

Oluwasayo Adeyemo, MD, MPH Kamal Baig, MD Weitong Mu, MD, PhD Eiad Nasser, MD Peter D. Park, MD Asheesh Sood, MD Subramanian Srinivas, MD

Veda Viswanathan, MD, FRCP, FACP, FACG, AGAF

Kayla Amrhein, PA-C Kathleen Bocskor, FNP Heather Rosario, PA-C Kristen Streett, FNP

Thomas A. Huebner, MD *Pathologist*

Dear new patient,

Welcome to our practice! We are here to help	you. Please do not hesitate to call us.	We strive to provide you with the highest
standard of medical care and excellent service.	We want you to feel comfortable and	I pleased with the care we provide to you.

You are scheduled to see	on (date)	at (time)
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Attached to this letter are the following forms. Please complete these forms and bring them with you to your appointment.

- Patient Demographic Form
- Patient Financial Agreement
- Patient Financial Responsibility Notice For Scheduled Procedures
- Notice of Privacy Practices
- Authorization for Use and Release of Information
- HIPAA-Compliant Authorization to Release Medical Records
- Complete Patient History Form

We use the information you provide to ensure that we record a thorough and completed medical history and comprehensive medical examination. The information you provide is very important. Please be sure to provide completed information to us.

There are a few additional items you will need to bring to each of your appointments. Please be sure to bring:

- Legal picture ID such as a passport or state driver's license
- Insurance cards
- Referral from your Primary Care Physician or insurance carrier
- Co-pay

If you are registering by mail, please send clear photocopies of your picture ID and both sides of all insurance cards to the address listed below. We scan that information to your medical record. We will use it to verify your insurance coverage for procedures and office visits. We will check your picture ID and update insurance information at each visit.

All new patients will need to bring a referral to see your new GI specialist. With your permission, we will help you acquire your referral. Once we receive the referral, we will confirm the date and time of your first appointment. Some insurance products do not require referrals. We will be able to make that determination once we have a copy of your insurance card.

The amount of your co-pay to see a specialist is stated on the front of many insurance cards. If you are unsure about your co-pay, you may call your insurance carrier to inquire for details. We are available to help you with this information too.

Our clinical staff will use your medication bottles to perform a thorough review of your medications at each and every office visit. Please be sure to share complete information with us about all your medications.

We look forward to meeting you in person and learning how we can help you. Thank you for choosing Harford Gastroenterology Associates for your GI specialty care.

Sincerely,

Harford Gastroenterology Associates and Staff

100 Walter Ward Boulevard, Suite 100 Abingdon, Maryland 21009

Ph: 443.347.4700 or 443.643.4700 Fax: 443.643.4707 251 Lewis Lane, Suite 105 Havre de Grace, Maryland 21078 Ph: 410.939.5082 Fax: 410.939.6291



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Thomas A. Huebner, MD Pathologist

PATIENT DEMOGRAPHIC INFORMATION

First Name:	MI:	Last Name:
		Social Security #:
		Apt #:
		Zip Code:
		Cell Phone #:
		Employer:
Pharmacy Name, Phone, & A	Address:	
		Relationship:
	PRIMARY INSU	RANCE
Carrier:	Policy #:	
		Date:
		er DOB:
Subscriber Employer:		
	SECONDARY INS	URANCE
Carrier:	Policy #:	
		Date:
		er DOB:
Subscriber Employer:		
Signature:		Date:

Version 10/10/2022

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Consent to Treat, Disclosure & Assignment of Benefits

I understand that as part of my healthcare, this practice creates and maintains a health record describing my health history. I understand that this practice may use this information as:

- 1. A basis for planning my care and treatment.
- 2. A means of communication among many health professionals who contribute to my care.
- 3. A means by which third party payors can verify that services billed were actually provided.
- 4. A tool for routing healthcare operations such as assessing quality and reviewing the competence of healthcare professionals.
- 5. A means by which licensing, accreditation, and regulatory agencies can verify that appropriate quality services were provided.

I consent to treatment at this practice under the care of the medical staff, their associates, partners, or designees. I consent to any or all outpatient care, which encompasses the following as ordered by my physician: interview, physical examination, x-ray examination or fluoroscopy, laboratory procedures, diagnostic procedures, conscious sedation, general and/or local anesthesia, and nursing or medical treatment which my physician may deem necessary or advisable.

I consent to the use and disclosure of my personal health information for the purposes of treatment, payment, and healthcare operations.

I authorize this practice to apply for benefits on my behalf for my covered services. I request payment from insurance company to be made directly to Harford Gastroenterology Associates, P.A.

