



OPIOID STEWARDSHIP NEW PATIENT INTAKE

Patient Name: _____

DOB: _____

Please take a few minutes to fill out this medical intake to facilitate your appointment today

Were you referred to our office? Yes | No If yes, by who? _____

Past Psychiatric History

Past Outpatient Treatment? Yes | No

If yes, please describe:

<u>When</u>	<u>By Whom</u>	<u>Nature of Treatment</u>

Past Psychiatric Hospitalization? Yes | No

If yes, please describe:

<u>When</u>	<u>Where</u>	<u>Reason</u>

Past Psychiatric Medications? Yes | No

If yes, please describe:

<u>Name of Medication</u>	<u>Dose</u>	<u>How often do you take it</u>	<u>What is it for</u>	<u>Who prescribes it</u>

Are you currently seeing a Mental Health Provider? Yes | No

Provider Name: _____

Diagnosis: _____

What brings you to counseling currently? Is there something specific, such as a particular event?

Be as detailed as you can:

Are you having any thoughts of hurting yourself? Yes | No



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Patient Name: _____

DOB: _____

Symptoms Checklist:

	Y	N		Y	N
Depressed Mood			Change In Appetite		
Racing Thoughts			Excessive Energy		
Excessive Worry			Excessive Guilt		
Unable to Enjoy Activities			Increased Irritability		
Impulsivity			Fatigue		
Anxiety Attacks			Crying Spells		
Sleep Patter Disturbance			Decreased Libido		
Increase Risky Behavior					
Avoidance					
Loss of Interest					
Increased Libido					
Hallucinations					
Concentration / Forgetfulness					
Decrease Need for Sleep					
Suspiciousness					

Have you been treated for depression, anxiety, bipolar illness, or ADD? Yes | No

Do you have any history of substance abuse (such as alcohol, marijuana, cocaine, methamphetamine, heroin, pain medications, and/or other)? Yes | No

Do you use illicit substances? Yes | No

Do you have gambling problems? Yes | No

Have you ever been to a substance abuse treatment program (either inpatient or outpatient)? Yes | No

Have you ever been arrested for DWI, public Intoxication, and/or possession of controlled substance? Yes | No

Any tobacco use? Yes | No | Prior Use

If yes, packs per day _____ for _____ years. If prior user, year quit? _____

Do you have a family history of substance abuse or psychiatric illness? Yes | No

Have you ever had an adverse reaction to opioid pain medication including overdose, tolerance, or withdrawal? Yes | No



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DOB: _____

Allergies (Please list all medication/drug allergies with the reaction):

<u>Name of Medication:</u>	<u>Reaction:</u>

Current Medication (Please list all the medications you are currently taking):

<u>Name of Medication</u>	<u>Dose</u>	<u>Directions</u>	<u>What is it for</u>	<u>Who prescribes it</u>

Preferred Pharmacy: Advanced Rx Other: _____

***Advanced Rx pick up or mail next day available (Shipping and Handling included) ***

Please Provide Your Past Medical Conditions/Diagnosis

<u>Condition/Diagnosis</u>	<u>Details</u>	<u>Treating Physician</u>



OPIOID STEWARDSHIP NEW PATIENT INTAKE

Patient Name: _____

DOB: _____

Please Provider Your Past Surgical History

<u>Date of Surgery</u>	<u>Type of Surgery</u>	<u>Hospital</u>	<u>Performed By</u>

Hospitalization other than surgery (include dates): _____

Family Medical History:

- Has your mother ever had: Diabetes Hypertension Cancer Other _____
- Has your father ever had: Diabetes Hypertension Cancer Other _____
- Have any of your siblings ever had: Diabetes Hypertension Cancer Other _____
- Have any of your children ever had: Diabetes Hypertension Cancer Other _____
- Has your mother's parents ever had: Diabetes Hypertension Cancer Other _____
- Has your mother's siblings ever had: Diabetes Hypertension Cancer Other _____
- Has your father's parents ever had: Diabetes Hypertension Cancer Other _____
- Has your father's siblings ever had: Diabetes Hypertension Cancer Other _____
- Any other family history and relation to you: _____

Patient Signature: _____ Employee's Initials: _____ Provider's Initials: _____

INFORMED CONSENT

Patient's Name:

Date of Birth:

AS REQUIRED BY THE TEXAS MEDICAL BOARD REFERENCE: TEXAS ADMINISTRATIVE CODE, TITLE 22, PART 9, CHAPTER 170 3 Rd

Edition: Developed by the Texas Pain Society, April 2008 (www.texaspain.org)

PLEASE INITIAL EACH PARAGRAPH SIGNIFYING CONSENT AND UNDERSTANDING

_____ **TO THE PATIENT:** As a patient, you have the right to be informed about your condition and the recommended medical or diagnostic procedure or drug therapy to be used, so that you may make the informed decision whether or not to take the drug after knowing the risks and hazards involved. This disclosure is not meant to scare or alarm you, but rather it is an effort to make you better informed so that you may give or withhold your consent/permission to use the drug(s) recommended to you by me, as your physician. For the purpose of this agreement the use of the word "physician" is defined to include not only my physician but also my physician's authorized associates, technical assistants, nurses, staff, and other health care providers as might be necessary or advisable to treat my condition.

_____ **CONSENT TO TREATMENT AND/OR DRUG THERAPY:** I voluntarily request my physician to treat my condition which has been explained to me as chronic pain. I hereby authorize and give my voluntary consent for my physician to administer or write prescription(s) for dangerous and/or controlled drugs (medications) as an element in the treatment of my chronic pain. It has been explained to me that these medication(s) include opioid/narcotic drug(s), which can be harmful if taken without medical supervision. I further understand that these medication(s) may lead to physical dependence and/or addiction and may, like other drugs used in the practice of medicine, produce adverse side effects or results. The alternative methods of treatment, the possible risks involved, and the possibilities of complications have been explained to me as listed below. I understand that this listing is not complete, and that it only describes the most common side effects or reactions, and that death is also a possibility as a result from taking these medication(s).

THE SPECIFIC MEDICATION(S) THAT MY PHYSICIAN PLANS TO PRESCRIBE WILL BE DESCRIBED AND DOCUMENTED SEPARATE FROM THIS AGREEMENT. THIS INCLUDES THE USE OF MEDICATIONS FOR PURPOSES DIFFERENT THAN WHAT HAVE BEEN APPROVED BY THE DRUG COMPANY AND THE GOVERNMENT (THIS IS SOMETIMES REFERRED TO AS "OFF-LABEL" PRESCRIBING). MY DOCTOR WILL EXPLAIN HIS TREATMENT PLAN(S) FOR ME AND DOCUMENT IT IN MY MEDICAL CHART.

_____ **I HAVE BEEN INFORMED AND UNDERSTAND** that I will undergo medical tests and examinations before and during my treatment. Those tests include random unannounced checks for drugs and psychological evaluations if and when it is deemed necessary, and I hereby give permission to perform the tests or my refusal may lead to termination of treatment. The presence of unauthorized substances may result in my being discharged from your care.

_____ **I UNDERSTAND THAT THE MOST COMMON SIDE EFFECTS THAT COULD OCCUR IN THE USE OF THE DRUGS USED IN MY TREATMENT INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:** constipation, nausea, vomiting, excessive drowsiness, itching, urinary retention (inability to urinate), orthostatic hypotension (low blood pressure), arrhythmias (irregular heartbeat), insomnia, depression, impairment of reasoning and judgment, respiratory depression (slow or no breathing), impotence, tolerance to medication(s), physical and emotional dependence or even addiction, and death. I understand that it may be dangerous for me to operate an automobile or other machinery while using these medications and I may be impaired during all activities, including work.

Patient's Name:

Date of Birth:

FOR FEMALE PATIENTS ONLY:

_____ To the best of my knowledge **I AM NOT PREGNANT**. If I am not pregnant, I will use appropriate contraception/birth control during my course of treatment.

_____ I accept that it is **MY RESPONSIBILITY** to inform my physician immediately if I become pregnant.

_____ If I am pregnant or am uncertain, **I WILL NOTIFY MY PHYSICIAN IMMEDIATELY**. All of the above possible effects of medication(s) have been fully explained to me and I understand that, at present, there have not been enough studies conducted on the long-term use of many medication(s) i.e. opioids/narcotics to assure complete safety to my unborn child(ren). With full knowledge of this, I consent to its use and hold my physician harmless for injuries to the embryo/ fetus / baby.

