Luminis Health OB-GYN-Annapolis

2000 Medical Parkway, Suite 304 Annapolis, MD 21401 410.573.9530

Pre-Registration & Appointment Guidelines

Please fill out ALL forms in the enclosed Pre-Registration Packet and return to the Pre-Registration Department at least 72 business hours in advance or your appointment will be cancelled effective 10/4/21. Completed forms should be returned in PDF format along with a copy of the front and back of your insurance card through any of the following confidential and secure ways:

Email: AOGpreregistration@aahs.org

Fax: 667.204.7229

US Postal: 2000 Medical Parkway, Suite 304 Annapolis, MD 21401

In person: dropped off at any of our 4 office locations

You may also go onto our website at www.annapolisobgyn.com the forms are under the red tab for Complete Forms. There are 2 packets to choose from on the LEFT side of the page—GYN (non-pregnant) or OB (pregnant), so please be sure to scroll down to choose the appropriate packet. Our website now allows patients to fill out the forms right online and return them electronically.

- If you are a pregnant patient coming from Shady Grove or another Reproductive Endocrinologist Specialist, *please be sure to turn in your Graduate Packet with your new patient paperwork.*
- If your insurance requires a referral, it is your responsibility to present the referral at the time of your visit failure to do so may result in needing to reschedule the appointment or your insurance may leave you responsible for the visit charges.
- You are expected to arrive 15 minutes before your appointment time. Allow additional time for parking when scheduled at the Annapolis office, the garage can get quite busy. You may be asked to reschedule your appointment if you arrive late at any office!
- Items you <u>must</u> bring to your appointment: photo id, current insurance card, and copay. We will also need the name/address/phone number of your primary care physician. Additionally, any labs/radiology/other records relative to your visit with Luminis Health OB-GYN Annapolis.
- Enrollment with the patient portal, <u>MyChart</u>, will serve as your electronic chart allowing you to view lab results, medical records, and correspond with office staff and providers after your initial visit.
- PLEASE NOTE A "NO SHOW" FEE IS CHARGED FOR APPOINTMENTS NOT CANCELLED WITHIN 24
 HOURS.
 Updated 12-22-2022

PATIENT REGISTRATION FORM

Last Name (Print)	(First) _	<u>.</u>	(MI)	(Previ	ous/Maiden)	0)
DOB	Marital Status:	Single	Married	Divorced _	Sep	Widow
Address		City	/		State	Zip
Home#	Work#	Ext	_Cell#		Circle best v	vay to reach you
E-Mail	Empl	oyer			Occupation	
Race: ()White ()Black/A	African American ()Hispanic ()	Other:	Ethnicity: ()	Hispanic or Decline	Latino ()Not	Hispanic or Latino
Language: ()English ()S	Spanish ()Other:	_ Need an Int	erpreter? (If so, fo	or which lang	age, including	ASL)
ARE YOU CURR	ENTLY PREGNANT: _	Yes	No			
TE: If you checked "Yes tinue to complete the rest	is OB-GYN within the past 12 ", do NOT complete the rest of of the form below this box. Y	the form unl	ess your informa SIGN AT TH	IE BOTT	OM.	17
	R(Other than at this practice)					
PHARMACY	LOCATION		<u></u>	Pharm P	hone:	
EMERGENCY CONTACT_					_Relationship_	
Emergency Contact's Home	#	Work#		Cell#		
YOUR PARTNER'S INFO	<u>RMATION</u> (SPOUSE /PARTNER,	BABY'S OTH	ER PARENT) (F	lease circle o	one)	
Name (Last)	(First)		(MI) D	ОВ	\$S#	
Home#	Work#		Cell#			
	Insurance Co.					
Name of Insured			_Patient Relationsh	nip to Insured		DOB
Insurance Address			Employer_			ā
Subscriber ID#		Group ID#		Co-P	ay Amount	
SECONDARY INSURANC	E: Insurance Co.				Phone#	
Name of Insured	10 to		Patient Relationsh	ip to Insured		OOB
Insurance Address	W 11 a		Employer_		_	
****************************I declare I have listed all t on this form is accurate an	******************************** he medical/health insurance plar id up-to-date to the best of my ka is, in a timely manner, with any	************* Is from which Inowledge. I als	**************************************	********** nefits. I agre t I am respon	ethat the infe	er************** ormation supplied sacting Luminis
Patient Signature			Date		For office use	only
Parent or Guardian		hip		- 1		

