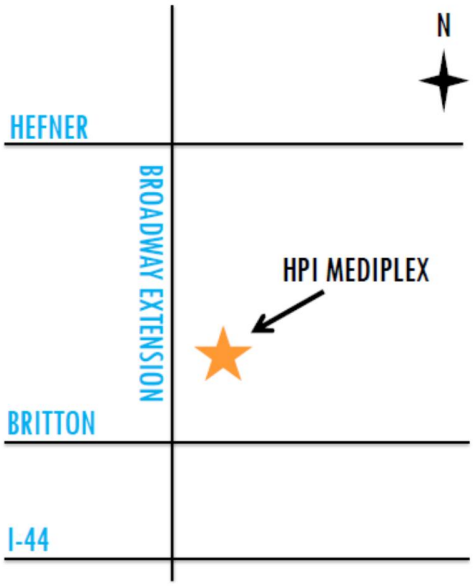
WELCOME TO OUR OFFICE!!

Enclosed is your new patient paperwork for your upcoming appointment.

- Please check in 15 minutes prior to your appointment and bring this paperwork completed along with your insurance and photo ID.
- Please gather any imaging you have of your neck and/or back (MRI, CT, X-rays). We will need a digital copy of these images for diagnostic purposes.
- Although we accept all major insurance policies, we do recommend that you check with your insurance company to make sure the provider you're scheduled with is contracted with your specific plan.
- Please note that our office is not specialized to treat chronic pain and therefore should not be relied upon to prescribe narcotic medication. We reserve the right to prescribe narcotic medications for patients who have been treated in our clinic surgically.
- Our address is 9800 Broadway Extension, Suite 203, Oklahoma City, OK 73114. Please contact our office at (405) 424-5415 if you have any questions.
- Thank you and welcome to OSSO!



OSSO HEALTHCARE NETWORK

THE SPINE CLINIC

Your Name: _____ Today's Date: _____

DOB: _____ Age:_____ Email: _____

Referring Physician: _____Primary Care Physician: _____

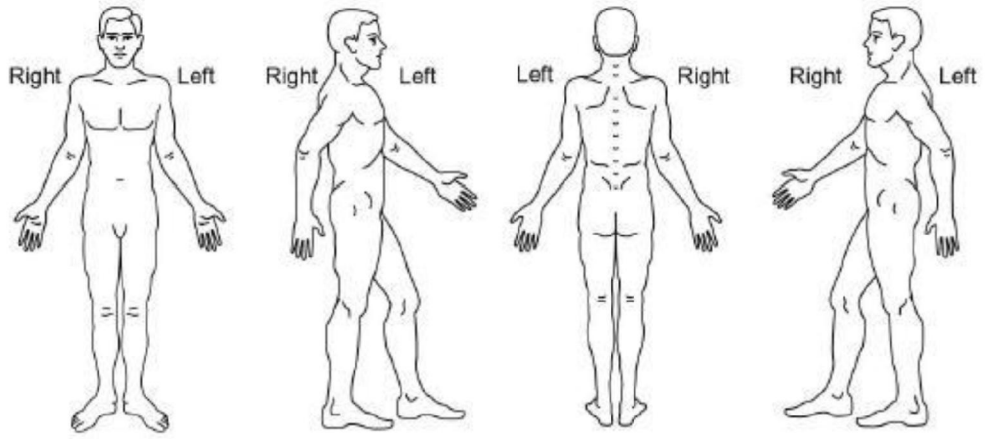
Pharmacy Name & Address: _____

Pain History

Chief Complaint (Reason for your visit today)? _____

Does this pain radiate? If so where? _____

Use this diagram to indicate the area of your pain. Mark the location with an "X"



Approximately when did this pain begin? _____

How did your current pain episode begin? ☐ Gradually ☐ Suddenly ☐ Injury/Accident Explain: _____

Since your pain began how has it changed? ☐ Improved ☐ Worsened ☐ No Change

What makes the pain better? _____

What makes the pain worse? _____

Loss of bowel control? ☐ No ☐ Yes

Loss of bladder control? ☐ No ☐ Yes

Pain Description

Check all of the following that describe your pain:

☐ Dull/Aching ☐ Hot/Burning ☐ Shooting ☐ Stabbing/Sharp ☐ Cramping ☐ Numbness

☐ Spasms ☐ Throbbing ☐ Squeezing ☐ Tingling/Pins and Needles ☐ Tightness

When is your pain at its worst?

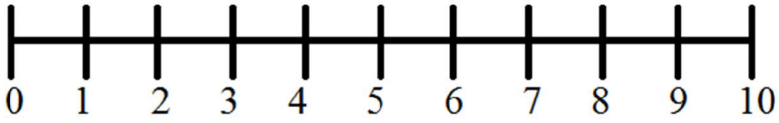
☐ Mornings ☐Daytime ☐ Evenings ☐ Middle of the night ☐ Always the same

How often does the pain occur?

