

Retina Consultants of Hawaii

Gregg T. Kokame, M.D. James C. Lai, M.D. Raymond Wee, M.D.
Eye Physician and Surgeon
Diseases and Surgery of the Retina, Macula and Vitreous

Pali Momi Physicians Building

98-1079 Moanalua Rd. Suite 470
Aiea, HI 96701

Kuakini Medical Plaza

321 N. Kuakini St. Suite 307
Honolulu HI 96817

Kauai Office

4439 Pahe'e St. Lihue, HI 96766
&
4418 Kukui Grove St. Lihue, HI 96766

Dear Patient:

Physicians have always protected the confidentiality of health information by sealing medical records away in file cabinets and refusing to reveal your information. Today, state and federal laws also attempt to ensure the confidentiality of this sensitive information.

The federal government recently issued regulations designed to protect the privacy of your health information. This "privacy rule" protects health information that is maintained by physicians, hospitals, other health care providers, and health plans.

This new regulation protects virtually all patients regardless of where they live or where they receive their health care. Every time you see a physician, are admitted to the hospital, fill a prescription, or send a claim to your health plan, your physician, the hospital, other health care provider or health plan will need to consider the privacy rule. All health information including paper records, oral communications, and electronic formats (such as email) are protected by the privacy rule.

The privacy rule also provides you with certain rights, such as the right to have access to your medical records. However, there are exceptions; these rights are not absolute. We also take precautions in our office to safeguard your health information such as training our employees and employing computer security measures. Please feel free to ask your physician or our privacy officer about exercising your rights with regard to your confidential health information.

Please let us know if you have any questions about our Notice of Uses and Disclosures of Protected Health Information. You may contact our privacy officer Selina Mattos, or discuss any questions you may have with your physician.

NOTICE OF THE USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We are required by federal law to maintain the privacy of your Protected Health Information, and to provide you with notice of our legal duties and privacy practices regarding Protected Health Information. “Protected Health Information” is information that we keep in electronic, paper or other form, including demographic information collected from you and is created or received by us and related to your past, present, or future physical or mental health or condition, the provision of health care services to you, or the present, past, or future payment for the health care services we deliver to you, and that identifies you or which we reasonably believe can be used to identify you.

We are required by federal law to comply with the terms of this Notice. We reserve the right to make changes in our privacy practices regarding your Protected Health Information. If we change our privacy practices, that change will apply to all Protected Health Information that we maintain about you. However, before we change our privacy practices, we will provide you with written notice of any changes.

We may use and disclose your Protected Health Information for a variety of purposes. For example:

1. Treatment: We may disclose your Protected Health Information to another physician, such as a specialist, to whom we refer you for medical treatment.
2. Health Care Operations: We may disclose your Protected Health Information to a health plan, managed care plan, individual practice association or to a management services organization that analyzes our delivery of medical services to evaluate our health care quality management, case management, or professional competence. We may also provide your Protected Health Information to other health care providers, such as laboratories or ambulance companies, for purposes of their health care operations.
3. Payment: We may disclose your Protected Health Information to obtain payments. Disclosures for “payment” include: (a) disclosure to a health plan to determine your eligibility or coverage under the plan; (b) disclosures to a health plan to obtain reimbursement for delivering medical services to you; (c) disclosures to billing services or collection agencies; (d) disclosures for utilization management and determinations of whether the medical services we deliver to you are necessary or appropriate; or (e) disclosures to determine whether the amount we charge you for medical services are justifiable.
4. Reminders and Treatment Alternatives: We may contact you to provide you with appointment reminders or information about medical treatment alternatives or other health-related benefits and services that may be of interest to you.

We may use or disclose your Protected Health Information in connection with treatment, payment, or health care operations if we deliver health care products or services to you based on the orders of another health care provider, and we report the diagnosis or results associated with the health care services directly to another health care provider, who provides the products or reports to you. We may use or disclose your Protected Health Information that was created or received in emergency treatment situations, to carry out treatment, payment, or health care operations if we attempt to obtain your consent as soon as reasonably practicable after the delivery of such treatment.

