2001 Peachtree Road, NE ♦ Suite 575 ♦ Atlanta, GA 30309

Phone: (404) 350-0106 ♦ Fax: (404) 350-0176

Fax

|  |  |  |  |
| --- | --- | --- | --- |
| To: |  | From: |  |
| Fax: |  | Pages: | , including cover sheet |
| Phone: |  | Date: |  |
| Re: |  | CC: |  |

🞎 Urgent 🞎 For Review 🞎 Please Comment 🞎 Please Reply 🞎 Please Recycle

⚫ Comments:

CONFIDENTIALLY: THE INFORMATION CONTAINED IN THIS FACSIMILE TRANSMISSION IS INTENDED FOR THE USE OF THE INDIVIDUAL TO WHOM IT IS ADDRESSED, AND MAY CONTAIN INFORMATION WHICH IS PRIVILIGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF YOU ARE NOT THE INTENDED RECIPIENT OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DESTRUCTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US IMMEDIATLEY BY TELEPHONE AND RETURN ORIGINAL FACSIMILE WITHOUT RETAINING ANY COPIES TO US AT THE ABOVE ADDRESS VIA UNITED STATES POSTAL SERVICE. THANK YOU.

IF TRANSMISSION IS NOT RECEIVED PROPERLY PLEASE NOTIFY US IMMEDIATELY AT THE ABOVE NUMBER.

THANK YOU.

Thank you for selecting Atlanta Brain and Spine Care for your treatment. To help our healthcare providers with their evaluation, we request that you bring the following items with you or have the items sent to our office prior to your appointment.

* **Copies of Your Medical Records from Your Referring Physician**

Please complete the enclosed form and ask that your referring physician mail your medical records to our office prior to your visit. **In some situations, if we do not have these items when you arrive for your appointment, your appointment will be rescheduled.**

NOTE🡺 If you are scheduled to see Dr. Haid and you previously saw him at Emory, you will need to contact Emory and request that your medical records are mailed to our office. You may use the enclosed form to expedite this process.

* **X-ray’s, MRI’s or CT Scans**

Please bring these items with you. Our healthcare providers need these items to diagnose your condition. In most situations, if you do not have these items when you arrive for your appointment, you will need to set up an additional appointment after the diagnostic test is performed. **In some situations, if you do not have these items when you arrive for your appointment, your appointment will be rescheduled.**

**Patients are responsible for their films.  Patients must obtain their films and bring them or have them shipped to our office for their appointment.  If patients want their films returned, patients may either pick up their films or patients must remit a shipping and handling fee to our office prior to shipping and provide a ship to address.  Our office does not store films which our providers to not anticipate needing in the future.**

**If the patient’s physician anticipates needing the films after the appointment, the films will be filed in our office.  At the time the films are no longer needed, the patient will be notified and will have thirty (30) calendar days from the date of notification to pick up the films or remit a shipping and handling fee of thirty dollars ($30) to our office.  The shipping and handling fee must be received prior to the films being shipped.  The patient must provide the ship to address and the address must be within the United States.  If the patient does not pick up the films or remit the shipping fee by the end of the thirty (30) day period, the films will be discarded.**

**If the physician sees a patient and does NOT anticipate needing the films in the future after the patient’s appointment, the patient may pick up the films or ask that we ship the films to an address in the United States.  The patient must provide the ship to address.  If we ship the films, there will be a thirty dollar ($30) shipping and handling fee that must be paid in advance of shipping.  If the fee is not remitted, the films will be kept for thirty (30) calendar days and then discarded.  The thirty day period begins with the date of the last office appointment.**

* **New Patient Packet**

Please complete the enclosed paperwork and return it to our office at least one week prior to your appointment. **If our office does not receive this information prior to your appointment, your time at our office may be extended by at least two (2) hours and may ultimately result in you having to reschedule your appointment.** We can not sufficiently stress the importance of completing and returning the paperwork prior to your appointment date. Also remember to bring your insurance card(s) and picture identification.