☐ Constant ☐ Changes in severity but always present ☐ Intermittent (comes and goes)

If pain "0" is no pain and "10" is the worst pain you can imagine, how would you rate your pain?

Please mark your current pain on the scale.



The best it gets_____ The worst it gets_____

0 – Pain free
1 – Very minor annoyance – Occasional minor twinges.
2 – Minor annoyance – Occasional Strong twinges
3 – Annoying enough to be distracting
4 – Can be ignored if you are really involved in work, but still distracting.
5 – Can't be ignored for more than 30 minutes.
6 – Can't be ignored for any length of time, you can still work and participate in social activities.
7 – Makes it difficult to concentrate, interferes with sleep. You can still function with effort.
8 – Physical activity severely limited. You can read and converse with effort. Nausea and dizziness set in as factors of pain.
9 – Unable to speak. Crying out or moaning uncontrollable – near delirium.
10 – Unconscious – Pain makes you pass out.

Health History

Mark all that apply:

☐ No significant medical history ☐ Acid reflux ☐ Anemia ☐ Anxiety ☐ Arthritis ☐ Asthma
☐ Bipolar ☐ Cancer ☐ COPD ☐ Dementia ☐ Depression ☐ Diabetes ☐ Dysrhythmia
☐ Headaches ☐ Heart Disease ☐ HIV/AIDS/STD ☐ Hyperlipidemia ☐ Hypertension ☐ IBS ☐ Kidney Disease
☐ Liver Disease ☐ Osteoporosis ☐ Pancreatitis ☐ Psych Disorder ☐ Seizures ☐ Stroke ☐ Thyroid Disease
☐ Other:

Past Surgical History

Please list any surgical procedures you have had done in the past including date (pacemaker, tonsillectomy, knee scope etc.):

1) _____ Date? _____
2) _____ Date? _____
3) _____ Date? _____

☐ I have **NEVER** had any surgical procedures performed.

Social History

Marital Status: ☐Married ☐Single ☐Divorced ☐Separated
Alcohol use: ☐Never ☐Former ☐Yes – Frequency? _____
Tobacco use: ☐Never ☐Former ☐Yes – Frequency? _____
Drug Abuse: ☐Never ☐Former ☐Yes – Frequency? _____
Employment Status: ☐Full-time ☐Part-time ☐Unemployed ☐Retired ☐Disabled

Family History

Mark all appropriate diagnoses as they pertain to your first degree relatives:

☐ I have no significant family medical history

	Father	Mother	Grandfather	Grandmother	Brother	Brother	Sister	Sister
Deceased								
Healthy								
Arthritis								
Cancer								
Asthma								
Respiratory Disease								
Diabetes								
Thyroid Disease								
Headaches/Migraines								
High Blood Pressure								
High Cholesterol								
Heart Disease								
Kidney Problems								
Liver Problems								
Osteoporosis								
Rheumatoid Arthritis								
Seizures								
Stroke								
Mental Illness								

Other:

Allergies

Do you have any drug/medication allergies? ☐ Yes ☐ No

If so, please list all medications you are allergic to:

	Medication Name	**Allergic Reaction**
1)	_____	_____
2)	_____	_____
3)	_____	_____

Topical Allergies: ☐ Latex ☐ Iodine ☐ Tape ☐ IV Contrast

Current Medications

Are you currently taking any blood thinners or anti-coagulants? ☐ No ☐ Yes, please list: _____

Please list all medications you are currently taking including vitamins. Attach additional sheet if required:

	Medication Name	**Dose**	**Frequency**
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

Review of Systems

Mark the following symptoms that you currently suffer from:

Constitutional:

☐ Chills	☐Difficulty sleeping	☐ Easy bruising
☐ Night Sweats	☐Fatigue	☐ Fevers
☐ Insomnia	☐ Low sex drive	☐ Tremors
☐ Unexplained Weight Gain	☐ Weakness	
☐ Unexplained Weight Loss		

Eyes:

☐ Recent Visual changes

Ears/Nose/Throat/Neck:

☐ Dental Problems	☐ Earaches	☐ Hearing Problems
☐ Nosebleeds	☐ Sinus problems	

Cardiovascular:

☐ Chest Pain	☐ Bleeding Disorder	☐ Blood Clots
☐ Fainting	☐ Palpitations	☐ Swelling in feet
☐ Shortness of breath during sleep		

Respiratory:

☐ Cough	☐ Wheezing	☐ Shortness of breath

Gastrointestinal:

☐ Constipation	☐ Acid Reflux	☐Abdominal Pain
☐ Diarrhea	☐ Nausea	☐ Vomiting
☐ Hernia		

Musculoskeletal:

☐ Back Pain	☐ Joint Pains	☐ Joint Stiffness
☐ Joint Swelling	☐ muscle spasms	☐ Neck Pain

Genitourinary/Nephrology:

☐ Flank Pain	☐ Blood in Urine	☐ Painful Urination	
☐ Changes in Urinary Habits	Increase	Decrease	No Change
○ Urine Flow	☐	☐	☐
○ Frequency	☐	☐	☐
○ Volume	☐	☐	☐

Neurological:

☐ Dizziness	☐ Headaches	☐ Tremors
☐ Numbness/Tingling	☐ Seizures	

Psychiatric:

☐ Depressed	☐ Feeling Anxious	☐ Stress Problems
☐ Suicidal Thoughts	☐ Suicidal Planning	☐ Thoughts of Harming Others

OSSO
HEALTHCARE NETWORK

9800 Broadway Ext. • Oklahoma City, OK 73114 • Phone 405.424.5415

PATIENT INFORMATION (Please print – Fill in ALL blanks)						
Patient's Legal Name:	Last	First	M.I.	Sex:	DOB:	Age:
Social Security Number:			Marital Status: ___Single ___Married ___Widowed ___Divorced ___Separated			
Patient's Address:			Employment Status: ___Employed ___Full-time Student ___Part-time Student ___ Retired			
City:	State:	Zip Code:	Email:			
Home Phone:	Work Phone:		Cell Phone:			
Ethnicity: ___Hispanic ___Non-Hispanic___Declined	Race: _____White _____Asian _____Black _____Pacific _____Native American _____Multiple _____Other		Preferred Language:			

INSURANCE INFORMATION – We will need a copy of your insurance card in order to file a claim	
Name of Primary Insurance Company:	
Policyholder Name:	Relationship to Patient:
Policyholder DOB:	Policyholder SSN:
Policyholder Employer:	
Secondary Insurance (if applicable):	
Policyholder Name:	Relationship to Patient:
Policyholder DOB:	Policyholder SSN:
Policyholder Employer:	

EMPLOYMENT INFORMATION	
Patient's Employer:	Phone Number:
Insured Employer:	Phone Number:

If the patient is a minor, please list both parent names and employers

Mother	Employer:	Phone Number:
Father	Employer:	Phone Number:

NEXT-OF-KIN INFORMATION	
Nearest relative (or friend, not spouse), not living with you:	
Home Phone:	Relationship to patient:

WHO REFERRED YOU TO OUR OFFICE (circle one)

Adjustor	Attorney	Billboard	Case Manager	Doctor	Employer	Friend	Hospital	Insurance
Magazine	Neighbor	Phone Book	Physical Therapist	Coach	Radio	School	Trainer	Other

THIRD PARTY BILLING (circle one)		
Is your injury work related	YES	NO
Is this injury due to an accident	YES	NO
If your injury is MVA related have you obtained an accident report?	YES	NO

I hereby authorize my insurance to be paid directly to the facility and the physician. I acknowledge that I am financially responsible for non-covered services. I also authorize the physician to release my information in the processing of any insurance claims. I acknowledge & agree that I have received a copy of the TPG Privacy Notice.

Signature:	Date:

DISCLOSURE OF PHYSCIAN OWNERSHIP
NOTICE TO PATIENTS

Please carefully review the information contained in this notice.

As a prospective patient of Community Hospital or Northwest Surgical Hospital, we are pleased to inform you of the following:

1. Dr. Arthur D. Beacham has an ownership interest in Community Hospital and Northwest Surgical Hospital.

2. In addition, other physicians that may treat you at the hospital may have an ownership interest in the hospital.

3. You have the right to choose the provider of your health care services. Therefore, you have the option to use a healthcare facility other than Community Hospital or Northwest Surgical Hospital. You will not be treated differently by your physician if you choose to use a different facility. If desired, your physician can provide information about alternative providers.

We welcome you as a patient and value our relationship with you. If you have any questions concerning this notice, please feel free to ask your physician or any representative of Community Hospital or Northwest Surgical Hospital. For a full list of our physician owners and additional information about our healthcare facilities, please visit our website at communityhospitalokc.com or nwsurgicalokc.com.

By signing this Disclosure of Physician Ownership, you acknowledge that you have read and understand the foregoing notice and hereby understand that your physician has an ownership interest in Community Hospital and Northwest Surgical Hospital.

