Orthopedic Specialists of Louisiana • Pain Care Consultants

## **Patient Label**

Orthopedic Specialist of Louisiana 2005 Landry Drive Bossier City, LA 71111 318-752-7850

Orthopedic Specialist of Louisiana 1500 Line Avenue, Suite 100 Shreveport, LA 71101 318-635-3052

Dear New Patient,

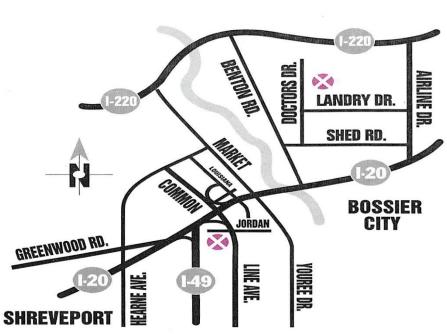
Thank you for choosing Orthopedic Specialist of Louisiana for your orthopedic care. Enclosed you will find your registration form, patient medical history questionnaire and our financial policy. Please fill out forms in their entirety, **BRING** them with you to your appointment.

#### We request that you bring the following information to your appointment:

- Your Health Insurance card(s) and Driver's License. Please contact your insurance company to verify if a referral from your Primary Care Physician is needed. If a referral is needed, please contact your physician, and have a written referral FAXED to 318-629-5163. Also be prepared to pay your co-pay at the time of service.
- CURRENT MEDICATION LIST
- Photo ID from each patient or patient's guardian
- EMG, X-rays, MRI, Bone scans, CT on disc and Reports if any were taken prior to your visit please "hand carry" to your appointment.

<u>Please arrive 15 minutes early for your appointment.</u> If you are 15 minutes or more late for your appointment, we may have to reschedule you for another day. If you are unable to keep your appointment, please call 24 hours ahead to reschedule.

### **Directions**



#### 1500 Line Avenue Location:

I-20 Eastbound- From I-20, take Line Ave. exit. Merge right onto Line Ave. Orthopedic Specialists of Louisiana is at the corner of Line and Jordan, 1500 Line Ave. Turn right on Jordan then left on Elizabeth St. Take a left into parking lot. Patient drop off is at the glass doors under the breezeway. Check in is on the 1st floor in suite 100. Overflow parking is across Elizabeth St. in parking lot.

I-20 Westbound-Take Common St. exit. Bear right in circle, turn right onto Louisiana, right on Fairfield, and left onto Line Ave. Go under I-20 and uphill to 1500 Line Ave., Orthopedic Specialists of Louisiana is at the corner of Line Ave. and Jordan St. Turn right on Jordan then left on Elizabeth St. Take a left into parking lot. Patient drop off is at the glass doors under the breezeway. Check in is on the 1st floor in suite 100. Overflow parking is across Elizabeth St. in parking lot.

#### 2005 Landry Drive Location:

I-20 Eastbound- From I-20, take Airline Drive Exit. Turn left on Airline Drive under I-20 heading North for approximately 1 mile to Airline Drive and Shed Road through the intersection and turn onto the first street on the left which is Landry Drive.

**I-20 Westbound-** From I-20, take Airline Drove Exit. Turn right and go approximately 1 mile to Airline Drive and Shed Road through the intersection and turn onto the first street on the left which is Landry Drive.

**I-220**- Take Airline Drive Exit. Drive South on Airline Drive for approximately 3 miles. Go over railroad tracks and turn onto the first street on the right which is Landry Drive.

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## **Patient Registration Form**

