

Alexander Orthopaedic Associates

New Patient Information:

Patient Name: _____ Date: _____
Social Security # _____ Date of Birth: _____
Please circle: M or F Race: _____ Language _____
Ethnicity _____ Single Married Divorced Widowed
Primary Home Address: _____
City: _____ State: _____ Zip Code: _____
Occupation: _____ Employer: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Email: _____

Secondary Home Address: - _____
City: _____ State: _____ Zip Code: _____

Primary Care Physician: _____ Phone#: _____

EMERGENCY CONTACTS:

Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____
If you have a spouse:
Name: _____ Date of Birth: _____
Social Security # _____ Employer: _____
Cell Phone: _____ Work Phone: _____

INSURANCE INFORMATION

Primary Insurance: _____ Effective Date: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone # _____
Name of Insured: _____ Relationship to patient: _____
ID # _____ Group # _____
Subscribers SS#: _____ Subscribers DOB: _____
Please Circle: **HMO PPO Other**

Secondary Insurance: _____ Effective Date: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone # _____
Name of Insured: _____ Relationship to patient: _____
ID # _____ Group # _____
Subscribers SS#: _____ Subscribers DOB: _____
Please Circle: **HMO PPO Other**

Did your injury occur at work? (Please circle) **Yes No** if yes, Date of injury _____
Is your injury from an auto accident? (Please circle) **Yes No** if yes, Date of injury _____
Are you being represented by an attorney? (Please circle) **Yes No**
if yes, Name of attorney _____ Phone # _____

MRI REFERRAL DISCLOSURE

In the course of your treatment, an x-ray, MRI, CT, bone scan, bone density scan, or other ancillary studies may be necessary and ordered. Alexander Medical Group, LLC, dba Alexander Orthopaedic Associates in accordance with the Patient Protection and Affordable Care Act, as modified by the Health Care and Education Reconciliation Act of 2010, ("PPACA") Section 6003, informs you that it is your choice to have the study done at our facility or at the facility of your preference.

A written list of such facilities in the area is provided below.

Advanced Medical Imaging	727-398-5999	Palms of Pasadena	727-341-7890
Bardmoor Imaging	727-461-8555	Pinellas High Field Imaging	727-347-4674
Central MRI	727-381-4674	Rose Radiology	727-531-5444
Largo Medical Center	727-588-5850	St. Petersburg General	727-341-4808
National PET Scan	727-471-1000	Tampa Bay Imaging (TBI)	727-545-9674
Gateway	727-525-2121	Westcoast Radiology	727-446-6760

Please print and sign your name below to acknowledge your understanding of the above statements.

Print Name

Signature

Date



ALEXANDER **ORTHOPAEDIC** ASSOC.

Alexander Orthopaedic Associates Disclosure of Policies

Financial Policy:

Alexander Orthopaedic Associates participates with many forms of health insurance, such as HMO's, PPO's, Workman's Compensation and Medicare. However, few insurance carriers cover all medical costs and a balance on your account may result from co-payments, co-insurance, deductibles, or non-covered services. The patient is responsible for full payment of any and all balances deemed "patient responsibility" by their insurance carrier. We will file medical insurance claims as a courtesy to our patients.

Motor Vehicle and Worker's Compensation: In order for our office to submit your claims for you, you must provide us with the following information: insurance company name, address and telephone number, as well as your claim number, date of accident and claims adjuster's name. In the event that your insurance denies or terminates your benefits, you will be responsible for full payment for services rendered. Please note for all Workers' Compensation patients, your initial appointment must be scheduled by your nurse case manager or Worker's Compensation adjustor. Authorization must be received prior to the initial office visit. Motor Vehicle patients, please note prior to your initial office visit your auto benefits must be confirmed and verified by our office.

Payment Policy:

All co-payments, co-insurance, and deductibles are paid at the time of service to help control costs of medical care. Payments may be made by cash, check, Visa, MasterCard, American Express, and Discover. For larger amounts, such as surgical fees not covered by insurance, AOA will work with you to arrange a payment plan. Self pay patients and Surgical Pre-pay patient's payments will only be accepted via credit card, cash payment, and/or money orders.

