



Office # 615-972-1100 | Fax # 615-537-4950

Hendersonville Medical Center location
353 New Shackle Island Rd Suite 148C
Hendersonville, TN 37075

Skyline Medical Center location
3443 Dickerson Pike Suite 730
Nashville, TN 37207

Your appointment is scheduled on: _____ arrive at time: _____
(if you are 15 minutes or more late for your appt, you may be asked to reschedule)

Dear Patient,

Thank you for choosing Interventional Pain Center for your pain needs. Bring the following items to your new patient visit.

- New patient paperwork
- Insurance card(s)
- Current driver's license or state identification (you will not be seen without valid identification).
- List of your current medications.
- Please call us 24 hours in advance if you are unable to make your appointment.
- If you need assistance via wheelchair, please bring someone to assist you along with a wheelchair, we do not provide this service.

Directions once arriving at the Hendersonville Hospital: The easiest way to find our office is to enter through the front door of Medical Office Building C. We are on the first floor and we are at the end of the hallway on the left in Suite 148C.

Directions once arriving at the Skyline Medical Center: The easiest way to find our office is to enter through the front door of Medical Office Building and take the elevator to the 7th floor Suite 730.

Only the patient will be allowed in the exam room, family and friends must wait in the waiting area.

For patients with small children:

We understand that you may not be able to find someone to watch your child/children while you are here with us. It is important that you are able to give your undivided attention while seeing our providers. We ask that you make the proper arrangements for someone to watch your children in order for us to best serve you at your visit with us.

Our hours of operation are 7am to 5pm, Monday through Thursday. If you have any questions, please give us a call at the number listed above. We look forward to participating in your care.

Interventional Pain Center Patient Information

Patient Name: _____ Date of Birth: ____/____/____ Age: _____ M F

Address: _____ City/State/Zip: _____

Mailing Address (if different from above): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Employer Name: _____ Employer's Phone #: _____

Employment status: FT PT Retired

May we leave messages?

At home: Yes/No At Work: Yes/No Cell: Yes/No Email: Yes/No

May we send text appointment reminders to your cell phone? Yes/No

Emergency Contact: _____ Phone: _____

Primary Care Physician: _____ Phone: _____

Primary Insurance Information

Primary Insurance Name: _____ Policy #: _____

Policy Holder's Name: _____ Policy Holder's Date of Birth: _____

Policy Holder's Social Security #: _____

Group Number: _____ Insurance phone #: _____

Secondary Insurance Information

Secondary Insurance Name: _____ Policy #: _____

Policy Holder's Name: _____ Policy Holder's Date of Birth: _____

Policy Holder's Social Security #: _____

Group Number: _____ Insurance phone #: _____

IS THIS RELATED TO AN AUTOMOBILE or WORKER COMP ACCIDENT? Yes/No

Auto? Yes/No Workers Compensation? Yes/No

If yes, please answer the following questions:

Company Name: _____ Claim #: _____

Contact Person: _____ Contact Person's Phone #: _____

Date of Injury: _____

Consent for Insurance Assignment/Payment: I hereby authorize the assignment of benefits (payments) directly to Interventional Pain Center for all my insurance claims related to services received. I agree to pay any and all charges that exceed, or are not covered by my insurance. I understand that co-pays, deductibles and non-covered services are due at the time of service. I authorize the release of any medical information necessary for the purpose of processing claims with my insurance company. I permit a copy of this authorization to be used in place of the original.

Signature of Responsible Party: _____ Date: _____

Relationship if not patient: _____

Interventional Pain Center Authorization for the Release of Medical Records

Patient's Name: _____ Date of Birth: _____

Social Security Number: _____ Phone: _____

FAX RECORDS TO: 615-537-4950

REASON FOR DISCLOSURE: **Continuity of Care**

I authorize _____ to release or disclose to the above-named entity all of my medical records, including any specially protected records, such as those relating to psychological or psychiatric impairments, drug abuse, alcoholism, sickle-cell anemia, or HIV infection for the purpose of medical treatment. If you do not want certain portions of your medical records released, please read this section carefully and identify the information you do not want released below:

Please circle all that apply: Past Dates of Service Present Dates of Service Future Dates of Service

Specific Records Needed (to be completed by the provider/nurse):

- Imaging of _____ Operative Report _____
 Discharge Letter Recent Progress Notes Other _____

* I understand that I may revoke the Authorization at any time prior to the expiration date or event, but that my revocation will not have any effect on actions taken by Interventional Pain Center (IPC) or its physicians, employees or agents before they received my revocation. Should I desire to revoke this Authorization, I must send written notice to Interventional Pain Center.
* I understand that I am not required to sign this Authorization. IPC will not condition treatment, payment, enrollment or eligibility for benefits on whether I provide this Authorization.
* I understand that my records may be subject to disclosure by the recipient and may no longer be protected by federal privacy regulations. I understand that this Authorization does not limit IPC or its physicians', employees' or agents' ability to use or disclose my information for treatment, payment, or health care operations, or as otherwise permitted by law.
* I authorize IPC to request records pertinent to my treatment from providers and other healthcare entities, as needed, within the time this authorization is valid. This Authorization will expire a year from date of signature.

