

Dear Patient.

It is a pleasure to welcome you to our practice of Women's Health and Midwifery. Thank you for choosing us to provide a program of comprehensive medical care for you. We believe that our primary responsibility is to provide our patients with the highest quality services, and we appreciate your confidence in selecting Genesis Birth Concepts.

Please complete the enclosed forms and bring them with you to your first appointment

DO NOT MAIL THE FORMS BACK TO OUR OFFICE

Please arrive 15 minutes prior to your appointment time in order to complete the check-in process. Make sure to bring your insurance card(s) and a photo identification card with you to your first appointment.

IN ADDITION, WE REQUEST THAT YOU DO NOT WEAR ANY LOTION OR STRONG PERFUME/COLOGNE ON THE DAY OF YOUR APPOINTMENT, as this may affect the sensitivity to other patients.

Please feel free to contact us with any questions.

Kindest regards,

LYNETTE ALLEN-PYE, CNM

Chief Executive Officer

Genesis Birth Concepts Inc.

lynette@genesisbirthconcepts.com

404.291.8028





Patient Financial Policy

Dear Patient,

PLEASE READ ALL INFORMATION AND SIGN WHERE INDICATED

- You are responsible for paying all charges for services rendered to you at Genesis Birth
 Concepts Inc. As a courtesy to you, we will gladly file a claim on your behalf to your
 insurance. carrier, and use all means to assure accurate and timely collection. If payment is
 not received from your insurance company in a reasonable period of time, we will look to
 you to pay any outstanding balances, while assisting you in further claims pursuit.
- We are contractually obligated with your insurance carrier to collect all applicable co-pays from our patients. *Please be prepared to pay this at each visit, or otherwise we will need to reschedule your appointment.*
- Our office will bill you for any amounts not covered by your insurance plan. Payment is
 expected upon receipt of that statement. In the event that you do not pay an outstanding
 balance in a reasonable amount of time, we will pursue collection activities, up to and
 including legal alternatives. You are responsible for all collection agency and legal fees
 incurred in our attempt to collect your delinquent account.
- IF YOUR INSURANCE REQUIRES A REFERRAL: You are responsible for making sure your visit has prior authorization by your primary care physician (PCP). If you arrive for a visit without the appropriate referral, you will either need to pay for your visit charges that day or reschedule your visit.
- SELF PAY PATIENTS: Payment is due upon services being rendered. Genesis Birth Concepts is pleased to offer several different health payment plan services such as Klarna and Care Credit. These two avenues require prior financial approval and are separate entities of Genesis Birth Concepts. To utilize either option, you must be pre-approved prior to your office visit. As the Patient, you are totally responsible for any and all financial responsibilities established with either entity. Please read any and all information regarding Klarna and/or Care Credit so that you will fully understand the expectations of each firm.



Patient Financial Policy

Dear Patient,

PLEASE READ ALL INFORMATION AND SIGN WHERE INDICATED

- SELF PAY PATIENTS CONTINUED: Other financial assistance is offered for pregnant
 mothers through our Pregnancy Plans and even our Pelvic Floor Therapist, which offers
 session packages to patients prior to their visits and services rendered. Please read any and
 all information regarding pregnancy packages as well as other service packages, so that
 you are clear with the expectations per each plan.
- If you are seen for an annual exam, please let our provider know that you would like your
 visit filed under Preventive Coverage Guidelines. Our providers will make every effort to
 work with your insurance requirements, however, we will code your claim according to the
 services rendered and the diagnosis, as determined by your provider.
- If you need one of our providers to complete administrative forms, there will be a charge for their services. This fee is determined by the amount of the provider's time required and must be paid prior to completion of the form requested.
- We request at least 24 hours notification of cancellations. Chronic cancellations or noshows will result in your being charged a missed appointment fee.

If you have any questions regarding our financial policy, please call BEFORE the provider sees you at 4040291.8028.