Treatment of Patients:

Throughout your treatment at AOA, the medical providers may order diagnostic testing to help determine your diagnosis or create a better treatment plan for you, the patient. These tests include lab work, x-rays, MRI's, CT scans, Bone Scan's, etc. Failure to schedule or obtain the recommended diagnostic studies in a timely manner or to schedule a follow up appointment to review the diagnostic tests in a timely manner; will constitute as a breach of our recommendations and is Against Medical Advice (AMA). Therefore, AOA employees and medical providers will not be held responsible for lack of patient responsibility and purposeful disregard of our medical recommendations. Non-compliance may result in an adverse complication to the patient's medical result/ outcome.

Alexander Orthopaedic Associates notifies you that our providers may be involved in education, research, development and/ or consulting with regards to Orthopaedic products and the Orthopaedic industry; therefore the providers may benefit directly or indirectly from such educational, research, development and/ or consulting relationships. This will not conflict with the best interest of the patient and/or their medical condition/ diagnoses.

Alexander Orthopaedic Associates notifies you that some or all providers may or may not carry Medical Malpractice Insurance.

**AUTHORIZATION FOR
RELEASE OF
CONFIDENTIAL INFORMATION**
(PURSUANT TO 45.C.F.R.164.508)
(T) 727-547-4700 (F) 727-394-8661

Patient Name: _____ DOB: _____
Last 4 digits of Social Security Number: _____ MR#: _____
Patient Phone Number: _____ (Personnel to Fill out)

I authorize to release **medical, psychiatric, alcohol and/or drug abuse, HIV testing, ARC and/or AIDS diagnosis, eating disorder information** or any other medical records of a sensitive nature:(Pursuant to 42.C.F.R.2.31)

This will authorize: _____ (Name of facility/entity to provide records)

To Release To:

To Release To:

Alexander Orthopaedic Associates
12416 66th Street No Suite A
Largo, FL. 33773

For the purpose of _____

Please disclose the exact information selected below:

Entire Medical Record, excluding _____

Date(s) of Service:

Check all that apply:

____ Laboratory Reports

____ Medication Sheets

____ Operative Reports

____ Radiology Reports

____ Facesheet

____ Pathology

____ Progress Notes

____ History and Physical

____ Emergency Report

____ Physician Orders

____ Discharge Summary

____ EKG Report

____ Nurses Notes

____ Consultations

____ Other (Specify):

Note: X-ray films must be obtained from Radiology Dept.

To be completed by the patient or personal representative:

I hereby authorize the use or disclosure of my protected health information as described above.

This authorization is voluntary. I understand that ability to obtain treatment will not be affected if I do not sign the form, unless that treatment is for a fitness-for-duty evaluation or a research-related treatment.

I understand that if the organization authorized to receive the information is not required to comply with the federal privacy protection regulations, then such information may be re-disclosed and will no longer be protected.

I understand that I have a right to revoke this authorization by sending written notifications to:

Alexander Orthopaedic Associates 12416 66th Street No Suite A Largo, FL. 33773

Any revocation will not affect disclosures made prior to Alexander Orthopaedic Associates receipt or knowledge of the revocation.

I understand that I have a right to inspect and receive a copy of the information described on this form.

Signature of patient or patient's representative/Power of Attorney _____

Printed name of patient's representative/Power of Attorney _____

Relationship to the patient:

Date: _____

Expiration Date of this Authorization: **One Year**

Alexander Orthopaedic Associates
Patient Authorization Form

HIPPA Privacy Notice

I have received and read a copy of Alexander Orthopaedic Associates Notice of Privacy Practices (Notice).

By initialing I have read and understand the above _____

Authorization to Release Information

I consent to the use or disclosure of my protected health information by Alexander Orthopaedic Associates (AOA) for the purpose of diagnosing or providing treatment to me, obtaining payment for my Health care bills or to conduct health care operations of AOA. As mentioned in (sections I, II, III, V) of the Notice.