I understand that I am responsible for any deductibles, co-insurance, co-pays or other amounts not covered by my insurance carrier. If a referral is required and is not presented at time of service, service will be denied until the referral is obtained.

ignature:	Date:

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PATIENT FINANCIAL AGREEMENT

Understanding our financial policies is an important part of your overall experience with our office and staff. Feel free to ask any questions you may have about this financial agreement. Please read these policies carefully and sign below, indicating that you have read and understand the policies detailed within. If you do have questions, please feel free to ask our Billing Manager 443-643-4700 ex 140 or option 4.

INSURANCE PARTICIPATION

We are participating providers for various insurance carriers and we accept all insurance coverage payments. Our office will do our very best to verify your benefits related to your services with our office, our verification is only a preliminary cost until your insurance carrier processes the services.

OUR RESPONSIBILITY TO YOU:

- 1. To keep up-to-date records of your insurance coverage.
- 2. To submit medical claims to your insurance carrier on your behalf and to make appropriate appeals when claims are initially denied by your insurance carrier.
- 3. To help you understand the specific details of your insurance coverage for services rendered by our providers.
- 4. Advise you of any referral or pre-auth that maybe needed for your services with HGA.
- 5. Pre-Authorization maybe be required by your insurance plan, our internal specialist staff will communicate your financial obligations via mail or telephone.

YOUR RESPONSIBILITY TO OUR OFFICE:

- 1. Provide accurate and up-to-date demographic and insurance information to our office. Failure to provide us with this information may lead to denial of claims and cause you to be personally responsible for charges incurred.
- 2. Referrals maybe required for a specialist HGA must have a referral prior to your appointment;
 - a. If a referral is not received by your PCP (primary care physician) you may have to reschedule.
- 3. Accountable for any out-of-pocket expenses that are owed as dictated by your insurance coverage.
 - a. Co-payments, Co-insurances and Deductibles are due at the time of service
 - b. Past due balances are due at day of appointment with check in or prior to your appointment date

CREDIT BALANCES or OVERPAYMENTS

- 1. Our Billing Department reconciles all account activities by date of service and will apply current credits to your owed balance, open scheduled appointments or prepare your account for a refund via check.
 - a. Inactive accounts with credit balances will be refunded by check unless specified.
 - b. Unclaimed refund checks after 3 years
 - i. Contact Comptroller of Maryland unclaimed property

ACCOUNT RECEIVABLE

- Non-payment received for open account balances after 120 days
 - a. Will be forwarded to our Collection Agency RMP
 - b. Accounts in Collections and or Collection Status must be paid prior to receiving an appointment
- 2. Returned checks for payments due to non-sufficient funds or closed bank accounts
 - a. Will incur a \$ 35.00 fee
- 3. Missed appointment no call within 24 hours No Show Fee \$25.00

I have read and agree to Harford Gastroenterology Associates, PA polices listed above, and your signature acknowledges HGA has shared our internal standard work processes with hopes of giving you a better understanding of financial policies.				
Signature	Date			
Printed Name	Patient DOB	3/15/2023		



Acknowledgement of Receipt of Notice Of Privacy Practices

Patient Name:	DC	OB: Acc	ount #	
Authorization to Disclose He	alth Information to Family Memb	ers or designated persons:	Emergency Contact	HIPPA Approved
Name	Relationship	Telephone #	0	\circ
Name	Relationship	Telephone #	0	0
Name	Relationship	Telephone #	\circ	\circ
By signing below, I am acknow	vledging that:			
	ay contact the person named in the	ie Notice ii i nave questions a	bout the content	t of the
Notice.	ay contact the person named in the			
Notice.				. Tor the
Notice. Signature of patient or parel Relationship to the patient Office Use Only	nt/legal guardian or legally respor			I I I I I I I I I I I I I I I I I I I
Notice. Signature of patient or parel Relationship to the patient Office Use Only Complete if signature requeste	nt/legal guardian or legally respon	nsible person Date		
Notice. Signature of patient or parel Relationship to the patient Office Use Only Complete if signature requeste	nt/legal guardian or legally respond	nsible person Date		
Relationship to the patient Office Use Only Complete if signature requeste Harford GI staff member sough representative for the following	nt/legal guardian or legally respond	nsible person Date		
Relationship to the patient Office Use Only Complete if signature requeste Harford GI staff member sough representative for the following	d by not obtained: t but was unable to obtain an acknown greason:	nsible person Date		
Relationship to the patient Office Use Only Complete if signature requeste Harford GI staff member sough representative for the following	d by not obtained: t but was unable to obtain an acknown greason:	nsible person Date		



Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed, and how you gain access to this information. Please review it carefully.