	Date
Patient Information	
Name:	Social Security Number:
Street Address:	
City/State/Zip:	
Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Widowed	Email:
Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino	Race:
Preferred Language: ☐ English ☐ Spanish ☐ Other	Communication Needs:
Preferred Phone:	☐ Home ☐ Mobile ☐ Work
Secondary Phone:	☐ Home ☐ Mobile ☐ Work
Employer:	Occupation:
Emergency Contact Name:	Phone:Relationship:
Primary Insurance Plan	
Payer (e.g. BC/BS):	Plan Number:
	Group Number:
Secondary Insurance Plan (if any)	
Payer (e.g. BC/BS):	Plan Number
Policy/I.D. Number:	
Workers Compensation Claim Information	
Is your visit today a Work Related Injury? Yes No If Yes please complete the attached <i>WORK COMPENSTION ACKNWL</i>	EDGEMENT FORM
Third Party Liabilty (MVA or Slip & Fall)	
Is your visit today related to a MVA or Slip & Fall? Yes No If Yes please complete the attached ADVICE TO PATIENT REGARDIN	IG OFFICE POLICY ON THIRD PARTY LIABILITY ISSUES FOR
Referral	
Referring Physician: Pr	rimary Care Physician:
How did you hear about us? ☐ Family Member ☐ Friend ☐ Yellow Pag	ges 🛘 Other:
agree that Musculoskeletal Institute of Louisiana, LLC may request and upoviders or third party pharmacy benefit payers for treatment purposes. Hereby Authorize Musculoskeletal Institute of Louisiana, LLC to releas this clinic as needed to my insurance company, to the social securit sponsible for the payment for medical services or evaluation to be place of the original. I hereby assign to the facility listed above and/or surgical expenses. Regulations pertaining to Medicare assignment actices of Musculoskeletal Institute of Louisiana, LLC.	ase any medical information and/or medical records maintained ty administration or carriers, to my attorney, or to the attorne provided. I permit a copy of this authorization to be used in all Insurance Company or Medicare reimbursements for medical
ignature (Patient or Responsible Party)	 Date

### MEDICAL HISTORY FORM

PATIENT NAME:	First		N	1I L	ast	
Age:	Height:	We	eight:	Date of Birth:_		
_	_	_		Right Hand Dom		
CHIEF COMPLAI	NT: Why are yo	a here?				
Date of Injury o		toms:	Вос	ly Part to be Exami	ned:	Left Right
(Check all that ap Main Problem:	оріу)	□ pain □ unstable	□numbness □swelling	☐ weakness ☐ popping/grinding ☐ meaning ☐ popping/grinding ☐ meaning ☐ mea	stiffness  g other:	_
Where complain	t/injury occurred	_	at home	sports/recreatio		
How complaint/i	njury occurred:		onset other:	sudden/traumat	ic	
PREVIOUS AND/O	OR CURRENT T	REATMENTS	S FOR THIS CON	NDITION: (Check a	ll that apply) None	
	Physical therapy  ANT?  YES  CAL HISTORY:  any of the follow  ythm  Bleec  Acid  Stom  Rheu	Chiropi  NO  ing? (Check and ling disorders  Reflux  ach ulcers  matoid arthritis	relaxants Pain ractic care Inject  If that apply Depression Blood clots Asthma Stroke		ems  High blood pressure  Heart failure  Gout	
SOCIAL HISTORY						
A. Occupation: B. Smoking/Smok	teless Tobacco Sta	atus: Never S	Smoked Curren		Smoker Smokeless To	obacco Unknown
B. Smoking/Smok	teless Tobacco Sta d how often you u phol?	atus: Never Suse tobacco:	Smoked Curren	daily	Smoker Smokeless To th roommate □ assiste	
B. Smoking/Smok The amount and C. Do you use alco D. What is your liv	teless Tobacco State d how often you uphol? ving status?	atus: Never S use tobacco: no	Smoked Curren  occasionally  with spouse	daily		
B. Smoking/Smok The amount and C. Do you use alco D. What is your live PREVIOUS SURGE Please list the type and	teless Tobacco State d how often you uphol? ving status?	atus: Never S  se tobacco:  no	Smoked Curren  occasionally  with spouse   d.	daily with parents		ed living/nursing home
B. Smoking/Smok The amount and C. Do you use alco D. What is your liv PREVIOUS SURG Please list the type and 1	teless Tobacco State d how often you uphol? ving status?  ERIES:  Ind date the surger	atus: Never S use tobacco: no	Smoked Curren  occasionally  with spouse   dd.  4.  5.	daily with parents  wi	th roommate  assiste	ed living/nursing home