We may disclose your Protected Health Information without your authorization in the following circumstances: (a) for public health activities, such as controlling communicable diseases, reporting child abuse or neglect, to monitor or evaluate the quality, safety, or effectiveness of FDA-related products or services; (b) for reporting victims of abuse, neglect or domestic violence; (c) for health oversight activities, such as overseeing government benefit programs; (d) in response to judicial or administrative orders, such as subpoenas; (e) for law enforcement purposes, such as mandatory reporting of certain types of wounds, or identifying or locating individuals; (f) for certain research purposes; (g) to avert a serious threat to the health or safety of an individual or the general public; (h) for selected governmental functions such as national security. In each of these situations we will keep records that explain our attempt to obtain your consent and the reason why consent was not obtained.

We are required to disclose your Protected Health Information: (a) to you upon your request; and (b) to the U.S. Department of Health and Human Services (“DHHS”) when DHHS investigates to determine whether we are complying with federal law.

We may disclose your name, your location in our facility, your general condition and your religious affiliation, if any, in our facilities directory, unless you object verbally or in writing.

In all other circumstances we must obtain your authorization to use or disclose your Protected Health Information. You will be required to sign an authorization form which permits us to use and disclose your Protected Health Information for certain purposes, and we may not condition the delivery of medical treatment to you on your providing the requested written authorization. You have the right to revoke your authorization in writing as long as we have not acted in reliance on the authorization.

You have the following rights with respect to your Protected Health Information:

1. The right to request restrictions on our use and disclosure of your Protected Health Information for treatment, payment or health care operations. If we agree to any restriction, then we cannot violate that restriction except in the case of emergency treatment. However, we are not required to agree to any restrictions.
2. The right to request in writing and to receive confidential communications of your Protected Health Information by alternative means (such as by mail or email) or at alternative locations (such as your office or business workplace).

3. The right to request in writing access to our office to inspect and copy your Protected Health Information. Except in cases where the Protected Health Information is not maintained or accessible on-site, we will act on a request for access no later than thirty (30) days after we receive your request.
4. The right to request in writing that we amend your Protected Health Information. Your request must contain the reasons to support the requested amendment. We will act upon your request within sixty (60) days after we receive your request.
5. The right to receive an accounting of all our disclosures of your Protected Health Information in the six years prior to the date of your request, except for disclosures: (a) to carry out treatment, payment, and health care operations; (b) to you; (c) for our directory or to persons involved in your care; (d) for national security or intelligence purposes; (e) to correctional institutions or law enforcement officials; (f) pursuant to any written authorization that you give to us; or (g) that occurred prior to April 14, 2003.
6. The right to request and obtain from us a paper copy of this Notice.

If you believe that we have violated your privacy rights, then you may file a written complaint with Selina Mattos, who is our privacy officer. You may also file a complaint with the Office for Civil Rights of the DHHS. Your complaint must: (a) be in writing, either on paper or electronically; (b) name the Company and describe the acts or omissions you believed to be in violation of the Privacy Rules; (c) be filed within 180 days of when you knew or should have known that the act or omission complained of occurred, unless the time limit is waived by the DHHS for good cause shown. The complaint may be sent to: Office of Civil Rights, U.S. Department of Health and Human Services, Region IX, 50 United Nations Plaza, Room 322, San Francisco, CA 94102. We will not retaliate against you for filing a complaint. If you wish to obtain additional information about any of the matters discussed in this notice you may contact Selina Mattos at 487-8928.