FAX TO: 667-204-7241 or E-MAIL TO: AOGpreregistration@aahs.org

updated 09/02/2022

HISTORY AND PHYSICAL RECORD

Print Name:							Date:				DOB:		
Marital Status: (cir	cle one) S	San M D	IA/ De	oulously d	livoroo		- '						
maritai Status, (Cil	cie otiej 3	sep ivi U	W PI	eviously o	ilvorce	:ar	Previ	ously v	widowed?_	wnere	e were you bor	'n:	
Place of Employm	ent:						0	cupati	on:				
YOUR MEDICAL	. HISTORY	: (Check of	f if you	have ha	d this	illness	, and	write v	what type	if applic	able)		
Disease	√	Туре		Dise	ase		1	Тур	e	Dis	ease	1	Туре
Asthma				Iney Dis/Ir					E	pilepsy/Se	eizures		
Pulmonary Disease				High Blood Pressure Gastrointestinal Prob.					Н	epatitis /L	iver Disease		
Diabetes						-			S.	TD/HPV (list kind)		
Cancer		39	_	pression/		_				erpes (lis			
Heart Disease	 			ronic Blad		fec.			Ti	nyroid Dis	order		
Hyperlipidemia				teoporosi	S				В	lood Clott	ing Disorder		
Migraines				diction						ther:			
YOUR PAST SU	RGICAL/I	NJURY HIS	TORY	(List a D	&C fo	r a mis	carria	ge in t	he OBSTE	TRICAL H	HISTORY belo	w.)	
Disease/t	Diagnosis/In	jury		Proc	edure (or Surg	ery Typ	e	Da	te F	Physician/Surg	eon	Hospital
					_								
													<u> </u>
GYN HISTORY:												8	
Mens	trual Cycle:		ı	Response				N	1enopaus:	e/Gyn:			Response
Age when period	started?					Are yo	u hav	ing pei	ri-menopa	usal sym	ptoms?		
Last menstrual pe						What	are yo	ur sym	nptoms?				
Periods are how r						Are yo	u pos	t-men	opausal?				
How long does yo	ur period l	ast?				Your a	ge at	meno	pause?				
Pain with menstru	ual period?	75				Type:	Natur	al, Sur	gical, Prer	nature, C	Chemo, Other	?	
Do you bleed in b	etween pe	riods?				Pain w	/ith int	ercou	rse?				
Is your flow heavy						Vagina	al Dryn	ess?					
Do you have pain						Bleedi	ng wit	h inte	rcourse?				
Do you have a vag		rge?				Vagina	al itchi	ng or o	odor?			1	23
Is this normal for						Are yo	u sext	tally a	ctive?				
Color and consiste	ency of disc	charge?				Sexual	orien	tation	?				
						State method of contraception:							
RECENT SCREEN	INGS:												
Screening	Date	Result	Scr	eening	Da	ate	Res	ult	Scre	ening	Date		Result
Bone Density		V	Colon	oscopy					Pap			15	
Chest X-Ray	·		Chole	sterol		Mammogram							
SOCIAL HISTORY	/ :				-								
SMOKING:		Respo	nse	CAFFEIN	IE.			R	esponse	DRUG	S:		Response

SMOKING:	Response	CAFFEINE	Response	DRUGS:	Response
Do you smoke?	¥	Do you drink caffeine?		Do you use drugs?	
How much do you smoke?		Amount/frequency?		Recovering from addiction	
Did you quit smoking?		Type of caffeine?		What type of addiction?	
How many years did you smoke?		EXERCISE/SAFETY			
		Do you exercise?		MISC:	1
ALCOHOL		Exercise frequency?		Have you traveled outside of	†
Do you drink alcohol?	187	Wear seat belts?		the US in the past year?	
Amount/frequency?		Have a Living Will?		Where did you visit?	
Recovering from addiction?		Do you feel safe at home?			

