

We want to advise you that sending health information to an unsecure email can place the information at risk of being read or accessed by someone else. If you do not want to return this form by email, then please fax completed forms to our secure fax number 214-823-3797 <u>before</u> your scheduled appointment date.

PATIENT INFORMATION					
Name:			Date of Birth		
Address:					
City:		State:	Zip:		
Mailing Address (If different than phy					
Sex: ☐Male ☐Female ☐Trans	aender				
Marital Status: □Single □Divorced	•		ly Separated DOthor		
Race: □American Indian □Asian □				ther Dage	
Language: □English □Spanish □				illel Nace	
, , _ , _ <u>_</u> ,					
Employer:		Occupation:			
Home Phone:	Cell Phone:		Work Phone:		
☐This is my preferred number May we leave personal/medical information on your voicemail ☐Yes ☐No	☐This is my pref May we leave pe information on yo ☐Yes ☐No	rsonal/medical			
Email Address:					
INSURANCE COVERAGE					
Primary Insurance		Secondary Insura	ance [Self Pay	
		☐ No Secondary	52		
Carrier:		Carrier:			
D #:		ID#:			
Group #:					
Primary Card Holder:		Secondary Card Holder: Self Spouse/Partner Parent Other			
Name of Insured:			274		
nsured's Date of Birth:			Birth:		
Does this visit pertain to a worker's o	ompensation injury, pers			☐ Yes ☐ No	
Date of Injury:				107 - 102	
Adjuster:					

Name:		DOB:			
EMERGENCY CONTACTS					
Primary Emergency Contact		Secondary Emergency Contact			
□I authorize □I do NOT authorize the discloser of my protected health information (PHI) to the person listed as my Primary Emergency Contact.		□I authorize □I do <u>NOT</u> authorize the discloser of my protected health information (PHI) to the person listed as my Primary Emergency Contact.			
Name:		Name:			
Phone Number:		Phone Number:			
Relationship: Spouse Partner		Relationship: □Spouse □Partner □Sibling □Parent □Child □Friend □Other:			
Child					
CIRCLE OF CARE					
Referring Provider:		Phone Number:			
		Phone Number:			
Primary Care Provider:					
		Phone Number:	No. of the Control of		
Cardiologist:		Phone Number: Phone Number:			
Cardiologist: Oncologist: Pain Management		Phone Number: Phone Number: Phone Number:			
Cardiologist: Oncologist: Pain Management HOW DID YOU HEAR ABOUT US? Physician/ Provider Referral		Phone Number:			
Cardiologist: Concologist: Pain Management HOW DID YOU HEAR ABOUT US? Physician/ Provider Referral	⊒Family or Friend	Phone Number: Phone Number: Website or Search Engine	□Other		
Cardiologist: Oncologist: Pain Management HOW DID YOU HEAR ABOUT US? Physician/ Provider Referral PHARMACY Name:	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Cardio	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Cardiologist: Cain Management Cain Manag	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Chicologist: C	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Chicologist: C	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Chocologist: Chain Management Chow DID YOU HEAR ABOUT US? Character Physician/ Provider Referral Character Pharmacy Character	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Cardiologist: Cain Management HOW DID YOU HEAR ABOUT US? Physician/ Provider Referral PHARMACY Name: Address: MEDICATION ALLERGIES	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Cardiologist: Cardiologist: Cain Management HOW DID YOU HEAR ABOUT US? Physician/ Provider Referral PHARMACY Name: Address: MEDICATION ALLERGIES	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		
Cardiologist: Oncologist: Pain Management HOW DID YOU HEAR ABOUT US?	□Family or Friend Phone:	Phone Number: Phone Number: Website or Search Engine Fax:	□Other		

Name:			DOB:			
CURRENT MEDICA	ATIONS (Please include a	all Suppler	nent(s), Over the	Counter ar	nd Prescribed Me	dications)
Prescription Name	Dose		Frequency		Reason Pr	
				-		
100						
REVIEW OF SYSTEM	16					
Do you currently have any	of the following symptoms?	(Within th	e last 6 months)		☐No Issues	
□Anxiety	☐ Dizziness/Vertigo	□ Irregu	lar Heartbeat	☐ Seizur	96	Urinary: Frequent
☐ Back Pain	☐ Easy Bleeding	☐ Joint			ess of Breath	☐ Urinary: Painful
☐ Burning w/ Urination	☐ Easy Bruising		ng Joint Stiffness	☐ Sinus		☐ Visual Changes
☐ Chest Pain	☐ Fatigue	Naus		☐ Sore T		☐ Vomiting
☐ Cough	☐ Fever/ Chills	☐ Neck	Pain	_ ☐ Swellin		☐ Weight Gain
Depression	Headaches			☐ Toothache		☐ Wheezing
☐ Diarrhea	☐ Hearing Loss	☐ Rash		Ulcers		
PATIENT AND FAI	MILY HISTORY					
Personal History						
	ox if you have been diagnose	ed with any	of the following m	nedical con	ditions	
□Anemia	Depression	ou with any	☐Hepatitis	icuicai con	Lupus	
☐Anxiety Disorder(s)	□Diabetes Type		☐ High Blood Pre	essure	☐ Osteoarthritis	
□Asthma	☐Diabetes Type		☐ HIV		Rheumatoid	
☐Cancer: Type:	DVT (Blood Ck		☐ Kidney Disease	Э	☐ Sleep Apnea	
☐Coagulation Defects	NEWS THE STATE OF				☐ Stomach Ulcers	