By initialing I have read and understand the above _____

AOA Disclosures

I acknowledge that I have been notified that some or all of the providers at AOA may or may not carry Medical Malpractice Insurance. I also acknowledge that I have been notified that the providers at AOA may be involved in education, research, development, and/ or consulting with regards to Orthopaedic products and the Orthopaedic industry; therefore, the providers may benefit directly or indirectly from such educational, research, development, and or consulting relationships. The above does not conflict with my best interest as a patient at AOA. I desire to enter into a doctor-patient relationship with a provider at AOA. As mentioned in (section VI) the Notice.

By initialing I have read and understand the above _____

Financial Agreement & Payment Policy

I understand that I am financially responsible for services rendered by AOA providers. I also understand that few insurance carriers cover all costs for services rendered. AOA will submit claims to your insurance carrier. I will be responsible for the balance on my account that my insurance company does not cover. I will pay any co-payments, co-insurance, and deductibles at the time of service at AOA. As mentioned in (section VII, VIII) in the Notice.

By initialing I have read and understand the above _____

Authorization for treatment

Throughout your treatment at AOA the medical providers may order diagnostic testing (lab work, bone scan's, x-rays, MRI's, CT scans... etc) that will help determine your diagnosis and future treatment. Failure to schedule or obtain the recommended diagnostic studies or failure to schedule a follow up visit in a timely manner to review the diagnostic studies and discuss the results will constitute as a breach of our recommendations. AOA employees and medical providers will not be held accountable for your lack of responsibility and purposeful disregard of our medical recommendations. As mentioned in (section IX) in the Notice.

By initialing I have read and understand the above _____

I hereby authorize the medical staff of AOA to render medical services and treatments as deemed necessary. I understand that failure to comply with our medical recommendations is against medical advice. (AMA)

By initialing I have read and understand the above _____

By signing, I have read, understand and agree to comply with AOA policies so noted in the Notice of Privacy Practices (Notice).

Signature _____ Date _____

Printed Name _____

If patient is a minor (under 18):

Minor's Name _____ Guardian's Name (printed) _____

Signature _____ Relationship _____ Date _____

Consent for the Release of Protected Health Information to Personal Representatives

I, _____, give my written consent for Alexander Orthopaedic Associates to share information regarding my protected health information and care to the following listed persons: I understand that these persons will be treated as personal representatives of myself.

Personal Representatives that Alexander Orthopaedic Associates may share my Protected Health Information with:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

_____ Do not discuss my Protected Health Information with anyone other than myself at any time.

Alexander Orthopaedic Associates may leave a message:

At Home _____ At Work _____

Patients' Signature _____ Date: _____

Alexander Orthopaedic Associates
Form Fee Agreement

Please note: The completion of informational/insurance forms represents an administrative service to our patients above and beyond the provision of medical care. Recent changes in health care have resulted in the tremendous increase in the volume of information requests to our practice. The time and effort involved in providing this detailed information results in significant costs, especially when multiplied over the large number of patients our practice serves. The refusal of insurance companies and requesting agencies to cover the costs requires us to institute a policy of charges for the completion of the forms as follows:

NO Charge:

- Workers Compensation requested Disability and Work Status forms
- Auto Insurance Carrier requests for Work Status and Treatment Plans

\$15.00:

- Disabled Parking Applications

\$35.00/ form:

- Credit Card deferment forms
- Private Disability Insurance Forms
- School Educational Disability or Limitation Forms

\$35.00/form

- Family Medical Leave Act (FMLA) forms

\$150.00- \$300.00

- For completion of any dictated letter describing medical care and limitations
- For any narrative report detailing diagnosis, treatment, and future medical care including work capacity statements. Functional Capacity Evaluation testing may be necessary prior to, or in addition to the narrative report. The fee for the FCE test is determined by the facility that the testing is completed at.

I have read and understand the above. By signing I agree to comply with the Form Fee policy of AOA. Fees subject to change without notice.