I acknowledge receipt and understanding of the above Financial Policy for Genesis Birth Center Inc.

Patient or Guardian Signature	Date
	404.291.802
Printed Name of Patient	genesisbirthconcepts.co 2788 Bayard Street, East Point, Georgia 303-



Patient Financial Policy

ANNUAL ROUTINE PHYSICAL EXAMINATION

A majority of insurance companies will pay 100% for a routine physical examination once per year. Depending on the insurance policy; blood work, chest x-ray, EKG, and spirometry may not be covered 100% and may be subject to your deductible and/ or coinsurance.

There has been frequent confusion regarding the difference between a Preventative Exam and a regular office visit. If an outgoing medical problem is in any way unstable or if a new problem is found, your insurance carrier may define this as regular office visit and not part of your Preventive Coverage.

I UNDERSTAND THAT MY INSURANCE / MEDICARE MAY NOT PAY FOR THESE SERVICES AND WILL ACCEPT RESPONSIBILITY FOR PAYMENT.

Patient or Guardian Signature	Date	
Printed Name of Patient		



Genesis Birth Concepts Inc. 2788 Bayard Street Suite 100 East Point, Georgia 30344

Effective Date: June 20, 2024

Dear Patient,

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

OUR PLEDGE REGARDING YOUR HEALTH INFORMATION

Information about you and your health is personal. We are committed to protecting your health information. We create a record of the care and services you receive at our practice, as well as records regarding payment for those services. We need these records to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by our medical practice.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and our obligations regarding the use and disclosure of medical information.

HIPAA (Health Insurance Portability and Accountability Act) requires us to make sure that medical information which identifies you is kept private; and that we give you this notice of our privacy practices with respect to medical information about you.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

The following categories describe different ways that we use and disclose health information. All of the way that we are permitted to use and disclose information will fall within one of the below categories.

FOR TREATMENT

We may use health information about you to provide you with the medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, or other personnel who are involved in taking care of you. Our practice also may share information about you in order to coordinate the different things you need, such as prescriptions and lab work.

GENESISBIRTHCONCEPTS.COM 2788 BAYARD STREET, EAST POINT, GEORGIA 30344



Genesis Birth Concepts Inc. 2788 Bayard Street Suite 100

East Point, Georgia 30344 Effective Date: June 20, 2024

FOR PAYMENT

We may use and disclose health information about you so the treatment and services you receive at our practice may be billed, and that payment may be collected from you, an insurance company, or another third party. We may need to disclose some of your health information about services your received at our practice so that your health plan will pay us for the services.

FOR HEALTH CARE OPERATIONS

We may use and disclose medical information about you for health care operations. Theses uses and disclosures are necessary to run our practice and make sure all patients receive quality care. For example, we may use medical information to review our treatment and services to evaluate the performance of our staff in caring for you.

We may use a sign-in sheet at the registration desk, and we may call you by name in the waiting room. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. We will share your protected health information with business associates that perform various activities (e.g. billing, transcription services) for the practice. Whatever an arrangement between our office and a business associate involves the use and disclosure of your information, we will have a contract in place to protect your privacy.

INDIVIDUALS INVOLVED IN YOUR CARE OR PAYMENT FOR YOUR CARE

We may release medical information about you to a family member or friend who is involved in your medical care. We may also give information to someone who help pay for your care. We may also tell your family and/or friends about your condition.

AS REQUIRED BY LAW

We will disclose medical information about you when required to do so by federal, state, or local law.

TO AVERT A SERIOUS THREAT TO HEALTH & SAFETY

We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would be only to the appropriate authority or official able to prevent the threat.

2788 BAYARD STREET, EAST POINT, GEORGIA 30344



Genesis Birth Concepts Inc. 2788 Bayard Street Suite 100 East Point, Georgia 30344

Effective Date: June 20, 2024

RIGHT TO AN ACCOUNTING DISCLOSURE

This right applies to disclosures for purposes other than treatment, payment, or health care operations. To request this list or accounting of disclosures, you must submit your request in writing to the Practice Privacy Officer. Your request must state a time period, which may not include dates before June 20, 2024. The first list you request within a 12-month period will be free. For additional lists, we may charge you for the costs of providing the list.