☐ Lung Disease

☐ Stroke

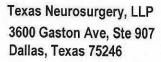
☐Heart Disease

☐Colitis

Name:				DOB:			
Family History							
Please place an X in the box it conditions.	f one of your immediate far	mily memb	oers have	been dia	agnosed v	vith any of the follow	ing medical
□Anemia	Depression		□Hepati	tis		□Lupus	
☐Anxiety Disorder(s)	☐Diabetes Type I		☐ High I	Blood Pre	ssure	☐ Osteoarthritis	
□Asthma	☐Diabetes Type II		□HIV			Rheumatoid	
Cancer: Type:	DVT (Blood Clots	s)	☐ Kidne	y Disease	•	☐ Sleep Apnea	
☐Coagulation Defects	☐Epilepsy/Seizures	S	☐ Low E	Blood Pres	ssure	☐ Stomach Ulcers	
☐ Colitis	☐Heart Disease		Lung	Disease		☐ Stroke	
SOCIAL HISTORY							
Height: W	/eight:		Righ	t-Handed	t	☐Left-Handed	
Advanced Directive							
Do you have a living will?	Yes No						
Do you have a DNR (Do Not	Resuscitate)?						
If YES, will you plea	ase provide our office with	a copy fo	or your c	hart. 🔲	Yes 🗌 N	0	
Blood Products/ Transfusion	ons						
Do you have any objections	to receiving blood or bloo	d product	ts? 🗌 Ye	es 🗌 No			
Vaccination Information							
Have you had a flu shot? ☐	Yes 🗌 No						
If YES, when was y	our last shot?						
If over 65, have you had a p	neumonia vaccine?						
If YES, when was y	our last shot?						
If YES, do you take	aspirin? ☐ Yes ☐ No						
Coronary Artery Disease &	Prior Myocardial Infrac	tion or L	eft Vent	ricular D	ysfuncti	on	
Do you have coronary artery disease? ☐ Yes ☐ No							
If YES, do you have a pacemaker? ☐ Yes ☐ No							
If YES, do you take	a Beta Blocker? ☐ Yes	□No					
Fall: Risk Assessment							
If over 65, have you had any	/ falls in the past year? ☐] Yes 🗌 I	No				
If YES, please chec	ck one of the following abo	out your fa	all:				
☐ One fall with inju	ıry in the past year			☐ One	fall witho	ut injury in the past	year
☐ Two or more fall	s with injury in the past ye	ear		☐ Two	or more	falls without injury in	n the past year
Smoking/ Tobacco History							
Have you ever smoked?		□ No	∐Yes	If YES,	how ofter	and how much? _	
Are you currently a smoker?		□ No	☐ Yes			and how much? _	
What type of tobacco do you	smoke?	□ N/A		rettes		☐ Snuff	
If you guit smoking, when?					400-00-00-00-00-00-00-00-00-00-00-00-00-		

Name:		DOB:
Alcohol Use		
Have you had an alcoholic drink in the Do you currently drink alcohol? ☐ Yes		
	100000	
If YES, what type of alcohol consumed		
	- Ottomations	Liquor
If YES, how often did you have an alco		
Once a month or less		imes a month
2 to 4 times a month	∐ 4 or mo	ore times a week
If YES, how many drinks did you have	on a typical day when you	drank in the past year?
□ N/A	☐ 3 to 4 drinks	☐ 7 to 9 drinks
1 to 2 drinks	☐ 5 to 6 drinks	☐ 10 or more
If YES, how often did you have 6 or mo	ore drinks on one occasion	n in the past year?
□ N/A	☐ Monthly	☐ Daily or Almost Daily
Less than a month	☐ Weekly	
PRIOR SURGERIES/ PRIOR H Prior Surgeries		Prior Hospitalizations (Location & Why)
The outgenes		-nor nospitalizations (Location & vvny)
PHYSICIAN ONLY SECTION		
I have reviewed the listed ROS/P for the visit.	FSH/Screening with th	ne patient and noted the positive/negative findings
M.D. Signature:		Date of Service:
Market of Georgi Pecif Market State Control of Control		

