FEIGENBAUM NEUROSURGERY

Frank Feigenbaum, M.D., FAANS, FACS

Tarlov Cyst Consultation Check off List

Please use this check off list to ensure all information is complete for your chart.

☐ HIPAA Receipt and Authorization
☐ Patient History
☐ Patient Information
☐ MRI Disc/CDs or Films
☐ MRI/Radiology report
☐ Copy of insurance card(s) front and back

If applicable:
☐ Automobile or Liability Claim Information
☐ Workers Compensation Claim
☐ Medicare Secondary Payer Questionnaire

If you would like to know if your information has arrived, please call our office at 214-351-8450 option 8. If there is additional or missing information needed, we will contact you.

Note: Only complete charts will be forwarded on to Dr. Feigenbaum for review.

Please allow at least 6-10 weeks for a response from the doctor. Thank you.

Mail to:

Feigenbaum Neurosurgery, P.A.
Attn: Soledad
9080 Harry Hines Blvd, Ste 220
Dallas, Texas 75235

Revised February 2018

FEIGENBAUM NEUROSURGERY

Frank Feigenbaum, M.D., FAANS, FACS

Notice of Privacy Practices

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.

If you have any questions about this Notice please contact the Privacy Officer. Laura Abshire 214-351-8450 option 5

Effective Date: September 10, 2013 **Revised: November 15, 2016**

We are committed to protect the privacy of your personal health information (PHI).

This Notice of Privacy Practices (Notice) describes how we may use within our practice or network and disclose (share outside of our practice or network) your PHI to carry out treatment, payment or health care operations. We may also share your information for other purposes that are permitted or required by law. This Notice also describes your rights to access and control your PHI.

We are required by law to maintain the privacy of your PHI. We will follow the terms outlined in this Notice.

We may change our Notice, at any time. Any changes will apply to all PHI. Upon your request, we will provide you with any revised Notice by:

- Posting the new Notice in our office.
- If requested, making copies of the new Notice available in our office or by mail.
- Posting the revised Notice on our website: **www.frankfeigenbaum.com**.

Uses and Disclosures of Protected Health Information

We may use or disclose (share) your PHI to provide health care treatment for you.

Your PHI may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you.

EXAMPLE: Your PHI may be provided to a physician to whom you have been referred for evaluation to ensure that the physician has the necessary information to diagnose or treat you. We may also share your PHI from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your physician, becomes involved in your care by providing assistance with your health care diagnosis or treatment to your physician.

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AIMIS Spine: Theodorou Potamianou 50, Kato Polemidia 4155, Limassol, Cyprus
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We may also share your PHI with people outside of our practice that may provide medical care for you such as home health agencies.

We may use and disclose your PHI to obtain payment for services. We may provide your PHI to others in order to bill or collect payment for services. There may be services for which we share information with your health plan to determine if the service will be paid for.

PHI may be shared with the following:

- Billing companies
- Insurance companies, health plans
- Government agencies in order to assist with qualification of benefits
- Collection agencies

EXAMPLE: You are seen at our practice for a procedure. We will need to provide a listing of services such as x-rays to your insurance company so that we can get paid for the procedure. We may at times contact your health care plan to receive approval PRIOR to performing certain procedures to ensure the services will be paid for. This will require sharing of your PHI.

We may use or disclose, as-needed, your PHI in order to support the business activities of this practice which are called health care operations.

EXAMPLES:

- Training students, other health care providers, or ancillary staff such as billing personnel to help them learn or improve their skills.
- Quality improvement processes which look at delivery of health care and for improvement in processes which will provide safer, more effective care for you.
- Use of information to assist in resolving problems or complaints within the practice.

We may use and disclosure your PHI in other situations without your permission:

- If required by law: The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. For example, we may be required to report gunshot wounds or suspected abuse or neglect.
- Public health activities: The disclosure will be made for the purpose of controlling disease, injury or disability and only to public health authorities permitted by law to collect or receive information. We may also notify individuals who may have been exposed to a disease or may be at risk of contracting or spreading a disease or condition.
- Health oversight agencies: We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits,

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investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.

- Legal proceedings: To assist in any legal proceeding or in response to a court order, in certain conditions in response to a subpoena, or other lawful process.
- Police or other law enforcement purposes: The release of PHI will meet all applicable legal requirements for release.
- Coroners, funeral directors: We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law
- Medical research: We may disclose your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.
- Special government purposes: Information may be shared for national security purposes, or if you are a member of the military, to the military under limited circumstances.
- Correctional institutions: Information may be shared if you are an inmate or under custody of law which is necessary for your health or the health and safety of other individuals.
- Workers' Compensation: Your protected health information may be disclosed by us as authorized to comply with workers' compensation laws and other similar legally-established programs.