RIGHT TO REQUEST RESTRICTIONS

You have a right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment, or health care purposes. You may also request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care. We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

To request restrictions, you must make your request in writing to the Practice Privacy Officer. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; (3) to whom you want the limits to apply.

RIGHT TO REQUEST CONFIDENTIAL COMMUNICATION

You may have the right to request that we communicate with you about medical matters in a certain way or at a certain location. We will accommodate all reasonable requests.

RIGHT TO A PAPER COPY OF THIS NOTICE

You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time.

CHANGE TO THIS NOTIVE

We reserve the right to change this notice. We will post a dated copy of the current notice in our practice.



Genesis Birth Concepts Inc. 2788 Bayard Street Suite 100 East Point, Georgia 30344

Effective Date: June 20, 2024

NATIONAL SECURITY & INTELLIGENCE ACTIVITIES

We may disclose medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law

INMATES

If you are an inmate of a correctional institution, we may release medical information about you to the correctional institution or law enforcement official. This release would be necessary to provide you with health care and to protect your health and safety of the health and safety of others.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

RIGHT TO INSPECT & COPY

You have the right to inspect and copy medical information that may be used to make decisions about your care. This includes medical and billing records but does not include psychotherapy notes.

You must submit your request in writing to the Practice Privacy Officer, Vitoria Scruggs (victoria@genesisbirthconcepts or 404.291.8028). If you request a copy of the information, we may charge a fee for the costs of copying, mailing, and handling.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed.

RIGHT TO AMMEND

If you feel that the medica information that we have about you is incorrect or incomplete, you may ask us to amend the information. To request an amendment, your request must be made in writing and submitted to the Practice Privacy Officer. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that was not created by us or that which we deem accurate and complete.



Genesis Birth Concepts Inc. 2788 Bayard Street Suite 100 East Point, Georgia 30344

Effective Date: June 20, 2024

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact Victoria Scruggs, the Privacy Officer, at 404.291.8028 or victoria@genesisbirthconcepts.com. All complaints must be submitted in writing.

You will not be penalized in any way for filing a complaint.

OTHER USES OF MEDICAL RECORDS

Other uses and disclosures of medical information not covered by this notice will be made only with your written permission, which may be revoked in writing at any time. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we have provided you.



Notice of Privacy Practices Acknowledgement

I understand my health information is private and confidential. Genesis Birth Concepts makes continuing efforts to protect the privacy and confidentiality of my personal health information.

I understand that GBC may use and disclose my personal health information to provide health care, to handle billing and payment, and to take care of other health care operations. (There will be no other disclosures of this information unless I specifically permit it. I understand that rarely the law may require the release of information without my permission.)

Genesis Birth Concepts has a detailed policy called the "Notices of Privacy Practices". It contains information about protecting my privacy. This "Notices of Privacy Practices" may be updated as needed and a copy will be available upon request. I will assist GBC by following office procedures (written request, reasonable time for completion and copying charges where indicated) If I choose to exercise any of my rights described in the "Notices of Privacy Practices". These rights include access, permission for release, records of disclosures, and communication by the available method of my choice.

My signature below indicates that I have read and may request a current copy of Genesis Birth Concept's "Notices of Privacy Practices".

Patient or Guardian Signature	Date
Printed Name of Patient	Relationship to Patient if Signed by Anyone Other Than the Patient

2788 BAYARD STREET, EAST POINT, GEORGIA 30344



Patient Appointment Policy

APPOINTMENTS:

If you are unable to keep your appointment, you must give us at least 24 hours' notice. Not doing so will result in a **\$35.00 missed appointment fee.** If you fail to notify us on a continuous basis, you may be discharged from the practice.