_____ The **alternative methods** of treatment, the possible risks involved, and the possibilities of complications have been explained to me, and I still desire to receive medication(s) for the treatment of my chronic pain.

_____ The **goal** of this treatment is to help me gain control of my chronic pain in order to live a more productive and active life.

_____ **I REALIZE** that I may have a chronic illness and there is a limited chance for complete cure, but the goal of taking medication(s) on a regular basis is to reduce (but probably not eliminate) my pain so that I can enjoy an improved quality of life.

_____ **I REALIZE** that the treatment for some will require prolonged or continuous use of medication(s), but an appropriate treatment goal may also mean the eventual withdrawal from the use of all medication(s). My treatment plan will be tailored specifically for me.

_____ **I UNDERSTAND** that I may withdraw from this treatment plan and discontinue the use of the medication(s) at any time and that I will notify my physician of any discontinued use.

_____ **I FURTHER UNDERSTAND** that I will be provided medical supervision if needed when discontinuing medication use

_____ **I UNDERSTAND** that no warranty or guarantee has been made to me as to the results of any drug therapy or cure of any condition. The long-term use of medications to treat chronic pain is controversial because of the uncertainty regarding the extent to which they provide long-term benefit.

_____ **I HAVE BEEN GIVEN THE OPPORTUNITY** to ask questions about my condition and treatment, risks of non-treatment and the drug therapy, medical treatment or diagnostic procedure(s) to be used to treat my condition, and the risks and hazards of such drug therapy, treatment and procedure(s), and I believe that I have sufficient information to give this informed consent.

Patient's Name: _____

Date of Birth: _____

_____ DURING THE COURSE OF YOUR PHYSICIAN/PATIENT RELATIONSHIP with Advanced Pain Care, you may be prescribed medication that can be filled at Advanced Rx Pharmacy. The address of the Pharmacy is 2000 South Mays Street Suite 200, Round Rock, TX 78664. You are hereby advised that Advanced Pain Care has an investment interest in the Pharmacy. This information is being provided to help you make an informed decision about your health care. You have the right to choose your pharmacy. You have the option of obtaining the prescription ordered by your physician at Advanced Rx Pharmacy or at any other pharmacy you select. You will not be treated differently by your physician, Advanced Pain Care or Advanced Rx Pharmacy if you choose to use a different facility.

_____ DURING THE COURSE OF YOUR PHYSICIAN/PATIENT RELATIONSHIP with Advanced Pain Care (Austin Area), you may undergo procedures that will be performed at Advanced Surgical Center. The address of the Surgery Center is 2000 South Mays Street Suite 400, Round Rock, TX 78664. You are hereby advised that Ryan Michaud, MD has an investment interest in the Surgery Center. This information is being provided to help you make an informed decision about your health care. You will not be treated differently by your physician, Advanced Pain Care or Advanced Surgical Center if you choose to use a different facility.

_____ DURING THE COURSE OF YOUR PHYSICIAN/PATIENT RELATIONSHIP with Advanced Pain Care (Amarillo), you may undergo procedures that will be performed at Advanced Surgical Center. The address of the Surgery Center is 1901 Medi Park Drive, Suite 01, Amarillo, TX 79106. This information is being provided to help you make an informed decision about your health care. You will not be treated differently by your physician, Advanced Pain Care or Advanced Surgical Center if you choose to use a different facility.

_____ DURING THE COURSE OF YOUR PHYSICIAN/PATIENT RELATIONSHIP with Advanced Pain Care, you may undergo procedures at Advanced Surgical Center that will be performed with Neuromonitoring. You are hereby advised that Mark Malone, MD has an investment interest in Greater Texas Neuromonitoring, LLC. This information is being provided to help you make an informed decision about your health care. You will not be treated differently by your physician, Advanced Pain Care or Advanced Surgical Center if you choose to decline Neuromonitoring.

Patient Signature: _____

Date: _____

Witness Signature: _____

Date: _____

PAIN MANAGEMENT AGREEMENT

Patient's Name:

Date of Birth:

AS REQUIRED BY THE TEXAS MEDICAL BOARD REFERENCE: TEXAS ADMINISTRATIVE CODE, TITLE 22, PART 9, CHAPTER 170.3 Rd
Edition: Developed by the Texas Pain Society, April 2008 (www.texaspain.org).