OBSTETRICAL HISTORY: Patient's Name: Date of Weeks Type of **Abortion** List other problems/complications, outcome, Physician Wt. Sex Miscarriage **Delivery** of gest. Delivery (Elective) and/or infertility history. **TOTALS:** Enter totals below: Elective **Ectopic Total Pregnancies** # of Full Term # of Premature Miscarriages Live Children **Abortions Pregnancy**

ALLERGIES:

Allergy	Reaction	Allergy	Reaction	
		,		
	· · · · · · · · · · · · · · · · · · ·			
ce.3				

MEDICATIONS: (Include medications, birth control, vitamins & herbal supplements)

Name	Strength	Dosage	Reason	Name	Strength	Dosage	Reason
		4					-
			-				
	+						
	1						
	·						
			`				
				-			
,							

CHECK BELOW ANY DISEASE A BLOOD RELATIVE OF YOURS MAY HAVE, OR HAD: (Please write maternal or paternal side)

Disease	Relative	Outcome	Disease	Relative	Age of Diagnosis
Addiction (list type)			Alzheimers		
Blood Disorder			Mental Illness (list type)		
Pulmonary	·	-	Epilepsy		
Depression			Cancer:	·	
Diabetes			Breast		
Osteoporosis			Colon		
Thyroid Disease			Ovarian		
High Blood Pressure			Uterine		
High Cholesterol			Skin		
Heart Disease (list type)			Other:		

PRENATAL QUESTIONNAIRE

DATE:	

NAME	C:	DOB:	AGE:	
1.	When was your last menstrual period?	Was it normal?	Yes	No
2.	How many total pregnancies have you had?	_(including this pregnar	icy)	
3.	How many pregnancies ended in miscarriage, ectopic o Therapeutic abortions Miscarriages			
4.	How many pregnancies were full term?	How many living childre	n do you have?_	
5.	Please check any of the following problems that you are Nausea Vomiting Bleeding Breast tend Bladder pressure Cramping			
6.	Have you had an X-ray since you have been pregnant? If yes, what did you have X-rayed?	-	Yes	No
7.	Have you taken any prescribed or over-the-counter mechave been pregnant? If yes, what were the medications?	•	Yes	No
8.	Have either you or the baby's father had herpes? If yes, circle: Mother of baby F	ather of baby	Yes	No
9.	Do you or the baby's father use drugs? If yes, circle: Mother of baby Fa	ther of baby	Yes	No
10.	Have you been treated for an eating disorder?		Yes	No
11.	Do you have a history of diabetes? If yes, circle one: while pregnant while not preg	nant	Yes	No
12.	Have you ever tested positive for Hepatitis B?		Yes	No
V 13.	Have either you or the baby's father ever tested positive. If yes, circle: Mother of baby	e for HIV (AIDS)? Father of baby	Yes	No
14.	Is there a history of twins or other multiple births in yo If yes, circle: Mother of baby Fath	ur family? er of baby	Yes	No
15.	Have you or the baby's father in a previous pregnancy child or three or more first trimester spontaneous pregnancy if yes, circle: Mother of baby		Yes	No
16.	What is your ethnicity?Father of t	he baby's ethnicity?		
17.	Are you or the baby's father black? If yes, circle one or both: Mother of baby	Father of baby	Yes	No
	Was this person or persons tested for sickle cell trait? Mother's results Father's results	•	Yes	No
18.	Are you or the baby's father of Jewish ancestry? If yes, circle one or both: Mother of baby	Father of baby	Yes	No
19.	Have you been tested for Tay Sachs? Mother's results Father's results		Yes	No

