

Dear Patient,

For your appointment BEFOREHAND you need to:

- Go on Patient Portal to create an account to fill out demographic information. You will receive an invite via email.
- Complete Patient History sheet see attachment. Return to our office via fax 214-351-8460 ONE WEEK PRIOR TO YOUR APPOINTMENT. Noncompliance means appointment will be rescheduled.
- Sign, hand write name, and date the Notice of Privacy Practices Acknowledgment – see attachment. Return to our office via fax 214-351-8460 ONE WEEK PRIOR TO YOUR APPOINTMENT.
- Read, initial each paragraph, sign, hand write name, and date the Patient Practice Agreement - see attachment. Return to our office via fax 214-351-8460 ONE WEEK PRIOR TO YOUR APPOINTMENT.
- If you are filing with Worker's Comp or Auto, please fill out attached form see attachment.
- If you are a Medicare patient, please fill out form Medicare Secondary Payer Questionnaire see attachment.

Things to Bring to Your Appointment:

- Bring MRI CD AND report
- Current Insurance card(s)
- Photo ID

PLEASE ATTACH <u>FRONT AND</u> <u>BACK</u> COPY OF YOUR <u>INSURANCE CARD/CARDS</u>.

It is <u>very important</u> that we receive a copy <u>BEFORE</u> your appointment.

Thank you.



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 guality 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 hox.

□ 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:	
Reason:	An emergenc	existed and a signature was not possible at the time.
	The individua	refused to sign.
	A copy was n	ailed with a request for a signature by return mail.
	Unable to co	municate with patient for following reason:
	Other:	

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Date		PATIE	NT INFORMATIO	ON	
Name (last)	(first)	(middle)	Social	Security #
Date of Birth		Age	Gender		Marital Status
Address	City, State Zip		Home Phone		Cell Phone
Employer	Emplo	yers Addre	ess (city, state, zip)		Work Phone
E-Mail Addres	SS	Spouse/I	Parent/Significant Ot	her	Contact Phone
Referring Phy		Phone EMERGEI	Prima NCY CONTACT	ry Care Physician	Phone
Name	Relationship to Patient	(Contact Phone	Address, City, S	State, Zip
Name	Relationship to Patient IN		Contact Phone E INFORMATION	Address, City, S	State, Zip
Primary Insur	ance Company Policył	nolder/Rela	ationship/Date of Birt	h Policy #	Group #/Name
<i>inform</i> I authorize pay	HIS DUE TO AN AUTO A mation form in addition) INSURANCE ment of medical benefits dir ation to my insurance compa	AUTHORI	IZATION AND ASS	IGNMENT	
	Signature		Date		
P.A. for any se release to the	ME payment of authorized Medi ervices furnished me by thes Center for Medicare and Med benefits payable for related s	care benefit e physicians dicaid Servio	s. I authorize any hold	er of medical inforn	nation about me to
Signature of Be	eneficiary		Patient Medicar	re #	Date
	MI prize payment of my Mediga thorization applies to all serv	p benefits			or all claims on my
Beneficiary sigr	nature			_ Date	
MEDIGAP Insur	rance Company		Po	licy #	
			Blvd. • Suite 220 • Dall iianou 50, Kato Polemidia 4	as, Texas 75235	vised February 2018

P (214) 351-8450 • F (214) 366-3713 • frankfeigenbaum.com



Patient Name: Patient DOB: Date:

Patient - Practice Agreement

Insurance Billing

Insurance is a contract between you and your insurance company. Our group accepts most major insurance plans. Prior to your initial visit, please contact your insurance carrier to confirm that our physician participates in your plan. It is your responsibility to notify us when making your appointment if you need a referral or pre-authorization for the visit with Dr. Feigenbaum. Typically this is applicable for HMO policies. This referral is submitted to the insurance company from the Primary Care Physician's (PCP) office. Please make sure you have obtained any required referrals in advance of your visit. If your insurance plan requires a referral and we do not have one, we will try to notify you prior to the visit. If we are unable to obtain a referral while you wait, you will be given the option to pay for the visit out of pocket or to reschedule for a later date. Please understand that if we have not been advised in advance of your program's requirements and we provide a service that is outside your program, YOU WILL BE RESPONSIBLE FOR THE APPROPRIATE FEES. These are your insurance company's regulations and unless you follow them carefully, the insurance company may decline all or part of your claim. If our physician does not participate with your insurance plan, and you do not have any out-of-network benefits, you will be considered self-pay and will be responsible for payment of all charges at the time of your visit. _____ Patient's initials