Patient Name (printed)

Signature

Date

**ALEXANDER ORTHOPAEDIC ASSOCIATES
SPINE HISTORY & PHYSICAL**

Room # _____
Provider _____
X-ray taken _____
XR/MRI brought yes no
Facility _____
(for office use only)

TODAY'S DATE: _____

PATIENT NAME: _____ **AGE:** _____ **DOB:** _____

(please circle): **M** **F** Right handed Left handed **HEIGHT:** _____ **WEIGHT:** _____ **BLOOD PRESSURE:** _____

RACE/ETHNICITY (please circle): **WHITE** **HISPANIC** **AFRICAN AMERICAN** **PACIFIC ISLANDER** **OTHER** _____

PRIMARY CARE _____

PREFERRED LANGUAGE (please circle): **ENGLISH** **SPANISH** **OTHER** _____

PLEASE CIRCLE THE PROBLEM YOU ARE SEEKING TREATMENT FOR TODAY:

- | | | |
|--------------------------|---------------------|-------------------------|
| Neck Pain | Arm Pain (R or L) | Arm Numbness (R or L) |
| Low Back or buttock pain | Leg Pain (R or L) | Leg Numbness (R or L) |
| Difficulty Walking | | |

HAVE YOU EVER HAD PROBLEMS WITH THIS AREA IN THE PAST? (please circle): **Yes** **No**

BRIEFLY DESCRIBE WHAT CAUSED YOUR SYMPTOMS

YOUR PAIN IS BEST DESCRIBED AS: (please circle)

Dull ache **Sharp** **Burning** **Electric Shock**

ONSET OF PAIN: How did you current symptoms start?

Injury (at work) _____ **exact date of injury**

Injury (not at work) _____ **exact date of injury**

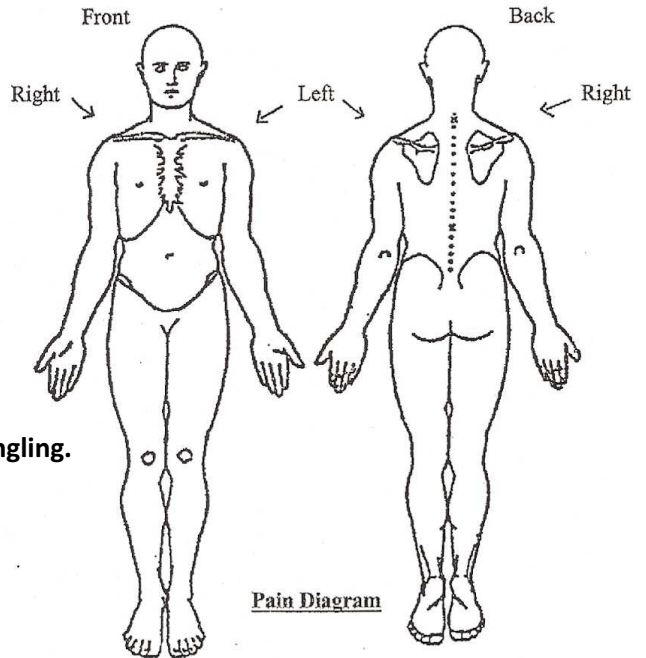
Motor Vehicle Accident _____ **exact date of accident**

Undetermined Other _____

WHERE IS YOUR PAIN NOW? (Use the diagram to the right)

Place an X in the area(s) you feel the most pain.

Place an O on the body diagram where you feel numbness/tingling.



WHAT IS THE PERCENTAGE OF YOUR PAIN? (totaling 100%)

Neck _____ + **Arm(s)** _____ = 100%

Back _____ + **Leg(s)** _____ = 100%

SEVERITY OF PAIN:

-In general, what is the intensity of your pain (circle one)?

NO PAIN **0** **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **WORSE POSSIBLE PAIN**

-In general, how is this problem affecting your life (circle one)?

Nuisance **Minor Problem** **Major Problem** **Catastrophe**

TIMING OF PAIN: How often do you have your pain (circle one)?