Signature of Patient/**Representative** : _____

Printed Name: _____ Date Signed: _____

Relationship, if not Patient: _____

****If other than the patient's signature, a copy of legal paperwork verifying the patient's personal representative MUST accompany this request (i.e. court appointed guardian, durable power of attorney for health care, etc.). For a deceased patient, a death certificate coupled with executor or administrator of estate paperwork must accompany this request. Exception: Parents signing for a patient under the age of 18.**

Financial Responsibility

Patient's Name: _____ Date of Birth: _____

As your medical provider, our relationship is with you. Your insurance is a contract between you and your insurer, which may not cover 100% of your care. As a courtesy to you, we may obtain eligibility and/or benefit information from your insurance company and communicate this to you as well as file a claim for any services rendered. You are financially responsibility for the services rendered by Interventional Pain Center and agree to pay at the time of service. To protect your identity, you must present a valid insurance card and photo ID at each visit. You are also responsible to pay any applicable co-payments or past due balances at each visit.

Payments that you are responsible for include, but are not limited to any and all co-payments, co-insurances, and deductibles. You have agreed with your insurance company to pay these at each doctor's office visit. Additional diagnostic and therapeutic procedures may be subject to separate co-payments, co-insurances, and deductibles than your office visit. Check with your insurance carrier to determine how your benefits apply. Though Interventional Pain Center will attempt to determine and collect your payment responsibility at the time of service, you are responsible for any additional payment responsibilities determined after any claims are processed by your insurance company.

Referrals-HMO and POS Plans

You are responsible for obtaining an authorization for examinations and treatments if required by your insurance company. Often separate referrals will be required for examinations, diagnostic tests, and procedures. Though we may attempt to assist you in obtaining a referral as a courtesy, it is your responsibility to have authorization on file with us before your visit. Without this the insurance company will not pay for your visit. Without a referral you have the option to receive services on a fee for service basis.

Keeping Your Account Up to Date

It is your responsibility to inform us of any changes in your insurance, telephone numbers, and address. Please have your insurance card available at all office visits. Insurance companies give us ninety (90) days to file a claim. Therefore, if we bill the wrong insurance carrier because you failed to provide the correct information, the visit will be your responsibility.

Accounts ninety (90) days or older may be turned over to a collection agency. You may also be given notice legally dismissing you from our practice and be asked to find another physician. You agree to pay all reasonable attorney fees and collection costs in the event of default of payment.

Forms

Your insurance doesn't cover forms completed by the provider that may be required by you in collecting disability benefits or maintaining employment. Our fee is \$20.00 per page.

Returned checks: \$50.00 charge for all returned or cancelled checks.

Release of Medical Records: \$20.00 charge for copies up to forty (40) pgs, each additional page is **\$0.25** cents.

I have read and understand all the information on this financial policy. I agree to its terms and to the assignment of benefits and release of information described above. With my signature I am also authorizing medical treatment to be performed by Interventional Pain Center.

Responsible Party Signature: _____ **Date:** _____

Relationship if not patient: _____

Authorization for the Use and Disclosure of Protected Health Information

Patient's Name: _____ Date of Birth: _____

Federal law states that we cannot share your health information without your permission except in certain situations. If you sign this form you are giving us permission to share the information you indicate below. If you decide later that you do not want us to share your information, you may revoke this authorization at any time in writing.

I give Interventional Pain Center permission to share the health information below with the following person or group:

Purpose for which disclosure is authorized (Examples are: for my health condition or at the request of the individual):

Describe the specific information that you want to be disclosed and the time period that this authorization should cover (Examples are: information on my back surgery in April 2006):

Information: _____
Time Period: _____ To: _____

If you do not enter a date, then this authorization will not expire until you inform us otherwise.