LATE PATIENTS

If you arrive more than 20 minutes past your scheduled appointment time, we may ask you to reschedule. If our schedule allows, we will reschedule you within the same day. If not, we will reschedule you for the earliest available open.

I have read and understood the above policies and agree to abide by these policies, I hereby acknowledge that I am responsible for keeping my scheduled appointments and have been informed of the policy of Genesis Birth Concepts Inc. This charge, if incurred, cannot be billed to my insurance company.

Patient or Guardian Signature	Date	
Printed Name of Patient		



Printed Name of Patient

Form Completion Policy

404.291.8028 GENESISBIRTHCONCEPTS,COM 2788 BAYARD STREET, EAST POINT, GEORGIA 30344



Patient Name _____

Telehealth Consent Form

DOB _____

2788 BAYARD STREET, EAST POINT, GEORGIA 30344

Provider Name	
provided by Genesis Birth Concep	care services through telemedicine or telehealth platforms ts Inc. I understand telehealth services may involve video ectronic communication to connect me with my healthcare.
_	it copayments and coinsurance will apply for telehealth. I leed to be collected prior to the telehealth appointment.
privacy of my personal and medic	rovider will make every effort to ensure the security and al information. However, I acknowledge that there are risks nication and that my information could be interpreted or
•	rovider will document my telehealth visit and that my I in accordance with the state and federal regulations
	hat I have read and understand the information provided in consent to receive healthcare services through telehealth
Patient or Guardian Signature	Date
Printed Name of Patient	



Patient Name

Provider Name		
Due to the healthcare changes, your insu Some items and services are not conside plan and as such, your insurance will not	red "covered benefits" under your hea	
Your provider believes that certain processour medical care and recommends that treatment plan, although they may be co	you receive these services as part of	your current
However, in cases that the services were necessary benefit under your health insuryou will be personally responsible for the	rance, should you choose to receive th	-
I acknowledge that I have been informed services are not covered by my health in and understand that I will be financially re	surance plan. I have chosen to receive	e these services
Patient or Guardian Signature	Date	
Printed Name of Patient		
This form must be signed by the patient items and must be maintained in the pati		any services or

404.291.8028 Genesisbirthconcepts.com 2788 Bayard Street, East Point, Georgia 30344

DOB _____

Consent For Release GENESIS BIRTH CONCEPTS, INC. Of Information

l Hereby Αι	ıthorize:
To Release	Information From The Medical Record Of:
Patient's Fu	 III Name
——————————————————————————————————————	 ate of Birth
То:	Genesis Birth Concepts Inc. 2788 Bayard Street Suite 100 East Point, Georgia 30344 Phone: 404.291.8028 Fax: 404.748.4942 Website/ Patient Portal: Genesisbirthconcepts.com
Attention:	Provider's Name
This is infor	mation to be released for the purpose of:
Patient's Signature	

2788 BAYARD STREET, EAST POINT, GEORGIA 30344



Patient Signature

New Patient Registration Form

2788 BAYARD STREET, EAST POINT, GEORGIA 30344

PATIENT INFORMATION	Date		
Last Name	First Name		
Middle Initial Date of Birth	Gender		
Street Address	Apt/Ste#		
CitySta	te Zip Code		
Phone Number	Work Number		
Email Address			
Social Security Number	Language		
Race: American Indian/ Alaskan Native _	Asian Black/African American		
Native Hawaiian/ Other Pacific Islander	White/ Caucasian Other		
Ethnicity: Hispanic/Latino No	n-Hispanic/ Latino		
Referring Physician/ Facility			
Emergency Contact Name	Relationship		
Emergency Contact Phone Number			
Marital Status: Single Married _	Divorced Separated		
Widowed In a Re	lationship 404.291.8028		



