Marcella Bonnici, M.D.

Patient Registration Form

This information is necessary for our files and will be considered confidential.

Patient Name:

(Last) _____ (First) _____ (MI) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell: _____

Preferred # Home or Cell

Birth date: _____ Age: _____ Gender: Male Female

Social Security: _____ Language: _____

Marital Status: Single Married Widowed Separated Divorced

Race: Caucasian Afr. Am. Asian Native Am. Pac Islander Other / Multi

Ethnicity: Hispanic / Non - Hispanic (Circle One)

Employment Information:

Patient Employer: _____ Occupation: _____

Work Phone: _____ Ext: _____

In Case of Emergency:

Primary contact: _____

Phone#: _____ Relationship: _____

2nd Contact: _____

Phone#: _____ Relationship: _____

Pharmacy Name: _____ Phone #: _____

Address: _____

Insurance Information: Medicare PPO HMO Triw None

Primary: _____

Subscriber Name: _____ Subscriber DOB: _____

ID # or Soc. Sec. #_____

Group # or Control #: _____ Copay Amt: _____

Relationship of Patient to Insured: Self Spouse Child (Circle One)

If Insurance is Through Employer: Employer Name: _____

Are you covered by another Insurance: Yes No (Circle One)

Secondary INS: _____

ID#: _____

Web View Patient Portal

Due to popular demand, we are now offering a Patient portal to send letters, reminders & test results to our patients. You may use this portal to communicate with our office for any non-urgent matters such as prescription refills and scheduling office visits. Any urgent matter should still be communicated via telephone, as messages via the portal may take 48-72 hours to be received and responded to.

If you are interested in this portal, please provide us with your email address, and we will provide you with a user name and temporary password which you will change upon your initial log in. We will also need a security question for the rare occasion that you may forget your password.

This is just one of the many ways to communicate with your doctor's office. If you have any questions, please feel free to ask!

*** EMAIL ADDRESS IS REQUIRED IN ORDER TO SIGN UP***

**Email: _____

(Please write DECLINE if desired)

Web View Security Questions: Please choose one.

1. What is your Mother's maiden name:_____
2. What High school did you attend: _____
3. What was the Street name you grew up on: _____
4. What was\is your favorite Pet's name: _____

Assignment of Benefits and Authorization to Release Information:

I hereby authorize payment of any medical insurance benefits arising from services rendered by Marcella Bonnici, M.D. and to be made directly to Marcella Bonnici, M.D. I understand that I am financially responsible for all charges incurred by the above patient for medical services whether or not they are covered by insurance. I hereby authorize Marcella Bonnici, M.D. to release all information necessary to secure the payment of benefits from my insurance company. I further agree that a photocopy or facsimile of this agreement shall be as valid as the original.

Name: _____ Signature: _____ Date: _____

FINANCIAL POLICY IS PAYMENT AT THE TIME OF SERVICE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

NOTICE OF PRIVACY POLICY FOR PROTECTED HEALTH INFORMATION (PHI)

The office of Marcella Bonnici, M.D. is dedicated to protect your "nonpublic personal health information." This notice is to tell you how and why we collect that information, and who has access to that information. If you would like a full notice of this policy, please check our website at www.marcellabonnicimd.com or ask one of our staff members.

HOW WE COLLECT YOUR INFORMATION:

Your personal demographic information such as name, address, birth date, social security number, and medical insurance information is obtained from you. This is why we ask you to fill out the patient information sheet and may ask for a copy of your insurance card. This insures you that the information we collect is correct.

If you came to our practice through a hospital encounter, we may obtain that information from the hospital. However, on your first visit to the office, we will ask you to fill out our information sheet to insure that the information we received from the hospital was correct.

We may also ask a doctor or other health care provider who referred you to this practice to give health information that will enable us to better treat your medical condition. This benefits you in that we will have test results that have already been obtained by the referring entity.

WHY WE COLLECT THIS INFORMATION:

We collect this information so that we can treat your medical condition and obtain payment from you or your health insurance.

MAINTAINING ACCURATE AND TIMELY INFORMATION:

To insure that the information we maintain is accurate, each time you visit this office you will be asked if any of your information needs to be updated.