All COPAYS ARE DUE AT THE TIME OF SERVICE. If you have a high deductible which has not been met you will be asked to make a partial payment at the time of service. Patient's initials

This office will verify and bill the patient's insurance when appropriate. Your insurance company will more than likely require prior authorization (precertification) prior to any in-patient procedures performed by our physician. Our Office Manager will assist in obtaining prior authorization for in-patient services. However, as stated by your insurance company, "this is not a guarantee of payment". We may estimate what your insurance company may pay, but the final determination of your eligibility and benefits is made by them. You are responsible to know your eligibility, insurance coverage and benefits. ____ Patient's initials

If our physician participates with your insurance plan, we will file a claim on your behalf. We will bill you for your portion once the claim has been processed. To file your insurance, we must have a valid picture ID, current insurance coverage(s), and current patient address and phone numbers. It is your responsibility to inform us which insurance is primary and which is secondary. Notify us immediately of any change of insurance, if you fail to do so, it could result in the entire bill becoming your responsibility. Please bring your insurance card to every visit. Patient's initials

Self-pay Accounts

Self-pay accounts are patients without insurance coverage, patients with incorrect insurance information, or patients without an insurance card on file with us. Self-pay patients will be required to make payment at time of service. To determine payment

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Patient Name: _____ Patient DOB: _____ Date: _____

amounts for: an office appointment, please 214-351-8450 option 2; surgery, please contact (214-351-8450 option 5). _____ Patient's initials

Medicare

Our physician accepts Medicare assignment on covered Medicare charges. Medicare 20% coinsurance amount will be billed after we receive payment from Medicare. Payment of the annual deductible and any non-covered charges is expected at the time of service unless you have secondary insurance accepted by the group. Not all secondary insurance will pay for non-covered charges. There is a possibility that some services and durable medical equipment are not covered by Medicare. When services fall under that category, you will be asked to sign an advanced beneficiary notice (ABN) indicating that you acknowledge this possibility and that you agree to pay in full prior to services being rendered. _____ Patient's initials

Worker's Compensation Insurance and Automobile Accidents

Validated worker's compensation services are billed either to the employer or the employer's carrier, depending on company policy. In the absence of validation by the employer of a work-related injury, the patient will be held responsible for payment for services rendered. Should the employer or carrier subsequently deny a validated worker's compensation service, such charges will be the financial responsibility of the patient. For the first visit for a work-related injury, you must bring a letter authorizing services with the date of injury, and complete our Worker's Compensation form (you will need to provide insurance carrier information, claim number, and adjustor's name and phone number). For treatment for an automobile accident, you most likely will have to pay for your services at the time of your visit as most insurance carriers will not pay medical bills until your case has settled. If you have a denial letter from your automobile carrier we can bill your medical insurance. Automobile insurance will usually not prior authorize any services. ______ Patient's initials

Payment Responsibility For Non-Covered Services

Limited coverage is common among insurance plans. We will request payment for any non-covered services once claims have been processed. If known prior, payment is due at the time of service. Once the surgery claim has been processed, and if the service has been denied, please contact our billing office for further instruction. We may need your assistance in appealing the claim, as well as assistance from the employer who provides the insurance policy. _____ Patient's initials

Returned Checks

The charge for a returned check is \$25.00 payable by cash or money order. This will be applied to your account in addition to the insufficient funds amount. You may be placed on a cash only basis following any returned check. _____ Patient's initials

Outstanding Balance Policy

Payment in full is expected on receipt of your billing statement. Monthly payment plans are available; please contact our billing company. Statements sent will reflect the amount you owe after your insurance has processed your claim. If no resolution

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Patient Name:	Patient DOB:	Date	

can be made within thirty (30) calendar days, the account will be sent to the collection agency and discharge from the practice may be initiated. Patient's initials