I understand that the information described above may be re-disclosed by the person or group that I hereby give Interventional Pain Center permission to share my information with, and that my information would no longer be protected by the federal privacy regulations. Therefore, I release Interventional Pain Center and its workforce members from all liability arising from the disclosure of my health information pursuant to this agreement.

I understand that I may request copies of any information disclosed by this authorization. I understand that I may revoke this authorization by notifying Interventional Pain Center in writing, with the understanding that previously disclosed information would not be subject to my revocation request.

I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment.

Responsible Party Signature: _____ Date: _____
Relationship if not patient: _____

(Attach documentation that you are a personal representative, for example: authorization form, durable power of attorney, court order, guardianship documents).

Notice of Privacy Practices Acknowledgement

I have read and may request a copy the notice of privacy practices and I have been provided with an opportunity to review it. The Notice of Privacy Practices is displayed in the waiting room and beside the check in and check out desk.

Signature: _____ Date: _____

No Show Policies and Procedures

Patient's Name: _____ Date of Birth: _____

The medical staff at Interventional Pain Center is here to provide a comprehensive approach for your spine and musculoskeletal problems with use of physical therapy, therapeutic spinal procedures, orthotics, and medication management. It is our intention to assist with rehabilitating every area of physical injury by utilizing our professional and experienced providers to care for your entire being and not just treating the symptoms. Our goal is to improve your ability to function independently and also to increase your quality of life. It is your responsibility to comply with our facility's policies and procedures by keeping all of your scheduled appointments.

*Our policies and procedures **require 24 hours of advanced notification to be given prior to the cancellation of your scheduled appointment or it is considered a "no show"**. Not showing up to your appointment as scheduled represents a cost where other patients could have been seen at that time. **A \$25.00 fee will be charged for the first missed follow-up appointment. A \$50 fee will be charged for the second missed follow-up appointment. A \$75 fee will be charged for the third and all subsequent missed follow-up appointments. A \$100 fee will be charged for any procedure appointments.**

*We will not prescribe any controlled substances, especially narcotics, as policy if you are non-compliant with any aspect of your treatment plan.

*Your referring physician and insurance company may be notified of non-compliance.

*Non-compliance with this policy may result in immediate discharge.

Payments

Co-Pays: Are to be paid on the day services are rendered.

Self-Pay Patients: Payments must be made in full at time of service, unless arrangements have been made. ***Per Tennessee State guidelines, we are not allowed to accept cash or money order from self-pay patients so your payment must be made in the credit/debit card or prepaid credit card.***

Payments: Payments are due on or before your next scheduled appointment. If your account is sent to collections, you will not be re-scheduled for future appointments until your balance has been paid in full.

Prescription Refills

Call your pharmacy and have them fax a request for refills on non-narcotic medication. Narcotics/opiates can only be refilled at office visits and at the discretion of the provider. **Lost or stolen narcotics/opiates will not be replaced.** Losing your prescription or having your medication stolen is not considered an emergency. Your signature is an acknowledgement of your understanding and agreement with these policies.

Your signature is acknowledgement of your understanding and agreement with the policies listed above.

Responsible Party Signature: _____ Date: _____

Relationship if not patient: _____

IPC Pain Management Treatment Agreement

Patient's Name: _____ Date of Birth: _____

The purpose of this consent is to comply with the law regarding controlled pharmaceuticals and to prevent any misunderstanding about any controlled medication you may be given for pain. When other traditional and usually helpful treatments for pain have not worked, or assumed may not work, controlled substance medications are prescribed. Controlled substance pain medications (i.e. opioids/narcotics, tranquilizers, and barbiturates) are very useful, but have a high potential for misuse and therefore are closely controlled by the local, state, and federal government. They are intended to relieve pain, to improve function, to improve the ability to work, and to increase independence. They are not used to simply feel good. Because providers at Interventional Pain Center (IPC) may prescribe such a medication for me to help manage my pain, I agree to the following conditions:

PLEASE HAVE READ AGREEMENT BELOW.

I agree to submit to a blood, urine, or saliva test, if requested by my Provider, to determine compliance with my program of pain medication. Refusal to submit a sample is reason for discontinuation of these medications or dismissal from care.

I understand that I may be called at any time to bring all prescribed medication for a mandatory pill count within a specified time period (usually 24 hours). Message maybe left on an after-hours voicemail if cancellation is needed.

I understand that I am to bring my medications prescribed by IPC in their original bottles to EVERY appointment. I am to bring the bottle even if it's empty. Due to scheduling, your next appointment may be less than 30 days. For example, if you are prescribed medications for thirty (30) days and your next appointment is 28 days later, you are expected to have two (2) days of medications for your pill count.