<b>CURRENT MEDICATION:</b>	☐ None		
Pharmacy Preference and Phon		<del></del>	
	rugs, and/or non-prescription med	dications, including vitamins	nutritional supplements,
or anything taken orally.			
1.		4	
ALLERGIES: Do you have a	ny known drug allergies? (Check	k one)	v)
1		4	
2		_	
3		6	
Are you allergic to metal ?	] Yes   No		
FAMILY HISTORY: Please	indicate if anyone in your family	y has had the following: (Che	eck all that apply)
Cancer (Type):	Rheur	natoid Arthritis Diabete	es Scoliosis Heart Disease
Other:			
REVIEW OF SYMPTOMS:			
	of the following? (Check all	that apply)	
☐ Blackouts/fainting	Difficulty with balance	☐ Joint Pain	Stomach pain or ulcers
☐ Burning with urination	Fevers, chills, sweats	☐ Nausea or vomiting	Stress
Back Pain	Frequent rashes	Neck or Shoulder Pain	Unexplained weight loss
Cough	Heart or chest pain	Seizures	☐ Urinary incontinence, frequency, urgency
Depression	Heartburn	Shortness of breath	☐ None apply
Signature of patient, parent, or guardi	ian Date	Physician's signature	e Date

#### **Authorization to Release Information Concerning Your Care**

We at **Musculoskeletal Institute of Louisiana** take your medical confidentiality very seriously. We will not and cannot release information without your written authorization.

This authorization allows our staff members to speak only with an individual(s) you designate in the event you are not available to receive phone calls or you have an adult member that helps coordinate your medical care. You should not designate your doctor.

As part of our Patient Privacy Policy, we will not leave any health information with any other person unless you specifically authorize below. ☐ I do not authorize anyone to receive information regarding my medical care. Per my request, release the following information on myself: (Check each that apply) ☐ Lab/Test Results Appointments □ Account/Bill ■ Medical Care/Treatment Person: Relationship: Phone number(s): Person: Relationship:\_\_\_\_\_ Phone number(s): Relationship: Phone number(s):

This will not include copies of your medical records. If you wish someone else to pick up a copy of your medical records, please fill out our Authorization to Use or Disclose Protected Health Information Form

Relationship:

#### **Medical History and Consent for Treatment**

I certify that the information I have supplied is accurate, complete and true.

Person: \_\_\_\_\_\_

Phone number(s):

I authorize **Orthopedic Specialists of Louisiana** and any associates, assistants, and other health care providers it may deem necessary, to treat my condition. I understand that no warranty or guarantee has been made of a specific result or cure. I agree to actively participate in my care to maximize its effectiveness.

I give my consent for *Orthopedic Specialists of Louisiana* to retrieve and review my medication history. I understand that this will become part of my medical record.

I acknowledge that I have had the opportunity to review *Musculoskeletal Institute of Louisiana* Notice of Privacy Practices, which is displayed for public inspection at its facility and on its website. This Notice describes how my protected health information may be used and disclosed, and how I may access my health records.

I authorize *Orthopedic Specialists of Louisiana* to release my Protected Health Information (medical records) in accordance with its Notice of Privacy Practices. This includes, but is not limited to, release to my referring physician, primary care physician, and any physician(s) I may be referred to. I also authorize *Orthopedic Specialists of Louisiana* to release any information required in obtaining procedure authorization or the processing of any insurance claims.

I understand that *Orthopedic Specialists of Louisiana* will not release my Protected Health Information to any other party (including family) without my completing a written "Patient Authorization for Use and Disclosure of Protected Health Information" form, available at its facility and on its website.

Signature:	Date:
•	

# Musculoskeletal Institute of Louisiana Orthopedic Specialists of Louisiana • Pain Care Consultants

#### **FINANCIAL POLICY and CONTRACT WITH PATIENT**

Thank you for choosing us as your health care provider. We are committed to providing our patients with the best treatment possible. We hope that you understand that our credit and collection policies are a necessary part of assuring the financial resources needed to maintain this vital health care facility for our patients and community.

Our charges for your care are considered to be the usual and customary charges in line with what other specialists in this geographical area charge their patients. You are responsible for payment of your bill in full, regardless of your insurance company's determination of usual and customary charges for this area. The only exceptions for this are if you are covered by Medicare or you are covered by a PPO or HMO for which we are a provider of services.