Other uses and disclosures of your health information.

Business Associates: Some services are provided through the use of contracted entities called "business associates". We will always release only the minimum amount of PHI necessary so that the business associate can perform the identified services. We require the business associate(s) to appropriately safeguard your information. Examples of business associates include billing companies or transcription services.

Health Information Exchange: We may make your health information available electronically to other healthcare providers outside of our facility who are involved in your care.

Fundraising activities: We may contact you in an effort to raise money. You may opt out of receiving such communications.

Treatment alternatives: We may provide you notice of treatment options or other health related services that may improve your overall health.

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Appointment reminders: We may contact you as a reminder about upcoming appointments or treatment.

We may use or disclose your PHI in the following situations UNLESS you object.

- We may share your information with friends or family members, or other persons directly identified by you at the level they are involved in your care or payment of services. If you are not present or able to agree/object, the healthcare provider using professional judgment will determine if it is in your best interest to share the information. For example, we may discuss post procedure instructions with the person who drove you to the facility unless you tell us specifically not to share the information.
- We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location, general condition or death.
- We may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts.

The following uses and disclosures of PHI require your written authorization:

- Marketing
- Disclosures of for any purposes which require the sale of your information
- Release of psychotherapy notes: Psychotherapy notes are notes by a mental health professional for the purpose of documenting a conversation during a private session. This session could be with an individual or with a group. These notes are kept separate from the rest of the medical record and do not include: medications and how they affect you, start and stop time of counseling sessions, types of treatments provided, results of tests, diagnosis, treatment plan, symptoms, prognosis.

All other uses and disclosures not recorded in this Notice will require a written authorization from you or your personal representative.

Written authorization simply explains how you want your information used and disclosed. Your written authorization may be revoked at any time, in writing. Except to the extent that your doctor or this practice has used or released information based on the direction provided in the authorization, no further use or disclosure will occur.

Your Privacy Rights

You have certain rights related to your protected health information. All requests to exercise your rights must be made in writing. [Describe how the patient may obtain the written request document and to whom the request should be directed, i.e. practice manager, privacy officer.]

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You have the right to see and obtain a copy of your protected health information.

This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. If requested we will provide you a copy of your records in an electronic format. There are some exceptions to records which may be copied and the request may be denied. We may charge you a reasonable cost based fee for a copy of the records.

You have the right to request a restriction of your protected health information.

You may request for this practice not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. We are not required to agree with these requests. If we agree to a restriction request we will honor the restriction request unless the information is needed to provide emergency treatment.

There is one exception: we must accept a restriction request to restrict disclosure of information to a health plan if you pay out of pocket in full for a service or product unless it is otherwise required by law.

You have the right to request for us to communicate in different ways or in different locations.

We will agree to reasonable requests. We may also request alternative address or other method of contact such as mailing information to a post office box. We will not ask for an explanation from you about the request.

You may have the right to request an amendment of your health information.

You may request an amendment of your health information if you feel that the information is not correct along with an explanation of the reason for the request. In certain cases, we may deny your request for an amendment at which time you will have an opportunity to disagree.

You have the right to a list of people or organizations who have received your health information from us.

This right applies to disclosures for purposes other than treatment, payment or healthcare operations. You have the right to obtain a listing of these disclosures that occurred after April 14, 2003. You may request them for the previous six years or a shorter timeframe. If you request more than one list within a 12 month period you may be charged a reasonable fee.

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Additional Privacy Rights

- You have the right to obtain a paper copy of this notice from us, upon request. We will provide you a copy of this Notice the first day we treat you at our facility. In an emergency situation we will give you this Notice as soon as possible.
- You have a right to receive notification of any breach of your protected health information.

Complaints

If you think we have violated your rights or you have a complaint about our privacy practices you can contact:

Laura Abshire

You may also complain to the United States Secretary of Health and Human Services if you believe your privacy rights have been violated by us.

If you file a complaint we will not retaliate against you for filing a complaint.

This notice was published and becomes effective on September 10, 2013.

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FEIGENBAUM NEUROSURGERY

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NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

I understand that, under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessment and physician certifications.
- Authorization to release medication history to SureScripts for prescribing purposes (allows communication with pharmacy).

I have received, read, and understand your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its Notice of Privacy Practice from time to time, and that I may contact this organization at any time at the address above to obtain a current copy of the Notice of Privacy Practices.

