



# WELCOME TO SAN BERNARDINO CANCER CARE CENTER

## LOCATIONS:

### **SAN Bernardino, CA**

San Bernardino Cancer  
Care Center  
1800 Medical Center Drive  
Suite 100  
San Bernardino, CA 92411  
Ph: 909-887-8800  
Fax: 909-887-5678

Thank you for trusting us with your care. At San Bernardino Cancer Care Center, we believe cancer treatment requires medical intervention, however we also believe that a strong will and a solid support system plays a vital role in the healing process. That is why our expert team of highly-skilled cancer care professionals work together closely with our patients and their loved ones throughout treatment and recovery. It is this compassionate approach, combined with our state-of-the-art facilities, comfortable environment and commitment to utilizing the most advanced treatment techniques available that help make San Bernardino Cancer Care Center a premiere oncology center.

For your first visit, please fully complete and sign all forms included in your packet. You will need to present these forms to the front desk upon your arrival. If you are unable to complete these forms before your first appointment, please arrive 30 minutes early and we will assist you. **If you need to reschedule or cancel your appointment, please call at least 24 hours before your scheduled visit.**

## YOUR FIRST VISIT

To evaluate your health, it is extremely important that we receive your medical records prior to the time of your scheduled visit. Please arrange to have your doctor send these to our office before your initial appointment. To provide you the highest quality of care, your physician will need to review any pathology, surgical reports, x-ray scans, laboratory results, medical notes and in-patient records that are available.

We accept most insurance carriers and our staff will work with you to ensure that you have the coverage you will need.

## WE ASK THAT PATIENTS ALWAYS:

- Bring insurance cards to each visit. **If there is a secondary insurance plan, a Medicare supplemental plan, or a prescription plan, please make sure that we have all information. Please make sure to bring all your cards.**
- Keep us informed of any change to any vital statistics such as address, telephone number, employment status, marital status or insurance.
- Provide a current list of medications at each office visit; it is necessary that we review all prescription and over-the-counter medications currently taken. Please bring your prescription card. Some patients find it more convenient to bring the medication bottles to the appointment. Note that over-the-counter drugs include vitamins, herbs, aspirin, Tylenol, etc. Some patients find it more convenient to bring the medication bottles to the appointment.
- Allow a 72-hour turnaround for prescription refills. Please note that some prescriptions for pain medications do not allow refills, therefore we request that patients contact us prior to running out of any medication.
- **Consider the compromised immune systems of other patients, and refrain from bringing children to your appointments. If you are feeling ill, please call us prior to your appointment so we can provide guidance.**
- Write down any questions or concerns that arise to discuss with the physician. Once a patient has made an appointment, all facets of our services—from the latest research findings to the most advanced technology—will be utilized in providing the highest level of quality medical care.

Again, we welcome you and say thank you for choosing San Bernardino Cancer Care Center. For further information, please visit our website at [www.sbccancercenter.com](http://www.sbccancercenter.com). Should you need additional assistance, please call, (909) 887-8800.



# PATIENT REGISTRATION

**PLEASE PRINT CLEARLY**

Today's Date: \_\_\_\_\_

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

DOB: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female  Transgender:  M to F  F to M

SSN: \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Secondary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ May we email you?  Yes  No

Preferred Language: \_\_\_\_\_

Ethnicity/Race:  White  Hispanic/Latino  Black/African American  Native American

Asian/Pacific Islander  Other

Occupation: \_\_\_\_\_

Employed/Self Employed  Unemployed  Retired  Disabled

Name of Employer: \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Relationship Status:  Married  Single  Widowed  Divorced  Other

Are you currently receiving home health?  Yes  No

Primary Care Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Referring Physician (if different): \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

**Patient Initials:** \_\_\_\_\_



# PATIENT REGISTRATION

## PLEASE PRINT CLEARLY

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

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: ( \_\_\_\_ ) \_\_\_\_\_

Have you completed Advanced Directives?  Yes  No  
(check all that apply)  Living Will  DNR  Durable Power of Attorney

Durable Power of Attorney Relation to you: \_\_\_\_\_

If none, do you wish to learn about Advance Directives?  Yes  No \*Please provide a copy for our records

