



IRA PAPEL, MD  
 THEDA KONTIS, MD  
 EMILE BROWN, MD

1838 Greene Tree Road Suite 370  
 Baltimore, MD 21208  
 (410) 486-3400

AESTHETIC CENTER AT WOODHOLME

### Patient Information

Patient Name _____				
<i>First</i>	<i>M.I.</i>	<i>Last</i>		
Address _____				
<i>Street &amp; Apt #</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
Home Phone _____		Cell Phone _____		
Email _____				
Any restrictions contacting you? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Contact Restrictions:</i> _____				
Birthdate _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Other _____		
Primary Care Physician: _____				
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Partner <input type="checkbox"/> Widowed				
Race/Ethnicity: <input type="checkbox"/> White <input type="checkbox"/> Black or African-American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Other: _____ <input type="checkbox"/> Decline to Provide				
Primary Language Spoken: _____				
Patient's Employer _____		Occupation _____		
Address _____				
<i>Street &amp; Apt #</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Primary Health Insurance:</b> _____				
Insured Name (If not patient): _____		DOB: _____	Employer: _____	
<b>Secondary Health Insurance:</b> _____				
Insured Name (If not patient): _____		DOB: _____	Employer: _____	
Emergency Contact _____		Relationship to Patient _____		
Home Phone _____		Cell Phone _____	Work/Other Phone _____	
<p>I, the undersigned, consent to the use and disclosure of my protected health information for treatment, payment and operations and such other purposes that are permitted under the federal Health Insurance Portability and Accountability Act (HIPAA) without a written authorization. I accept that I am financially responsible for all services rendered on my behalf by the Aesthetic Center at Woodholme. For those insurance plans for which the practice accepts assignment, I accept personal responsibility for all co-payments, deductibles and non-covered services, as dictated by my insurance coverage, and I agree to pay co-payments, deductibles and non-covered services, as dictated by my insurance coverage, and I agree to pay co-payments at the time of service. I authorize payment directly to Facial Plastic Surgicenter for services for which the practice accepts assignment. A copy of this agreement may be used in place of the original. I certify that the information stated on this form is correct.</p>				



*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

**Patient or Legal Guardian ONLY**  
 (Okay to type signature)



IRA PAPEL, MD  
 THEDA KONTIS, MD  
 EMILE BROWN, MD

AESTHETIC CENTER AT WOODHOLME

## Health Information

Patient Name \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ feet \_\_\_\_\_ inches Weight: \_\_\_\_\_ lbs.

Who referred you to our practice? \_\_\_\_\_

**Do you have or have you had any of the following? If None Check Here**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Abnormal Bleeding    | <input type="checkbox"/> Headaches/Migraine        | <input type="checkbox"/> Skin Cancer      |
| <input type="checkbox"/> Arthritis            | <input type="checkbox"/> Heart Disease             | <input type="checkbox"/> Skin Disease     |
| <input type="checkbox"/> Asthma               | <input type="checkbox"/> Heart Murmur              | <input type="checkbox"/> Sleep Apnea      |
| <input type="checkbox"/> Breast Cancer        | <input type="checkbox"/> Hepatitis                 | <input type="checkbox"/> Stroke           |
| <input type="checkbox"/> Cancer (other) _____ | <input type="checkbox"/> High Blood Pressure       | <input type="checkbox"/> Thyroid Disorder |
| <input type="checkbox"/> Chest Pain           | <input type="checkbox"/> High Cholesterol          | <input type="checkbox"/> Tuberculosis     |
| <input type="checkbox"/> Diabetes             | <input type="checkbox"/> HIV/AIDS                  | <input type="checkbox"/> Ulcers (Gastric) |
| <input type="checkbox"/> Fever Blisters       | <input type="checkbox"/> Kidney Disorder           | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> Hay Fever/Allergies  | <input type="checkbox"/> Sinus Problems/Infections |   |

**List ALL (Prescription and Over-the-Counter) medications you are currently taking or have taken within the last month:**  No Current Medications