_____ **I UNDERSTAND** that this pain management agreement relates to my use of any and all medication(s) (i.e., opioids, also called 'narcotics, painkillers', and other prescription medications, etc.) for chronic pain prescribed by my physician.

_____ **I UNDERSTAND** that there are Federal and State laws, regulations and policies regarding the use and prescribing of controlled substance(s). *Therefore, medication(s) will only be provided so long as I follow the rules specified in this Agreement.*

_____ **I UNDERSTAND** that my physician may at any time choose to discontinue medication(s). Failure to comply with any of the following guidelines and/or conditions may cause discontinuation of medication(s) and/or my discharge from care and treatment. Discharge may be immediate for any criminal behavior:

- My progress will be periodically reviewed and, if the medication(s) are not improving my quality of life, the *medication(s) may be discontinued.*
- I will *disclose* to my physician all medication(s) that I take (at any time), prescribed by any physician.
- I will use the medication(s) *exactly as directed by my physician.*
- I agree *not to share*, sell or otherwise permit others, including my family and friends, to have access to these medications. I will *not allow or assist in the misuse/diversion* of my medication; *nor will I give or sell them* to anyone else.
- All medication(s) must be obtained at one pharmacy, where possible. Should the need arise to change pharmacies, my physician must be informed. I will use only one pharmacy and I will provide my pharmacist a copy of this agreement. I authorize my physician to release my medical records to my pharmacist as needed.
- I understand that my medication(s) will be refilled on a regular basis. I understand that my prescription(s) and my medication(s) are exactly like money. If either are lost or stolen, they may *not be replaced.*
- Refill(s) *will not be ordered before the scheduled refill date.* However, early refill(s) may be allowed when I am traveling and I make arrangements in advance of the planned departure date. Otherwise, I will not expect to receive additional medication(s) prior to the time of my next scheduled refill, even if my medication(s) run out.
- I will receive medication(s) *only from ONE physician* unless it is for an emergency or the medication(s) that is being prescribed by another physician is approved by my physician. Information that I have been receiving medication(s) prescribed by other doctors that have not been approved by my physician may lead to discontinuation of medication(s) and treatment.
- If it appears to my physician that there are no demonstrable benefits to my daily function or quality of life from the medication(s), *then my physician may try alternative medication(s) or may taper me off all medication(s).* I will not hold my physician liable for problems caused by the discontinuance of medication(s).
- I *agree to submit to urine and/or blood screens* to detect the use of non-prescribed and prescribed medication(s) at any time and without prior warning. If I test positive for illegal substance(s), such as marijuana, speed, cocaine, etc., treatment for chronic pain may be terminated. Also, a consult with, or referral to, an expert may be necessary: such as submitting to a psychiatric or psychological evaluation by a qualified physician such as an addictionologist or a physician who specializes in detoxification and/or rehabilitation and/or cognitive behavioral therapy/psychotherapy performed by a therapist or licensed counselor.

Patient's Name:

Date of Birth:

- I recognize that my chronic pain represents a complex problem which may benefit from physical therapy, psychotherapy, alternative medical care, etc. I also recognize that my *active participation in the management of my pain* is extremely important. I agree to *actively participate in all aspects of the pain management program* recommended by my physician to achieve increased function and improved quality of life.
- I agree that I *shall inform any doctor* who may treat me for any other medical problem(s) that I am enrolled in a Pain Management Program, since the use of other medication(s) may cause harm.
- I hereby give my physician *permission* to discuss all diagnostic and treatment details with my other physician(s) and pharmacist(s) regarding my use of medications prescribed by my other physician(s).
- I must take the medication(s) as instructed by my physician. *Any unauthorized increase* in the dose of medication(s) may be viewed as a cause for discontinuation of the treatment.
- I must *keep all follow-up appointments* as recommended by my physician or my treatment may be discontinued.

_____ **I CERTIFY** that I am not currently using illegal drugs or abusing prescription medication(s) and I am not undergoing treatment for substance dependence (addiction) or abuse.

_____ **I AM READING AND MAKING THIS AGREEMENT** while in full possession of my faculties and not under the influence of any substance that might impair my judgment.