### Primary

Insurance Carrier: \_\_\_\_\_

Name of primary policyholder: \_\_\_\_\_

Policyholder's Date of Birth: \_\_\_\_\_ Policyholder's SSN: \_\_\_\_\_

Policyholder's employer: \_\_\_\_\_

Insurance ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

Does plan have prescription coverage?  Yes  No (If yes please provide information below)

Prescription Coverage: \_\_\_\_\_

### Secondary

Insurance Carrier: \_\_\_\_\_

Name of primary policyholder: \_\_\_\_\_

Policyholder's Date of Birth: \_\_\_\_\_ Policyholder's SSN: \_\_\_\_\_

Policyholder's employer: \_\_\_\_\_

Insurance ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

Does plan have prescription coverage?  Yes  No (If yes please provide information below)

Prescription Coverage: \_\_\_\_\_

I certify that the information I have given today is to the best of my ability and as fully and accurately as possible. I will notify the doctor/staff to any changes or additions at subsequent visits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Patient Initials:** \_\_\_\_\_

Witness Name: \_\_\_\_\_ Witness Relationship: \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

# MEDICAL HISTORY FORM

## REVIEW OF SYMPTOMS

(Please check any past or current symptoms you have.)

### Allergic/

#### Immunologic:

- Allergies
- Reaction

#### Cardiovascular:

- Arrhythmias
- Edema
- High Blood Pressure
- Pacemaker
- Palpitations
- Shortness of Breath

#### Constitutional:

- Appetite
- Fatigue
- Fever
- Lethargy
- Malise
- Rigors / Chills
- Weight Change

#### Endocrine:

- Diabetes -  
Type 1 / Type 2
- Thyroid Disorder
- Hot Flashes

#### Head and Neck:

- Blurred Vision
- Double Vision
- Dysphagia
- Ear pain
- Glaucoma
- Hard of hearing
- Hoarseness
- Mouth Dryness
- Neck Masses
- Otitis
- Sputum production
- Tinnitus
- Visual acuity

#### Gastrointestinal:

- Abdominal Pain
- Blood or Black Stools
- Bowel Habits
- Constipation
- Diarrhea
- Heartburn/dyspepsia
- Hemorrhoids
- Melanea/GI bleeding
- Nausea
- Pain/Cramping
- Satiety
- Vomiting
- Vomiting up Blood

#### Genitourinary:

- Dysuria
- Frequency
- Genital Masses
- Hematuria
- Incontinence
- Nocturia
- Sexual Function
- Urgency
- Urine Color Change
- Vaginal discharge/bleeding
- Vaginal Spotting

#### Hematologic/lymphatic:

- Anemia/bleeding/bruising
- Lymphedema

#### Integumentary (Skin):

- Blisters
- Bruising
- Dry Skin/Itching
- History of Skin Cancer
- Lesions/Moles
- Nails
- Photosensitivity
- Pruitius
- Rash

- Urticaria

#### Musculoskeletal:

- Arthritis
- Bone / Muscle Pain
- History of Fractures
- Joint Pain/Joint Swelling
- Limited Range of Motion

#### Neurologic:

- Disorientation
- Balance/Dizziness
- Gait
- Headaches
- Insomnia
- Memory loss
- Numbness/tingling
- Paralysis
- Seizure
- Stroke
- Word searching
- Headache/migraine
- Focal weakness
- Neuropathy
- Speech Impairment
- Tremor
- Altered Consciousness
- Stroke

#### Psychiatric:

- Anxiety
- Delusions
- Depression
- History of mental illness
- Mood-euphoria

#### Respiratory:

- Cough
- Coughing up blood
- Hiccups
- Uses oxgen
- Wheezing

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Patient Initials: \_\_\_\_\_



# MEDICAL HISTORY FORM

## OTHER ILLNESS OR MEDICAL PROBLEMS:

(Please list current and past medical problems that you have been treated for AND the physician who treated you.)

Illness / Medical Problem

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## MEDICATION LIST:

Mail order Name: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_ ID #: \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Please list all medications: Prescription / over the counter / vitamins / supplements

List dosage and how often you take (example: Flomax 0.4mg, 1 tablet a day)

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**Patient Initials:** \_\_\_\_\_

## ALLERGIES AND SENSITIVITIES:

(List Allergies you have and how each affects you.)