I understand that **lost or stolen medication or unfilled prescriptions WILL NOT be replaced**, and I will safeguard my medication from theft.

I will not attempt to obtain controlled medication from any other provider, nor will I borrow or buy medication from any other person. Receiving a pain shot from an ER is acceptable, but obtaining a narcotic prescription from an ER is not acceptable. I will not sell, trade, or share my medications with anyone else.

I will notify IPC of any change in name, address or phone number. I understand that I must at all times have an updated phone number with my provider. I agree to return any phone call from IPC within 24 business hours.

I understand that the combination of controlled substances and alcohol are contra-indicated; the combination may result in serious harm or even death. I agree to not use alcohol while receiving narcotic/opiate pain medications.

I understand that non-professional or inappropriate behavior toward any IPC staff, affiliate, or provider will not be tolerated. I agree to be respectful to other patients I may encounter in the waiting room, lobby, hallways, etc. **I understand that children under the age of 18, cell phone usage or smoking electronic cigarettes are not allowed in the clinic.**

I have read, understand, and agree to follow the terms of this agreement:

Responsible Party Signature: _____ Date: _____

Pain Management Treatment Consent (cont.)

Patient's Name: _____ Date of Birth: _____

I agree that I will use my medications ONLY as instructed by my provider. I understand that any change to my prescriptions will require an office visit. I understand that self-medicating is not tolerated. No refills will be made during evenings or weekends.

I will not use any illegal substances, including marijuana, cocaine, etc. I will not participate in the sale, illegal possession, or transport of controlled substances (narcotics, sleeping/nerve pills, pain medication, etc.).

I understand that with any controlled substance, there are inherent risks, which include (but are not limited to) the following: loss of efficacy over time, withdrawal symptoms, addiction, respiratory distress or failure, loss of function/impairment, sedation, constipation, allergic reaction, itching, nausea, dry mouth, decreased hormone levels, suppressed immune system, and/or death. It is my responsibility to report to my physician at Interventional Pain Center any side effects immediately.

It may be deemed necessary by my physician for me to see a behavioral health specialist at any time while I am receiving controlled substance medications. I understand that if I do not attend this appointment, my medications may not be continued or renewed beyond an amount needed to fulfill ethical and medical standards of care. I understand that if this specialist feels that I am at risk for psychological dependence, my medications will no longer be renewed and my treatment plan will be re-evaluated.

I authorize physicians at IPC and my pharmacy to cooperate fully with any city, state, or federal law enforcement agency in the investigation of any possible misuse, sale, or other diversion of my controlled substance pain medications. I agree to waive any applicable privilege or right of privacy or confidentiality with respect to these authorizations.

I will agree to allow my physician at IPC to communicate with my referring physician, other relevant treating physicians, and pharmacists regarding my use of controlled substance pain medications. I will follow the instructions of the physicians at IPC relating to reducing my use of opioids/narcotics, should that be necessary.

I understand that if I am a woman of child bearing age (15-44) and capable of becoming pregnant, there are risks associated with taking opioids medications (such as neonatal abstinence syndrome) in the event that I become pregnant. I understand there are different methods of birth control and the availability of free and/or reduced cost of birth control.

I agree that the goals of pain management have been explained to me as to what is considered appropriate and reasonable and that alternative treatment plans, outside of use of controlled pain medications, have been made available to me. I have agreed to proceed with pain management after a full explanation of the risks and benefits. I understand if I break this agreement, it will result in a change in my treatment plan, including safe discontinuation of my opioid medications when applicable or complete termination of the provider/patient relationship.

I understand that I am only to use the pharmacy listed below for all my medication needs with IPC. If I choose to use another pharmacy, I will notify my provider within 24 hours.

Pharmacy Name: _____ Phone #: _____ or Pharmacy Address: _____

I have read, understand, and agree to follow the terms of this agreement:

Responsible Party Signature: _____ Date: _____

Provider Signature: _____ Date: _____

Patient's Name: _____ Date of Birth: _____

Past Surgical History (Please list all surgeries you have had and date it was performed):

Medications: List ALL of your current medications: If no medications, check here:

Medication Name:	Dosage: (ie. mg)	Frequency: (times per day)	Route: (i.e. Pill, Patch)

Allergies: If no known allergies, check here:

Review of Systems (Please check all that you are currently experiencing):