Name:			DOB		
REASON FOR	R VISIT				
□New Patient	□Seco	nd Opinion	☐Established Patient w	vith New Symptoms	
Symptoms:					
CONSERVAT *Your insi any diagn	CONTRACTOR SECURIOR S	conservative therap	y before approving surgery. Teded*	The following information will	I help with the approval of
Have you had to	use a: ☐Cane ☐	_Wheelchair	Valker		
Have you tried: [_Heat	lome Exercises]Massage		
Diagnostic Imag ☐No Current Imagi		ır from Appointme	ent Date)		
☐ Yes X-Ray(s)	☐Cervical ☐Thor	acic □Lumbar □V	Vrist ☐Other	Facility/Location:	
☐ Yes CT	☐Cervical ☐Thor	acic □Lumbar □E	Brain	Facility/Location:	
☐ Yes MRI(s)	☐Cervical ☐Thor	acic Lumbar L	Brain □Wrist □Other	Facility Location:	
□Yes □No Med		Other:	(s) Steroid(s) Muscle		
☐Yes ☐No Phys	- F - S-11		·		
☐Yes ☐No Chir			:		
☐Yes ☐No Pain					
			rical □Thoracic □Lumba	The state of the s	ions: □Yes □No
Have you missed	d work for this co	ondition? Yes	i □ No		
PAIN DIAGRA	АМ				
Q	000	1	Mark these drawings accor reas.	rding to where you hurt. F	Please include all affected
		1	low long have you experie	enced this pain?	
1/1		// \ F	Please indicate your pain le	evel now:	
O(Y)	1001-	101	lopain 1 2 3 4 5 6 7 8	3 9 10	
			there are multiple location tagram.	ns of pain, please rate ea	ch pain on the body





Your Information.
Your Rights.
Our Responsibilities.

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.

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 an electronic or paper 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, cost-based 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 example, home or office 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, costbased fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide
you with a paper copy promptly.

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 on page 1.
- 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/.
- 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
- Contact you for fundraising efforts

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.

Our Uses and Disclosures

How do we typically use or share your health information? 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.
 - o Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.
 - o Example: We use health information about you to manage your treatment and services.

Bill for your services

- We can use and share your health information to bill and get payment from health plans or other entities.
 - Example: We give information about you to your health insurance plan so it will pay for your services.

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 see: 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
 - o 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 die.

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

- We can use or share health information about you:
 - For workers' compensation claims
 - o For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - o 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/noticepp.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 website.

Effective 04/01/2019

This Notice of Privacy Practices applies to the following organizations.

If you are a patient of an ACO in which we participate, we will share your medical information with other providers via a Health Information Exchange (HIE).

Lisa Crooks Privacy Officer Texas Neurosurgery, LLP

Tel: 214-823-2052 Fax: 214-823-3797



FINANCIAL POLICY

Texas Neurosurgery, LLP requires payment in full for any amounts that are the patient's responsibility at the time of services are rendered. This includes co-pays, co-insurance, and /or deductible amounts. Once your claim is processed by your insurance company, any additional amount owed will be billed to you. If the patient's estimated amount due results in an overpaid claim, then a refund will be processed once all claims are settled and there are no additional amounts owed by the patient.

You are responsible for knowing the specific rules of your insurance carrier. If your insurance carrier requires a referral, it is your responsibility to obtain from your primary care physician prior to your scheduled appointment. If we do not have your referral the day prior to your appointment, then you will be contacted to reschedule your appointment. If you are seen by one of our physicians without a valid referral, then all charges will be responsibility of the patient.

Texas Neurosurgery, LLP does not accept Letters of Protection (LOP), and we do not file claims with automotive insurance companies.

Failure to provide your current insurance information prior to services being rendered may result in denial of your claim. We assist our patients with receiving reimbursement from your insurance company, however please understand that you (the patient) have the final responsibility for your bill.

I hereby assign all medical and/or surgical benefits, to include major medical benefits to which I am entitled, including Medicare and other government sponsored programs, private insurance, and any other health plans to Texas Neurosurgery, LLP.

DISCLOSURE OF PHYSICIAN'S OWNERSHIP INTEREST

Due to your physician's concern over improving the quality of care and controlling the cost of medical procedures, he, along with a number of other physician's has invested in hospitals, and/or other entities where you may be referred for care:

Methodist Hospital for Surgery

Addison, Texas

Baylor Medical Center at Uptown

Dallas. Texas

This investment provides your physician an opportunity to be actively involved in the quality control over your medical procedures and to ensure that your medical costs are reasonable. Your physician's ownership interest in these entities does mean that your physician may benefit financially through these entities. Due to this, your physician hereby advises you that you have the right to choose to be treated at some other facility at which they provide services. Your physician will make arrangements for such an alternative should you so desire.



