

NEW PATIENT INTAKE FORM

NAME _____ DATE _____

PRIMARY REASON FOR VISIT _____

INSURANCE _____ PHARMACY _____

COVID VACCINE STATUS: VACCINATED / PARTIAL VACCINATION / NOT VACCINATED

PAST MEDICAL HISTORY/SURGICAL HISTORY:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

CURRENT MEDICATIONS (include vitamins, supplements, over the counter)

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

PRIOR NEUROLOGICAL MEDICATIONS:

- | | |
|----|----|
| 1. | 2. |
|----|----|

MEDICATION ALLERGIES (e.g. latex, contrast dye, other medications):

- | | |
|----|----|
| 1. | 2. |
|----|----|

FAMILY MEDICAL PROBLEMS (seizures, stroke, heart disease, clotting disorders, cancer, diabetes, hypercholesterolemia, headaches, neurological disorders):

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

EMPLOYMENT (type of work) _____

MARITAL STATUS (circle one): SINGLE / MARRIED / DIVORCED / WIDOWED / OTHER

NUMBER OF CHILDREN _____

Please NOTE if you are pregnant, could be pregnant or planning to become pregnant: YES / NO

TOBACCO USE: CURRENT PACK(S) PER DAY ____ QUIT SMOKING ____

ALCOHOL USE: ____ PER WEEK

CAFFEINE USE: ____ DRINKS PER DAY

SLEEP QUALITY: GOOD / POOR

HOURS PER NIGHT ____

REVIEW OF SYMPTOMS (circle any that apply)

GENERAL

- Fever
- Chills
- Weight loss
- Weight gain
- Night sweats
- Fatigue
- Weakness

ENDOCRINE

- Cold intolerance
- Heat intolerance
- Excessive thirst
- Excessive sweating
- Flushing

SKIN

- Rash/purple or red spots/pigment change
- Hair loss
- Sun sensitivity
- Hives
- Thickening or tightening of skin
- Calcium deposits
- Fingers/toes turn colors in the cold
- Nodules
- Psoriasis
- Nail problems
- Dry skin

NEUROLOGIC

- Migraines
- Headaches
- Numbness/tingling
- Muscle weakness
- Incontinence
- Seizures
- Muscle cramps
- Difficulty thinking or remembering

SCALP/HEAD

- Hair loss
- Scalp tenderness
- Headache
- Jaw pain with chewing

EYES

- Vision problems
- Double vision
- Red eye or pink eye
- History of pink eye as an adult
- Eye pain
- Dry eyes

EARS

- Hearing loss
- Earache
- Ear pain
- Swollen ear
- Red eye
- Floppy ear
- Ringing in ear
- Drainage from ear
- Vertigo

NOSE

- Runny nose
- Nasal congestion
- Nose bleeds
- Deformity of nose
- Swelling of nose
- Red nose
- Dry nose
- Nose sores
- Loss of smell
- Sinusitis

MOUTH

- Sores in mouth
- Dry mouth
- Dental problems
- Loss of taste
- Difficulty swallowing
- Bleeding gums
- Sore throat
- Hoarseness/change in voice

ALLERGY

- Frequent sneezing
- Seasonal allergies
- Increased infections

LUNGS

- Shortness of breath
- Cough
- Coughing up blood
- Wheezing
- Chest pain with breathing/pleurisy

HEART

- Chest pain
- Stabbing chest pain/pericarditis
- Irregular or rapid heart rate
- Lightheadedness/passing out
- Sleep on more than 2 pillows due to shortness of breath
- Awakened by shortness of breath
- Leg/ankle swelling

- Color changes in legs/feet
- Leg cramps with walking
- Heart murmur

GI/ABDOMEN

- Abdominal pain
- Heartburn
- Nausea
- Vomiting
- Difficulty swallowing
- Diarrhea
- Constipation
- Blood in stools
- Mucous in stools
- Jaundice
- History of food poisoning

GENITOURINARY/UROLOGY

- Pain/burning with urination
- Difficulty urinating
- Urinary incontinence
- Cloudy urine
- Blood in urine
- History of STDs

WOMEN ONLY

- Pre-eclampsia or high blood pressure during pregnancy
- History of miscarriage
- Vaginal discharge
- Vaginal ulcers