**We kindly ask that you provide twenty-four hours notice for appointment cancellation.**

If you have questions or concerns, please call us at (404) 350-0106. We look forward to meeting you.

**PATIENT INFORMATION – PLEASE PRINT CLEARLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PATIENT'S NAME | SOCIAL SECURITY # | BIRTHDATE | | AGE |
| STREET ADDRESS | CITY AND STATE | ZIP CODE | HOME PHONE # | |
| PHYSICIAN REQUESTING VISIT: | MARITAL STATUS | DRIVER'S LICENSE # | WORK PHONE # | |
| PATIENT'S EMPLOYER | OCCUPATION (INDICATE IF STUDENT) | | | |
| EMPLOYER'S ADDRESS: | CITY AND STATE | | ZIP CODE |  |
| HERE TO SEE: Dr. Haid Dr. Wray Dr. Frankel Dr. Benglis Dr. Gropper Dr. Johnson Patty Braun PA-C Melissa Coe Parker Voyles PA-C  Laura Prado, NP Jane Yoffe, NP | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Patient’s Ethnicity | Patient’s Race | Patient’s Preferred Language |  | | | | | |
| SPOUSE (OR GUARDIAN'S NAME IF MINOR) | | | | |
| 1.EMERGENCY CONTACT:(OTHER THAN SPOUSE) | RELATIONSHIP | | PHONE # | |
| 2.ALTERNATE CONTACT:(OTHER THAN SPOUSE) | RELATIONSHIP | | PHONE # | |

We require all patients to show their insurance or managed care membership card, and their driver’s license, so that we may make copies for our permanent record.

We cannot render services on the assumption that our charges will be paid by an insurance company. All services are charged directly to the patient, and he or she remains personally responsible for payment. As a courtesy, however, we will prepare any necessary reports and itemizations to assist in making collections from insurance companies and will credit any such collections to the patient’s account. Payment is expected at the time of service. For your convenience, we accept Visa, Mastercard, American Express, Discover, check, money order or cash. If surgery is necessary, we will ask you to remit the estimated patient responsible portion of the surgery charge at the time the surgery is scheduled. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

**PAYMENT AND RELEASE OF INFORMATION AUTHORIZATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Atlanta Brain and Spine Care to furnish information concerning my present illness to third party payers. I direct the insurer to pay, without equivocation, directly to the physician, all benefits due him or her as a result of the claim. Although covered by insurance, I am aware that I am personally responsible for all charges. I agree to pay any collection and or attorney fees associated with my failure to pay my debt. A photo static copy of this authorization will be valid as the original.

I hereby authorize Atlanta Brain and Spine Care to release the medical information contained in my chart to my insurance carrier for the purpose of conducting chart reviews, as necessary.

Signature of Patient or Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE VERIFICATION FORM

*TO THE PATIENT: THE FOLLOWING INFORMATION IS REQUIRED IN ORDER FOR THE OFFICE TO FILE YOUR INSURANCE. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOU BEING REQUIRED TO PAY FOR YOUR VISIT IN FULL AT THE TIME OF SERVICE.*

PATIENT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**PRIMARY** POLICY HOLDER INFORMATION:

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ S.S. #\_\_\_\_\_\_-\_\_\_\_-\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO PATIENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECONDARY** POLICY HOLDER INFORMATION:

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B.: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ S.S. # \_\_\_\_\_\_-\_\_\_\_-\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO PATIENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PRIMARY INSURANCE CARRIER: NAME OF SECONDARY INSURANCE CARRIER:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GROUP NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GROUP NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I.D. NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I.D. NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EFFECTIVE DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EFFECTIVE DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(EFFECTIVE DATES MUST BE GIVEN) (EFFECTIVE DATES MUST BE GIVEN)***

ARE YOU COVERED BY MEDICARE?\_\_\_\_\_\_ MEDICARE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_RAILROAD?\_\_\_\_

ARE YOU COVERED BY MEDICAID?\_\_\_\_\_\_ *PLEASE GIVE SECRETARY A CURRENT MEDICAL*

*ELIGIBILITY FORM.*

INSURANCE COMPANY MAILING ADDRESS: INSURANCE COMPANY MAILING ADDRESS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient Acknowledgement of

Notice of Privacy Practices

As Required by the Privacy Standards of the Health Insurance Portability and Accountability Act of 1996 (HIPAA),

Atlanta Brain and Spine Care’s Notice of Privacy Practices is located on our web site [www.atlantabrainandspine.com](http://www.atlantabrainandspine.com). A copy is available in our office or you may request a copy.