_____ **I CERTIFY** that I have never been involved in the sale, illegal possession, misuse/diversion or transport of controlled substance(s) (narcotics, sleeping pills, nerve pills, or painkillers) or illegal substances (marijuana, cocaine, heroin, etc.)

_____ **I UNDERSTAND** that no guarantee or assurance has been made as to the results that may be obtained from chronic pain treatment. With full knowledge of the potential benefits and possible risks.

_____ **I CONSENT** to chronic pain treatment, since I realize that it provides me an opportunity to lead a more productive and active life.

_____ **I HAVE REVIEWED** the side effects of the medication(s) that may be used in the treatment of my chronic pain.

_____ **I FULLY UNDERSTAND** the explanations regarding the benefits and the risks of these medication(s) and I agree to the use of these medication(s) in the treatment of my chronic pain.

I HAVE READ AND UNDERSTAND THIS AGREEMENT and have received a copy for my records.

Patient Signature: _____

Date: _____

Physician Signature: _____

Date: _____



Opioid Risk Tool

Patient name: _____

Date of Birth: _____

The Opioid Risk Tool (ORT) is a brief, self-report screening tool designed for use with adult patients to assess risk for opioid abuse among individuals prescribed opioids for treatment of chronic pain.

Mark each box that applies	Female	Male
Family history of substance abuse		
Alcohol	1	3
Illegal drugs	2	3
Rx drugs	4	4
Personal history of substance abuse		
Alcohol	3	3
Illegal drugs	4	4
Rx drugs	5	5
Age between 16—45 years	1	1
History of preadolescent sexual abuse	3	0
Psychological disease		
ADD, OCD, bipolar, schizophrenia	2	2
Depression	1	1
Scoring totals		

Patient Signature: _____

Date: _____

Witness Signature: _____

Date: _____



ASSIGNMENT OF INSURANCE BENEFITS, CONSENT FOR TREATMENT, GUARENTEE AND STATEMENT OF SERVICE

Patient's Name:

Date of Birth:

I hereby assign and authorize payment made directly to **Advanced Pain Care, it's sub-specialities, or Advanced Surgical Center** of all of my covered health insurance benefits including Medicare, Medicaid, Medigap, HSA, commercial, all third party payors, or private managed care plans and insurance whether payable directly to me by any or all third party payors.

I UNDERSTAND my health insurance plan or third party payors may not cover part or all of the medical services rendered. *I fully understand I am financially responsible for and agree to pay all charges not paid by my health insurance plans or payors, including deductibles and co-insurance regardless of reason given for non-payment. I agree to immediately forward all payments, explanations of benefits, and correspondence sent directly to me from any and all third party payors related to care rendered by Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center and agree that failure to do so will make me responsible for the entire billed charge.* My assignment of benefits covers Advanced Pain Care and it's sub-specialities, and Advanced Surgical Center physicians and surgical center for all services now rendered and to be rendered in the future until this assignment is revoked. This assignment of benefits *supersedes* any previous assignments or agreements I made with my insurance company, including Blue Cross Blue Shield and their related companies or any other third party payor to pay me directly. A copy of this form shall be considered as valid as the original. I have received a copy of Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center's patient information brochure.

I UNDERSTAND Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center is a licensed surgical center and multi-specialty clinic and files claims on my behalf as a courtesy. I agree that I am financially responsible for any facility fees, laboratory test charges, and x-ray charges incurred on my behalf for care rendered. These charges will be in addition to charges for the care that the physicians at Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center . I further understand I may receive separate bills for each of these services, and that I am financially responsible for any services not covered by third party payors, including but not limited to my health insurance and/or managed care plans. I acknowledge *some or all of my care*, including surgical center facility fees, laboratory testing, x-rays, CT, DEXA, MRI, and physician services may be provided by out-of-network providers, and that I am financially responsible for any increased co-pays, deductibles, and non-covered services provided on an out-of-network basis.

I HAVE DISCLOSED the names of all my health insurance plans and third party payors, including secondary plans, and I represent such health care coverage is in full force and effect at this time. I also agree to promptly notify Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center, of any change in my health insurance plan and/or coverage as well as any changes in my address and phone number. I understand that my failure to do so may make me fully responsible for the *entire* bill. In consideration of the services furnished to me, I hereby agree to pay any balance due *within thirty (30) days* from presentation of my bill. If my account should become delinquent, and collection efforts become necessary, I agree to pay 1% per month delinquency charges and any reasonable collection and/or attorney fees incurred. I further agree that *TRAVIS COUNTY, TX* will be the venue for any collection efforts including small claims court and for any and all other litigation required to collect amounts due.