Medication Policy

The following guidelines are intended for your safety and meeting your medication needs in an efficient manner

- Take medication(s) only as prescribed
- Choose only one pharmacy for all of your medications
- To protect your health: Notify our office of all medication changes by other physicians, as this can be a
 potentially dangerous situation.
- Lost, stolen, or misplaced medications are replaced only with a clinic visit.
- We <u>do not</u> prescribe long term medications. Patients requiring long term pain medication will be referred to a pain management specialist or back to your referring physician.

Refill(s)

- · Medication refills are only handled during regular office hours.
- Please allow three business days for us to process your refill request
- Prescription refills received at 3:30 may not be processed until the next business day
- Call your pharmacy directly for medication refills
- Instruct pharmacy to fax all request to 214-823-3797
- · Early refills will not be honored for any reason

MEDICATION REFILLS WILL NOT BE ADDRESSED AFTER HOURS OR ON THE WEEKEND.

Controlled Substance Medication(s)

- As a scheduled II drug, patients must present a new prescription to the pharmacist each time the medication is filled.
- You will have to be seen in the office before any narcotics will be refilled and per law they can only be written for a 10 day supply.
- I understand that I am responsible for the narcotic prescribed for peri-operative pain management. If prescription is lost, stolen or inappropriately used, it will not be replaced.
- I will not seek narcotic prescriptions or refills from a different provider unless referred to a specific pain management clinic, who from that point forward, will take care of my narcotic needs.
- I understand that if I violate any of the above, my prescriptions may be cancelled immediately.
- I have been made aware of the potential side effects of narcotic over-use, including dependence, tolerance, addiction, and withdrawal.

Formulary Benefits Data Consent

Formulary Benefits Data are maintained for health insurance providers by organizations knowns as Pharmacy Benefits Managers (PBM). PBM's are third-party administrators of prescription drug programs whose primary responsibility are processing and paying prescriptions drug claims. They also develop and maintain formularies, which are list of dispensable drugs covered by a particular drug benefit plan. We may need access to your data as maintained by PBM's to know what medications have been prescribed to you in the past, and to know which drugs are covered by your insurance plan. This consent will enable Texas Neurosurgery to:

- Determine the pharmacy benefits and drug copays for a patient's health plan
- Check whether a prescribed medication is covered (in formulary) under a patient's plan
- Display therapeutic alternatives with a preference rank (if available) within drug class for non-formulary medications
- Determine if a patient's health plan allows electronic prescribing to Mail Order pharmacies, and if so, eprescribe to these pharmacies



PHYSICIAN ASSISTANT INFORMATION GUIDE

Texas Neurosurgery, LLP is committed to providing the highest quality of healthcare. Our practice is centered on each patient who walks into our office. In order to assist you with your healthcare needs, our practice has dedicated physician assistants who work closely with the physicians so you can receive the best possible healthcare in an efficient and timely manner. The physicians and their physician assistants are here to provide you with a complete understanding of your condition and to offer you the best personalized care possible.

A Physician Assistant (PA) is a healthcare professional licensed to practice medicine with supervision by a licensed physician. A physician assistant is concerned with preventing, maintaining, and treating human illness and injury by providing a broad range of healthcare services that are traditionally performed by a physician.

Physician Assistants exercise autonomy in medical decision making as determined by their supervising physician. Physician Assistants are educated in the medical model designed to complement physician training.

Under the supervision of the physician, a physician assistant can diagnose, treat, and monitor common acute and chronic diseases as well as provide health maintenance care. "Supervision" does not require the constant physical presence of a supervising physician, by rather overseeing the activities and responsibility for the medical services provided.

Services provided by our physician assistant may include:

- Obtaining histories and performing physical exams
- Ordering diagnostic procedures
- Formulation of a working diagnosis
- Developing and implementing a treatment plan
- Monitoring the effectiveness of therapeutic interventions
- Assisting in surgery
- Counseling and education
- Writing prescriptions
- Making appropriate referrals

Name:	DOB:
	TEXAS NEUROSURGERY ACKNOWLEDGEMENT FORM
By sig	gning my name below, I:
•	Consent to receive the following documents electronically which are available through our website unless I request a non-electronic paper copy of the documents disclosed herein. Texas Neurosurgery's Notice of Privacy Practice Texas Neurosurgery's Financial Policy Texas Neurosurgery's Discloser of Physician Ownership Texas Neurosurgery's Medication Policy/ Agreement Texas Neurosurgery's Physician Assistant Information Guide
•	Authorize: The release of any medical and/or other information necessary to process my claim(s) Payment of medical benefits to my treating physician or supplier for services rendered by Texas Neurosurgery.
•	I have read and understand/agree to abide by all the above policies of Texas Neurosurgery.

Date

Patient/ Guardian Signature