MEN ONLY

- Penile discharge
- Penile ulcers
- Prostate trouble

BLOOD/LYMPH

- Swollen lymph nodes (status post biopsy)
- Blood clots
- Bleeding tendency
- Bruising
- Transfusions

PSYCHOLOGY

- Depression
- Anxiety/panic attacks
- Insomnia or disturbed sleep
- Wake up unrefreshed
- High stress level



GENERAL PATIENT INFORMATION & RELEASE FOR MEDICAL RECORDS

Date _____

Full Name _____ Date of Birth _____ Age _____

Address _____ Marital Status _____ Gender: M / F

City _____ State _____ Zip _____ Occupation _____

Cell Phone _____ Home _____ Last 4 of SSN _____

Email _____ May we send email/text reminders: Y / N

Preferred Pharmacy name, address and phone _____

Emergency Contact name and phone _____

Primary Care Physician name and phone _____

Referring Physician name and phone _____

Primary Insurance _____ Policy #/ID _____

Group # _____ Policy Holder Name _____

Relationship _____ SSN _____ Date of Birth _____

Secondary Insurance _____ Policy #/ID _____

Group # _____ Policy Holder Name _____

Relationship _____ SSN _____ Date of Birth _____

RELEASE OF MEDICAL RECORDS

I hereby authorize the release of my medical records to myself and any physicians listed below:

CONSENT TO DISCLOSE PERSONAL HEALTH INFORMATION

May we leave a voicemail message about your health on ANY number you listed above? Y / N

If No, please note which number(s) we can leave message(s) on: _____

SIGNATURE

DATE



OFFICE INFORMATION & POLICIES

OFFICE HOURS:

Our office is open Monday through Thursday 8:00 a.m. - 4:30 p.m., Friday 8:00 a.m. - 3:30 p.m. We are closed for lunch between 12:00 p.m. - 1:00 p.m. Our phones open at 8:30 a.m. and ring to voicemail 30 minutes prior to clinic closing.

Denver Neurological has moved to one location in Lone Tree:

**9980 Park Meadows Dr., #100
Lone Tree, CO. 80124
Phone: (303)715-9024
Fax: (303)715-5020**

FINANCIAL/INSURANCE POLICY:

It is the patient's responsibility to know their insurance plan and the benefits included. Patient must bring insurance card to every visit for verification. As a courtesy to our patient, DNC will bill your insurance company directly as long as the necessary information has been provided. Please NOTE that the agreement of the insurance carrier to pay for medical care is a contract between you and the carrier; there may be limitations and exclusion to coverage. The patient portion is set by the insurance company. It is the patient's responsibility to ensure that the bill is paid in full.

All co-pays and deductibles are due prior to treatment. If your deductible has not been met at the time of your appointment, we will collect a portion. All refunds are returned 30 days after final insurance coverage EOB information has been received by our office.

- **New patient (insured) appointment deductibles are \$250.00. Botox injections may be a deductible of \$1,300.00. Any nerve conduction/EMG study patient deductibles range between \$250.00 - \$600.00.**
- **New patient self-pay (uninsured) appointment cost is \$300.00; follow up visit is \$150.00.**

_____ Initial

PROVIDER & INSURANCE REFERRALS:

Many insurance companies require a referral to a specialist prior to an appointment. It is the patient's responsibility to ensure this referral is obtained prior to all scheduled appointment(s). Failure to obtain a referral PRIOR to your appointment will require payment in full at time of service, or your appointment will be rescheduled. Please contact your PCP to obtain your referral(s).

_____ Initial

PRESCRIPTION REFILL POLICY:

Please call your pharmacy for medication refills. Prescription refills are authorized ONLY during office hours. We will not refill medication during the weekend or holidays. Please allow 48 hours for refill authorizations.

_____ Initial

I understand and agree to these policies.

Patient or Patient Representative

Signature

Date



ADDITIONAL OFFICE POLICIES

NAME _____ **Date of Birth** _____

Our providers do their best to be on time. We ask that you check in 15 minutes early for all appointments so we may complete any paperwork, collect co-pays and answer questions. If you are more than 15 minutes late, you may be rescheduled for your appointment.