I understand that I may request, in writing, that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand that you are not required to agree to my requested restrictions, but if you do agree, then you are bound to abide by such restrictions.

Patient (or Custodian) Name & DOB:_____ Date:_____

Patient Address:_____

Signature:_____ Relation to Patient:_____

In accordance with *Feigenbaum Neurosurgery Privacy Practices,* I hereby authorize Feigenbaum Neurosurgery to communicate with my spouse, children, and/or parents regarding my care and I authorize representatives of FN to communicate with me via home answering machine, voice mail (work phone or cell phone), and/or E-mail unless I check this box:

☐ I hereby authorize Feigenbaum Neurosurgery to communicate with the following people:

Name	Relationship
_____	_____
_____	_____

These authorizations will remain in effect until you send us written notice of your desire to revoke the authorizations.

Signature:_____ Date:_____

OFFICE USE ONLY

I attempted to obtain the patient's signature in acknowledgement of this Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below:

Date: _____ Prepared By: _____ Signature: _____

Reason:
____An emergency existed and a signature was not possible at the time.
____ The individual refused to sign.
____ A copy was mailed with a request for a signature by return mail.
____ Unable to communicate with patient for following reason:_____
____ Other:_____

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FEIGENBAUM NEUROSURGERY

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PATIENT HISTORY

Name_____Phone_____Birth Date_____Age____Sex____Date_____

Who requested that you see our physician? _____ Phone_____

How did you find us: ☐ Internet, name of website/search engine: _____ ☐ Tarlov Cyst Foundation

Did you refer yourself? ☐ Yes ☐ No ☐ Other explain: _____

Family Physician or Internist: _____ Phone_____

What is your major problem or complaint? _____

When did your problem start? _____ Was there a specific injury? _____ Date of Injury _____

DO YOU CONSIDER THIS A WORK OR AUTO RELATED INJURY? _____ Why? _____

Have you seen other doctors for this problem? _____ Who? _____

PAST MEDICAL HISTORY (check all present): ☐ MEDICAL HISTORY NEGATIVE

Cardiovascular (heart):
☐ Hypertension (high blood pressure)
☐ Coronary artery disease / Heart disease
☐ Deep Vessel Thrombosis (DVT/blood clots/congenital clotting factor deficiency)
☐ Atrial fibrillation / Irregular heart rhythm–type_____
☐ Heart valve problems
☐ Cardiac stents
☐ Congestive heart failure
☐ Peripheral vascular disease
☐ Pace maker / Defibrillator
☐ Myocardial Infarction: last known_____

Respiratory:
☐ COPD/emphysema
☐ Asthma
☐ Seasonal allergies
☐ Sleep apnea / CPAP/BiPAP
☐ Pulmonary embolism
☐ Lung disease: _____

Gastrointestinal:
☐ Hepatitis / Liver disease
☐ Peptic/gastric ulcer
☐ GERD (reflux)
☐ Colon/Rectal: _____
☐ Irritable Bowel Syndrome

Metabolic:
☐ Diabetes: Type I / Type II
☐ Thyroid disorder: Hypothyroid / Hyperthyroid
☐ Hyperlipidemia (high cholesterol)
☐ Obesity

Musculoskeletal:
☐ Rheumatoid arthritis
☐ Gout
☐ Fibromyalgia
☐ Osteoarthritis
☐ Osteoporosis

Cancer:
Indicate type, treatment, year
☐ Breast: Right/ Left _____
☐ Colon _____
☐ Lung _____
☐ Prostate _____
☐ Other: _____

Connective Tissue Disease:
☐ Marfan's
☐ Ehlers-Danlos syndrome
☐ Other: _____

Renal (kidney):
☐ Kidney failure
☐ Removal of kidney Right / Left
☐ Dialysis
☐ Other: _____

Neurologic / Psychiatric:
☐ Stroke: last known_____, last recommended change____
☐ Seizures: last seizure_____
☐ Trauma
☐ Head injury
☐ Anxiety disorder
☐ Bi-polar disorder
☐ Depression
☐ Dementia
☐ Migraine headaches
☐ Multiple Sclerosis
☐ Peripheral neuropathy
☐ Parkinson's disease
☐ Hereditary defects
☐ Spinal cord stimulator implant

Infectious:
☐ HIV / AIDS
☐ Shingles
☐ Methicillin resistant staph aureus (MRSA)