WHO HAS ACCESS TO THIS INFORMATION:

Any person or persons you designate in writing, people directly involved in your medical care, people creating and maintaining your medical record, and those entities that need your information to process health care claims and obtain payment for our services have access to your Protected Health Information.

Entities such as Governmental Oversight agencies, Judicial and Administrative Proceedings, Law Enforcement Agencies, Coroners and Medical Examiners, and Organ Procurement Organizations may obtain copies of our Protected Health Information. These entities are mandated by Law and this practice has no jurisdiction over such entities.

HOW WE PROTECT YOUR INFORMATION:

We release your information only to those people who need your information. We maintain physical, electronic, and procedural safeguards so that no one but persons involved in your healthcare or entities who need this information for claims processing have access to your Protected Health Information.

YOUR RIGHTS:

You have the right to inspect your Protected Healthcare Information. You also have the right to amend any errors you may find in your record.

If you leave this practice, your Protected Healthcare Information will continue to receive the protection outlined in this notice.

COMPLAINT/COMMENTS:

If you have any complaints concerning our privacy practices, you may contact the Secretary of the Department of Health and Human Services, at 200 Independence Avenue, S.W. Room 509F, HHH Building, Washington D.C. 20201. You also may contact the Privacy Officer at this practice at (951) 816-3233

THIS PRACTICE reserves the right to amend our privacy policy as dictated by law, without sending you a copy of the amendment. Any changes to this policy will be posted in our office.

This notice is effective as of January 1, 2011.

I acknowledge receipt of a copy of this Privacy Information.

_____

Patient or Responsible Party

_____

Signature

_____

Date

Marcella Bonnici, M.D.
36320 Inland Valley Drive Suite 206
Wildomar, CA 92595
951-816-3233

Marcella Bonnici, MD

ACKNOWLEDGEMENT OF PRIVACY PRACTICES AND INSTRUCTIONS FOR RELEASE OF PERSONAL HEALTH INFORMATION

PATIENT NAME: _____ DATE OF BIRTH_____

I acknowledge that I have received a copy of the Dr. Marcella Bonnici's Notice of Privacy Practices.

I give permission to Marcella Bonnici, M.D. to release and discuss my personal health information to/with:
Name: _____Relationship: _____
Name: _____Relationship: _____
Name: _____Relationship: _____

I give permission to Marcella Bonnici, M.D. to communicate messages regarding **appointments** as follows:
___You may leave a message on my answering machine / Cell Phone
___You may text message my appointment to: _____
___You may leave a message with:
Name: _____Relationship: _____
Name: _____Relationship: _____
Name: _____Relationship: _____

I give permission to Marcella Bonnici, M.D. to communicate messages regarding **referrals to another physician** as follows:
___You may leave a message on my answering machine / Cell Phone
___You may send a letter via U.S. mail
___You may send an email to: _____

I give permission to Marcella Bonnici, M.D. to communicate messages regarding **lab results, x-rays, and other tests** as follows:
___You may leave a message on my answering machine / Cell Phone
___You may send a letter via U.S. mail
___You may send an email to: _____

Other Instructions for the release of personal health information: _____

_____

Patient/Legal Guardian's Name: _____

Signature of Patient or Legal Guardian: _____ Date: _____

Marcella Bonnici, MD
Office Policies

Welcome to our office. We are honored you have chosen us as your healthcare provider.

Office Visits:

1. To make the most of your visit and time with the physician, please bring in all of your current medication bottles or an accurate list of every medicine you are taking, including name, strength and directions of use.
2. We require that a parent or legal guardian accompany all minor patients. In case of an emergency, please fill out consent for minor treatment. This form may be found on www.marcellabonnicimd.com or you may call our office for a copy of this form. Please have the adult guardian bring it in with the minor on date of treatment. The parent or legal guardian that accompanies the minor for medical services will be responsible for any charges or payments required at time of service.
3. Please be on time for your office visit. If you can not make your appointed time, please advise us as soon as possible so that we may reschedule your visit. If you are late to arrive for your appointment, and still expect to be seen, every patient scheduled after you will be delayed as well. We promise to do our best to stay on schedule, especially with your help. Regardless, should we fall behind, we will do our best to advise, reassign, or reschedule your visit in a timely fashion.
4. When scheduling your appointment, the front office staff will be asking the reason you need to be seen. This is important so that the proper amount of time can be scheduled to meet the needs of your office visit.