I have read a copy of the Notice of Privacy Practices of ATLANTA BRAIN & SPINE CARE on the date indicated below.

I understand that if any changes are made to this Notice of Privacy Practices, a revised copy of the Notice will be posted in the offices of Atlanta Brain and Spine Care and on Atlanta Brain and Spine Care’s website [www.atlantabrainandspine.com](http://www.atlantabrainandspine.com). I also understand that if I wish to receive additional copies of this Notice of Privacy Practices in the future or if I have any questions with regard to this Notice of Privacy Practices, I may contact:

**Compliance Officer**

**ATLANTA BRAIN & SPINE CARE**

**2001 Peachtree Road, N.E.**

**Suite 575**

**(404) 350-0106**

**(404) 350-0176 Fax**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Patient**

**PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REFERRING PHYSICIAN INFORMATION SHEET**

Please complete the following information on every provider that has treated you for the condition you are being treated for today:

Physician Name: Phone #:

Address: Dates Treated:

Specialty:

Office use: NPI #:

Physician Name: Phone #:

Address: Dates Treated:

Specialty:

Office use: NPI #:

Physician Name: Phone #:

Address: Dates Treated:

Specialty:

Office use: NPI #:

Physician Name: Phone #:

Address: Dates Treated:

Specialty:

Office use: NPI #:

Physician Name: Phone #:

Address: Dates Treated:

Specialty:

Office use: NPI #:

Authorization to Disclose Information for Purposes Requested by Patient or Physician’s Office

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize **Atlanta Brain and Spine Care** to disclose protected health information to the aforementioned providers for medical reasons. This information may include but is not limited to letters which discuss my visit, treatment plan and progress **or** copies of office visit notes, lab reports, diagnostic reports, op notes **or** other communication such as phone calls which may be deemed necessary to provide effective communication between the various physicians involved in my healthcare.

This authorization shall be in force and effect until **[specify date or event that relates to the patient or the purpose of the use or disclosure] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** at which time this authorization to use or disclose this protected health information expires.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to **Privacy Officer** at **2001 Peachtree Road Suite 575, Atlanta, GA 30309.** I understand that a revocation is not effective to the extent that **Atlanta Brain and Spine Care** has relied on the use or disclosure of the protected health information.

I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law.

**Atlanta Brain and Spine Care** will not condition my treatment, payment or enrollment in a health plan or eligibility for benefits (if applicable) on whether I provide authorization for the requested use or disclosure.

I understand that I have the right to:

* Inspect or copy the protected health information to be used or disclosed as permitted under state or federal law.
* Refuse to sign this authorization

The use or disclosure requested under this authorization to the physicians involved in my healthcare **will not** result in direct or indirect remuneration to **Atlanta Brain and Spine Care** from a third party.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Patient or Personal Representative Name of Patient or Personal Representative (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth Relationship to patient (or other authority to serve)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Narcotics – Medication Policy**

EACH PATIENT HAS SPECIFIC REQUIREMENTS FOR TREATMENT. WE WILL EVALUATE EACH PATIENT AND DETERMINE THE BEST METHOD OF TREATMENT TO INCLUDE PHYSICAL THERAPY, INJECTION THERAPY AND MEDICATIONS. TO PROVIDE THE BEST CARE IN THE MOST EFFICIENT AND TIMELY MANNER, WE ASK ALL OF OUR PATIENTS TO READ AND SIGN THE FOLLOWING CONTRACT. **After reading each item below, please place your initials by the following eight (8) items.**

\_\_\_\_\_\_1. NARCOTIC/SEDATIVE MEDICATIONS ***WILL NOT BE CALLED IN AFTER 5PM****.*

\_\_\_\_\_\_2. NARCOTIC/SEDATIVE MEDICATIONS ***WILL NOT BE CALLED IN OVER THE WEEKEND.***

\_\_\_\_\_\_3. REFILLS WILL NOT BE GIVEN TO PATIENTS THAT HAVE NOT BEEN SEEN RECENTLY. THIS WILL BE DETERMINED BY THE PHYSICIAN.