No known allergies

No known drug allergies

Latex

Allergy

Reaction

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Have you ever had a reaction to anesthetic?  Yes  No



# MEDICAL HISTORY FORM

## SURGICAL HISTORY:

 No Past Surgery

Procedure

Date Performed

By Whom

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you have an implanted device, such as a pacemaker?  Yes  No

If yes, please provide a copy of your device card for our records

Have you ever been diagnosed with cancer?  Yes  No

Have you had radiation or chemotherapy treatment in the past?  Yes  No

## GYNECOLOGIC:

Heavy Periods:  Yes  No

Age Period Started: \_\_\_\_\_ Date of Last Period: \_\_\_\_\_

# of Pregnancies: \_\_\_\_\_ Abortions / Miscarriages?  Yes  No

Children:  Yes  No If yes, how many? \_\_\_\_\_

Breastfeed:  Yes  No

Date of last pap: \_\_\_\_\_ Date of last Mammogram: \_\_\_\_\_

Date of most recent: \_\_\_\_\_

## FAMILY MEDICAL HISTORY:

Indicate any family members with breast, ovarian, pancreatic, prostate, melanoma, colon, kidney or uterine cancer, blood disease or other disease.

|                        | Age:  | Disease: | If deceased, cause of death: |
|------------------------|-------|----------|------------------------------|
| Father:                | _____ | _____    | _____                        |
| Mother:                | _____ | _____    | _____                        |
| Maternal Grandparents: | _____ | _____    | _____                        |
| Paternal Grandparents: | _____ | _____    | _____                        |

## PAIN SCALE:

Are you in pain?  Yes  No

If yes, please indicate on a scale of 1-10 (0= no pain, 10= worst pain)

1      2      3      4      5      6      7      8      9      10



# SOCIAL HISTORY

## SOCIAL HISTORY:

### Work Hazards:

Any occupational hazards (like noise or chemical exposures)  Yes  No If yes, what: \_\_\_\_\_

### Tobacco Use: (Present and/or past)

Never smoked

Quit smoking When? \_\_\_\_\_ How many years did you smoke? \_\_\_yr(s) Age started: \_\_\_\_\_  
How many packs? \_\_\_\_\_/day

Currently smoke  Cigarettes  Pipe  Cigars  Electronic cigarettes

How many packs? \_\_\_\_\_/day How many years? \_\_\_\_\_

Chewing tobacco  Current  Past How long? \_\_\_\_\_

### Alcohol Use: (Present and/or past)

Non drinker

Beer number of bottles \_\_\_\_\_ per  Day  Week  Month

Wine number of bottles \_\_\_\_\_ per  Day  Week  Month

Liquor number of bottles \_\_\_\_\_ per  Day  Week  Month

### Living situation:

Lives Alone  Lives with Family  Lives in Nursing Home  Winter Resident  Year Round Resident

### Nutritional History:

Has there been a change in your appetite in the past 6 months?  Yes  No

How is your appetite?  Appetite Good  Appetite Fair  Appetite Poor

Have you gained or lost weight in 1 month without wanting to?  Yes  No

If yes, how much gain or loss? \_\_\_\_\_

Are you happy with your weight?  Yes  No

If not, are you on a diet and exercise program?  Yes  No

Are you taking any extra calcium?  Yes  No



# HEALTH INFORMATION MANAGEMENT

## AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION TO San Bernardino Cancer Care Center AND ITS ASSOCIATES

PLEASE PRINT CLEARLY

### PATIENT INFORMATION:

Patient Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
please print

Telephone Number: \_\_\_\_\_ DOB: \_\_\_\_\_

### INFORMATION TO BE RELEASED FROM/TO:

FROM  TO

I hereby authorize the release of information in my medical record from/to (Provider Name):

\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Including contents regarding drug or alcohol abuse, psychiatric, psychotherapy notes and HIV related (AIDS) diagnosis and/pr test results. Exclusions to the above: \_\_\_\_\_

\_\_\_\_\_

### INFORMATION TO BE RELEASED FROM/TO:

FROM  TO

- San Bernardino, CA**  
San Bernardino Cancer Care Center  
1800 Medical Center Drive, Suite 100  
San Bernardino, CA. 92411  
Ph: 909.887.8800  
Fax: 909.887.5678