Cancellation/No Show Policy:

1. We ask that you call at least 24 business hours in advance to cancel an appointment. Patients who cancel within 24 business hours may be assessed a $25.00 cancellation fee.
2. Patients who fail to show for appointments without notifying the physician's office in advance may be assessed a $25.00 no-show fee.

Laboratory/Radiology/Other Test Results:

Our office policy regarding all test results is to notify the patient by telephone, letter or email within two weeks of the test being run. We do not believe in no news is good news, so please contact us if you have not received your test results after **30 (thirty) days** of the test being run. You may be asked to schedule a follow up visit to discuss these results. We encourage you to participate in your own health care. Should you have any question or concern regarding the test results, please call and schedule an appointment with the physician so that it may be addressed.

Prescription Refill Policy:

1. Prescription requests are during regular office hours only. No prescriptions will be provided after hours, on weekends or Friday afternoons. No refills of anti-biotics will be provided without an appointment.

2. Please contact your pharmacy for all prescription refill requests. The pharmacy should contact us directly. Some medication refills may require an office visit, so please don't wait until you are almost out to call these in.
3. FDA Controlled medications can not be called into the pharmacy. Patients will be required to pick up a signed prescription at the office during regular business hours. No early refills of these medications will be allowed. You will also be required to be seen at least every 3 months for refills of this type of medications, or sooner at the discretion of the physician. If not seen regularly, these medications will not be filled.
4. Any samples given at an appointment will require a follow up visit before a prescription will be provided.

Telephone Calls/Messages:

Your care is very important to us, but due to time constraints, phone calls may take up to 24 hours to return. If it is an urgent matter, please schedule an appointment so the doctor may address it.

Your Insurance:

1. We rely on complete and accurate information regarding your insurance coverage. You will be asked to provide or review the data we have on file with every office visit. Please have your insurance card with you each time you come for an appointment to confirm your data or correct any misinformation.
2. When necessary, the doctor may recommend testing, evaluations, or services beyond our office capabilities. With different insurance companies offering many different coverage benefits, it is impossible for us to guarantee that these referrals are part of your medical coverage. Although we will do our best to assist you, it is your responsibility to confirm your covered benefits before receiving outside services.

Your Satisfaction:

1. We truly want to know if you experience a problem at our office. Please call or write our office if there are any issues that need to be reviewed or resolved. Not only would we hope to remedy any current concern you may have, but also to learn from it that we may improve our future care for others as well.
2. We value all of our patients. Not all messages may be resolved immediately. Many times the doctor may be required to review and respond to a message before they can be resolved. Please allow us time to provide a proper response. It may take one to two business days for non-urgent messages to be dealt with. Please do not wait until the last moment to call regarding a question or for renewal of prescriptions.

I have reviewed and the read the above office policies and do hereby acknowledge that I will abide by these policies.

Patient's Name: _____ **DOB:** _____

Signature: _____ **Date:** _____

Policies are subject to change without notice

Marcella Bonnici, MD
Financial Policy

Thank you for choosing Marcella Bonnici, MD as your healthcare provider. We welcome you and are committed to providing the finest quality medical care for our patients.

Please **carefully read** the following statement of our financial policy prior to treatment. Feel free to speak to our financial personnel if you have any questions.

It is your responsibility to be aware of your benefits. Exclusions, pre-existing conditions and terminated benefits may nullify insurance coverage and transfer full responsibility to the patient. If you are unclear of your insurance benefits, you will need to contact your insurance carrier for clarification of coverage.

This office is not in the practice of changing or re-coding claims once they have been billed. This constitutes fraud; this will not be done or tolerated.

The office bills **only** for services performed by our provider. The Laboratory and radiology companies are a separate entity, and will bill you or your insurance company for labs or procedures that are performed. If you have any questions regarding your lab or radiology bill, please contact that laboratory, radiology department, or your insurance company.

All insurance cards must be provided at the time of service.
If the insurance information is not provided at time of service the patient will be seen on a cash basis. I understand that if I provide false insurance information I can be held accountable and prosecuted as law provides.