Medication: _____	Dose: _____	Medication: _____	Dose: _____
Medication: _____	Dose: _____	Medication: _____	Dose: _____
Medication: _____	Dose: _____	Medication: _____	Dose: _____
Medication: _____	Dose: _____	Medication: _____	Dose: _____
Medication: _____	Dose: _____	Medication: _____	Dose: _____
Medication: _____	Dose: _____	Medication: _____	Dose: _____

**List All Medication Allergies:**

- No Known Allergies  Latex Allergy

Medication: _____	Reaction: _____
Medication: _____	Reaction: _____
Medication: _____	Reaction: _____
Medication: _____	Reaction: _____



IRA PAPEL, MD  
 THEDA KONTIS, MD  
 EMILE BROWN, MD

AESTHETIC CENTER AT WOODHOLME

## Health Information

**Surgical History:** List all surgeries and **Date** of occurrence, especially cosmetic procedures:

	Date: _____	Date: _____
	Date: _____	Date: _____
	Date: _____	Date: _____
	Date: _____	Date: _____

Do you have any personal or family history of problems with Anesthesia?  Yes  No

If yes, describe: \_\_\_\_\_

**Social History:**

**Do you smoke or vape currently?**  Yes  No If yes, how much? \_\_\_\_\_

**Are you a former smoker?**  Yes  No If yes, date quit? \_\_\_\_\_

**Alcohol Use:**  No Alcohol Use  Alcohol Use Socially  Alcohol Use Daily

**Recreational Drug Use:**  Yes  No If yes, describe: \_\_\_\_\_

**Do you.....**

Take Aspirin daily?  Yes  No Dose \_\_\_\_\_

Have bleeding/bruising problems?  Yes  No If yes, describe: \_\_\_\_\_

Have problems with scarring?  Yes  No If yes, describe: \_\_\_\_\_

Have a history of fever blisters?  Yes  No

**Women only:**

Are you pregnant or lactating?  Yes  No

**The above information is accurate and complete to the best of my knowledge.**

➔ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Okay to type signature)

# Aesthetic Center at Woodholme

Ira D. Papel, M.D., F.A.C.S.  
Theda C. Kontis, M.D., F.A.C.S.  
Emile N. Brown, M.D.  
Leslie B. Papel, Au.D., F.A.A.A.

1838 Greene Tree Road Suite 370  
Baltimore, MD 21208  
(410) 486-3400

This notice describes how your medical information may be used and disclosed and how you can get access to this information.  
**Please review carefully.**

## YOUR RIGHTS

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

### **Get a copy of your medical record**

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable fee.

### **Ask us to correct your medical record**

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

### **Request confidential communications**

- You can ask us to contact you in a specific way (for examples, home or cell phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

### **Ask us to limit what we use or share**

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

### **Get a list of those with whom we’ve shared information**

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

**Get a copy of this privacy notice** - You can request a paper copy of this notice at any time.

### **Choose someone to act for you**

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

### **File a complaint if you feel your rights are violated**

- You can complain if you feel we have violated your rights by contacting us using the information above.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- We will not retaliate against you for filing a complaint.

## YOUR CHOICES

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions. In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
  - Share information in a disaster relief situation
  - Include your information in a hospital directory
- If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.



**I acknowledge that I have read and received the Practice’s Privacy Notice.**

Printed Name

Signature (Okay to type)

Date

## **OUR USES AND DISCLOSURES**

We typically use or share your health information in the following ways:

### **Treat you**

We can use your health information and share it with other professionals who are treating you.

### **Run our organization**

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

### **Bill for your services**

We can use and share your health information to bill and get payment from health plans or other entities.

### **Sign-in-sheet**

The practice may use a sign in sheet at the registration desk. The practice may also call your name in the waiting room when your physician is ready to see you.

### **Appointment Reminder**

The practice may contact you to provide appointment reminders.

### **On Call Coverage**

In order to provide on-call coverage for you, it is necessary that the practice establish relationships with other physicians who will take your call if a physician from the practice is not available. Those on-call physicians will provide the practice with all health information that they create and will, by law, keep your health information confidential.