Occasionally (less than 30% of the time) **Nearly constantly** (60-95% of the time)

Intermittently (30-60% of the time) **Constantly** (100% of the time)

PATIENT NAME: _____

PHARMACY NAME: _____

ADDRESS: _____

PHONE#: _____

RELIEVING AND AGGRAVATING FACTORS: How do the following affect your pain (please check one for each item):

	IMPROVES PAIN	NO CHANGE	WORSENS PAIN
LYING DOWN			
STANDING			
SITTING			
WALKING			
EXERCISE			
COUGHING/SNEEZING			
BOWEL MOVEMENTS			

Have you had any **recent** change in bowel or bladder habits? (please circle)

No **Yes** (please describe) _____

Have you experienced any of the following? (please circle)

Clumsiness in your hands difficulty with buttons changes in handwriting
Changes in the way you walk unsteadiness

ACTIVITIES AND YOUR PAIN: (please circle)

-How many blocks can you walk?

Less than a block 1-2 blocks 2-5 blocks 5-10 blocks Greater than 10 blocks

-To assist walking, I use a:

Cane Walker Wheelchair No assistance device

-How long can you stand for?

5 minutes 10 minutes 30 minutes 1 hour 1 hour +

-How often during the day do you lie down because of pain?

Never Seldom Sometimes Often Constantly

-I am NOT able to perform the following activities of daily living (please circle all that apply)

Doing yard work or shopping Performing household chores Going to work

Socializing with friends Participating in recreational activities Exercising

TREATMENTS FOR YOUR SPINE TO DATE: (please circle all that apply)

Physical Therapy

Tens Unit

Facet Blocks

Back Injections

Epidural Steroid Injections

Chiropractor

Medications

Spine Surgery (describe below)

Date of Spine Surgery	Title of Spine Operation	Hospital

PATIENT NAME: _____

PREVIOUS SURGERIES:

PAST MEDICAL HISTORY: (please check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> GI Disorders | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Heart Attack | <input type="checkbox"/> Pacemaker |
| <input type="checkbox"/> Bleeding Disorders/Blood | <input type="checkbox"/> Hepatitis A, B, or C | <input type="checkbox"/> Renal Disease |
| <input type="checkbox"/> Clots | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Rheumatoid Arthritis |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> COPD | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Other |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Liver Disease | |
| <input type="checkbox"/> GERD | <input type="checkbox"/> Neurological Disorders | |

ALLERGIES: (circle all that apply) **Aspirin** **Codeine** **Latex** **Penicillin** **Sulfa** **None** **Other:** _____

Reaction: _____

CURRENT MEDICATIONS (name, strength and dose):

