarks Medical Center to treat this minor as needed.

 Signature of Parent/Guardian

 Date

Please list the names of all adults and their relationship to the minor patient who may bring this minor to appointments **and** consent for any and all recommended dental/medical services. *This authorization will remain in effect until changes are made by the parent/guardian signing this form.*

 Name

 Relationship to Minor

 Name

 Relationship to Minor

 Name

 Relationship to Minor

 Name

 Relationship to Minor

Minor Children (Ages 16 and older)

My child, _____ may be seen for medical / dental attention at Central Ozarks Medical Centers – WITHOUT a parent or legal guardian present. I understand that I will be contacted for treatment plans or any changes in treatment.

Parent/Legal Guardian: _____ Date: _____



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Date: _____

I hereby authorize the below listed individuals access to my health information (if this section is not completed, we will only use your medical record for treatment, payment and healthcare purposes. We will not be able to release your medical information to family members or friends unless they are listed by name below):

<u>Individual</u>	<u>Relationship</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Patient, Guardian, or Power of Attorney Signature

If not the patient; please note if you are the Guardian or Power of Attorney

Witness Signature



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Consent for Patient Portal

The patient portal allows for electronic access to view personal medical history, update personal information and ensure patient information is correct and complete. **The portal is not to be used to communicate urgent or emergency issues.**

Patient Name:

Date:

Signature of Patient or Guardian:

Relationship to patient:

Date of Birth:

Email address:

Cell phone number:

Ok to text? yes no

Witness:

Date:



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Consent to Obtain External Prescription History

By authorizing Central Ozarks Medical Centers (COMC), and its affiliated providers, you allow us to view your external prescription history via our electronic medical records system (eClinical Works). This will allow your provider to have information regarding medications you're taking in order to minimize adverse drug reactions.

By accepting this consent you understand that prescription history from multiple unaffiliated medical providers, insurance companies, and pharmacies may be viewed by my provider and authorized staff, and it may include prescriptions back in time for several years.

This consent will remain in effect until the day you revoke your consent. You may revoke this consent at any time in writing but if you do, it will not have an effect on your treatment.

By signing this consent form you are agreeing that COMC, and its affiliated providers can request and use your prescription medication history from other healthcare providers, insurance companies, and pharmacies.

My signature certifies that I read and understand the scope of my consent and that I authorize access.

Signature of Patient or Legal Guardian

Date

Print Patient's Name

Patient's Date of Birth

Print Legal Guardian's Name, if applicable



Notice of Health Information Exchange Participation

COMC may participate in one or more health information exchanges (HIEs) and may electronically share your medical information for treatment, payment, health care operations, and other authorized purposes, to the extent permitted by law, with other participants in the HIEs. HIEs allow your health care providers, health plan, and other authorized recipients to efficiently access medical information necessary for your treatment, payment for your care, and other lawful purposes. The types of medical information that may be shared through HIEs, includes, but is not limited to: diagnoses, medications, allergies, lab test results, radiology reports, health plan enrollment and eligibility. Such information may also include health information that may be considered particularly sensitive to you, including: mental health information; HIV/AIDS information and test results; genetic information and test results; STD treatment and test results, and family planning information. The inclusion of your medical information in an HIE is voluntary and subject to your right to opt-out. If you do not opt-out, we may provide your medical information in accordance with applicable law to the HIEs in which we participate. More information on any HIE in which we participate and how you can exercise your right to opt-out can be found at: www.mhc-hie.org or you may call us at (877) 406-2662. If you choose to opt-out of data-sharing through HIEs, your information will no longer be shared through an HIE, including in a medical emergency; however, your opt-out will not modify how your information is otherwise accessed and released to authorized individuals in accordance with the law, including being transmitted through other secure mechanisms (i.e., by fax or an equivalent technology).



Notice of Privacy Practices

Please tear this page off and retain for your records

This notice describes how medical information about you can be used and disclosed, and how you can get access to this information. Please review it carefully. If you have any questions, please contact our Privacy Officer at phone number (573) 836-7112 or amcnulty@centralozarks.org.