Protected health information (PHI) about you is maintained as a written and/or electronic record of your visits and/or contacts for healthcare services with our practice. Specifically, PHI is information about you, including demographic information that may identify you and relates to your past, present, or future physical or mental condition and related healthcare services, including payment, billing, and insurance information.

What follows is a statement of your rights under the privacy rule with regard to your PHI. Please feel free to discuss any questions surrounding this with our office staff.

Our Legal Duty. Harford Gastroenterology Associates is required by law to protect and maintain the privacy of your PHI, to provide this notice about our legal duties and privacy practices regarding PHI, and to abide by the terms of the Notice currently in effect.

You have the right to receive, and we are required to provide you with a copy of this Notice of Privacy Practices. We are required to follow the terms of this notice. We reserve the right to change the terms of our notice at any time. Upon your request, we will provide you with a revised Notice of Privacy Practices. The notice will also be posted in a conspicuous location within the practice.

You have the right to inspect and copy your PHI. This means you may inspect, and obtain a copy of your healthcare record. If your record is maintained electronically, you have the right to request a copy in electronic format. We have the right to charge a reasonable fee for paper or electronic copies as established by professional, state, or federal guidelines.

You may have the right to request an amendment to your protected health information. You may request an amendment of your PHI for as long as we maintain this information. In certain cases, however, your request may be denied.

You have the right to request disclosure accountability. This means that you may request a listing of disclosures that we have made of your PHI to entitled or persons outside of our office.

You have the right to request a restriction of you PHI. You may ask us in writing, to restrict how your PHI is used and/disclosed to carry out treatment, payment, or health operations. We are not required to agree to such restrictions, but once such restrictions are agreed to, we must adhere to such restrictions.

Chesapeake Regional Information System for our Patients (CRISP). We are participating with CRISP, a regional health information exchange, serving Maryland and D.C. As permitted by law, your health information will be shared with this exchange in order to provide faster access and assist your doctor and health care team in making more informed decisions. You may "opt-out" and disable access to your health information available through CRISP by calling 1-877-952-7477 or completing and submitting an Opt-Out form to CRISP by mail, fax or through their website at www.crisphealth.org. Public health reporting and Controlled Dangerous Substances information, as part of the Maryland Prescription Drub Monitoring Program, will still be made available to our providers.

Complaints. If you are concerned that we have violated your privacy rights, or if you disagree with a decision we made about your records, you may contact us or The US Department of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our Office Manager at Harford Gastroenterology Associates, 100 Walter Ward Blvd., Suite 100, Abingdon, MD 21009. Phone 443-643-4700.



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Thomas A. Huebner, MD Pathologist

Patient Account #	
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<u>AUTHORIZATION FOR USE OF ANSWERING MACHINES</u> AND RELEASE OF INFORMATION TO OTHERS

Harford Gastroenterology Associates, P.A. Physicians, Nurse Practitioner, and healthcare staff routinely are unable to contact patients directly during normal business hours. On these occasions our office may leave messages on communication devices provided by our patients. Due to the new federally mandated HIPAA Privacy Rule, we must obtain your authorization to use this mode of communication. Protected health information that we may possibly disclose on your home, work or cell phone may include, but is not limited to: test results, prescription/pharmacy information, appointment instructions for visits and/or procedures, and other information deemed necessary by your healthcare provider.

Please initial the following if you DO consent to the following. Please leave blank if NO consent is given.

, ,	Gastroenterology Associates. P.A. Physicians, Nurse Practitioner, we messages that include Protected Health Information on the devices.
home number,	work number,cell number
healthcare entities. (CRIS	edical and demographic information shared with other SP- Chesapeake Regional Information System for our Patients) found on the Notice of Privacy Practices.
(initial) I would like to receive preportal.	eventative care and follow up reminders by either mail or patient
(initial) I consent to obtaining a hi	istory of medications purchased at pharmacies.
Patient's Signature	Date
Witness Signature	
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HIPAA-Compliant Authorization to Release Medical Records

Patient's Full Na	me		Patio	ents Date of Birth
Address			City,	State, Zip Code
Patient's Telepho	one			
for continuing	medical care. I reserve th	e right to revoke this auth	orization in writing at a	of my medical records. These records will be used ny time. Furthermore, I understand that this protected under privacy rules.
				rmation related to HIV status, AIDS, sexually se of psychotherapy notes requires an additional
INFORMATION	I TO BE RELEASED FROM:		INFO	DRMATION TO BE RELEASED TO:
Organization/C	Contact Name			ford Gastroenterology Associates Walter Ward Boulevard
Street Address				e 100 ngdon, MD 21009
City, State, Zip	Code		Pho Fax:	ne: 443-347-4700 443-643-4707
Telephone Nun	nber			
TYPES OF RECC	ORDS REQUESTED			
	of Service: From n care information related	to the following treatmen		
□ Labora	atory/diagnostic tests			
□ Other				
Purpose or nee	ed for this information:	□ Continuing Care	□ Copies for Own U	Jse □ Other
Date	Signature of F	Patient or Legally Responsi	ble Party	Description of Authority to Act for the