New Patient Registration Form

Patient Insurance Information	Date			Date		
Last Name	First Name					
Are You Covered by Insurance? Yes	No					
Primary Insurance	Policy Number					
Subscriber's Name	Policy Group Number					
Subscriber's Social Security Number	Relationship					
Subscriber's Date of Birth	Insurance Co-Pay					
Secondary Insurance Name	Policy Number					
Subscriber's Name	Policy Group Number					
	Relationship					
Subscriber's Date of Birth	Insurance Co-Pay					
insurance benefits be paid directly to the	to the best of my knowledge. I authorize my provider. I understand that I am financially ze Genesis Birth Concepts Inc. to release any					
Patient Signature	Date					

GENESIS BIRTH CONCEPTS, INC. Patient Social History

	Date
Last Name	First Name
Place of Birth	Occupation
Marital Status (Duration/ Number of N Number	Marriages
Number of Children/ Ages	
Highest Level of Education	Pets/Animals
Hazardous Exposures At Work/ Home	
Travel Outside of U.S. In Past 5 Years	
Tobacco Usage (Current/Past)	Amount/ Duration Date of Cessation
Caffeine Usage	How much per day?
Alcohol Usage	
Immunizations (In past 10 years, pleas	se indicate date of last shot)
Measles/MMR	HPV
Tetanus/ DPT/DT	MenB
Hepatitis	Chickenpox
Flu	Shingles

2788 BAYARD STREET, EAST POINT, GEORGIA 30344

Pneumonia

Covid

RSV



DATE

Last Name	First Name				
Please check the box	next to	the symptoms which	n you are current	ly experiencing.	
General					
Fever					
Fatigue		Dulmana	1		
Weight Change > 10 lbs.		Pulmonary		<u>Skin</u>	
Difficulty Sleeping		Cough		Color/ Texture Change	
		Coughin Up Blood		- Hair/ Nail Change	
Mumps	-	Coughin Up Mucous		Rashes	
Measles		Bronchitis		Itching	
HIV Infection		Pnuemonia			
Blood Transfusion		Pleurisy		Easily Bruised	
Breast Implants		Wheezing		Hives	
Alcoholism		Asthma		Frequent Skin Infections	
Chills		Positive TB Skin Test		Eczema	
		Tuberculosis		Psoriasis	
Sweats		Previous Chest X-Ray	Date	Skin Cancer	
Appetite Change		remote enest in may	0.010		_

Cardiovascular	
Palpitations	
High Blood Pressure	
Chest Pain	
Heart Disease	
Heart Murmur	
Mitral Valve Prolapsed	
Shortness of Breath	
Swelling	
Blue Fingers or Toes	
Phlebitis/ Blood Clots	
Leg Pain When Walking	
Previous EKG	
Previous Treadmill Test	Date
Rhuematic Fever	Date
Pacemaker	
Passing Out	

Anemia

Excessive Daytime Sleepiness

Eyes/ Ears/ Nose/ Throat	
Sinusitis	
Change in Vision	
Color Blindness	
Night Blindness	
Blurred Vision	
Double Vision	
Peripheral Vision Change	
Ear Pain/ Ache	
Difficulty Hearing	
Noises In Ears	
Previous Eye Exam	Date
Previous Dental Exam	Date
Hay Fever/ Allergies	
Dizziness/ Vertigo	
Snoring	

404.291.8028

GENESISBIRTHCONCEPTS.COM



		DATE	
Last Name	First Name		

Please check the box next to the symptoms which you are currently experiencing.