Who will follow this notice?

The list below tells you who will follow the outlined practice for keeping your medical record private. All Central Ozarks Medical Center Medical and Dental Clinics (COMC). Any COMC health care professional that treats you at any of our locations. All COMC employees, temporary or contract staff, students and volunteers.

What is this Notice?

We are required by law to maintain the privacy of your protected health information. We are also required by law to give you this notice of our legal duties and privacy practices regarding your health information. We are required to notify you if there is a breach of your unsecured protected health information. We are required to follow the terms of the current Notice of Privacy Practices.

We may use and disclose your health information for:

Treatment: We may use and disclose health information for your medical treatment and services. **Payment:** We may use and disclose health information to bill for and receive payment for the services provided to you. **Health Care Operations:** We may use and disclose health information for purposes of health care operations. **Appointment Reminders:** To remind you that you have an appointment scheduled with us. **Treatment Alternatives:** To inform you of treatment options available to you. **As required by Law:** When required to do so by applicable law. **To prevent a Serious Threat to Health or Safety:** To prevent a serious threat to your health and safety or the health and safety of others. **Individuals Involved in your Care:** Unless you object, to friends, family members or others involved in your medical care or who may be helping pay for your care. **Organ and Tissue Donation:** Organ or tissue donation to organizations that handle organ procurement and transplant. **Decedents:** Health records for patients deceased 50 or more years are no longer considered Protected Health Information. **Genetic Information:** Genetic Information is considered Protected Health Information, which may be disclosed with authorization but cannot be used by health plans for underwriting purposes. **Military and Veterans:** If you are a member of the armed forces, as required by military command authority. **Worker's Compensation:** For worker's compensation purposes or similar programs providing benefits for work related injury or illness. **Public Health Activities:** For public health activities such as preventing or control of disease, reporting births and deaths, and reporting child abuse and neglect. **Health Oversight Activities:** To governmental agencies and boards as authorized by law such as licensing and compliance purposes. **Breach Notification:** Uses or disclosures of PHI that are not permissible are now presumed to be a Breach, unless it can be demonstrated a "low probability" exists that your PHI has been compromised or that an exception applies. **Disaster Relief:** Unless you object, to disaster relief organizations to coordinate your care or notify family and friends of your location or condition following a disaster. **Lawsuits and Disputes:** In response to a warrant, court order, or other lawful process. **Law Enforcement:** Pursuant to process and as otherwise required by law. **Coroners, Medical Examiners, Funeral Directors:** As necessary to determine the cause of death or to perform their duties. **National Security and Intelligence Activities:** To authorized federal officials for intelligence and other national security activities as authorized by law. **Protective Services for the President and Others:** To federal officials to provide protection to the President and other authorized persons, or conduct special investigations. **Inmates or Individuals in Custody:** If you are an inmate or in the custody of law enforcement, we may disclose to the correctional institution or law enforcement official as necessary to provide you with health care, to protect the health and safety of you and others, or for the safety and security of the correctional institution. **Research Studies and Clinical Trials:** Authorizations may be combined in the research context subject to certain requirements, and authorizations for future research are also permitted. **Business Associates:** Business Associates are directly liable for violations of the HIPAA/HITECH Act. Subcontractors of a business associate that create, receive, maintain or transmit PHI on behalf of the business associate are likewise HIPAA business associates, and subject to the same requirements that the first business associate is subject to. **Fundraising:** For raising funds. You may opt out of receiving fundraising communications at any time. **Other disclosures:** With certain exceptions, we are not allowed to use or disclose psychotherapy notes without your authorization. We are also not



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allowed to use or disclose your health information for marketing purposes or sell your health information without your authorization. Other uses and disclosures of your health information not described in this Notice of Privacy Practices or applicable laws will require your written authorization. If you choose to permit us to use or disclose your health information, you can revoke that authorization by informing us of your decision in writing. If you revoke your authorization, we will no longer use or disclose your health information as set forth in the authorization. However, any use or disclosure of your health information made in reliance on your authorization before it was revoked, will not be affected by the revocation.