RETINA CONSULTANTS
OF HAWAII

GREGG T. KOKAME, MD - JAMES C. LAI, MD - RAYMOND WEE, MD
Excellence through Compassionate Clinical Care and State of the Art Research

PATIENT INFORMATION SHEET
(Please Print Clearly)

Name: _____ Sex: M F Birthdate: ____/____/____
Last First MI

Marital Status: Married Single Widowed Soc. Sec. #: _____

Mailing Address: _____ Email Address: _____

City, State, Zip: _____ Primary Care Doctor: _____

Referred By: _____

Home Phone #: _____

Cell#: _____

Business Phone #: _____

Occupation: _____

Employer: _____

Responsible Party: _____

Relationship: _____

Phone#: _____

Emergency contact: _____

Relationship: _____

Phone#: _____

Primary Insurance: _____

Subscriber No.: _____

Medical coverage of group: _____

Subscriber: _____

Relationship: _____ Birthdate: _____

Employer: _____

Secondary Insurance: _____

Subscriber No.: _____

Medical coverage of group: _____

Subscriber: _____

Relationship: _____ Birthdate: _____

Employer: _____

Other Insurance: _____

Subscriber No.: _____

Medical coverage of group: _____

Subscriber: _____

Relationship: _____ Birthdate: _____

Employer: _____

I hereby authorize Retina Consultants of Hawaii to release all medical information regarding my illness, care and/or injury to my insurance carriers, any health care facility, and any other physician that would benefit my health care. I hereby assign to Retina Consultants of Hawaii all payment to which I am entitled for medical/surgical expenses related to the service reported from the above.

I understand I am financially responsible to Retina Consultants of Hawaii for all charges, whether or not they are paid by said insurance. A photocopy of this assignment is as valid as the original.

Date: _____ Signature: _____

(Parent or Guardian if minor)



RETINA CONSULTANTS OF HAWAII

GREGG T. KOKAME, MD - JAMES C. LAI, MD - RAYMOND WEE, MD
Excellence through Compassionate Clinical Care and State of the Art Research

REVIEW OF SYSTEMS (ROS-PFSH)

PATIENT NAME: DATE:

PLEASE COMPLETE THE FOLLOWING QUESTIONS REGARDING YOUR MEDICAL HEALTH HISTORY:

Who referred you here today? Name: Phone: Address:

Who are your medical doctors? What are you being treated for? Name: Treatment: Phone:

What eye problems have you had in the past?

Cataract Surgery: RT Eye LT Eye M.D. Name: Date
Laser Tx: RT Eye LT Eye M.D. Name: Date
Glaucoma: RT Eye LT Eye Prior Treatment:
Macular Degeneration: RT Eye LT Eye Prior Treatment:
Diabetic Retinopathy: RT Eye LT Eye Prior Treatment:

What other surgeries (non-eye) related and hospitalizations have you had?

- 1) Year: M.D. Name:
2) Year: M.D. Name:
3) Year: M.D. Name:
4) Year: M.D. Name:

What medications are you on? (pills, ointments, vitamins/name of medication, strength, dosage)

[Blank lines for medication list]

Eye Medications? (name of drops, strength, dosage, etc.)

[Blank lines for eye medication list]

Allergies: None Penicillin Sulfa Fluorescein Iodine Dye Shellfish
Other:



REVIEW OF SYSTEMS & PAST MEDICAL HISTORY

PATIENT NAME: _____

***PLEASE CHECK ANY PROBLEM AREA AND EXPLAIN. CHECK "NO" IF YOU HAVE NOT HAD ANY PROBLEMS:

General (constitutional)

Yes No weight loss
lack of energy
trouble sleeping
other

Eyes

vision loss
any changes in vision
eye pain
other

Ears, Nose, Mouth, Throat

hearing loss
sinus problems
infections
other

Heart & Blood Vessels (cardiovascular)

heart attack
high blood pressure
how long?
last blood pressure
heart murmur
irregular heart beat
mitral valve prolapse
chest pains
circulation problems
other

Lungs (Respiratory)

asthma
bronchitis
shortness of breath
emphysema
Tuberculosis
other

Stomach & Intestines (gastrointestinal)

ulcers
diverticulitis
constipation
hepatitis
other

Kidneys, Bladder, Prostate (genitourinary)