\_\_\_\_\_\_4. REFILLS WILL NOT BE GIVEN FOR LOST OR STOLEN PRESCRIPTIONS OF NARCOTICS OR SEDATIVES.

\_\_\_\_\_\_5. REQUESTS FOR MEDICATIONS MADE ***AFTER NOON ON FRIDAY WILL NOT BE CALLED IN UNTIL MONDAY.***

\_\_\_\_\_\_6. WHEN CALLING FOR A MEDICATION LEAVE THE PHARMACY NAME AND NUMBER AS WELL AS YOUR NUMBER. IF YOU HAVE CHANGED THE MEDICATIONS YOU ARE TAKING, WE NEED TO KNOW THOSE CHANGES.

\_\_\_\_\_\_7. ONLY ONE PHYSICIAN SHOULD BE PRESCRIBING YOUR MEDICATIONS.

\_\_\_\_\_\_8. MOST IMPORTANTLY: DO NOT WAIT UNTIL THE LAST MINUTE TO REQUEST MEDICATIONS. MEDICATIONS WILL BE CALLED IN AS QUICKLY AS POSSIBLE, BUT YOU SHOULD EXPECT **A *24 TO 48 HOUR PERIOD OF TIME BEFORE YOUR MEDICATION IS CALLED IN TO YOUR PHARMACY. IT IS YOUR RESPONSIBILITY TO KEEP UP WITH YOUR MEDS. DO NOT WAIT UNTIL YOU RUN OUT TO CALL FOR MEDICATIONS***.

I UNDERSTAND THE ABOVE STATEMENTS AND AGREE TO FOLLOW THEM AS STATED.

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PATIENT CONSENT**

I hereby give my consent for Atlanta Brain & Spine Care to use and disclose protected health information (PHI) about me to carry out treatment, payment and healthcare operations (TPO). Atlanta Brain & Spine Care Notice of Privacy Practices provides a more complete description of such uses and disclosures.

I have the right to review the Notice of Privacy Practices prior to signing this consent. Atlanta Brain & Spine Care reserves the right to revise its Notice of Privacy Practices at anytime. A revised Notice of Privacy Practices may be obtained by forwarding a written request to:

Atlanta Brain & Spine Care

Privacy Officer

2001 Peachtree Road, N.E., Suite 575

Atlanta, GA 30309

(404) 350-0106

With this consent, Atlanta Brain & Spine Care may call my home, cell or other alternative location and leave a message on voice mail or in person in reference to any items that assist the practice in carrying out TPO, such as appointment reminders, insurance items and any calls pertaining to my clinical care, including laboratory results among others.

With this consent, Atlanta Brain & spine Care may mail to my home or alternative location any items that may assist the practice in carrying out TPO, such as appointment reminder cards and patient statements.

With this consent, Atlanta Brain & Spine Care may e-mail to my home or other alternative location any items that assist the practice in carrying out TPO, such as appointment reminder cards and patient statements. I have the right to request that Atlanta Brain & Spine Care restrict how it uses or discloses my PHI to carry out TPO. However, the practice is not required to agree to my requested restrictions, but if it does, it is bound by this agreement.

By signing this form, I am consenting to Atlanta Brain & Spine Care use and disclosure of my PHI to carry out TPO.