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Individual



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Thomas A. Huebner, MD

Pathologist

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Staff Reviewer: ___

www.harfordgi.com

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Patient Information Form

Nama					
ivailie,			DOB_		
Prima	ry Care Doctor		Heigh	t/Weight	
Reason for Visit					
American O Unknown O Patient decli					O Native Hawaiian or Other Pacific Islander
Prefer	red Language: O Eng	lish O Korean	O Spanish	O Other:	
Ethnic	ity: O His	panic/Latino O Not F	Hispanic/Latino	O Patient declines t	o provide information
	•			nicillin O Eggs O So s (Please List Name an	•
<u>Pharm</u>	nacy Name, Location,	and Zip Code:			
	nt to obtain a history			acies O Yes O No	
Currer	nt to obtain a history ot Medications (Pleas CATION	e fill out completely)	O None		OFTEN, HOW MANY)
Currer	nt Medications (Pleas		O None	acies O Yes O No	OFTEN, HOW MANY)
Currer	nt Medications (Pleas	e fill out completely)	O None		OFTEN, HOW MANY)
Currer	nt Medications (Pleas	e fill out completely)	O None		DFTEN, HOW MANY)
Currer	nt Medications (Pleas	e fill out completely)	O None		OFTEN, HOW MANY)
Currer	nt Medications (Pleas	e fill out completely)	O None		DFTEN, HOW MANY)
Currer	nt Medications (Pleas	e fill out completely)	O None		OFTEN, HOW MANY)
Currer	nt Medications (Pleas	e fill out completely)	O None		OFTEN, HOW MANY)
Currer	nt Medications (Pleas	e fill out completely)	O None		OFTEN, HOW MANY)

version 3/8/2023

Date: ___

1

Patient Name:			БОБ		
→ Have you had any of the following imm	unizations:	=		· ·	O Pneumovax When:
O Flu Vaccine O HPV O Herpes Zoster When: When: When:					
→ Have you had any of the following Diagr	nostic Studie				
O None					
O CT scan of Abdomen/Pelvis, When		C	O Colonos	copy, Wher	າ:
O Abdominal Ultrasound, When:		C	ERCP, W	/hen:	
O Camera Pill Examination, When: _			Other (li	ist):	
→ Wellness Maintenance: Date of Last:	Dermatolo	gy Consult:		Pap Sm	near:
→ Have you ever had anesthesia?				O No	O Yes
→ Any Non-Life-Threatening reactions to a	anesthesia?			O No	O Yes
→ Do you have a history of life-threatening	g anesthesia	complication	ons?	O No	O Yes
→ Do you have a history of a Tracheostom	ıy?			O No	O Yes
→ Do you use a CPAP machine?				O No	
→ Do you use a BiPAP machine?				O No	O Yes
→ In the Past Three months have you had	l a stroke?			O No	O Yes When:
→ In the Past Three months have you had					O Yes When:
→ In the Past Three months have you had		ck?			O Yes When:
→ Do you use oxygen?				O No	O Yes
→ Do you receive Kidney Dialysis?				O No	O Yes
→ Have you had an Organ Transplant?				O No	O Yes
→ Weigh Greater than 350lbs?				O No	O Yes
→ History of Pulmonary Hypertension (lung	g disease: no	t high blood	d pressure	e?) O No	O Yes
→ Do you take any of these Medications?	O Not takin	ig any C) Coumad	lin O Asp	irin
	blood thinr	ners C) Plavix	O Prac	daxa
		C) Xarelto	O Eliq	uis
→ Do you have a Defibrillator? O No O Ye	es, if yes, Dat	e last check	ed and na	ame of Card	diologist:
→ Do you have a Pacemaker? O No O Ye	es, if yes, Dat	e last check	ed and na	ame of Card	diologist:
→ Females Only Anesthesia Screening					
Current Birth Control Use:	O Birth Con	trol Pills	O E	Birth Contro	ol Patch
	O NuvaRing	5	01	UD use	
	O Hormona	l implant	0	Deposhot U	se
	O Diaphrag	m/Condom	0 T	Tubal Ligation	on
	O Hysterect	tomy	O P	ost-Menop	ausal
	O History of	f Uterine		Not current	
	Ablation		b	oirth contro	I
Staff Reviewer:		Date:			

