

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

Frank Feigenbaum, M.D., FAANS, FACS

Tarlov Cyst Consultation Check off List

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. 7777 Forest Lane, Ste C-520 Dallas, Texas 75230



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: June 13, 2019

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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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.
- <u>Public health activities:</u> 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.
- <u>Health oversight agencies:</u> 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.

- <u>Legal proceedings:</u> 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.
- <u>Police or other law enforcement purposes</u>: The release of PHI will meet all applicable legal requirements for release.
- <u>Coroners, funeral directors:</u> 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.
- <u>Special government purposes</u>: Information may be shared for national security purposes, or if you are a member of the military, to the military under limited circumstances.
- <u>Correctional institutions:</u> 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.
- <u>Workers' Compensation:</u> 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.

<u>Business Associates</u>: 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.

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

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

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

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<u>Appointment reminders</u>: 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.



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:
Feigenbaum Neurosurgery to commu regarding my care and I authorize rep answering machine, voice mail (work box:	osurgery Privacy Practices, I hereby authorize nicate with my spouse, children, and/or parents resentatives of FN to communicate with me via home phone or cell phone), and/or E-mail unless I check this rosurgery to communicate with the following people: Relationship
These authorizations will remain in eff revoke the authorizations.	ect until you send us written notice of your desire to
Signature:	Date:
Acknowledgement, but the property of the prope	OFFICE USE ONLY nature in acknowledgement of this Notice of Privacy Practices ut was unable to do so as documented below: Signature: d and a signature was not possible at the time.

Revised June 2019



PATIENT HISTORY

Name Pho	one	Birth Date	Age	_ Sex	Date	
Who requested that you see our phys	ician?		Phone			
How did you find us: □ Internet, name	of website/search eng	gine:		⊒ Tarlov (Cyst Foundation	
Did you refer yourself? ☐ Yes [□ No □ Other exp	olain:				_
Family Physician or Internist:			Phone			
What is your major problem or comple	aint?					
When did your problem start?	Was there a s	pecific injury?	Date	of Injury	/	
DO YOU CONSIDER THIS A WORK O	R AUTO RELATED IN	JURY? W	hy?			
Have you seen other doctors for this p	oroblem?	Who?				
PAST MEDICAL HISTORY (check all p	oresent):	IEDICAL HISTORY N	FGATIVE			
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	□ Diabetes: Type I □ Thyroid disorder □ Hyperlipidemia (□ Obesity □ Rheumatoid arth □ Gout □ Fibromyalgia □ Osteoporosis □ Ca Indicate type, t	: Hypothyroid / Hyperthyroid high cholesterol) oskeletal: iritis ncer:	☐ Stroke: recomma ☐ Seizure ☐ Trauma ☐ Head ii ☐ Anxiet; ☐ Bi-pola ☐ Depres ☐ Demer ☐ Migrair ☐ Multipl ☐ Peripha	: last kno ended ch es: last se a njury y disorde ar disorde ssion htia ne heada e Scleros eral neur	er ches sis opathy	
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	□ Marfan's □ Ehlers-Danlos sy □ Other:	Tissue Disease: ndrome (kidney):	□ HIV / A □ Shingle □ Methic	tary defectord stinus Infalos es illin resis (MRSA) c kidney, ma a		_



PATIENT HISTORY Name _ ______ Phone _____ Birth Date _____ Age ___ Sex ___ Date _____ **PAST SURGICAL HISTORY:** *INCLUDE DATE(S)* □ NO PRIOR SURGERIES □ Other surgery: □ Tonsillectomy ☐ Appendectomy (appendix) □ Other surgery: ☐ Cholecystectomy (gallbladder) □ Vasectomy Do you have 'restrictive extremity'? Yes / No If yes, which □ Tubal ligation limb? □ C-Section _____ □ D&C _ Do you have metal in your body? Yes / No ☐ Hysterectomy____ □ Stents □ Ablation ☐ Heart If yes, is it MRI compatible (titanium)? Yes / No ☐ Spine surgery If yes, which level?☐ Neck ☐ Mid-back ☐ Lower back Have you had any problems with anesthesia with previous surgeries? Yes / No Neck _____ Mid-back ____ If so, explain: ___ Lower ___ Have you or anyone in your family had a reaction to anesthesia called Malignant Hyperthermia? Yes / No If so, □ Other surgery:____ DISEASES THAT RUN IN THE FAMILY/FAMILY MEDICAL HISTORY: (include deceased family members): Father Mother Brother Sister Other (specify) Disease 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 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: Number of children Do you have a healthcare directive or power of Marital Status attorney? □ Yes □ No If No, would you like more information? □ Yes □ No ___ Height ____ Weight ____