Cardiac:	<input type="checkbox"/> Abnormal EKG	<input type="checkbox"/> Congestive failure	<input type="checkbox"/> Chest pain	<input type="checkbox"/> Murmur
	<input type="checkbox"/> Irregular heartbeat	<input type="checkbox"/> High blood pressure		
Endocrine/ Hematological:	<input type="checkbox"/> Abnormal blood sugars	<input type="checkbox"/> Bruising easily	<input type="checkbox"/> Bleeding	
Gastrointestinal:	<input type="checkbox"/> Bowel control loss	<input type="checkbox"/> Appetite loss	<input type="checkbox"/> Constipation	<input type="checkbox"/> Diarrhea
	<input type="checkbox"/> Chronic nausea	<input type="checkbox"/> Heartburn		
General:	<input type="checkbox"/> Night sweats	<input type="checkbox"/> Weight loss	<input type="checkbox"/> Fevers	<input type="checkbox"/> Fatigue
		<input type="checkbox"/> Weight gain		
Genitourinary:	<input type="checkbox"/> Painful urination	<input type="checkbox"/> Irregular bleeding	<input type="checkbox"/> Testicular pain	<input type="checkbox"/> Pregnancy
	<input type="checkbox"/> Bladder control loss	<input type="checkbox"/> Enlarged prostate	<input type="checkbox"/> Blood in urine	
Head:	<input type="checkbox"/> Teeth/gum problems	<input type="checkbox"/> Hearing loss	<input type="checkbox"/> Vision loss	<input type="checkbox"/> Sinusitis
	<input type="checkbox"/> Headaches	<input type="checkbox"/> Facial pain		
Musculoskeletal:	<input type="checkbox"/> Joint pain	<input type="checkbox"/> Muscle spasms	<input type="checkbox"/> Neck pain	<input type="checkbox"/> Back pain
Neurological:	<input type="checkbox"/> Vertigo/dizziness	<input type="checkbox"/> Drowsiness	<input type="checkbox"/> Blackouts	<input type="checkbox"/> Tremors
	<input type="checkbox"/> Seizures	<input type="checkbox"/> Weakness	<input type="checkbox"/> Numbness	
Psychiatric:	<input type="checkbox"/> Depression	<input type="checkbox"/> Panic attacks	<input type="checkbox"/> Anxiety	<input type="checkbox"/> Insomnia
Respiratory:	<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Chronic cough	<input type="checkbox"/> Wheezing	<input type="checkbox"/> C-Pap
	<input type="checkbox"/> Home oxygen use	<input type="checkbox"/> Sleep apnea		
Skin:	<input type="checkbox"/> Rash			
Vascular:	<input type="checkbox"/> Poor circulation	<input type="checkbox"/> Current clot	<input type="checkbox"/> Swelling in legs	

Interventional Pain Center – O.R.T.

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

Patient should choose their gender column below:

Family History of Substance Abuse:	Female	Male
Alcohol	<input type="checkbox"/> 1	<input type="checkbox"/> 3
Illegal Drugs	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Prescription Drugs	<input type="checkbox"/> 4	<input type="checkbox"/> 4
 Personal History of Substance Abuse:		
Alcohol	<input type="checkbox"/> 3	<input type="checkbox"/> 3
Illegal Drugs	<input type="checkbox"/> 4	<input type="checkbox"/> 4
Prescription Drugs	<input type="checkbox"/> 5	<input type="checkbox"/> 5
Age (mark box if you are between 16 and 45)	<input type="checkbox"/> 1	<input type="checkbox"/> 1
History of Preadolescent Sexual Abuse	<input type="checkbox"/> 3	<input type="checkbox"/> 0
 Psychological Diseases:		
Attention deficit disorder, obsessive compulsive disorder, bipolar, schizophrenia	<input type="checkbox"/> 2	<input type="checkbox"/> 2
Depression	<input type="checkbox"/> 1	<input type="checkbox"/> 1
If you are a female, are you pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Scoring totals _____

Indicate your current pain score **WITHOUT PAIN MEDS** by circling between 0 and 10:



Do you have any problems with your liver? YES or NO Kidney Problems? YES or NO

Below this line - Office staff use only

FOLLOW UP:	DR WILSON	PEGGY	LISA	DR PRIETO	CHERYL	OSA
	ASAP	Next Med Refill	1 Week	2 Weeks	4 Weeks	5 Weeks
			As Needed			
PROCEDURE:	RFA	MBB	TFESI	MID-ESI	SIJ	Other: _____
RIGHT	LEFT	BILATERAL	Levels: _____			
Precert needed?	Y	N	Appointment Date and Time: _____			

Tobacco Use - Yes No