### TYPE OF RECORD:

- ALL MEDICAL RECORDS (pertinent only)  
(limited 2 years of information)
- History & Physical
- Discharge Summary
- Operative Report
- Consultation Report
- Psychotherapy notes only
- Radiology reports (Specify): \_\_\_\_\_
- Lab Results
- Evidentiary Examination
- ER Report
- Other Information (Specify): \_\_\_\_\_

### PURPOSE OR NEED FOR THIS INFORMATION IS:

(Please check all that apply)

Medical  Insurance  Legal  Personal  Other: \_\_\_\_\_





## HEALTH INFORMATION MANAGEMENT

### PLEASE PRINT CLEARLY

- I authorize the release of the specified information from my medical records.
- I understand information disclosed pursuant to this authorization could be re-disclosed by the recipient and may no longer be protected by federal confidentiality laws (HIPAA). However, under California law the requestor may not further use or disclose the medical information unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law pursuant to state confidentiality laws.
- I have the right to withdraw permission for the release of my information. If I sign this authorization to use or disclose my information, I can revoke that authorization at any time. The revocation must be made in writing and will not affect information that has already been used or disclosed.
- I am signing this authorization voluntarily and treatment, payment, or my eligibility for benefits will not be affected if I do not sign this authorization.
- A photocopy of this release is as effective as the original.
- I have received a copy of this authorization.

**SIGNATURE:** \_\_\_\_\_

Date: \_\_\_\_\_

(Patient / Legal Representative / Guardian)

### **(PHYSICIAN PART ONLY) Records obtained in the course of PHYSCHIATRIC TREATMENT**

The undersigned, the physician, licensed psychologist, or social worker with a master's degree in social work, hereby (approves) (disapproves) the release of information and records. Please note below any restrictions on the release of records. (Note: No approval is required for release to the patient's attorney.)

If denied, please provide reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Physician / Psychologist / Social Worker)



## AUTHORIZATION FOR TREATMENT & PAYMENT OF MEDICAL BENEFITS

### PLEASE PRINT CLEARLY

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Thank you for choosing San Bernardino Cancer Care Center as your healthcare provider. We appreciate the confidence you have shown by your choice and are committed to providing you with the highest quality of healthcare. We ask that you read and sign this form to acknowledge your understanding of our authorization for treatment, payment and patient financial policies. If you would like to receive a more detailed explanation of our financial policies, please request a copy.

### AUTHORIZATION FOR TREATMENT & PAYMENT OF MEDICAL BENEFITS

I give permission to San Bernardino Cancer Care Center to provide medical services for diagnosis and treatment. I authorize the release of medical information necessary to process any claims for services rendered and for payment from my insurance company to be made directly to San Bernardino Cancer Care

### USE OF PHOTOGRAPHY

I agree the any photo identification taken at the time of my appointment will be considered a part of my medical record and will be used solely for the purpose of identification.

### e-PRESCRIPTION FOR MEDICATION HISTORY

We may request and use your prescription medication history information using our e-prescription feature. This is for only informational purposes so that an up-to-date record of your medication is available for your treatment and safety.

### PATIENT AUTHORIZATIONS

- By my signature below, I hereby authorize San Bernardino Cancer Care Center to release medical and other information to the necessary insurance companies and third party payers requires for payment or rendered health services.
- By my signature below, I hereby authorize assignment of financial benefits directly to San Bernardino Cancer Care Center . I understand that I am financially responsible for charges not covered or denied in full or in part by my insurance plan(s).

**I have read, understand, and agree to the provisions of this Authorization for Treatment & Payment of Medical Benefits form.**



## AUTHORIZATION TO RELEASE HEALTH INFORMATION AND NOTICE OF PRIVACY PRACTICES

### PLEASE PRINT CLEARLY

To protect your privacy, please let us know how you would like us to contact you and who we may release your private health information (PHI) to on your behalf.

No, please do not discuss PHI with anyone. **WARNING: if you choose this option and you become ill and unable to call or come into the office for assistance we may, in our professional judgment, disclose necessary PHI to another medical professional to ensure you are given appropriate medical care.**

Yes, allow communication with:

Name

Relationship

Phone

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

What kind of PHI may we discuss with your designated family members and/or others involved with your care?