PATIENT'S NAME:							
20. Are you or the father of Italian, Greek or Medic If so, have either of you been tested for B-Thala If yes, circle one or both: Mother of baby and indicate the results	ssemia? Fatl	ner of baby	? Yes Yes	No No			
21. Are you or the baby's father of Filipino or Sout If yes, have either of you been tested for A-Thal If yes, circle one or both: Mother of baby	21. Are you or the baby's father of Filipino or Southeast Asian ancestry? If yes, have either of you been tested for A-Thalassemia? If yes, circle one or both: Mother of baby Father of baby and indicate the results						
22. Was anyone in your family or the baby's father stillborn with birth defects, mental retardation think might be inherited? If yes, please circle the disease or problem below relation.	's family l or any dis	ive born or ease which ye		No			
DISORDER		FAMILY RI	<u>ELATION</u>				
Any mental retardation Down Syndrome or other chromosomal defect Hemophilia Hydrocephalus Huntington's Chorea Neural Tube Defect (Spina Bifida, Anencephaly Muscular Dystrophy Duchenne's Muscular Dystrophy Cystic Fibrosis Congenital Heart Disease Cleft Lip/Cleft Palate Adult onset Polycystic Disease Other)	pregnancy?	Yes				
25. If "yes" would you be interested in being tested							
	ioi riagii	e A Syndrom		No			
26. Are you interested in genetic testing?			Yes	No			
27. Do you have a history of hypertension?			Yes	No			
Place a check in the box to indicate your answer:							
Over the last 2 weeks, how often have you been	Not	Several	More than half	Nearly every			
Bothered by the following problems?	at all	days	the days	day			
1. Feeling nervous, anxious or on the edge							
2. Not being able to stop or control worrying							
3. Little interest or pleasure in doing things							
4. Feeling down, depressed, or hopeless							

Luminis Health OB-GYN Annapolis Information for Obstetrical Patients

We offer complete obstetrical care including prenatal, delivery, and post- partum care.

We rotate our delivery room coverage and feel it is important for you to meet each of us during your pregnancy. This will occur through scheduling of your prenatal visits. On some of these visits you may schedule with our obstetricians: Drs. Ifeyinwa Stitt, Benjamin Solomon, Laura Merkel, Victoria Moore, Julia Lubsky, Janelle Cooper, Brittany Schuh, and Amanda Horton along with our advanced practice providers - Tara Pomponio, PA-C, Wenda Collien, CRNP, Julie Viera, PA-C, Marianne Eggerl, WHNP-BC/CNM, Alleen Lardis, CRNP, and Aja Errera, CRNP, We encourage scheduling visits with our advanced practice providers; however, they do not deliver.

We do not practice general medicine, but we wish to be informed of any problems occurring during your pregnancy. We will work with your family doctor, internist, surgeon, etc., for problems outside the obstetrical bounds.

We encourage full participation of the baby's father or your support person in your prenatal care, childbirth classes, labor, delivery, and subsequent care of your infant. We do encourage and support the philosophy of prepared childbirth classes. We feel this is a most helpful and extremely beneficial way for you to prepare for your pregnancy, labor and delivery.

Our fee includes your initial complete physical examination, all routine prenatal visits, the management of labor and vaginal delivery, post-partum visits during your hospital stay, and your six week post-partum checkup in the office.

When you come into the office for your initial visit and registration, blood will be drawn and sent to the appropriate laboratory for your insurance. You may receive a bill from the lab for their service. Special medications, i.e. injections and medicines which must be obtained from a pharmacy, are not included in our fee. It is important to have insurance identification information with you at all times in case we are able to bill insurance directly for certain tests or procedures.

Should a cesarean section be required for delivery, there will be an additional charge. This procedure requires a surgical assistant. Since AAMC is not a teaching hospital, the assistant will be a licensed surgeon in private practice and you will receive a bill from his/her office. A vaginal birth after cesarean section (VBAC) may also involve an additional fee.

The hospital has no staff anesthesiologists, therefore, you will be billed separately for his/her service should you either desire or require anesthesia.

It is up to you to make arrangements for a Pediatrician to take care of your new baby. If you do not already have one and are not sure who to contact, ask one of us to recommend one or more for you to consider. Again, you will be billed separately for his/her service.