Copay is due in full at time of service. If unable to provide the co-pay, the patient will be assessed a $20.00 billing fee. For any returned checks a $25.00 returned check fee will apply.
Your first and second billing statements will be sent to you at no charge. If more than two statements need to be sent, a $10.00 fee for rebilling administrative costs will be included.
If any monies are owed, they will be collected prior to seeing the physician. If unable to provide payment, then your appointment may have to be rescheduled.
Any insurance bills that are not paid within 90 days will become the responsibility of the patient.
Dr. Marcella Bonnici has the right to refuse care or discharge any patient whose account has been sent to collections.
There will be a $25 service charge for all documents that need to be completed by the provider.
Our office accepts cash, checks, and credit cards as forms of payment.

It is your responsibility to notify our office if there is a change of name, insurance coverage, residence, and/or phone number.

I have read the above Financial Policy. I understand and agree to abide by the terms if this policy.

Patient Name: _____ Signature: _____ Date: _____

Rev: 11-11-13

Authorization/Request for Medical Records

Marcella Bonnici, MD
36320 Inland Valley Drive, Suite 206
Wildomar, CA 92595
Office 951-816-3233 Fax 951-816-3240

"This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulation (42DFR Part 2) prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization of the release of medical or other information is NOT sufficient for this purpose."

Patient Information:

Patient's Name: _____ DOB: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Phone: _____

Requested Records From:

Name: _____
Address: _____
_____
Phone: _____
Fax: _____

Records Released To:

Name: _____
Address: _____
_____
Phone: _____
Fax: _____

Reason for request/disclosure of records:

Reason for Request:
___ Changing of Physician
___ Insurance Request
___ Moving out of Geographical Area
___ Specialist Request for Treatment
___ Parent/Legal Guardian's Copy
___ Other: _____

Records to be included:
___ All Records *
___ Immunization Records
___ Progress Notes
___ Lab Reports
___ Radiology Reports
___ Other: _____

*All records to be disclosed will include communicable disease information, e.g. AIDS information or others. This information gives consent to inspect and copy medical records whose confidentiality is protected by Federal laws which include special authorization to release medical information under the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) and the comprehensive alcohol abuse and alcoholic prevention, treatment and rehabilitation act amendments of 1974 (9.L. 93-282).
The undersigned hereby authorizes and consents to the disclosure by the above named clinic to the above named company or persons, or their representatives, or the bearer of this instrument of any and all information, records, documents, reports, clinical abstracts, histories, and charts, of every kind and description relating to my condition, care, confinement and treatment, and consent to the furnishing them of photo static copies or other copies of same.
BE IT FURTHER KNOWN that this consent is subject to revocation at any time except to the extent that action has been taken in reliance thereon. If personally requesting a copy of complete medical records, there will be a $20 fee. Records to other physicians will be sent as a free courtesy for the first copy. Subsequent copies may incur a $20 fee.

I, _____ (patient, parent or legal guardian), am authorizing release of medical records as specified. This request is in effect for one year unless otherwise stated.

Signature: _____ **Date:** _____

Rev 11-11-13

Marcella Bonnici, MD

Adult Medical History Form

Name: _____ D.O.B. _____ Age: _____ Sex: M F

Chief Complaint

What brings you to our office? _____

Present Status:

1. Are you in good health at the present time to the best of your knowledge? Yes No

2. Are you under a doctor's care at the present time? Yes No
   If yes, for what? _____

3. Are you taking any medications at the present time? (Include OTC meds, Supplements)
   Yes No

What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____
What: _____ Dosage: _____

4. Any allergies to any medications, foods, latex, adhesive tape, etc.? Yes No

What: _____ Reaction: _____
What: _____ Reaction: _____
What: _____ Reaction: _____
What: _____ Reaction: _____

Past Medical History: (Circle all that apply)

Allergies	Cancer	Headaches/Migraine/Tension	Lung Disease
Alcohol Abuse	Chicken Pox	Heartburn/Ulcers	Nervous Breakdown
Anemia	COPD	Heart Valve Disorder	Pneumonia
Anxiety	Drug Abuse	Heart Attack	Prostate Problems
Arthritis	Diabetes	Heart Disease	Psychiatric Illness
Asthma	DVT	High Cholesterol	Rheumatic Fever
Bleeding Disorder	Eating Disorder	Kidney Stones	Stroke
Blood Transfusion	Gallbladder Disorder	Kidney Disease	Thyroid Disease
Blood Pressure	Gout	Liver Disease	Tuberculosis