## **HOW ELSE CAN WE USE OR SHARE YOUR HEALTH INFORMATION?**

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information visit:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html)

### **Help with public health and safety issues**

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

### **Do research**

We can use or share your information for health research.

### **Comply with the law**

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

### **Respond to organ and tissue donation requests**

We can share health information about you with organ procurement organizations.

### **Work with a medical examiner or funeral director**

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

### **Address workers' compensation, law enforcement, and other government requests**

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

**Respond to lawsuits and legal actions** - We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## **OUR RESPONSIBILITIES**

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/notice.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/notice.html).

### **CHANGES TO THE TERMS OF THIS NOTICE**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

**To obtain more information on, or have your questions about your rights answered you may contact the practices Privacy Officer at 410-486-3400.**

**Effective Date** This Notice is in effect as of July 1, 2006

*Updated April 29, 2015*

STANDING AUTHORIZATION TO DISCUSS HEALTH INFORMATION WITH DESIGNATED PERSONS  
\*All items on this authorization must be completed or the request will not be honored. Use N/A if not applicable.

Patient Name: \_\_\_\_\_  
(First) (Middle Initial) (Last)

For this authorization, "My Health Information" means any and all information relating to my course of examination and treatment. Including general information and inquires, arranging appointments, identifying medications, discussing billing and payment, insurance and any other related matter.

I authorize Drs. Papel, Kontis & Brown to discuss My Health Information with:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I refuse permission to disclose my health information to anyone with the exception of my primary care physician and/or referring physician.

I understand that:

- This authorization is voluntary. My treatment will not be impacted, no matter if I sign this authorization or not.
- If I do not sign this authorization, the Aesthetic Center at Woodholme will not disclose my health information, with the exception of my primary care physician and/or referring physician.
- This authorization is valid for as long as you are a patient with the Aesthetic Center at Woodholme.  
**If you wish to revoke this information you must request to fill out another authorization with updated information and a new signature.**
- Once my health information is disclosed as requested, it may no longer be protected by federal and state privacy(s) receiving it.
- The medical information released may contain information related to HIV status, AIDS, sexually transmitted diseases, mental health, drug and alcohol abuse, etc.

Signature of Patient only: \_\_\_\_\_ Date: \_\_\_\_\_

(Okay to type signature)



**IRA PAPEL, MD**  
**THEDA KONTIS, MD**  
**EMILE BROWN, MD**

**AESTHETIC CENTER AT WOODHOLME**  
1838 Greene Tree Road, Suites 370 & 380  
Baltimore, MD 21208

### **Patient Financial Policies**

We are dedicated to providing the best possible care for you, and we want you to completely understand our financial policies. Many of our patients have health insurance or other medical benefits that are provided through a private insurance company or other program.

**If you do not have any medical benefits...** Full payment is due at the time we provide services unless we have agreed to different arrangements in advance and in writing.

**If you have medical benefits, but your health plan determines a service we provide is “not covered” by your benefits...** You will be responsible for the full cost of the service. If your health plan pays part of the cost, we may require you to pay the balance or any co-pays that are due. Payment will be due upon the receipt of our bill.

#### **Please note that we reserve the right to...**

- Require patients to pay a non-refundable deposit at the time of scheduling certain procedures.
- Submit any patient account with a balance older than 30 days to a collection agency, and to require the patient pay all legal fees and collection costs we incur.
- Charge a fee of \$50.00 for each returned check.
- Charge a fee for services that do not directly involve patient care, such as preparing workers compensation forms, disability forms, and other written correspondence for patients.
- Charge a fee for a missed appointment or failure to cancel within 24 hours.
- Amend these policies from time to time.

#### **Patient Acknowledgement:**

I have read and understand Aesthetic Center at Woodholme’s financial policies set forth above, and I agree to be bound by such policies, as they may be amended from time to time.

---

Signature of patient (or responsible person)

Date

---

Please print name of patient