Sometimes during a pregnancy we may deem it necessary to order a sonogram or non-stress test. If this is the case, those procedures will be scheduled for you in our office. The charges for these tests are not included in your obstetrical fee. As soon as you receive notice from your insurance company that they have paid their portion, you are responsible for remitting the balance. Please carefully read our Advanced Beneficiary Notice (ABN) regarding your financial responsibility on certain tests that may not be covered by your insurance. There will be additional charges for the management of unlikely, but possible complications.

DANGER SIGNS DURING PREGNANCY:

Throughout your pregnancy, we will be discussing many of the common complaints and possible complications that occur. In the meantime, we would like you to familiarize yourself with the following danger signs:

- Vaginal bleeding
- Severe swelling in your face, hands or feet
- Pain, redness, swelling or heat in the calf of your leg
- Shortness of breath or difficulty breathing
- Blurring of vision or spots before your eyes
- Severe or constant headaches
- Fever and chilis
- Burning and pain during urination
- Sharp, constant abdominal pain

Call us at (410)573-9530 should you notice any of these symptoms.

PAYMENT:

Upon confirmation of pregnancy, our billing department will confirm the level of benefits available for Global Maternity Care with your insurance company.

For patients whose plans involve deductible and/or coinsurance amounts, an Explanation of Delivery Fees will be sent to you specifically outlining your maternity benefits, including the amount estimated to be the portion of patient responsibility collectible during the prenatal months of care. Each Explanation of Delivery Fees acts as a contract between you and our office with balances payable in accordance with your payment plan selection. Specific questions regarding information contained in an Explanation of Delivery Fees should be directed to our OB billing coordinator at the number listed below.

Patients whose insurance plan issues benefits at a level that indicates limited patient responsibility will NOT be issued an Explanation of Delivery Fees. ALL balances assessed to your account are payable upon receipt of statements.

It is extremely important to advise our office immediately of any insurance changes to ensure appropriate billing.

If you have any questions regarding our obstetrical payment policies, please contact our OB billing coordinator. She can be reached at 443-837-1226, Monday thru Friday from 8:00 am to 4:00 pm.

Luminis Health OB-GYN Annapolis Advanced Beneficiary Notice (Signature required by ALL OB Patients) Managed Care Organization Enrollment

The information contained in this document applies to the following patient demographic:

- Any obstetrics patient applying for insurance through the Maryland Health Exchange whose eligibility qualifies them for enrollment in the Maryland Medical Assistance Program.
- Any obstetrics patient applying for Maryland Medical Assistance to help offset the cost of maternity care due to the large deductibles and/or co-insurance amounts of their current commercial insurance policies.
- Dependent children who either do not have maternity coverage under their parents' insurance plan or those who are looking to ensure automatic coverage for the baby from date of birth.

This document stands as notification that Luminis Health OB-GYN Annapolis only participates with Priority Partners, University Health plan (Riverside), United Healthcare MCO (including AmeriChoice)

Important Information you need to know:

Who can apply?

- Uninsured patients (NOTE: In some instances, having health insurance will not prevent eligibility for MCHP. Even if you have health
 insurance, it's best to apply and let the case manager assigned to your application determine whether your health insurance will affect
 your eligibility for MCHP.).
- Dependent children with or without maternity coverage under their parents' policy.
- Children under age 19, who are not eligible for Medicaid, and whose countable income is at or below 200% of the federal poverty level (FPL).
- Pregnant women of any age, whose countable income is at or below 250% FPL.

Selecting Priority Partners, United Healthcare Community Plan, AmeriGroup, Aetna Better Health, University of Maryland Health Partners as your MCO:

Upon approval for the Maryland Medical Assistance Program (MA), you are required to select the MCO in which you wish to be enrolled...PLEASE NOTE: SELECTING YOUR MCO IS A TIME SENSITIVE PROCESS. Failure to comply with the enrollment process will result in you being auto enrolled in an MCO picked for you by the state of Maryland.