I UNDERSTAND it is ultimately my responsibility to obtain all required referral authorizations and/or precertifications for medical services that are required by my health insurance plan and/or third party payors. I acknowledge that this is *not* the responsibility of Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center.

I ALSO ACKNOWLEDGE no guarantees have been made by any employee of Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center or any other party about: (1) my treatment; (2) whether it will be paid for by any third party payor(s) or health insurance plans; or (3) whether any care rendered by Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center including but not limited to physician services, radiology services, and surgical center fees are in or out of network with my insurance plans.

I AGREE to fully cooperate with Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center to assist in their efforts to get claims paid on my behalf but understand that ultimately I am financially responsible for, and agree to pay, and unconditionally guaranty payment, of all charges not paid by my health insurance plan or third party payors.

Patient Signature: _____

Date: _____



AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION

Patient Name: _____

Date of Birth: _____

- I authorize Advanced Pain Care and its sub-specialties to release information from my Medical Record as described in this form.
- Many of our patients allow family members to call and discuss medical information, request prescription refills, medical records, and results of tests, pick up forms, etc. Under the requirements of HIPAA we are not allowed to give this information to anyone without the patient’s consent. If you wish to have any of your medical information released to family members you must sign this form. Signing this form will only give consent to release said information to the individuals indicated below.

Name

Relationship

Phone Number

Name

Relationship

Phone Number

Check all that apply to the above names:

Regarding appointment, time & date

Discuss Lab Results

Discuss Imaging Results

Discuss medical care, an issue or concern

Pick up Prescriptions

Pick up Forms

Discuss Billing Information

RIGHT TO REVOKE: *I understand that I can withdraw at any time by giving written notice stating my intent to TERMINATE this authorization to Advanced Pain Care 2000 S. Mays St., Suite 201 Round Rock, TX 78664. I understand that prior actions taken in reliance on this authorization by entities that had permission to access my Medical Record will not be affected.*

SIGNATURE AUTHORIZATION: *I have read this form and agree to the uses and disclosures of the information as described. I understand that refusing to sign this form does not stop release of Medical Record that has occurred prior to revocation or that is otherwise permitted by law without my specific authorization or permission, including disclosures to covered entities as provided by Texas Health & Safety Code 181.154(c) and/or 45 C.F.R. 164.502(a)(1). I understand that information released pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state privacy laws.*

Patient Signature

Date

Legally Authorized Representative

Relationship to Patient

Witness

Date



FINANCIAL POLICY

Patient's Name: _____

Date of Birth: _____

Thank you for choosing **Advanced Pain Care**, its sub-specialties, and **Advanced Surgical Center** as your health care provider. The following is our Financial Policy. If you have any questions or concerns about our payment policies, please do not hesitate to ask our business office personnel. We ask that all patients read and sign our Financial Policy prior to seeing a medical care provider.

Patient's portion of payment, including co-pay, deductible, and/or balance on account is due at the time services are rendered unless prior arrangements have been made with the Billing Department.

We accept assignment with most major insurance companies and participating provider plans. However, you must understand that: **(Please initial all lines below)**

- _____ 1. Your insurance policy is a contract between you, your employer, and the insurance company. We are NOT a party to that contract. Our relationship is with you, not your insurance carrier. We verify your benefits as a courtesy and do not guarantee of coverage or payment.
- _____ 2. All charges are your responsibility whether your insurance company pays or not.
- _____ 3. Fees for services, along with unpaid deductibles and co-payments, are due at the time of treatment.
- _____ 4. If the insurance company does not pay your balance in full within 30 days, we ask that you contact the carrier to request prompt payment. Please inform our office of the carrier's response.
- _____ 5. Returned checks will be subject to a \$25.00 collection charge. If the check is not picked up within 10 days, the check may be turned over to law enforcement.
- _____ 6. No show or cancellations without 24 hour notice are subject to a \$25.00 charge.
- _____ 7. Unpaid balances over 90 days may be subject to collections via small claims court, attorney, and/or collection agency with applicable collection fees. All collection fees are the responsibility of the patient.