Other: _____

5. Date of Last Colonoscopy: _____
Result? Normal Polyp(s) Other: _____
Recommended Re test in: Three Five Ten Years?

6. Date of Last Bone Density Test (DEXA): _____
Result? Normal Osteopenia Osteoporosis

7. Vaccines (put approximate year): Tetanus: _____; Influenza vaccine: _____;
Pneumonia: _____; Shingles: _____; other: _____

8. Gynecological History: (females only)
Pregnancies: Number: _____Dates: _____
Vaginal Delivery or C-Section (specify): _____
Miscarriages: _____
Abortions: _____

Menstrual: Age of Onset (menarche): _____
Duration: _____
Are they Regular: Yes No
Are they: Light Moderate Heavy
Pain Associated: Yes No
Last Menstrual Period: _____
Age at Menopause: _____

Hormone Replacement Therapy: Yes No
What: _____

Birth Control: Yes No
Type: _____

Last Pap smear: _____
History of Abnormal Pap smear? Yes No
When: _____
Treatment: _____

Date of last mammogram: _____ Normal? Yes No

Any Surgery: Yes No
Specify: _____Date: _____
Specify: _____Date: _____
Specify: _____Date: _____
Specify: _____Date: _____

Any Hospitalizations: Yes No
Specify: _____Date: _____
Specify: _____Date: _____
Specify: _____Date: _____
Specify: _____Date: _____

Family History:

FAMILY MEMBER:	LIVING/DECEASED	MEDICAL PROBLEMS
FATHER		
MOTHER		
BROTHERS		
SISTERS		
PATERNAL GF		
PATERNAL GM		
MATERNAL GF		
MATERNAL GM		

Has any blood relative ever had any of the following?

Asthma: Yes No Who: _____
High Blood Pressure: Yes No Who: _____
Kidney Disease: Yes No Who: _____
Diabetes: Yes No Who: _____
Tuberculosis: Yes No Who: _____
Heart Disease: Yes No Who: _____
Stroke: Yes No Who: _____
Breast Cancer: Yes No Who: _____
Ovarian Cancer: Yes No Who: _____
Uterine Cancer: Yes No Who: _____
Colon Cancer: Yes No Who: _____
Prostate Cancer: Yes No Who: _____
Other Cancer: Yes No Who: _____

Social/lifestyle History:

1. Marital Status: Single Partner Married Widowed Divorced
   Spouses/Partners Name: _____
2. Children: (names/ages) _____
3. Who Lives at home with you: _____
4. Occupation: (full time/part time) _____
5. Education : Elementary High School 2-yr College 4-yr College
   Graduate School (Circle the highest level achieved)
6. Do You Drink Alcohol? Yes No
   # of drinks per day _____ week _____ month _____ year
7. Smoking Habits: (check all that apply)
   ____You have never smoked cigarettes, cigars or a pipe.
   ____You quit smoking ____ years ago and have not smoked since.
   *How many ppd did you smoke? _____ How many years did you smoke? _____
   ____You currently smoke 10 cigarettes per day (1/2 pack); 20 cigarettes per day (1pack); 30 cigarettes per day (1-1/2 packs); 40 cigarettes per day (2 packs); more _____ (Circle the appropriate response)
   ____You smoke cigars or a pipe
   ____You chew tobacco
   Are you interested in quitting? Yes No
   Have you ever tried to quit before? Yes No
8. Illicit Drug Use: Yes No
   Date of Last Use: _____
   How often: _____
   Type: _____
   Mode of Ingestion: _____
9. Activity Level: (answer only one)
   __Inactive—no regular physical activity with a sit-down job
   __Light activity—no organized physical activity during leisure time
   __Moderate activity—occasionally involved in activities such as weekend golf, tennis, jogging, swimming or cycling.
   __Heavy activity—consistent lifting, stair climbing, heavy construction, etc., or regular participation in jogging, swimming, cycling or active sports at least three times per week.
   __Vigorous activity—participation in extensive physical exercise for at least 60 minutes per session 4 time per week.
10. How would you rate your diet? Good Fair Poor
11. Have you completed a living will or a durable power or attorney for health care?
    Yes No

This information will assist us in assessing your particular problem areas and establishing your medical management. Thank you for your time and patience in completing this form.