There are two ways to enroll for an MCO:

- Upon approval for Medical Assistance (MA), immediately contact your local County Health Department with your Medical Assistance number. Advise them that you have recently been approved for Medical Assistance, and need to enroll in one of the above plans. Request the effective date of coverage for your records. Usually 7-10 days from calling. (RECOMMENDED)
- Within 7 to 10 days from being approved for Medical Assistance, you will be sent a packet of information by mail describing all available MCO's. Phone numbers are provided for you to call to enroll in the MCO with which we participate. (THIS PROCESS CAN TAKE UP TO 3 WEEKS LONGER...and exposes you to auto enrollment if you miss the deadline.)

IMPORTANT NOTICE: At the present time, Priority Partners is open to new enrollment for all Maryland residents. If at some point they close enrollment to a county, you can enroll under one of the following conditions:

- If you were previously enrolled in Priority Partners within the last 180 days, your enrollment is reinstated.
- If you have a dependent or are the sibling of a dependent who is currently enrolled with Priority Partners, you can enroll under the Family Unity Program

BE ADVISED: Patients who do not comply with enrollment procedures and end up enrolled in an MCO with which we do not participate, may be subject to the following:

- Transfer of care. Obstetrics services may no longer be rendered to you by Luminis Health OB-GYN Annapolis. You will need to find a provider that participates with your current MCO insurance, and facilitate a transfer of care immediately.
- Financial responsibility. Services rendered to you while you were covered by an insurance this office DOES NOT participate with will be reduced to our office cash pay fee schedule and become your patient responsibility.

****I have read the above information, and understand that should I have need to enroll in a Managed Care Organization (MCO), I must enroll with one of the plans listed above to maintain status as an obstetric patient at Luminis Health OB-GYN Annapolis. Additionally, I accept financial responsibility for any services rendered to me while I am covered by an MCO with whom Luminis Health OB-GYN Annapolis does NOT participate.

Luminis Health OB-GYN Annapolis

PATIENT CONSENT FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Please read this form carefully. You will be asked to sign this form electronically upon arrival to your appointment. There is no need to bring this form to your visit.

I hereby give my consent for Luminis Health OB-GYN Annapolis to use and disclose protected health information (PHI) about me to carry out treatment, payment and healthcare operations (TPO). (Luminis Health OB-GYN Annapolis Notice of Privacy Practices provides a more complete description of such disclosures)

I have the right to review the Notice of Privacy Practices prior to signing this consent. Luminis Health OB-GYN Annapolis reserves the right to revise its Notice of Privacy Practices at any time. A revised Notice of Privacy Practices may be obtained by forwarding a written request to Luminis Health OB-GYN Annapolis Privacy Official at 2000 Medical Parkway Ste. 304, Annapolis, MD 21401.

With this consent, Luminis Health OB-GYN Annapolis may call my home or other alternative location and leave a message on voicemail or in person in reference to any items that assist the practice in carrying out TPO, such as appointment reminders, insurance items and any calls pertaining to my clinical care, including laboratory results among others.

With this consent, Luminis Health OB-GYN Annapolis may mail to my home or other alternative location any items that assist the practice in carrying out TPO, such as appointment reminder cards and patient statements.

I have the right to request that Luminis Health OB-GYN Annapolis restrict how it uses or discloses my PHI to carry out TPO. However, the practice is not required to agree to my requested restrictions, but if it does, it is bound by this agreement. By signing this form, I am consenting to Luminis Health OB-GYN Annapolis use and disclosure of my PHI to carry out TPO.

I may revoke my consent in writing except to the extent that the practice has already made disclosures in reliance upon my prior consent. If I do not sign this consent, or later revoke it, Luminis Health OB-GYN Annapolis may decline to provide treatment to me.

NOTE: If you would like anyone else (spouse, partner, parent, etc.) to have access to your health information please ask for the appropriate form.



Our Locations



The Belcher Pavilion
2000 Medical Parkway,
Ste. 304
Annapolis, MD 21401
(Park in Garage E)



AAMC Health Services Bldg. 1630 Main Street, Ste. 211 Chester, MD 21619



AAMC Health Services Bldg. 2401 Brandermill Blvd., Ste. 350 Gambrills, MD 21054



Pasadena Office 18 Magothy Beach Rd., Ste. A Pasadena, MD 21122