We understand that temporary financial problems may affect timely payment of your balance. We encourage you to communicate any such problems so that we can assist you in the management of your account.

Authorization to Release and Assign Insurance Benefits: I authorize release of **ANY** medical information, including substance abuse, mental health, and HIV/AIDS records, required to act on **ANY** medical insurance claim and permit photographic or other facsimile reproduction of this authorization to be used in place of the original assignment. I hereby assign to **Advanced Pain Care, its sub-specialties, and Advanced Surgical Center** the medical and/or surgical benefits I am entitled from my insurance company(s) and/or Medicare and Medicaid. This authorization is in effect for all future claims, until I choose to revoke it in writing.

I, the undersigned, understand and agree to the above Financial Policy. I understand that I am financially responsible for all charges incurred for my medical treatment. I have had the opportunity to ask and have my questions answered to my satisfaction.

Patient Signature _____

Date: _____

Relationship to patient if not patient _____ Authorized Witness: _____

***Mark Malone MD PA includes Advanced Pain Care, its sub-specialties, and Advanced Surgical Center.**

NOTICE OF PRIVACY PRACTICES AND PATIENT CONSENT
FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

Patient name: _____

Date of Birth: _____

I **understand** that under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), I have certain PATIENT RIGHTS regarding my protected health information.

I **understand** that Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center may use or disclose my protected health information for treatment, payment, or health care operations- which means for: providing health care to me, the patient; handling billing and payment; and taking care of other health care operations. Unless required by law, there will be no other uses or disclosures of this information without my authorization.

I **authorize** Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center to communicate with my PCP (Primary Care Physician) : Dr. _____

Phone #: (_____) _____

Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center has a detailed document called the '**Notice of Privacy Practices**'. It contains a more complete description of your rights to privacy and how we may use and disclose protected health information.

I **understand** that I have the right to read the '**Notice of Privacy Practices**' before signing this agreement. If I ask, Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center will provide me with most current '**Notice of Privacy Practices**'.

My signature below indicates that I have been given the chance to review such copy of the '**Notice of Privacy Practices**'. My signature means that I agree to allow Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center to use and disclose my protected health information to carry out treatment, payment and health care operations. I have the right to revoke the consent in writing at any time, except to the extent that Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center has taken action relying on _____

this consent.

Patient Signature

Date

Relationship to Patient if signed by another party

Date

You may obtain a copy of our '**Notice of Privacy Practices**' including any revisions to our '**Notice of Privacy Practices**' at any time by contacting: Advanced Pain Care, it's sub-specialities, and Advanced Surgical Center at 2000 S. Mays St, Round Rock Texas 78664 or (512) 244-4272.

**** OFFICE USE ONLY ****

Staff initial below when completed

Consent dates have been updated in Athena _____

Meaningful Use: Demographics

Patient Name:

DOB:

Language

English

Spanish

Other: _____

Race

American Indian or Alaskan Native

Asian

Chinese

Filipino

Japanese

Black or African American

White or Caucasian

Native Hawaiian

Multi-Racial

Other: _____

Ethnicity

Hispanic or Latino

Non-Hispanic or Latino

Portal Email

Please provide email for patient portal access: _____

Patient Signature

Date

****** OFFICE USE ONLY ******
Staff initial below when completed

Race / Ethnicity / Language updated in Athena _____

Portal Registration: Y or N _____

PATIENT CANCELLATION AND NO-SHOW AGREEMENT

To better serve our patients and provide excellent care, Advanced Pain Care (APC) will enforce a new cancellation, no-show, and/or late arrival policy, effective August 1, 2022. In order to provide you with high quality health care, it is important for you to keep your scheduled appointment with the medical provider. Valuable time has been reserved for you or your family member. A missed appointment or late cancellation of an appointment results in lost time which could have been given to another patient awaiting to receive care.

APC will try to remind you of your appointment (via your preferred method of communication). However, it is your responsibility to keep a record of your appointment and to arrive on time. If you need to cancel or reschedule your appointment, please call or text 24 hours in advance (between the hours of 8:00 AM and 5:00 PM). We realize that an emergency may occur, and you may not be able to notify us. We will discuss such situations with you if such emergencies occur.

APC classifies a late arrival as more than 40 minutes past your allotted appointment time. After more than three (3) no-shows, cancellations, and/or late arrivals within a six (6) month period, APC will suspend your scheduling privileges and request that you see your referring physician for a referral back to APC.