I may revoke my consent in writing except to the extent that the practice has already made disclosures in reliance upon my prior consent. If I do not sign this consent, or late revoke it, Atlanta Brain & spine Care may decline to provide treatment to me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Patient or Legal Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Patient or Legal Guardian

Authorization to Obtain and Use or Disclose Information for Purposes Requested by Patient or Physician’s Office

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize **Atlanta Brain and Spine Care** to (check those that apply):

\_\_\_\_\_ obtain and use the following protected health information from, or

\_\_\_\_\_ disclose the following protected health information to:

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Specifically describe the information to be obtained and used or disclosed, including, but not limited to, meaningful descriptors such as date of service, type of service provided, level of detail to be released, origin of information, etc.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This protected health information is being obtained and used or disclosed for the following purposes: [List specific purposes here.]

\_\_\_\_\_ Personal Use

\_\_\_\_\_ Medical Reasons

\_\_\_\_\_ Other (please list):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Continued next page

This authorization shall be in force and effect until **[specify date or event that relates to the patient or the purpose of the use or disclosure] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** at which time this authorization to use or disclose this protected health information expires.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to **Privacy Officer** at **2001 Peachtree Road Suite 575, Atlanta, GA 30309.** I understand that a revocation is not effective to the extent that **Atlanta Brain and Spine Care** has relied on the use or disclosure of the protected health information.

I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law.

**Atlanta Brain and Spine Care** will not condition my treatment, payment or enrollment in a health plan or eligibility for benefits (if applicable) on whether I provide authorization for the requested use or disclosure.

I understand that I have the right to:

* Inspect or copy the protected health information to be used or disclosed as permitted under state or federal law.
* Refuse to sign this authorization

The use or disclosure requested under this authorization **\_\_\_\_\_ will \_\_\_\_\_ will not** result in direct or indirect remuneration (payment) to **Atlanta Brain and Spine Care** from a third party.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Patient or Personal Representative Name of Patient or Personal Representative (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth Relationship to patient (or other authority to serve)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

1. Throughout our lives, most of us have had pain from time to time (such as minor headaches, sprains and toothaches).

Have you had pain other than these everyday kinds of pain today?

🞏Yes 🞏No

1. Please rate your pain by marking the box beside the number that best describes your pain at its **worst** in the last 24 hours.

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

No Pain As Bad As

Pain You Can Imagine

1. Please rate your pain by marking the box beside the number that best describes your pain at its **least** in the last 24 hours.

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

No Pain As Bad As

Pain You Can Imagine

1. Please rate your pain by marking the box beside the number that best describes your pain on the **average**.

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

No Pain As Bad As

Pain You Can Imagine

1. Please rate your pain by marking the box beside the number that tells how much pain you have **right now**.

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

No Pain As Bad As

Pain You Can Imagine

1. What treatments or medications are you receiving for your pain?

1. In the last 24 hours, how much relief have pain treatments or medications provided? Please mark the box below the percent that most shows how much **relief** you have received.

🞏0% 🞏10% 🞏20% 🞏30% 🞏40% 🞏50% 🞏60% 🞏70% 🞏80% 🞏90% 🞏100%

No Complete

Relief Relief

1. Mark the box beside the number that describes how, during the past 24 hours, pain has interfered with your:
2. **General Activity**

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

Does Not Completely

Interfere Interferes

1. **Mood**

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

Does Not Completely

Interfere Interferes

1. **Walking ability**

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

Does Not Completely

Interfere Interferes

1. **Normal Work** (includes both work outside the home and housework)

🞏0 🞏1 🞏2 🞏3 🞏4 🞏5 🞏6 🞏7 🞏8 🞏9 🞏10

Does Not Completely

Interfere Interferes

1. **Relations with other people**

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Does Not Completely

Interfere Interferes

1. **Sleep**

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Does Not Completely

Interfere Interferes

1. **Enjoyment of Life**

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Does Not Completely

Interfere Interferes

1. On the diagram below, please mark the area of injury or discomfort using the appropriate symbols and appropriate color markers:

**NUMBNESS (RED) PINS & NEEDLES (ORANGE) BURNING (HOT PINK) ACHING (BLUE) STABBING (PURPLE)**

**- - - - - - -**  **o o o o o** **^ ^ ^ ^ ^ x x x x **

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**Please use the space below to describe your condition further if needed:**

**Patient’s Signature: Date:**

Patient’s Name: Date:

Date of Birth:

**Instructions: Choose the best answer for how you have felt over the past week.**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** | **Answer** | **Score** |
| 1 | Have you dropped many of your activities and interests? | Yes / No |  |
| 2 | Do you feel that your life is empty? | Yes / No |  |
| 3 | Do you often get bored? | Yes / No |  |
| 4 | Are you afraid that something bad is going to happen to you? | Yes / No |  |
| 5 | Do you often feel helpless? | Yes / No |  |
| 6 | Do you prefer to stay at home, rather than going out and doing new things? | Yes / No |  |
| 7 | Do you feel you have more problems with memory than most people? | Yes / No |  |
| 8 | Do you feel pretty worthless the way you are now? | Yes / No |  |
| 9 | Do you feel that your situation is hopeless? | Yes / No |  |
| 10 | Do you think that most people are better off than you are? | Yes / No |  |
| **11** | Are you basically satisfied with your life? | Yes / No |  |
| **12** | Are you in good spirits most of the time? | Yes / No |  |
| **13** | Do you feel happy most of the time? | Yes / No |  |
| **14** | Do you think it is wonderful to be alive? | Yes / No |  |
| **15** | Do you feel full of energy? | Yes / No |  |
|  |  | TOTAL: |  |

PATIENT HEALTH HISTORY

In order for us to obtain a complete medical history, it is important for you to fill out this form as completely as possible. This is very important information. **Please fill out every item.** It is important for your doctor to know that you have carefully reviewed every area of this form. This information will be entered into the computer and you are welcomed to a copy of the report if you wish.

**Social Security Number (SSN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointment Date** \_\_\_\_\_\_\_\_\_\_\_\_

# Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male Female Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pharmacy Preference (INCLUDE LOCATION & PHONE NUMBER) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Name of Primary Care (Family) Physician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Name of Referring Physician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is today’s visit in anyway related to a work related injury?**

No Yes If yes, please provide the case manager’s name and workers’ compensation insurance information and see the receptionist immediately.

**Is today’s visit in anyway related to an automobile accident?**

No Yes If yes, please provide details and see the receptionist immediately.

**CURRENT MEDICATIONS: Are you taking ANY kind of medication now? (This includes prescription, over-the-counter or herbal medications)**

**No  Yes If yes, please list below *include dosages***.

|  |  |  |
| --- | --- | --- |
| **Medication Name** | **Dosage** | How often taken |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**MEDICATION ALLERGIES: ARE YOU ALLERGIC TO ANY MEDICATIONS?**  **No**  **Yes**

**If yes, please list below.**

|  |  |
| --- | --- |
| Name of Medication | Type of Reaction |
|  |  |
|  |  |
|  |  |

**NON-MEDICATION ALLERGIES: Are you allergic to seafood?**  **No**  **Yes** If yes, what reaction do you have?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you allergic to things that touch your skin, such as latex, tape, metal?  No  Yes** latex tape metal

**PAST HEALTH HISTORY: Have you ever been *DIAGNOSED* with any of the following problems?**

##### Cancer (type)\_\_\_\_\_\_\_\_\_\_\_ No Yes

##### **What year?\_\_\_\_\_\_\_\_\_\_**

**Nose and Sinus:**

##### **Nasal Allergies** NoYes

##### **What year?\_\_\_\_\_\_\_\_\_\_**

##### Heart and Blood Vessels:

High / Elevated Cholesterol **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

High Blood pressure **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

**Lungs and Respiratory:**

Tuberculosis **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

**Stomach and Digestive:**

Duodenal ulcer  **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Hepatitis **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Stomach ulcer  **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

**Kidney and Gender Problems:**

Renal failure **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Are you pregnant?  **No  Yes**

**Mental & Emotional:**

Depression **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Anxiety  **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

**Glands, Hormones, and Sugar Control:**

Diabetes  **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Thyroid deficiency **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Thyroid excess **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Blood & Lymph Node problems:

Anemia  **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

##### Allergies, Immune & Infectious Problems:

HIV **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

Infectious mononucleosis  **No  Yes**

What year?\_\_\_\_\_\_\_\_\_

**PQRS**

Do you smoke or use other tobacco products?  **No  Yes**

**SURGERIES AND HOSPITALIZATIONS:**

**Have you had problems with anesthesia (being numbed or put to sleep)?**

high fever trouble with intubation (placement of breathing tube)

**Have you had surgery? No  Yes**

If **yes**, list types and when they were done. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been hospitalized for non-surgical reasons? No  Yes**

If **yes**, list types and when they were done. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **FAMILY HISTORY:**

##### Specific Anesthesia Problem MotherFather

##### BrotherSister

##### **Ears:**

Hearing Loss before age20 MotherFather

BrotherSister

Hearing Loss after age 20 MotherFather

BrotherSister

**Nose and Sinus:**

##### Nasal Allergies MotherFather

##### BrotherSister

##### **Heart and Blood Vessels:**

Heart Disease MotherFather

BrotherSister

High Blood Pressure MotherFather BrotherSister

**Lungs and Respiratory:**

Asthma MotherFather

BrotherSister

Lung Cancer MotherFather

BrotherSister

**Brain and Nervous:**

Stroke MotherFather

BrotherSister

**Blood & Lymph Node problems:**

Bleeding/clotting problem MotherFather

BrotherSister

**Other**­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** MotherFather

BrotherSister

### SOCIAL HISTORY:

# What is or was your occupation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Check here if you are retired.**

**Have you ever used tobacco in any form?**

**No**  **Yes**

**If yes, please complete the following:**

|  |  |  |
| --- | --- | --- |
| **Type of Tobacco** | **From year** | **To year** |
| Cigarettes per day: \_\_\_\_\_\_\_\_ |  |  |
| **Other: (list type) \_\_\_\_\_\_\_\_\_\_** |  |  |
| **Have you received cessation counseling?** | **No** | **Yes** |

**Are you exposed to second hand smoke?**  **No**  **Yes**

**Do you consume alcohol?  No  Yes**

**If yes, please complete the following:**

|  |  |  |
| --- | --- | --- |
| Type of Alcohol | **How Much** | How often |
|  |  |  |
|  |  |  |

**Do you use drugs recreationally?  No  Yes If yes, please list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REVIEW OF SYSTEMS:** **Mark yes or no and CHECK any of the following *SYMPTOMS* you have recently had**

**General health problems  No  Yes**

(fever, sleeping problems, unintentional weight loss)

**Head or Face problems  No  Yes**

(headache, face pain)

**Eye problems  No  Yes**

(blurred visiondouble vision, loss of vision)

# **Ear problems** NoYes

# ( hearing loss, dizziness, ringing)

# **Mouth & Throat problems** NoYes

### (change in voice, snoring, sore throat, ulcers)

# **Neck problems** NoYes

# (neck masses or lumps, pain, swollen glands)

**Heart or circulation problems** No  Yes

(blacking out or fainting, bluish discoloration of lips or fingernails, chest pain, irregular heartbeat, leg cramps, swelling of ankles)

**Lung or respiratory problems** No  Yes

(freq non-productive cough,freq productive cough,

shortness of breath, wheezing)

# **Stomach problems** NoYes

# (abdominal pain, diarrhea, heartburn, nausea,

# vomiting)

**Bones, Joints and Muscles No  Yes**

(pain in back, painful joints, stiffness, swelling of joints)

# **Brain or Nervous system problems** No Yes

(change in alertness, loss of bladder control, loss of consciousness, numbness, seizures, severe face pain, weakness)

**Problems with Glands, Hormones** NoYes

# (feel cold all the time, feel hot when others do not, increased appetite, increased fatigue, neck has enlarged, unwanted weight change)

**Problems** **with Blood or Lymph nodes** No  Yes

(bleeds excessively after injury, bruises easily)

# **Problems with Allergies** **No Yes**

(food intolerances, freq sneezing, hives, post nasal drainage, severe reaction to insect bites)

What is the main reason you are seeing the doctor today?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_