Other:
☐ Chronic kidney/renal disease
☐ Glaucoma
☐ Anemia
☐ Other: _____

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PATIENT HISTORY

Name_____Phone_____Birth Date_____Age____Sex____Date_____

PAST SURGICAL HISTORY: *INCLUDE DATE(S)*

☐ NO PRIOR SURGERIES ☐ Tonsillectomy _____ ☐ Appendectomy (appendix) _____ ☐ Cholecystectomy (gallbladder) _____ ☐ Vasectomy _____ ☐ Tubal ligation _____ ☐ Other surgery:_____ ☐ Other surgery:_____ ☐ Other surgery:_____	☐ C-Section _____ ☐ D&C _____ ☐ Hysterectomy_____ ☐ Heart _____ ☐ Stents ☐ Ablation ☐ Spine surgery ☐ Neck ☐ Mid-back ☐ Lower back Neck _____ Mid-back _____ Lower _____ Do you have metal in your body? Yes / No If yes, is it MRI compatible (titanium)? Yes / No Have you had any problems with anesthesia with previous surgeries? Yes / No If so, explain: _____ Have you or anyone in your family had a reaction to anesthesia called Malignant Hyperthermia? Yes / No If so, who: _____

DISEASES THAT RUN IN THE FAMILY/FAMILY MEDICAL HISTORY: (include deceased family members):

Disease	Father	Mother	Brother	Sister	Other (specify)
Heart Disease					
Diabetes					
Hypertension (high blood pressure)					
High Cholesterol					
Cancer (*specify/type*)					
Hereditary Defects					
Other					
☐ Adopted	☐ Family history unobtainable		☐ Family history negative		

- Do you drink alcohol excessively? _____ Do you use drugs? _____ Have you been treated for substance abuse? _____
- Do you smoke now? _____ Packs per day? _____ How long? _____ Have you in the past? ____ When did you quit? _____
- Race: ☐ Black or African American ☐ American Indian or Alaska Native ☐ Asian ☐ Hawaiian or Other Pacific Islander ☐ Other Race ☐ White ☐ Decline to specify
- Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Unknown ☐ Decline to specify
- Preferred Language: _____
- Have you had a flu vaccine within the past year? ☐ Yes ☐ No If No, Reason_____
- Women, ages 21-64, have you received one or more pap tests to screen for cervical cancer? ☐ Yes ☐ No ☐ N/A
- Women, ages 40-69, have you had a mammogram in the past 2 years? ☐ Yes ☐ No ☐ Mastectomy ☐ N/A

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PATIENT HISTORY

Name_____Phone_____Birth Date_____Age____Sex____Date_____

- If 50-75 years of age, have you had a complete colonoscopy in the past 10 years? ☐ Yes ☐ No ☐ N/A
- Marital Status _____ Number of children _____ Do you have a healthcare directive or power of attorney? ☐ Yes ☐ No If No, would you like more information? ☐ Yes ☐ No
- Occupation _____ Height _____ Weight _____

REVIEW OF SYSTEMS (check all present): ALL OTHER SYSTEMS NEGATIVE

Constitutional:
☐ Chills
☐ Fatigue
☐ Fever
☐ Weight gain _____lbs
☐ Weight loss _____lbs
☐ Night sweats

Eye:
☐ Blurry vision
☐ Seeing double
☐ Vision problems
☐ Eye discharge

Ear Nose Throat:
☐ Earache
☐ Hoarseness
☐ Loss of Hearing
☐ Nasal Congestion
☐ Ringing in Ears
☐ Sinus Pain
☐ Sore throat
☐ Ear discharge
☐ Nasal discharge
☐ Sinus pressure

Cardiovascular:
☐ Chest Pain
☐ Edema (leg swelling)
☐ Palpitations (irregular heart beat)
☐ Paroxysmal nocturnal dyspnea (shortness of breath, coughing at night)

Endocrine:
☐ Excessive thirst
☐ Intolerance to cold
☐ Intolerance to heat

Respiratory:
☐ Cough
☐ Coughing up Sputum
☐ Short of breath
☐ Wheezing
☐ Home oxygen use (___L)
☐ Coughing up blood

Gastric:
☐ Abdominal pain
☐ Constipation
☐ Decreased appetite
☐ Diarrhea
☐ Difficulty swallowing

(Gastric continued)
☐ Heartburn
☐ Nausea
☐ Vomiting
☐ Rectal bleeding
☐ Black stools

Urinary:
☐ Dysuria (pain on urination)
☐ Hematuria (blood in urine)
☐ Nocturia (more than 2 urinations during night)
☐ Urinary frequency
☐ Urinary incontinence
☐ Urinary retention