Gastrointestinal	
Food Intolerance	
Problems w/ Teeth or Gums	
Abnormal Taste	
Sore Tongue	
Trouble Swallowing	
Heartburn	
Stomach Pain	
Excessive Belching	
Bloating	
Nausea	
Vomiting	
Vomiting Blood	
Ulcers	
Hepatitis/ Jaundice	
Gallbladder Disease	
Hemorrhoids	
Pancreatitis	
Inflammatory Bowel	
Spastic Colon	
Change In Stool	
Black Stool	
Blood In Stool	
Diarrhea	
Constipation	
Excessive Gas	
Lactose Intolerance	
Reflux	
Hiatal Hernia	
Colonoscopy	Date
Endoscopy	Date

<u>Endocrine</u>	
Ring Size Change	
Shoe Size Change	
Abnormal Sweating	
Change In Appetite	
Breast Milk	
Head/Neck Irradiation	
Thyroid Disease	
Goiter/ Enlarged Thyroid	
Cold Intolerance	
Heat Intolerance	
Trouble Losing Weight	
Excessive Hair Growth	
Loss Of Hair	
Acne	
Breast Enlargement	
Excessive Hunger	
Excessive Thirst	
Excessive Urination	
Sugar In The Urine	
Diabetes	
High Blood Calcium	
Low Blood Calcium	
Osteoporosis	
Gestational Diabetes	



		Date	
Last Name	First Name		

Please check the box next to the symptoms which you are currently experiencing.

Reproductive	
Age You First Started Your Period	
Last Menstrual Cycle	Date
How Many Pregnancies Have You Had? (Include	
Successful & Unsuccessful)	
How Many Pregnancies Went To Term?	
Weight of Newborns?	
How Many Pregnancies Were Premature?	
How Many Miscarriages/ Abortion Have You Had	
Any Complications w. Pregnancy?	
Have You Had A Hysterectomy (Include Date)?	Date
Were Your Ovaries Removed?	
Last Pap Smear Test?	Date
Last Mammogram Test?	Date
Change In Your Periods	
Hot Flashes/ Flushes	
Sweats	
Vaginal Dryness	
Vaginal Infections	
PMS	
Pain w. Sexual Intercourse	
Infertility	
Change in Sexual Desire	
Sexually Transmitted Disease	
Breast Lumps	
Breast Pain	
Breast Discharge	
Breast Cancer	
Wetting of Pants/ Incontinence	



	Date	
Last Name	First Name	
Please check the box next to	the symptoms which you are currently experien	cing.
Neurological		

Neurological	
Weakness	
Stroke	
Paralysis	
Difficulty Speaking	
Seizures	
Headaches	
Change In Sensation	
Numbness/ Tingling	
Feeling Faint	
Change In Handwriting	
Tremor	
Anxiety	
Phobias	
Hallucinations	
Depression	
Psychiatric Treatment	
Suicidal Ideation	
Suicide Attempt	
Physical Abuse	
Sexual Abuse	
Verbal Abuse	
Sex Trafficked	
Memory Loss	

Musculoskeletal	
Pain in Muscles/ Joints	
Joint Swelling	
Muscle Cramps	
Arthritis	
Joint Stiffness	
Back Pain	
Handicapped	
Gout	
Bone Density Test	Date

<u>Urinary</u>	
Excessive Urination	
Urination at Night	
Painful Urination	
Urge to Urinate	
Urinary Tract Infection	
Kidney Stones	
Urine Leakage	
Change in Urine Stream	
Trouble Starting Unrination	
Blood In Urine	
Brown Urine	



Medical History Questionnaire

		Date
Last Name	First N	ame
Date of Birth		
		luding over the counter, vitamins, and ease use available space on the back of
Medication	Dosage	Frequency



Medical History Questionnaire

		DATE
Last Name	First Name	
Date of Birth		

Family History: Do any of your close relatives/ immediate family have the following conditions?

Condition	Yes/ No	Relatives
Heart Disease		
High Blood Pressure		
Stroke		
High Cholesterol		
Diabetes		
Thyroid Disease		
Kidney Stones		
Osteoporosis		
Mental Illness		
Bleeding Disorder		
Anemia		



Medical History Questionnaire

				Date
Last Name		First N	lame	
	tions, Su		ies: If t	here is not enough room, please
Date		Diagnosis		Location
Allergies		Response		
				404.291.802