#### STATEMENT OF RESPONSIBILITY

By signing below, I hereby enter into a contract with MUSCULOSKELETAL INSTITUTE OF LOUISIANA, LLC, for the furnishing of medical and/or surgical procedures for illness or injury. I understand that I am contractually responsible for the total bill incurred as a result of treatment received. Although I may have insurance coverage, I understand that this is an agreement between me and my insurance carrier to pay certain amounts for my medical care. The obligation to pay my doctor bill is an obligation by me to my doctor. I am totally responsible for payment of my doctor bill in full. This is regardless of the status of any pending insurance claim or the insurance company's determination of usual and customary rates or amount of assignment. I accept full responsibility for payment of the account, and depending upon the circumstances, I may be expected to pay in full at time of service. I hereby acknowledge that I should coordinate personally with my health insurance carrier. I hereby grant MUSCULOSKELETAL INSTITUTE OF LOUISIANA, LLC, its agents and attorneys the right to disclose my confidential health care information for purposes of collection of my bill through contact with any third party or through a lawsuit.

In the event that I am covered by a managed care PPO or HMO for which my doctor is a provider of services, I understand that the clinic will accept the allowable charges and will write off any amount that is disallowed by insurance. I accept responsibility for payment of my co-pay and/or deductible at time of service, any allowable amount not paid by insurance, and/or treatment my policy does not cover. I understand that you do accept assignment on Medicare and I will not owe any disallows that are written off of my account. However, I understand that I am responsible for my deductible, co-pay and any charges not covered by Medicare.

If I am here as the result of a liability claim, I understand that my doctor cannot wait for settlement of my claim in order to be paid and that payment is due at the time services are rendered. My attorney and/or insurance carrier will be provided with an itemized statement for my reimbursement.

If I am here as the result of an on the job injury and my workman's compensation claim is denied, I understand that I am personally responsible for payment of the bill in full.

In the event that credit is extended to me, I understand that any bill rendered by MUSCULOSKSLETAL INSTITUTE OF LOUISIANA, LLC is due and payable upon receipt of statement. If payment in full creates a financial hardship, the clinic will consider an extended payment plan arrangement. I also understand that I may pay my bill in full at any time by cash, check, or any major credit card. There is a fee (currently \$25) for any checks returned by the bank. In the event of default in the payment of any amount due and this account is turned over to an agency or attorney for collection or legal action, I hereby agree to be held liable for my outstanding balance plus, attorney fees of 25% of my balance over 30 days in arrears if the account is forwarded to collection, and all court costs, and judicial interest. I, the undersigned, have read and understand this contract, and hereby agree to the terms herein.

Date:	Signature:	Signature:		
		PATIENT/RESPONSIBLE PARTY		
	ASSIGNMENT OF BENEF	ITS/AUTHORITY TO RELEASE INFORMATION		
•	_	E OF LOUISIANA, LLC the benefits due me under my existing policy or policies		

of insurance. I understand, in so far as they are necessary to cover such expenses, that the above assignment of insurance is accepted by MUSCULOSKELETAL INSTITUTE OF LOUISIANA, LLC as a convenience to me. Said company is hereby given my consent to file claims on said policy and to do such other actions as it deems necessary in connection therewith so as to promptly obtain payment to the company, direct, and without payment to me.

I authorize the release of all medical records to the referring and family physicians, to my insurance carrier, and/or my attorney at law. I allow fax transmittal of my records, if necessary.

Date:	Signature:		
		PATIENT	
PAR	ENT/GUARDIAN	RELATIONSHIP TO PATIENT	

## Musculoskeletal Institute of Louisiana Orthopedic Specialists of Louisiana • Pain Care Consultants

# Medicaid/Medicaid Replacement Waiver of Benefits Acknowledgement Form

Please check one of the following:	
☐ I DO NOT have Medicaid/Medicaid Replacement –	PLEASE SIGN AT BOTTOM
☐ I HAVE Medicaid/Medicaid Replacement Primary —	PLEASE READ SECTION A BELOW AND SIGN AT BOTTOM
☐ I HAVE Medicaid/Medicaid Replacement Secondary	– PLEASE READ SECTION B BELOW AND SIGN AT BOTTOM
	puisiana (d/b/a Orthopedic Specialists of Louisiana and r in the MEDICAID/MEDICAID REPLACEMENT programs file MEDICAID/MEDICAID REPLACEMENT.
SECTION A  If you request treatment by one of our physicians, yo  IN FULL for all charges related to your treatment.	u must agree to be personally responsible for payment
I have voluntarily chosen to be treated by Musculoske doing so I am aware that MEDICAID/MEDICAID REPLA	_
SECTION B – PLEASE CHECK ONE OF THE FOLLOWING	<u>2</u>
,	lacement Secondary – I understand that depending on my nent or deductible after my claim(s) have been processed by
•	MEDICAID REPLACEMENT SECONDARY – I understand that I or my claim(s) have been processed by my Primary Insurance.
I have been informed that Musculoskeletal Institute of MEDICAID/MEDICAID REPLACEMENT programs and the MEDICAID/MEDICAID REPLACEMENT.	of Louisiana is <b>NOT</b> a participating provider in the nat Musculoskeletal Institute of Louisiana <b>WILL NOT</b> file
I understand that these services may be obtained else Replacement participating provider.	ewhere at NO COST from a Medicaid/Medicaid
Please signify your understanding of the matter by significant sig	gning in the space provided below.
Patient's Name (Please Print)	Date of Birth
Patient/Personal Representative Signature	 Date

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# Advice to Patient Regarding Office Policy on Third Party Liability Issues and Contractual Health Insurance Coverage

Please initial one of the following:		
I WAS NOT injured in an accident – <b>Pl</b>	LEASE SIGN AT THE BOTTOM.	
I WAS injured in an accident – <b>PLEASE</b>		D & COMPLETE INFORMATION
<del></del>		OTHER
BELOW AND SIGN AT THE BOTTOW.	L WIVA LISTIF GTALL LI	5111EK
Third party liability is whenever another compa	ny is responsible for the medical	bills other than a medical insurance
company or Worker's Compensation. Examples	s include motor vehicle accidents	(MVAs) and personal injury cases
(falling at a grocery store or tripping in a restau	rant).	
Date of Accident: Wher	e did the accident occur?	
MVA - Auto Ins.	Policy #	Claim #
Slip and fall - Where	Insurance	Claim #
Other		
Have you contacted an attorney: $\square$ No $\square$ Ye	s If Yes Name of Attorney:	
If you have been injured in an accident for whic	th a third party is or may be invol	ved. Additionally, you have health
insurance with or through a carrier with which I		• • •
provide services on a reduced fee or other spec		
the treatment is for injuries sustained in an acci	ident involving a third party who	is, or may be held, liable for the injuries
to you resulting from the accident.		
Under the circumstances, and as a courtesy to y	•	•
carrier as to benefits and fees for services, with	•	
in your favor, the proceeds awarded there from	-	
Institute of Louisiana (MSIL) in connection with	· · · · · · · · · · · · · · · · · · ·	•
off or otherwise not allowed or covered under t	the terms of your health insurance	ce policy.
In summary, until such time as a settlement or j	judgment is reached in connectic	on with your accident, you will be
expected to pay for services rendered at the tim	ne of service in accordance with	the terms of your health insurance policy
as to deductibles, co-pays, and co-insurance. A	dditionally, we will file all claims	with your carrier, and accept their
payment of fees in accordance with our agreem	nent with them and write off any	non-allowed portion of the charges. If
and when, a settlement or judgment is reached	insurance plan shall be restored	, and the full amount of all charges
recovered out of the proceeds awarded in the c	case. The patient and carrier wou	ald then be reimbursed to the extent of
any prior payments made on the account.		
Please signify your understanding of the matter	· by signing in the space provided	below.
Patient/Personal Representative Signature	Please Print Pat	cient's Name
	 Date Signed	

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### **Workers Compensation Acknowledgement Form**

Name:			Social Security Number:
Street Address:			Date of Birth: Age:
City/State/Zip:			Phone Number:
Please check one of the following:			
Is your visit today the result of a work-related injury?		YES	□ NO - PLEASE SIGN AT BOTTOM
Was the accident reported to your employer?  If YES Name of person you reported the accident to		YES	
Do you have an attorney?  If Yes, Name of Attorney			□ NO Phone Number
ultimately be responsible for all charges related to medical Orthopedic Specialists of Louisiana, Pain Care Consultant In the event that your Workers Compensation denies you care that you receive in this case and as a courtesy, we wapplicable. If your insurance company denies due to the	al ca s and ur ca vill fi ir tin	re you d Elec ise, yo le you nely fi	ctrodiagnostic Medicine).  Ou will be responsible for all charges related to medical air primary health insurance company for payment, if iling requirements, you will also be responsible.
We maintain strict guidelines on the processing of work- please provide us with the following information.	reiai	.eu Cia	aims. In order to process paperwork in a timely manner
Employer Information			
Employer:			Phone Number:
Employer Address:			City/State/Zip:
Supervisor Name:			Phone number:
Work Comp Information			
Date of injury:			Claim Number:
Injured Body Part(s):			
Workers Comp Carrier:			Phone Number:
Carrier Address:			City/State/Zip:
Adjuster Name:			Adjuster Phone #:
Please signify your understanding of the matter by signing	ng in	the sp	pace provided below.
Patient's Name (Please Print)	•		Date
Patient/Personal Representative Signature			



Michael T. Acurio, M.D. Steven M. Atchison, M.D. Ellis O. Cooper, M.D. Stephen L. Cox, M.D. David Googe, M.D. J. Marshall Haynie, M.D. Val Irion, M.D. Charles Lobrano, M.D. Andrew Patton, M.D. Jeffrey Pearson, M.D.

### Orthopedic Specialists of Louisiana Narcotic Pain Medication Policy

Due to the highly addictive nature of narcotic pain medications and the worsening prescription drug crisis in the United States, Orthopedic Specialist of Louisiana strictly limits their use in accordance with DEA and FDA guidelines. Narcotic pain medications include, but are not limited to: Vicodin, Lortab, Percocet, Hydrocodone, Oxycodone, Oxycontin, Tramadol, etc.

Narcotic pain medications will be prescribed for post-operative pain, or after an acute fracture. For those patients, the narcotic pain medication will be closely monitored, and discontinued after three (3) months. If you feel that you require additional narcotic pain medication after this time frame, you will have to find a pain management physician, or a physician specially trained in the treatment of chronic pain.

For those receiving narcotic pain medications for one of the above referenced situations, refills will be closely monitored. You must follow the directions on the bottle, and not take medications more frequently than indicated. Additionally, it is the patient's responsibility to request refills in advance of running out of the prescription. Refills may take up to three (3) business days to complete. Refills will not be filled on an urgent basis. **NO narcotic pain medication prescription will be called in after regular business hours or on weekends.** 

Patients who are receiving chronic narcotic pain medications from another physician will have to return to that physician for any refills or changes to the prescription.

By signing this policy you, the patient, acknowledge that you have read and understand its contents and agree to the terms. If you do not agree, then we would be happy to assist you in finding another physician who can meet your needs.

Patient/Personal Representative Signature	Please Print Patient's Name	
Relationship to Patient if Personal Rep.	Date Signed	

# Musculoskeletal Institute of Louisiana Orthopedic Specialists of Louisiana • Pain Care Consultants

### Disclosure of Financial Interest As required by R.S. 37:1744 and LAC 46:XLV.4211-4215

Louisiana law requires physicians and other health care providers to make certain disclosures to a patient when they refer a patient to another health care provider or facility in which the physician has a significant financial interest.

Our physicians have a financial interest in these facilities:

Specialists Hospital Shreveport Specialists Outpatient Therapy 1500 Line Avenue, Suite 206 Shreveport, LA 71101 318-213-3800

The nature and extent of each physician's interest is that they are one of multiple physicians who own an interest in the facility to which a patient may be referred for the purpose of surgical procedure, pain management procedure, physical therapy evaluation and treatment or prescriptive needs.

### Patient Acknowledgement

By signing this Disclosure of Financial Interest, you acknowledge that you have read and understand the foregoing notice and understand that your physician has an ownership interest in above mentioned facilities.

Patient/Personal Representative Signature	Date Signed	
Please Print Patient's Name	Date of Birth	
Relationship to Patient if Personal Rep.		