Medical Care

Billing and Payment Information

I \_\_\_\_\_, understand the above authorization will remain in effect until I change it in writing. I have been given a copy of the Notice of Privacy Practice for San Bernardino Cancer Care Center.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## COMMUNICATION AUTHORIZATION TO RELEASE HEALTH INFORMATION

### ELECTRONIC COMMUNICATIONS

For your convenience our office communicates through different electronic means including our secure patient portal, phone, and text messaging for appointment reminders.

May We Contact you at:

Home?  Yes  No Number \_\_\_\_\_ Work?  Yes  No Number \_\_\_\_\_

Cell?  Yes  No Number \_\_\_\_\_

Via Email?  Yes  No Email Address \_\_\_\_\_

May we send appointment reminder via text?  Yes  No

May we leave a message on your answering machine or cell?  Yes  No

Any information?  Yes  No

Limit information to the following: \_\_\_\_\_

May we leave a message with a family member or other person at your home?  Yes  No

Any information?  Yes  No

Limit information to the following: \_\_\_\_\_

Please check below if you do NOT want to be contacted by San Bernardino Cancer Care Center in any of the following methods of communication:

Cell Phone  Text Message  Home Phone  Secure Email  Online Patient Portal

Is it okay to leave a detailed message on your voicemail?  Yes  No

\_\_\_\_\_  
Signature of Patient or Representative

\_\_\_\_\_  
Date



# PATIENT PAYMENT POLICY

Dear Patient,

Thank you for choosing San Bernardino Cancer Care Center as your health care provider. We are committed to providing you with quality health care. We have developed a payment policy to help you understand your responsibility and that of your insurance carrier (if applicable). Please read the policy and sign in the space provided. A copy will be provided to you upon request. If you have questions, please let us know.

1. **Insurance.** Your insurance policy is an agreement between you and your insurance company. We are not a party to your contract. As a courtesy, we will bill your insurance plan for you, if you provide us with accurate information. Please contact your insurance company with any questions you may have regarding coverage.
  - a. **Non-contracted insurances:** if we are not contracted with your insurance company, please be advised that your out-of-pocket costs may be greater than originally anticipated. We will give you an estimate of your costs but the final amount due will be determined by reimbursement from your insurance company.
2. **Non-covered services.** Please be aware the some of the services you receive may not be covered or may not be considered reasonable or necessary by Medicare or other insurers.
3. **Claims submission.** We will submit your claims and assist you in any way we reasonably can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request. Please be aware that charges for services received are your responsibility whether or not your insurance company pays your claim.
4. **Proof of insurance.** All patients must complete a patient information form before seeing the doctor. We will ask for a copy of your current valid insurance card(s) as proof of insurance.
5. **Coverage changes.** If your insurance changes, please notify our office immediately so we can make the appropriate changes to your billing information. If you fail to provide us with the correct insurance information in a timely manner, you will be responsible for all incurred charges.
6. **Co-Payments.** All co-payments must be paid at the time of service. This arrangement is part of your contract with your insurance company.
7. **Nonpayment.** Please be aware that if you fail to pay your portion of your bill, we may refer your account to a collection agency and you may be discharged from this practice.
8. **Payment.** For your convenience, San Bernardino Cancer Care Center accepts Checks and Credit Cards. We accept Visa, Mastercard, Discover and American Express
9. **Financial Counselor.** We have a Financial Counselor available as a resource to our patients.
10. **California Open Payments Notice.** The Open Payments database is a federal tool used to search payments made by drug and device companies to physicians and teaching hospitals. It can be found at <https://openpaymentsdata.cms.gov>. For informational purposes only, a link to the federal Centers for Medicare and Medicaid Services (CMS) Open Payments web page is provided here. The federal Physician Payments Sunshine Act requires that detailed information about payment and other payments of value worth over ten dollars (\$10) from manufacturers of drugs, medical devices, and biologics to physicians and teaching hospitals be made available to the public

I have read and understand the payment policy and agree to abide by these guidelines. I understand that I am responsible for any portion of my bill that is not covered by my insurance company.

\_\_\_\_\_  
Signature of Patient of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Relationship to Patient