Female Genital Symptoms:
☐ Decreased libido
☐ Heavy periods
☐ Irregular menses
☐ No menses > 6 months
☐ Painful intercourse
☐ Painful periods
☐ Vaginal discharge
☐ Private area numbness
☐ Private area pain

Male Genital Symptoms:
☐ Erectile disorder
☐ Penile discharge
☐ Terminal drippling
☐ Testicular lump
☐ Urinary hesitancy
☐ Small urine stream
☐ Private area numbness
☐ Private area pain

Musculoskeletal:
☐ Joint pain
☐ Joint swelling
☐ Muscle aches
☐ Muscle weakness

Integument:
☐ Skin rash / Lesions

Breast:
☐ Discharge
☐ Lump

Neuro:
☐ Headache
☐ Dizziness
☐ Fainting
☐ Memory Loss
☐ Numbness / Tingling
☐ Claustrophobia
☐ Sleep disturbances
☐ Low back pain
☐ Sacral pain
☐ Difficulty walking
☐ Difficulty sitting
☐ Paralysis

Psych:
☐ Anxiety
☐ Depression

Hematologic /Lymph:
☐ Anemia
☐ Excessive bleeding during surgery
☐ Easy bruising
☐ Swollen glands in the neck

Immune System:
☐ Auto-immune disease
☐ Seasonal allergies
☐ Allergic reaction to medication(s)
☐ Recurrent infections

☐ REVIEW OF SYSTEMS NEGATIVE

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PATIENT HISTORY

Name_____Phone_____Birth Date_____Age____Sex____Date_____

MEDICATIONS YOU ARE TAKING (include dose, prescription, over the counter drugs, vitamins, herbals, etc.): ☐ Not currently taking any medications

Medication Name	Dosage / Amount / Frequency	Reason for Taking	Prescribing Doctor

Preferred Pharmacy: _____ Phone: _____

DRUG ALLERGIES AND REACTIONS: ☐ No Known Drug Allergies

Medication Name	True Allergy (facial swelling, airway tightening, hives)	Adverse Reaction (nausea, vomiting, upset stomach, headache)	Date

Allergy to: ____ Latex ____Betadine ____Shellfish ____ IV Contrast/Dye Reaction:_____

For Office Use Only:	
Pulse:_____	BP:_____/_____

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Date_____

PATIENT INFORMATION

Name (last) (first) (middle) Social Security #

Date of Birth Age Gender Marital Status

Address City, State Zip Home Phone Cell Phone

Employer Employers Address (city, state, zip) Work Phone

E-Mail Address Spouse/Parent/Significant Other Contact Phone

Referring Physician City, State Phone Primary Care Physician Phone

EMERGENCY CONTACT

Name Relationship to Patient Contact Phone Address, City, State, Zip

Name Relationship to Patient Contact Phone Address, City, State, Zip

INSURANCE INFORMATION

Primary Insurance Company Policyholder/Relationship/Date of Birth Policy # Group #/Name

Secondary Insurance Company Policyholder/Relationship/Date of Birth Policy # Group #/Name

DO YOU HAVE REGULAR MEDICARE? Yes____ No____ DO YOU HAVE A REPLACEMENT HMO? Yes____ No____

IS THIS A WORK RELATED INJURY? Yes_____ No_____ (*If yes, please complete workers compensation form in addition*)

IS THIS DUE TO AN AUTO ACCIDENT? Yes_____ No _____(*If yes, please complete auto information form in addition*)

INSURANCE AUTHORIZATION AND ASSIGNMENT

I authorize payment of medical benefits directly to FEIGENBAUM NEUROSURGERY, P.A. I consent to the release of medical information to my insurance company and to my referring physician.

_____

Signature Date

MEDICARE LIFETIME CERTIFICATE

I request that payment of authorized Medicare benefits be made on my behalf to FEIGENBAUM NEUROSURGERY, P.A. for any services furnished me by these physicians. I authorize any holder of medical information about me to release to the Center for Medicare and Medicaid Services and its agents any information needed to determine these benefits or the benefits payable for related services.

_____ _____

Signature of Beneficiary Patient Medicare # Date

MEDIGAP AUTHORIZATION FORM

I hereby authorize payment of my Medigap benefits to FEIGENBAUM NEUROSURGERY, P.A. for all claims on my behalf. This authorization applies to all services until it is revoked by me or my representative

Beneficiary signature _____ Date _____

MEDIGAP Insurance Company _____ Policy # _____

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