A no-show will be fined \$25, and this must be paid before scheduling another appointment.

Thank you for working with us to ensure that services are provided to all our patients in the best possible way.

Patient Signature: _____

Date: _____



Authorization to Release Medical Records

Please read this entire form before signing and complete all the sections that apply to your decisions relating to the release of your Medical Records.

Patient Name:
Phone Number:

DOB:
Email Address:

RELEASE INFO TO:

Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
Fax: _____

OBTAIN INFO FROM:

Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
Fax: _____

Reason for Disclosure (Please circle one):

Treatment/Continuing Care	Personal Use	Billing/Claims
Insurance	Legal Purposes	Disability Determination
School	Unemployment	Other: _____

What information can be disclosed? Complete the following by indicating those items that you want disclosed. If entire Medical Record is to be released, then check only the first line.

<input type="checkbox"/> Entire Record	<input type="checkbox"/> History/Physical Exam	<input type="checkbox"/> Past/Present Medication	<input type="checkbox"/> Lab Results
<input type="checkbox"/> Physicians Orders	<input type="checkbox"/> Patient Allergies	<input type="checkbox"/> Operation Reports	<input type="checkbox"/> Consultations
<input type="checkbox"/> Progress Notes	<input type="checkbox"/> Diagnostic Test Reports	<input type="checkbox"/> Billing Information	<input type="checkbox"/> Radiology

Your initials are required to **NOT** release the following information:

<input type="checkbox"/> Mental Health Records (Excluding Psychotherapy Notes)	<input type="checkbox"/> Genetic Information/results
<input type="checkbox"/> Drug, Alcohol, or Substance Abuse Records	<input type="checkbox"/> HIV/AIDS test results/treatment

RIGHT TO REVOKE: I understand that I can withdraw at any time by giving written notice stating my intent to **TERMINATE** this authorization to **Advanced Pain Care 2000 S. Mays St., Suite 201 Round Rock, TX 78664**. I understand that prior actions taken in reliance on this authorization by entities that had permission to access my Medical Record will not be affected.

SIGNATURE AUTHORIZATION: I have read this form and agree to the uses and disclosures of the information as described. I understand that refusing to sign this form does not stop release of Medical Record that has occurred prior to revocation or that is otherwise permitted by law without my specific authorization or permission, including disclosures to covered entities as provided by Texas Health & Safety Code 181.154(c) and/or 45 C.F.R. 164.502(a)(1). I understand that information released pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state privacy laws.

Patient Signature

Date

Legally Authorized Representative

Relationship to Patient

Witness Signature

Date



Pharmacy Letter

Patient's Name: _____

Date of Birth: _____

Dear Valued Patients:

Due to new government regulations, it will be much harder to get pain medications approved through your pharmacy starting, January 1, 2019.

Your pharmacist will be required to call your doctor and discuss your prescription(s). In many cases, this could take days. Also, your insurance company will have increased preauthorization requirements that may delay prescriptions.

We strongly urge you to use our pharmacy to avoid this red tape nightmare. Our pharmacists have access to our electronic medical records and can quickly and seamlessly confirm, communicate and obtain authorization for our prescriptions.

There will be no waiting. Your prescriptions will be ready to be picked-up the next day or mailed to your door within 1-2 days. We will have them in stock.

Another regulation is no pharmacy can fill only controlled substances. We ask that for every controlled prescription, you also fill at least one other non-controlled prescription. Your medications can be transferred with a simple call from our pharmacists. We can also fill medications for your family and pets for your convenience.

Your follow-up appointments will be scheduled about two days before running out of medication, giving your doctor and pharmacist time to satisfy all the new requirements.

If you would like Advanced Rx to become your pharmacy, please check the box.

Please sign below stating that you have read and have been informed about the new government mandated rules for prescribers and pharmacists regarding controlled medication refills going into effect January 2019.

Feel free to speak with me, your provider or any staff member should you need more information.

Sincerely,

Mark T. Malone, M.D.

Patient Name: _____

Signature: _____

Date: _____

Advanced Pain Care and Dr. Malone have a vested interest in Advanced Rx Pharmacy.

All patients have a right to receive a copy of their prescription and have it filled wherever they choose.