NO SHOW POLICY: Patients who do not show up for their appointment without a call to cancel or reschedule will be considered a No-show. Patients who no-show two (2) or more times in a 12-month period may be dismissed from the practice. Patients understand that they will be charged **\$50.00 fee for an appointment no-show and \$100 for an injection/procedure no-show.**

CANCELLATIONS: We understand that situations arise in which you must cancel your appointment. We request you provide us with at least 24-hour notice of any cancellation, therefore allowing other patients to be seen during your scheduled time slot.

The fees are the sole responsibility of the patient and must be paid in full before the next appointment is scheduled.

ASSIGNMENT: I request that payment of authorized insurance, Medicare and/or Medicaid benefits be made payable to Denver Neurological Clinic Professional, LLC on my behalf for services furnished to me. This assignment will remain in effect until revoked by me in writing. A photocopy of this authorization shall be considered as effective and valid as the original. In the event that my account is turned over to a collection agency, I agree to pay all reasonable costs of collection and understand that I may no longer be a patient in this practice.

RETURNED CHECKS: I understand and agree to pay a **returned check charge of \$35.00** for each check that is returned for any reason. I agree to pay the amount of the check plus the service charge within 30 days of receipt of notification.

With my signature, I agree that I have read and agree to the above statements.

Signature

Date

Printed Name



CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION (HIPAA CONSENT)

Assignment and Release: I hereby authorize my insurance benefits to be paid directly to the physician and I am financially responsible for non-covered services. I also authorize the physician to release any information required in the processing of the claim and all future claims. I acknowledge that I am responsible to pay all charges for all treatments administered by the physician(s). I understand that insurance may not pay for all charges, and I understand that I am obligated to pay for all charges not paid by insurance. I also agree to pay reasonable attorney fees if my account is turned over to a collection agency.

Purpose of Content: This notice is a summary of how your protected health information is used and disclosed and how you can obtain access to this information. Please see the front desk to review a full copy of our Privacy Practices. By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities and healthcare operations.

Use and Disclosures of Health Information:

We use health information about your treatment, to obtain payment for treatment, for administrative purposes and to evaluate the quality of care that you receive. We may use or disclose identifiable health information about you without your authorization for several other reasons. Subject to certain requirements, we may give out health information without your authorization for public health purposes, for auditing purposes, for research studies, and for emergencies. We provide information when otherwise required by law, such as for law enforcement in specific circumstances. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures. We may change our policies at any time. Before we make significant change in our policies, we will change our notice and post the new notice in the waiting area and in each examination room. You can also request a copy of our notice at any time. For more information about our privacy practices, contact the practice administrator.

Denver Neurological Clinic Professional, LLC endorses, supports, and participates in electronic Health Information Exchange (HIE) as a means to improve the quality of your health and healthcare experience. HIE provides us with a way to securely and efficiently share patients' clinical information electronically with other physicians and health care providers that participate in the HIE network. Using HIE helps your health care providers to more efficiently share information and provide you with better care. The HIE also enable emergency medical personnel and other providers who are treating you to have immediate access to your medical data that may be critical for your care. Making your health information available to your health care providers through the HIE can also help reduce your costs by eliminating unnecessary duplication of tests and procedures. However, you may choose to opt-out of participation in the CORHIO HIE, or cancel an opt-out chose, at any time.

Patient Rights:

The HIPAA Privacy Rule provides individuals with the right to inspect their PHI held in a designated record set, either in addition to obtaining copies or in lieu thereof and requires covered entities to arrange with the individual for a convenient time and place to inspect the PHI. See 45 CFR 164.524(c)(1) and (c)(2).

(please see other side for signature)

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- Obtain a paper copy of the notice of privacy practices upon request.
- Inspect and obtain a copy of your record as provided for in 45 CFR 164.524
- Amend your health record as provided in 45 CFR 164. 528
- Obtain an accounting of disclosure of your health information as provided in 45 CFR 164.528
- Request communication of your health information by alternative means or at alternative locations.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

Right to Revoke: You will have the right to revoke this consent at any time by giving us written notice of your revocation. Please understand that revocation of this consent will not affect any action we took in reliance on this consent before we received revocation, and that we may decline to treat you or to continue treating you if you revoke this consent.

By signing below, I state that I have had full opportunity to read and consider the contents of this consent form and Notice of Privacy Practices posted in the office. I understand that, by signing this consent, I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities, and health care operations.

Patient or patient representative

Signature

Date