Main Office: 7777 Forest Lane • Suite C-520 • Dallas, Texas 75230 AIMIS Spine: Theodorou Potamianou 50, Kato Polemidia 4155, Limassol, Cyprus P (214) 351-8450 • F (214) 366-3713 • frankfeigenbaum.com

Have you had a flu vaccine within the past year? ☐ Yes ☐ No If No, Reason

Revised September 2019



PATIENT HISTORY

me	Phone	Birth Date	Age Sex Dat	te
If 65 years or older o	f age, have you ever had a	a pneumonia vaccination If No, Reason	1? □ Yes □ No □ N/A	
Women, ages 21-64,	have you received one or	more pap tests to scree	n for cervical cancer? □ Yes	
				□ N/A
Women, ages 40-69,	have you had a mammog	ram in the past 2 years?	□ Yes □ No □ Mastectomy	□ N/A
16 50 75	L L L		110	N 1 / A
it 50-/5 years of age	, have you had a complete	colonoscopy in the pas	st 10 years? Li Yes Li No Li	N/A
DEVIEW C	F SYSTEMS (check all pre	sent). All	OTHER SYSTEMS NEGATIV	· E
Constitutional:	Cardiovascu		(Gastric continued)	_
□ Chills	□ Chest Pain		□ Heartburn	
□ Fatigue	□ Edema (leg		□ Nausea	
□ Fever		s (irregular heart beat)	□Vomiting	
□ Weight gain		Il nocturnal dyspnea	□ Rectal bleeding	
□ Weight losslk		f breath, coughing at	☐ Black stools	
□ Night sweats	night)	in stream, seagg at	Urinary:	
Eve:	Endocrine:		□ Dysuria (pain on urinat	tion)
☐ Blurry vision	□ Excessive	hirst	☐ Hematuria (blood in ur	
☐ Seeing double	□ Intolerance		□ Nocturia (more than 2	
☐ Vision problems	□ Intolerance		during night)	urmations
□ Eye discharge	Respiratory:	7 (3) (3)	☐ Urinary frequency	
Ear Nose Throat:	<u>rkespiratory.</u> □ Cough		☐ Urinary incontinence	
□ Earache	□ Coughing	in Sputum	☐ Urinary retention	
□ Hoarseness	□ Short of br		Female Genital Sympton	~~.
□ Loss of Hearing	□ Wheezing	eatti	□ Decreased libido	<u>115.</u>
□ Nasal Congestion		gen use (L)	☐ Heavy periods	
☐ Ringing in Ears	□ Coughing		☐ Irregular menses	
☐ Sinus Pain	0 0		□ No menses > 6 months	c
□ Sore throat	<u>Gastric:</u> □ Abdomina	nain	☐ Painful intercourse	5
□ Ear discharge	□ Constipation		☐ Painful intercourse ☐ Painful periods	
□ Nasal discharge	□ Decreased		□ Vaginal discharge	
☐ Sinus pressure	□ Diarrhea	арреше	☐ Private area numbness	~
L Sirius pressure	□ Diarrilea □ Difficulty s	wallowing	☐ Private area numbriess	>
Male Genital Symptor		wallowing	Psych:	
☐ Erectile disorder	<u>Dreast.</u> ☐ Discharge		☐ Anxiety	
□ Penile discharge	□ Lump		□ Depression	
☐ Terminal drippling	Neuro:		Hematologic /Lymph:	
☐ Testicular lump	<u>Neuro.</u> □ Headache		<u> ⊓ematologic / Lympn</u> . □ Anemia	
☐ Urinary hesitancy	□ Dizziness		☐ Excessive bleeding dur	rina surae
	□ Fainting		☐ Easy bruising	ilig sarger
☐ Small urine stream		255	☐ Swollen glands in the r	nock
□ Private area numbn			9	IECK
□ Private area pain	□ Numbness		<u>Immune System:</u> ☐ Auto-immune disease	
<u>Musculoskeletal:</u>	□ Claustroph		☐ Seasonal allergies	
☐ Joint pain	☐ Sleep distu		☐ Allergic reaction to me	dication(s
☐ Joint swelling	□ Low back		☐ Recurrent infections	:aication(S
☐ Muscle aches	☐ Sacral pair		HECUITEIL INTECTIONS	
□ Muscle weakness	□ Difficulty v			
Integument:	□ Difficulty s	itung		
☐ Skin rash / Lesions	☐ Paralysis			



PATIENT HISTORY

Name ______ Phone _____ Birth Date _____ Age ___ Sex ___ Date _____

RISK FACTOR		ent Tool) LEVEL			RISK SCORI
RECENT FALLS			st 12 months		2
			re between 3 & 12 mont	:hs ago	4
			re in last 3 months		6
			ere in last 3 months while	st	8
Manual Control		inpatient/r			1
MEDICATIONS (Sedatives, Anti-Depressants, Anti-Parkinson's, Diuretics, Anti-hypertensives, hypnotics)		Not taking			
Parkinson's, Diuretics, Anti-ny	ypertensives, hyphotics)	Taking one Taking two	2		2 3
			re than two		4
PSYCHOLOGICAL (Anxiety,	Depression Decreased		appear to have any of th	iese	1
Cooperation, Decreased Insig	aht or Judament esp. re:		nildly affected by one or		2
mobility)		Appears m	noderately affected by c	ne or more	3
			everely affected by one	or more	4
COGNITIVE STATUS		Intact			1
		Mildly impa			2 3
		Moderately Severely in			5 4
RISK SCORE (Low Risk: 5-11	Medium Risk: 12-15 High	n Risk: 16-20)			/20
RISK SCORE (LOW MISK, 5 II	Mediditi Nisk. 12 19 Tilgi	11(13K, 10 20)	<u>'</u>		
currently taking any medication Medication Name	Dosage / Amount / Fr	eauencv	Reason for Taking	Prescribi	ng Doctor
Trodication Hame		<u> </u>	Reason for faking		

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PATIENT HISTORY

Frank Feigenbaum, M.D., FAANS, FACS

UG ALLERGIES AND Medication Name	True Allergy (facial swelling,	No Known Drug Allergies Adverse Reaction (nausea, vomiting,	Date
	airway tightening, hives)	upset stomach, headache)	
eray to: Latex	Betadine Shellfish I\	/ Contrast/Dve Reaction:	



Date		<u>PATIEN</u>	T INFORMATIO	<u>N</u>	
Name (last)	(first)	(m	iddle)	Social S	Security #
Date of Birth		Age	Gender		Marital Status
Address	City, State Zip)	Home Phone		Cell Phone
Employer	Emplo	oyers Address	s (city, state, zip)		Work Phone
E-Mail Address	5	Spouse/Pa	rent/Significant Oth	er	Contact Phone
Referring Physi	ician City, State		Primar:	y Care Physician	Phone
Name	Relationship to Patien	t Co	ntact Phone	Address, City, S	itate, Zip
Name	Relationship to Patien		ntact Phone INFORMATION	Address, City, S	itate, Zip
Primary Insurar	nce Company Policy	/holder/Relati	onship/Date of Birth	Policy#	Group #/Name
Secondary Insu	rance Company Policy	/holder/Relati	ionship/Date of Birth	Policy #	Group #/Name
IS THI informa DO YO liability	nent of medical benefits d	ACCIDENT? LIABILITY C. AUTHORIZ irectly to FEIGE	? Yes No ASE? Yes No ATION AND ASSI ENBAUM NEUROSURG	(If yes, please co	mplete auto ase complete
medical informat	ion to my insurance comp Signature		referring physician. Date TIME CERTIFICATE	_	
P.A. for any service release to the Co	ayment of authorized Mec vices furnished me by the enter for Medicare and Me enefits payable for related	se physicians. edicaid Services	I authorize any holder	r of medical inform	nation about me to
Signature of Ben		IEDIGAP AUTH	Patient Medicare	: #	Date
I hereby authori: behalf. This auth	ze payment of my Medig orization applies to all ser	ap benefits to	FEIGENBAUM NEURO	DSURGERY, P.A. fo epresentative	or all claims on my
Beneficiary signa	ature			Date	
MEDIGAP Insura	nce Company		Poli	cy #	

Revised September 2019



MEDICARE SECONDARY PAYER QUESTIONNAIRE

(To be completed for all Medicare patients)

NAME			
DOB			
(If any answer to questions 1a thround Insurance" form must be filled out		J	
		YES	NO
1. Is the patient a Veteran?			
a. Did the VA refer you	here for treatment?		
b. Does the patient have	e a VA "fee basis ID card"?		
2. Do you have a Federal Black	Lung Card?		
3. Is this medical condition due	e to an accident of any kind?		
If yes, was it: Work Related_	Auto		
Injured in own home C	ther		
Is the patient covered by an emplo employment or that of a family me			own
SIGNATURE			
DATE			