<u>Surgery Claims</u> Please allow time for the processing of your claim by your insurance company following surgery. It is fairly common to get a letter from your insurance company either requesting information from our office or denying payment. Our billing office has a system in place for providing the necessary documentation needed by your insurance company for processing the claim. Please contact our billing office regarding all questions regarding claims, denials of services, or any insurance correspondence you receive in the mail. You may be instructed to help in the appeal process by contacting your insurance company, providing more documentation for the claim, and/or contacting the employer who provides the insurance policy. Patient's initials

Any questions that you have regarding bills from other providers or from the hospital will need to be addressed to the name/company listed on the invoice. Patient's initials

You will receive a bill from: our office, the hospital, the neuromonitoring company (Neurophysiology Associates, Biotronic, or NuVasive), anesthesia, x-ray use during the operation, radiologist reading of the x-ray, pain management, internal medicine group, and physical therapy, if applicable. _____ Patient's initials This financial policy helps the office provide quality care to our valued patients. If you have any questions or need clarification of any of the above policies, please contact our Office Manager at 214-351-8450 option 5. If you have guestions regarding any bills, balances or statements regarding services rendered by our group, please contact our Billing office, Pulse Systems at 800-444-0882 ext. 1542. Patient's initials

By signing this, I acknowledge I have read the above information and understand and agree to all the terms listed.

Patient Signature

Today's Date

Patient Name

DOB

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MEDICARE SECONDARY PAYER QUESTIONNAIRE

(To be completed for all Medicare patients)

NAME_____

DOB_____

(If any answer to questions 1a through 4 is yes, the corresponding section of "Other Insurance" form must be filled out completely)

		YES	NO
1.	Is the patient a Veteran?		
	a. Did the VA refer you here for treatment?		
	b. Does the patient have a VA "fee basis ID card"?		
2.	Do you have a Federal Black Lung Card?		
3.	Is this medical condition due to an accident of any kind?		
	If yes, was it: Work Related Auto		
	Injured in own home Other		
the	e patient covered by an employer's health insurance plan th	rough their ov	vn

Is the patient covered by an employer's health insurance plan through their own employment or that of a family member? (NOT retiree coverage) _____

SIGNATURE_____

DATE_____

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Patient Code of Conduct

In an effort to provide a safe and healthy environment for staff, visitors, patients and their families, Feigenbaum Neurosurgery, P.A., expects *visitors, patients, and accompanying family members* to refrain from unacceptable behaviors that are disruptive or pose a threat to the rights or safety of other patients and staff.

The following behaviors are prohibited:

- Possession of firearms or any weapon
- Physical assault, arson or inflicting bodily harm
- Throwing objects
- Climbing on furniture or toys*
- Making verbal threats to harm another individual or destroy property
- Intentionally damaging equipment or property
- Making menacing gestures
- Attempting to intimidate or harass other individuals
- Making harassing, offensive or intimidating statements, or threats of violence through phone calls, letters, voicemail, email, or other forms of written, verbal, or electronic communication
- Racial or cultural slurs or other derogatory remarks associated with, both not limited to, race, language or sexuality

If you are subjected to any of these behaviors or witness inappropriate behavior, please report to any staff member. Violators are subject to removal from the facility and/or discharge from the practice. *Adults are expected to supervise children in their care.

Patient Signature	Today's Date	
Patient Name	DOB	
	Revised February	/ 2018
Main Office: 9) Harry Hines Blvd. • Suite 220 • Dallas, Texas 75235	