Your rights regarding your health information: In most cases, **you may make a written request to look at, or get a copy of your health information.** If you request copies, we may charge a fee for the cost of copying, mailing or other related supplies. If we deny your request to review or obtain a copy, you have the right to have that denial reviewed by a licensed health care professional who was not directly involved in the denial of your request, and we will comply with the outcome of that review. **If your health information is maintained in electronic format, you have the right to request an electronic copy of your health information.** If your health information is not readily producible in the format you request, it will be provided either in our standard electronic format or as a paper document. We may charge you a reasonable cost based fee for the labor associated with transmitting electronic health information. If you feel your health information is incorrect or incomplete, **you have the right to request that we amend your information.** You must submit a written request providing your reason for requesting the amendment to the Privacy Officer. Your request to amend your health information may be denied if it was not created by us; if it is not part of the information maintained by us; or if we determine that the information is correct. You may submit a written appeal if you disagree. Your request for amendment will be included as a part of your health information. **You have the right to receive a list of certain disclosures we made of your health information,** for a period of time up to six years prior to the date of your request. The first list you request in a 12-month period is free. If you make more requests during that time, you may be charged our cost to produce the list. We will tell you about the cost before you are charged. **You have the right to a paper copy of this notice.** You may ask us to give you a copy of this notice at any time. **You have the right to request that your health information be given to you in a confidential manner.** You have the right to request that we communicate with you in a certain way or at a certain location, such as by mail or at your workplace. Any such request must be made in writing to the Privacy Officer. We will accommodate reasonable requests. **You have a right to ask that we not disclose your health information to your health plan if the disclosure is for the purpose of carrying out payment or healthcare operations and is not otherwise required by law.** Such restricted disclosure must pertain solely to a healthcare item or service for which you, or someone on your behalf, have paid us in full. **You may request, in writing, that we not use or disclose your health information** for treatment, payment or healthcare operations; or to persons involved in your care; when required by law; or in an emergency. All written requests or appeals should be submitted to our Compliance Office listed at the end of this notice. We are not required to agree with the requested restrictions. **You have the right to be notified if there is an unauthorized use or disclosure of your unsecured protected health information unless we determine that there is a low probability that your information has been compromised.**

Complaints:

If you believe that your privacy rights may have been violated, you may contact our Privacy Officer, Amy McNulty, at 573 836-7112 or by email at amcnulty@centralozarks.org. You may write us at Central Ozarks Medical Center Attn: Amy McNulty PO Box 777, Richland, MO 65556. You may also contact Missouri Department of Health, Bureau of Health Facility Regulation: 1-573-751-6303 and/or the State Attorney General's Office Consumer Hot Line: 1-800-392-8222. You may file a complaint with the U.S. Department of Health and Human Services Office of Civil Rights at:

<http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html> The Office of Corporate Compliance can provide the mailing address. We will not retaliate against you for filing a complaint. If we change our policies regarding our use and/or disclosure of your protected health information, we will change our Notice of Privacy Practices and make the revised notice available to you on our website and our practice locations. You may access our website at:

<https://www.centralozarks.org>. You may also request a paper copy of the current Notice of Privacy Practices at any time.



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About Our Notice of Privacy Practices

We are committed to protecting your personal health information in compliance with the law. Our Notice of Privacy Practices detail the following:

- Our obligation under the law with respect to your personal health information.
- How we may use and disclose the health information that we keep about you.
- Your rights relating to your personal health information.
- Our rights to change our Notice of Privacy Practices.
- How to file a complaint if you believe your privacy rights have been violated.
- The conditions that apply to uses and disclosures not described in this notice.

To receive a copy of the Notice of Privacy Practices, please ask registration. We are required by law to obtain your written acknowledgement that you are aware of this notice and have been provided an opportunity to obtain a copy.

Patient Acknowledgement of Receipt

I, _____, hereby acknowledge that I have been provided an opportunity to obtain a copy of the Notice of Privacy Practices and Notice of Health Information Exchange Participation.

Signature of Patient, Guardian, or Power of Attorney:

Date:
