All-Star Orthopaedics and Sports Medicine

New Patient Information

Legal Name: _____ _____ _____ _____
Last First Middle Preferred Name

Home Address: _____ _____ _____
Street Apt # City / ST / Zip

Phone(s): Home: _____ Work: _____ Cell: _____

Email: _____ Date of Birth: _____ Age: _____

Gender: _____ Marital Status: _____ SS#: _____ DL#: _____

How did you hear about our practice? _____

Primary Care Doctor: _____ Doctor's Phone #: _____

Primary Insurance Information

Name of Primary Policy Holder: _____
as it appears on insurance card

Relationship to Patient: _____

Gender: _____ Date of Birth: _____ SS #: _____

Insurance Company: _____ Insurance Phone #: _____

Policy/ID #: _____ Group #: _____

Insurance Claims Address: _____
Complete Address (Usually on the back of the card)

Secondary Insurance Information

Name of Primary Policy Holder: _____
as it appears on insurance card

Relationship to Patient: _____

Gender: _____ Date of Birth: _____ SS #: _____

Insurance Company: _____ Insurance Phone #: _____

Policy/ID #: _____ Group #: _____

Insurance Claims Address: _____
Complete Address (Usually on the back of the card)

Emergency Contact / Legal Guardian

Name: _____ Phone: _____ Relationship to Patient: _____

RELEASE OF INFORMATION AND ASSIGNMENT OF BENEFITS: I authorize Las Colinas Orthopedic Surgery and Sports Medicine to release to my insurance company any information acquired in the course of my care and to permit payment directly to Las Colinas Orthopedic Surgery and Sports Medicine dba All-Star Orthopaedics and Sports Medicine for responsibility for any balance remaining after the payment of correct benefits.

_____ _____
Signature of Patient or Legal Guardian Date

All-Star Orthopaedics and Sports Medicine

Patient Name: _____ Date of Birth: _____ Date of Visit: _____

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 read it carefully.

All-Star Orthopaedics and Sports Medicine may use and disclose medical and financial information related to your care that may be necessary now or in the future to facilitate payment by third parties for services rendered by us, or to assist with, aid in, or facilitate to collection of data for purposes of utilization review, quality assurance, or medical outcomes evaluation purposes. Such information may be released to insurance companies, HMO's, PPO's, managed care organizations contracting with any of the above entities to perform such functions. Medical records may be delivered to a primary care physician or any other physician or health service entity that is directly or indirectly responsible for your medical care or the payment thereof.

This office will not use or disclose any of your medical and financial information for any purpose not stated above without your specific authorization. You may revoke your authorization at any time.

You may request restrictions on certain uses and disclosures. This office is not required to agree to a requested restriction. You have the right to receive confidential communications of your protected health information. You have the right to inspect, have copied, and amend your protected health information. You may also request an accounting of disclosures of your protected health information from this office. This office charges $25.00 for a copy of your medical records, along with a signed medical records release form.

All-Star Orthopaedics and Sports Medicine is legally obligated to maintain the privacy of your protected health information and to provide you with this Notice of Privacy Practices and to abide by its terms. We reserve the right to change our privacy practices and apply revised privacy practices to protected health information.

You may register a complaint with this office if you suspect that your privacy rights have been violated. We will investigate the complaint and inform you of our findings. No retaliation will be made against you by All-Star Orthopaedics and Sports Medicine because you registered a complaint. You may also file a complaint with the Secretary of the Department of Health and Human Services.

You may speak with the Privacy Officer to obtain additional information regarding any questions you may have concerning this notice or to receive a copy of this notice.

This Notice of Privacy Practices is effective as of April 13, 2003.

I have read and understand the contents of this notice and I request the following restrictions: _____

_____

_____

I further request payment of medical benefits to either myself or to the party who accepts assignment. Regulations pertaining to medical assignments of benefits apply.

_____ _____

Signature of Patient or Legal Guardian Date

All-Star Orthopaedics and Sports Medicine

Patient Name: _____ Date of Birth: _____ Date of Visit: _____

General Consent for Treatment

I, knowing that I have a condition requiring diagnostic, medical, surgical and or non surgical treatment do hereby voluntarily consent to such procedures and care and to such medical, surgical and or non surgical or other services under the general and specific instruction of **Mark S. Greenberg, M.D.** and/or **Thomas M. Schott, M.D.** and/or **Bing S. Tsay, M.D.** and/or **Stephen J. Timon, M.D.** and/or **Michael K. Hahn, M.D.** and/or **Kevin M. Honig, M.D.** and/or **W. Grear Hurt, M.D.** and/or **Brian E. Straus, M.D.** and/or any other licensed healthcare service provider, his/her assistants and/or his/her designee as is necessary in his/her judgment and employed by All-Star Orthopaedics and Sports Medicine.

I also acknowledge that no guarantees have been made to me as to the results of the treatments or examination and that this possible risks, benefits and complications of the said procedure have been discussed with me by the service provider.

Prescription Refill Policy

Please sign below to indicate that you have read and that understand our policy on obtaining prescription refills.

Prescriptions will only be written and refilled from Monday through Friday during the hours of 8:30 am to 4:00 pm. No prescriptions will be written or called in after these hours or on holidays and weekends. Therefore, it is your responsibility to closely monitor your supply of medications. We recommend that you make your prescription requests at least 48 hours prior to running out of your prescriptions.

Financial Disclosure Notice to Beneficiary

This is a notice informing you that some or all physicians of All-Star Orthopedics and Sports Medicine have an ownership interest in the entities listed below. As owners, we may, indirectly, receive compensation for services you receive at these entities.

Irving Coppell Surgical Hospital	Irving, TX
Baylor Surgicare at Grapevine	Grapevine, TX
Preferred Imaging of Grapevine	Grapevine, TX
Southlake Regional Medical Center	Southlake, TX
Pine Creek Medical Center	Dallas, TX
Select Pain Center of Grapevine	Grapevine, TX
Presbyterian Hospital of Flower Mound	Flower Mound, TX
Reliant Rehab Hospital of HEB	Bedford, TX
Park Cities Surgery Center	Dallas, TX
Harris Methodist Southlake Center for Diagnostics & Surgery	Southlake, TX
Texas Health Center for Diagnostics & Surgery Plano	Plano, TX

By signing below, you are acknowledging that you have received a notice of the information provided above.

_____ _____

Signature of Patient or Legal Guardian Date

All-Star Orthopaedics and Sports Medicine

Patient Name: _____ Date of Birth: _____ Date of Visit: _____

Financial Agreement

I agree to pay for services rendered. If applicable, I agree to pay for my co-payment at the time of service and I understand that I will be fully responsible for any services deemed as non-covered or denied by insurance company. I also understand that there may be a patient responsibility balance even after my insurance company has made a payment.

I agree to comply quickly with any request by my insurance company or All-Star Orthopaedics and Sports Medicine to assist in quick and efficient payment of my medical claim.

I accept that it is my responsibility to understand and verify that the physicians of All-Star Orthopaedics and Sports Medicine are in-network with my insurance plan including any facilities that I may be referred to for surgery, physical therapy, further testing and/or other types of ancillary services etc.

If my insurance company requires a referral to see a specialist, I agree to be ultimately responsible in obtaining my referral along with the assistance of a representative from the specialist's office.

Payment can be made in the form of cash, verifiable check, and/or credit card. There will be a $25.00 per check charge for all returned checks as having non-sufficient funds.

I certify that I am 18 years of age and/or the legal guardian/guarantor. I understand and accept full financial responsibility for the patient listed below. Further, I assign insurance benefits for all services rendered by **Mark S. Greenberg, M.D.** and/or **Thomas M. Schott, M.D.** and/or **Bing S. Tsay, M.D.** and/or **Stephen J. Timon, M.D.** and/or **Michael K. Hahn, M.D.** and/or **Kevin M. Honig, M.D.** and/or **W. Grear Hurt, M.D.** and/or **Brian E. Straus, M.D.** and/or any other licensed healthcare service provider employed by the company. Additionally, I agree to release all such medical information as may be necessary to assist in payment of medical claims.

Fees for Form Completion

Due to the dramatic increase in requests and demands by third parties for form completion, All-Star Orthopaedics and Sports Medicine will begin assessing a fee for such completion. This fee is intended to compensate the physician for the time and expertise required to review and complete the necessary forms.

Effective immediately the fee schedule below will apply to form completion requests. All usual methods of payment will be accepted. Payment must be made before the completed form is released.

Once payment is made we commit to completing your form within 72 hours. Please plan accordingly when submitting your form.

School Forms	$15.00
Sports Participation Forms	$15.00
Paperwork for Patient Assistance	$25.00
Return to Work	$25.00
Disability Forms	$25.00
FMLA Forms	$25.00
Insurance Forms	$25.00

_____ _____

Signature of Patient or Legal Guardian Date

All-Star Orthopaedics and Sports Medicine

Patient Name: _____ Date of Birth: _____ Date of Visit: _____

Patient Preference Regarding Communication of Health Information

Who to Contact

I hereby give permission to All-Star Orthopaedics and Sports Medicine to disclose and discuss any information related to my medical conditions to/with the following members (relatives or close personal friends):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

[ ] I do not wish to give permission for additional family members, relatives, or close personal friends to have access to any information regarding my medical conditions.

How to Contact

I wish to be contacted in the following manner:

Home Phone:
[ ] OK to leave message with detailed information
[ ] Leave message/voicemail with call back number only

Work Phone:
[ ] OK to leave message with detailed information
[ ] Leave message/voicemail with call back number only

Cell Phone:
[ ] OK to leave message with detailed information
[ ] Leave message/voicemail with call back number only

Written Communication:
[ ] OK to mail to my home address: _____

_____

[ ] OK to mail to my work/office address: _____

_____

[ ] OK to fax to this number: _____

The duration of this authorization is indefinite unless otherwise revoked in writing. I understand that the request for medical information from persons not listed above will require a specific authorization prior to the disclosure of any medical information. ***THIS IS NOT A REQUEST TO RELEASE MEDICAL RECORDS.***

_____ _____

Signature of Patient or Legal Guardian Date