Patient Name:		DOB:	
→ Do you have a history conditions? O None	of any of the following		y of the following heart None
O Abnormal Liver Tests O Barrett's Esophagus O Cirrhosis O Colon Polyps O Diverticulosis When: O Gallstones O GI Bleeding O Hepatitis B O Liver Disease O Ulcer Disease	O Anemia When: O Celiac Sprue O Colon Cancer O Crohn's Disease O GI Cancer O Acid Reflux O Hemorrhoids O Hepatitis C O Pancreatitis O Ulcerative Colitis O Other	O History of Hear O Heart Surgery O Heart Stents O Heart Valve Replacement O Aortic Stenosis O History of Bacte Endocarditis O Congestive Hea	t Attack When: When:
 → Do you have any lung O Asthma O COPD O Other Lung problems: → Do you have any of the O Arthritis 	problems? O No O Yes O Emphysema O Sleep Apnea (list) e following conditions? O Glaucoma	→ Do you have dia O On oral medica O On insulin O Diet Controlled O None O Lung Cancer	ation
O HypertensionO High CholesterolO Thyroid Disorder	O SeizuresO Kidney Problems	O Prostate Cance O Breast Cancer O Gynecological Cancer	er O History of Blood Transfusions
•	O Joint Replacement	O Gastric By-PassO C-SectionO Other Major Surge	
Marital Status: O Single	O Married O Divor		
I use tobacco: O Yes O (circle) Cigarettes Pipe C Chew Vape(Smokeless) Packs Per Day No. Ye I quit smokingyears months ago	igars O Yes O No per day per week	Caffeine:(coffee, tea, cola): Cups per day	Recreational or street drugs in the past? O Yes O No Recreational or street drugs now? O Yes O No History of IV (intravenous) drug use? O Yes O No Medical Marijuana use? O Yes O No
Staff Reviewer:		Date:	_

Patient Name:	DOB:	
ightarrow Have you had any of these sympt	oms IN THE PAST SIX MONTHS? (M	ark those that apply)
ENMT	GASTROINTESTINAL	INTEGUMENTARY
O Glaucoma	O Indigestion	O Hives
O Difficulty swallowing	O Peptic ulcer disease	O Rashes
O Hoarseness	O Hepatitis	O Itching
O Mouth sores	O Gall bladder disease	O Jaundice
O Sore throat	O Pancreatitis	
	O Diarrhea	MUSCULOSKELETAL
ALLERGIC/IMMUNOLOGIC	O Constipation	O Arthritis
O HIV Exposure	O Rectal bleeding	O Gout
O Food Allergy	O Nausea	NEUROLOGICAL
CARRIOVASCIII AR	O Vomiting	NEUROLOGICAL O Seizures
CARDIOVASCULAR	O Food intolerance	
O Murmur	O Swallowing pain	O Stroke
O Chest pain	O Abdominal pain	O Mini-Stroke
O Swelling of legs	O Abdominal swelling	O Frequent Headaches
O Irregular heart	O Change in bowel habits	O Migraine
O High blood pressure	O Gas	PYSCHIATRIC
CONSTITUTIONAL	O Heartburn	O Anxiety
O Fatigue	O Jaundice(yellowing of skin)	O Depression
O Loss of appetite	• Jaunaice (yellowing of Jami)	O Hallucinations/Paranoia
O Weight gain (unintentional)	GENITOURINARY	O Suicidal thoughts
O Weight loss (unintentional)	O Kidney Stones	O Panic Attacks
O Fever	O Dark Urine	O Famic Attacks
O Fever	O Hematuria	RESPIRATORY
<u>ENDOCRINE</u>		O Pneumonia
O Diabetes	HEMATOLOGIC/LYMPHATIC	O Asthma
O Hyper/hypothyroidism	O Anemia	O Chronic cough
	O Bleeding disorder	O Coughing up blood
	O Blood Transfusion	O Positive TB skin test or TB exposure
	O Clots	O Shortness of breath
	O Aneurysm	Shortness of Steath
→ Family Medical History: O No Knowledge of family history Are you adopted? O No O Yes Is there any family history of?		
Colon polyp	O No. O Vos (who?)	If Deceased age
		If Deceased, age
Colon Cancer		If Deceased, age
Crohn's Disease		If Deceased, age
	creas) O No O Yes (who?)	
Ulcerative Colitis		If Deceased, age
Liver Disease or Hepatitis		If Deceased, age
Celiac Sprue	O No O Yes (who?)	If Deceased, age
Patient/Parent/Guardian/ Signature Date		
Staff reviewer:		