	PATIEN	IT HISTORY			
NamePhor	e	Birth Date	Age	Sex	Date
Who requested that you see our ph	nysician?		P	hone	
How did you find us: □ Internet, nar	ne of website/se	earch engine:		_ □ Tarlov	Cyst Foundation
Did you refer yourself? □ Y	es □ No □	Other explain:			
Family Physician or Internist:			Pho	ne	
What is your major problem or com	nplaint?				
When did your problem start?	Was there	e a specific injury?	D	ate of Inj	ury
DO YOU CONSIDER THIS A WORK	OR AUTO REL	ATED INJURY?	W	hy?	
Have you seen other doctors for th	is problem?	Who?			
PAST MEDICAL HISTORY (check a <u>Cardiovascular (heart):</u> 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 <u>Respiratory:</u> COPD/emphysema Asthma Seasonal allergies Sleep apnea / CPAP/BiPAP Pulmonary embolism Lung disease: <u>Gastrointestinal:</u> Hepatitis / Liver disease Peptic/gastric ulcer Colon/Rectal: Irritable Bowel Syndrome	Metabolic: Diabetes: T Thyroid dis Hypothyroid Hyperlipide cholesterol) Obesity Musculoskele Rheumatoi Gout Fibromyalg Osteoarthr Osteoporo: Cancer: Indicate type Breast: Rig Colon Prostate Other: Connective T Marfan's Ehlers-Dan Other: Renal (kidney Kidney failu	<pre>/ Hyperthyroid emia (high etal: d arthritis gia itis sis e, treatment, year ht/ Left</pre>	<u>Ne</u> S S S S S S S S S S S S S S S S S S S	urologic, itroke: las t recomm seizures: l rauma lead injur Anxiety di bi-polar d Depressio Dementia digraine h fultiple S Peripheral Parkinson lereditary pinal cor blant <u>ectious:</u> IV / AID! chingles fethicillin ureus (M <u>her:</u> chronic ki ease blaucoma	<pre>/ Psychiatric: st known, hended change ast seizure 'y isorder isorder n headaches clerosis l neuropathy 's disease y defects d stimulator S resistant staph RSA) idney/renal</pre>

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		PATIENT HISTO	RY		
Name	Phone	Birth D	ateAge	eSexDat	.e
PAST SURGICAL HISTO					
		□ C-Sect	ion	-	
□ Tonsillectomy					
□ Appendectomy (appe		□ Hyster	ectomy		
□ Cholecystectomy (gal			🗆 Ster	Its □ Ablation I Mid-back □ Low	orback
□ Vasectomy □ Tubal ligation					
		Do you h	ave 'restricted e	xtremity'? Yes / N	Lower Io Which limb?
□ Other surgery:		Do you h	nave metal in you	ır body? Yes / No)
		If yes, is	it MRI compatible	e (titanium)? Yes	/ No
- Other autoeru		Have vo	u had anv proble	ems with anesthes	sia with previous
□ Other surgery:					
□ Other surgery:				our family had a r ant Hyperthermia	
		who:	a called Maligh	ant nypertherma	ir res / no ii so,
DISEASES THAT RUN II members):	N THE FAMILY/F		HISTORY: (inclue	de deceased fami	ly
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	-
- Do you drink alcoho		Do you use o	drugs? Ha	ve you been treat	ted for
substance abuse? _					
- Do you smoke now	? Packs pe	er day? Ho	w long?	Have you in the	he past?
When did you quit?					
- Race: Black or Afr	ican American 🛛	American Indian d	or Alaska Native	🗆 Asian 🗆 Hawaiia	an or Other
Pacific Islander 🗆 Ot	her Race 🗆 White	e 🗆 Decline to spe	cify		
- Ethnicity: 🗆 Hispanio	c or Latino □ Not	Hispanic or Latinc	Unknown 🗆 De	ecline to specify	
- Preferred Language	e:				
- Marital Status	Number o	of children	Do you hav	e a healthcare dir	rective or
power of attorney?	□Yes □No I	f No, would you l	ike more informa	ation? 🗆 Yes 🗆 🗅 N	No
- Occupation			Height	Weight	
- Have you had a flu	vaccine within th	e past year? 🗆 Ye	es □No If I	No, Reason	
- If 65 years or older	of age, have you			on? 🗆 Yes 🗆 No 🗆 N	
			, <u></u>		
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PATIENT HISTORY					
Phone	Birth Date	Age	Sex	Date	
21-64, have you received	one or more pap tests	to screen			
	Phone	PhoneBirth Date	PhoneBirth DateAge	PhoneBirth DateAgeSex 21-64, have you received one or more pap tests to screen for cervi	

- Women, ages 40-69, have you had a mammogram in the past 2 years?
Yes No
Mastectomy
N/A

- If 50-75 years of age, have you had a complete colonoscopy in the past 10 years?
Ves
No
N/A

REVIEW OF SYSTEMS (check al	ll present): ALL OTHER SYS	
Constitutional:	Cardiovascular:	(Gastric continued)
🗆 Chills	🗆 Chest Pain	🗆 Heartburn
🗆 Fatigue	🗆 Edema (leg swelling)	🗆 Nausea
□Fever	□ Palpitations (irregular heart beat)	□ Vomiting
□ Weight gainlbs	□ Paroxysmal nocturnal dyspnea	□ Rectal bleeding
□ Weight losslbs	(shortness of breath, coughing at	□ Black stools
□ Night sweats	night)	Urinary:
Eve:	Endocrine:	Dysuria (pain on urination)
□ Blurry vision	□ Excessive thirst	□ Hematuria (blood in urine)
□ Seeing double	□ Intolerance to cold	□ Nocturia (more than 2 urinations
□ Vision problems	□ Intolerance to heat	during night)
Eye discharge	Respiratory:	Urinary frequency
Ear Nose Throat:		□ Urinary incontinence
□ Earache	□ Coughing up Sputum	□ Urinary retention
	□ Short of breath	Female Genital Symptoms:
□ Loss of Hearing	□ Wheezing	□ Decreased libido
□ Nasal Congestion	□ Home oxygen use (L)	□ Heavy periods
□ Ringing in Ears	Coughing up blood	🗆 Irregular menses
🗆 Sinus Pain	Gastric:	□ No menses > 6 months
🗆 Sore throat	🗆 Abdominal pain	□ Painful intercourse
🗆 Ear discharge	□ Constipation	□ Painful periods
🗆 Nasal discharge	□ Decreased appetite	🗆 Vaginal discharge
🗆 Sinus pressure	□ Diarrhea	□ Private area numbness
	□ Difficulty swallowing	□ Private area pain
Male Genital Symptoms:	Breast:	Psych:
□ Erectile disorder	□ Discharge	□ Anxiety
□ Penile discharge	□Lump	
□ Terminal drippling	Neuro:	Hematologic /Lymph:
□ Testicular lump	☐ Headache	□ Anemia
Urinary hesitancy	Dizziness	□ Excessive bleeding during surgery
□ Small urine stream	□ Fainting	□ Easy bruising
□ Private area numbness	Memory Loss	□ Swollen glands in the neck
🗆 Private area pain	□ Numbness / Tingling	Immune System:
Musculoskeletal:	□ Claustrophobia	
🗆 Joint pain	□ Sleep disturbances	Seasonal allergies
□ Joint swelling	□ Low back pain	□ Allergic reaction to medication(s)
□ Muscle aches	□ Sacral pain	□ Recurrent infections
□ Muscle weakness	□ Difficulty walking	
Integument:	□ Difficulty sitting	
□ Skin rash / Lesions	🗆 Paralysis	
	□ REVIEW OF SYSTEMS NEGATIV	Ē

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PATIENT HISTORY NamePhoneBirth DateAgeSexDate If 65 years or older: Fall Risk (using FRAT Pack Assessment Tool)						
Name	Phone	Birth Date	Age	Sex	Date	
If 65 years or older: Fall	Risk (using FRAT F	Pack Assessment Tool)				

RISK FACTOR	LEVEL	RISK SCORE
RECENT FALLS	None in last 12 months	2
	One or more between 3 & 12 months ago	4
	One or more in last 3 months	6
	One or more in last 3 months whilst	8
	inpatient/resident	
MEDICATIONS (Sedatives, Anti-	Not taking any of these	1
Depressants, Anti-Parkinson's, Diuretics,	Taking one	2
Anti-hypertensives, hypnotics)	Taking two	3
	Taking more than two	4
PSYCHOLOGICAL (Anxiety, Depression,	Does not appear to have any of these	1
Decreased Cooperation, Decreased Insight	Appears mildly affected by one or more	2
or Judgment esp. re: mobility)	Appears moderately affected by one or more	3
	Appears severely affected by one or more	4
COGNITIVE STATUS	Intact	1
	Mildly impaired	2
	Moderately impaired	3
	Severely impaired	4
RISK SCORE (Low Risk: 5-11 Medium Risk	: 12-15 High Risk: 16-20)	/20

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: ___

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PATIENT HISTORY								
Name	Phone	Birth Date	Age	Sex	Date			
DRUG ALLERGIES	AND REACTIONS:	🗆 No Kno	wn Drug Alle	ergies				
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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