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

REVIEW OF SYSTEMS

Have you ever had any of these symptoms? If no, mark NONE

NONE YEAR **Details/Comments**

- | | | | | | |
|------------------------------------|--|--|---|--------------------------|-------|
| 1. GI | <input type="checkbox"/> Heartburn, Ulcers | <input type="checkbox"/> Nausea, Vomiting | <input type="checkbox"/> Blood in Stool | <input type="checkbox"/> | _____ |
| 2. ENDO | <input type="checkbox"/> Thyroid Disease | <input type="checkbox"/> Heat or Cold Intolerance | | <input type="checkbox"/> | _____ |
| 3. EYE | <input type="checkbox"/> Blurred Vision | <input type="checkbox"/> Double Vision | <input type="checkbox"/> Vision Loss | <input type="checkbox"/> | _____ |
| 4. ENT | <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Hoarseness | <input type="checkbox"/> Trouble Swallowing | <input type="checkbox"/> | _____ |
| 5. CV | <input type="checkbox"/> Chest Pain | <input type="checkbox"/> Palpitations | | <input type="checkbox"/> | _____ |
| 6. RS | <input type="checkbox"/> Chronic Cough | <input type="checkbox"/> Pneumonia | <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> | _____ |
| 7. GU | <input type="checkbox"/> Painful Urination | <input type="checkbox"/> Blood in Urine | <input type="checkbox"/> Kidney Problems | <input type="checkbox"/> | _____ |
| 8. SK | <input type="checkbox"/> Frequent Rashes | <input type="checkbox"/> Skin Ulcers | <input type="checkbox"/> Lumps <input type="checkbox"/> Psoriasis | <input type="checkbox"/> | _____ |
| 9. NEU | <input type="checkbox"/> Headaches | <input type="checkbox"/> Dizziness | <input type="checkbox"/> Seizures <input type="checkbox"/> Numbness | <input type="checkbox"/> | _____ |
| 10. PSY | <input type="checkbox"/> Depression/Anxiety | <input type="checkbox"/> Drug/Alcohol Addiction | <input type="checkbox"/> Sleep Disorder | <input type="checkbox"/> | _____ |
| 11. HEM | <input type="checkbox"/> Easy Bleeding | <input type="checkbox"/> Easy Bruising | <input type="checkbox"/> Anemia | <input type="checkbox"/> | _____ |
| 12. CON | <input type="checkbox"/> Weight Loss | <input type="checkbox"/> Loss of Appetite | <input type="checkbox"/> Fatigue | <input type="checkbox"/> | _____ |
| 13. Are you HIV Positive? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| | Have you ever had Hepatitis A, B, or C? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes what type? _____ | | |
| 14. Are you pregnant? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 15. Are you Claustrophobic? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |

FAMILY HISTORY

Have any direct relatives had any of the following disorders? If so, list your relative

- | | | |
|---|--|---|
| <input type="checkbox"/> Diabetes _____ | <input type="checkbox"/> High Blood Pressure _____ | <input type="checkbox"/> Rheumatoid Arthritis _____ |
| <input type="checkbox"/> Difficulty with anesthesia _____ | <input type="checkbox"/> Bleeding Problems _____ | <input type="checkbox"/> None known |

SOCIAL HISTORY (please circle): **Smoking** Qty _____ **Drinking** Qty _____ **Drugs** Type/Qty _____

MARITAL STATUS (please circle): **Single** **Married** **Divorced** **Widow** **Separated**

EMPLOYMENT STATUS (please circle): **Employed** **Unemployed** **Disabled** **Retired** **Occupation** _____

Patient Assessment

The physicians at Alexander Orthopaedic Associates are concerned about your orthopaedic health and want to make sure that we are evaluating those factors which may impact your orthopaedic wellbeing. The following questions are intended to give the physicians at Alexander Orthopaedic Associates information about your general health.

Please circle the correct answer or fill in the blanks.

1. What is your height _____ weight _____ Prefer not to answer _____
2. Have you had a Bone Density Study (also known as a Dexa scan) for osteoporosis at least once since age 60?
Yes _____ No _____
If yes, in what year did you have the most recent Bone Density Study? _____
3. Have you been on medicine to treat osteoporosis? Yes _____ No _____
If yes, has it been prescribed within 12 months? Yes _____ No _____
What medicine are you taking to treat your osteoporosis? _____
4. Do you take Calcium and Vitamin D? Yes _____ No _____
5. Have you ever had a fracture of your arm, hip, or spine? Yes _____ No _____
6. Have you fallen more than twice or fallen and hurt yourself in the past year? Yes _____ No _____
7. Have you had the influenza vaccination for the current flu season? Yes _____ No _____
8. Have you ever had the pneumococcal vaccine? Yes _____ No _____
9. Do you have an Advanced Care Plan? Yes _____ No _____
10. Have you used or smoked tobacco products in the last 24 months? Yes _____ No _____
If yes, are you a tobacco smoker? Yes _____ No _____
11. Do you consume alcoholic beverages? Yes _____ No _____
If yes, how much per setting? _____ Per week? _____

Please understand that smoking and consuming alcoholic beverages can impair your general health as well as your orthopaedic health.

Please understand that smoking can impair your general health as well as your orthopaedic health.

Are you interested in quitting? Yes _____ No _____

Print name: _____

Patient signature: _____

Date: _____