Yes No kidney infections
urinary infections
hepatitis
other

Bones, Joints, Muscles (musculoskeletal)

osteoporosis
arthritis
muscle pain
other

Skin/Breast (integumentary)

Keloid, scarring
rashes, sensitivities
skin cancer
other

Nervous System (neurological)

seizures
stroke
paralysis/weakness
numbness
migraines
other

Endocrine System

Diabetes
how long?
insulin? last blood sugar?
test at home?
Are you on kidney dialysis?
thyroid
high cholesterol

Blood (hematological/lymphatic)

anemia
excessive bleeding
bruising easily
clotting problems
other

Allergic/Immunologic

lupus
HIV
other



SOCIAL & FAMILY HISTORY

PATIENT NAME: _____

SOCIAL HISTORY:

What is your occupation? _____ Are you still working? _____
Do you smoke cigarettes? _____ How many per day? _____ How many years? _____
Do you drink alcohol? _____ How much? _____ How frequently? _____
Do your exercise? _____ What kind? _____ How often? _____
Do you have, or have you ever had any pets? _____ What kind of pets? _____
Have you ever lived outside of Hawaii? _____ If yes, where? _____
Past and present drug use (legal or illegal) is important for drug and anesthetic interactions. Please indicate if we need to be aware of this: ____ Yes ____ No
Have you ever had a blood transfusion since 1977? _____

FAMILY MEDICAL HISTORY:

Have any of you family (parents, siblings, relative, ancestors) had any of the following medical problems? Please check "yes" or "no" for each problem and list who had that condition:

Table with 6 columns: Yes, No, Disease Name, Yes, No, Disease Name. Rows include Diabetes, Thyroid disease, Stroke, Anemia, Hepatitis, Cancer, Tuberculosis, Heart Disease, High Blood Pressure, Kidney disease, Bleeding disease, Other.

FAMILY EYE HISTORY:

Have any members of your family had any of the following eye problems:

Table with 6 columns: Yes, No, Eye Problem, Yes, No, Eye Problem. Rows include Retinal Detachment, Diabetic Retinopathy, Macular Degeneration, Glaucoma, Cataract, Other.

Is there anything not mentioned on this form that you would like the doctors to be aware of?

Your eyes will be dilated for your exam. Dilation will make the pupils of your eyes large for several hours and can cause light sensitivity, glare, and blurred vision. Dark glasses are recommended. If you do not have your own, please ask us for a pair.

Patient's Signature: _____ Date: _____

(M.D. initials)



GREGG T. KOKAME, MD - JAMES C. LAI, MD - RAYMOND WEE, MD
Excellence through Compassionate Clinical Care and State of the Art Research

PATIENT RECORD OF DISCLOSURES
and
Acknowledgement of Receipt of Notice of Uses and
Disclosures of Protected Health Information for
Retina Consultants of Hawaii

In general, the HIPAA privacy rule gives individuals the right to request restriction on uses and disclosures of their protected health information (*PHI*). The individual is also provided the right to request confidential communications or that a communication of *PHI* be made by alternative means, such as sending correspondence to the individual's office instead of the individual's home.

I have read the Notice of the Uses and Disclosures of Protected Health Information (the "Notice") that is posted in your office. I was informed that I may also obtain a printed copy of the Notice from the receptionist. I hereby acknowledge that I received from Retina Consultants of Hawaii a copy of the Notice.

I wish to be contacted in the following manner (check all that apply):

Home Telephone

- O.K. to leave message with detailed information
 Leave message with call-back number

Written Communication

- O.K. to mail to my home address
 O.K. to mail to my work/office address
 O.K. to fax to this number

Work Telephone

- O.K. to leave message with detailed information
 Leave message with call-back number

Other: _____

Patient Signature

Date

Print Name

Birthdate