_____	_____
Signature of Patient	Signature of Parent of Guardian (if applicable)
_____	_____
Print Name of Patient	Print Name of Parent of Guardian

Dated: _____

OKLAHOMA SPORTS SCIENCE & ORTHOPAEDICS

Authorization to Release Information via Phone/Family/Friends

Patient Name:_____ DOB:_____

I hereby authorize confidential communications from the physicians or staff of OSSO regarding my health, care, treatments, appointments, prescriptions, etc…to be received at any of the numbers given below. I authorize the staff to leave messages on the voicemail or with the individual who answers the phone at any of the below numbers:

Home Phone: _____ Work Phone:_____

Cell Phone: _____ Other: _____

I authorize the following individuals to call the office on my behalf to verify the status of appointments, treatment plans, medications and account information. These individuals may also pick up prescriptions and/or samples that I have requested:

Name: _____ Relation: _____
Name: _____ Relation: _____
Name: _____ Relation: _____
Name: _____ Relation: _____

I understand that this authorization will remain in effect until I revoke the authorization in writing.

_____ _____
Patient Signature Date

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I acknowledge that I have been provided with the Notice of Privacy Practices ("Notice"):

- The Notice tells me how The Physicians' Group, LLC or HPI Physicians, LLC, as applicable (the "Practice"), will use protected health information for the purposes of treatment, payment for treatment, and health care operations.

- The Notice explains in more detail how the Practice may use and share protected health information for other than treatment, payment, and health care operations.

- The Practice will also use and share protected health information as permitted or required by law.

- If I am a patient receiving health services at the Practice, I consent to the Practice using and disclosing my protected health information contained in my treatment records maintained by the Practice for the purposes detailed in the Practice's Notice of Privacy Practices.

Patient's Name (print): _____

Patient's Date of Birth: _____

This form must be signed by either the patient of by the patient's personal representative.

If this form is signed by the patient's personal representative, please provide a copy of the document naming the personal representative and provide a description of the personal representative's authority to act on behalf of the patient: _____

_____

_____ Date: _____

Signature of Patient or Patient's Personal Representative

Current Contact Information for Patient of Personal Representative signing this form:

Name (print): _____

Address: _____

Telephone Number: _____

Email: _____

OKLAHOMA SPORTS SCIENCE AND ORTHOPAEDICS

FINANCIAL POLICY

Thank you for choosing Oklahoma Sports Science & Orthopaedics (OSSO) your premier healthcare provider. At OSSO, we are dedicated to providing the highest quality, most cost effective care. We specialize in adult and pediatric orthopedics, sports medicine, running injuries, physical medicine and rehabilitation, pain management, reconstructive and orthopedic spine surgery, and hand surgery.

In addition to accepting traditional insurance plans and Medicare, we are contracted with numbers Preferred Provider Organizations (PPO) and Health Maintenance Organizations (HMO). Because each plan is different, and constantly updating providers' participation status, please check with your particular plan to make sure we are currently participating in your network. We ask that you assist us in maximizing your insurance coverage by cooperating fully in all referral, prior authorization and pre-certification processes. Please be aware that all insurance carriers do not consider some services rendered a covered benefit. It is important that you are aware of your insurance policy provisions of coverage.

Accurate, up-to-date information is the patient's responsibility; please notify our office of any changes in your insurance or personal billing information. Please bring you current insurance card(s), or any other information that is required by your insurance company to each appointment. By maintaining updated information this ensures that your medical claims are filed correctly and prevents any unnecessary delays in processing your claim.

Payment for all co-insurance, deductible and non-covered services are due at the time of service unless special payment arrangements have been made. Payments can be made by cash, check, money order, Visa, Discover, American Express, or MasterCard. We do have a payment plan for patients who have financial concerns. Please notify our office at 419-8444 to make financial arrangements. Please be aware that charge for physical therapy, durable medical equipment, laboratory testing, anesthesia, hospital, ambulatory surgery facilities and some radiology services may be billed separately.

If your injury was due to a motor vehicle accident (MVA) you will be setup on a self-pay account for any charges incurred up to $500. If charges exceed $500, a claim will be filed with the third party insurance carrier. In order to file this claim, complete billing information will be requested from the patient. A lien may be filed with the third party in order to ensure payment to the physician. Please note that not all OSSO Physicians will accept third party/MVA patients.

There is a $35 charge for any FMLA, disability, or accidental form completed. This charge is applicable per form completed and is payable prior to completion.

If you require surgery or other invasive procedures and are scheduled at Community Hospital or Northwest Surgical Hospital, please be advised that your physician may have ownership in those facilities. If you wish, you may request another facility.

Again, thank you for allowing Oklahoma Sports Science & Orthopaedics to participate in your care.

Sincerely,

OSSO Physicians and Staff

My signature below acknowledges receipt of this financial policy:

Signed_____ Date_____

(signature of person financially responsible for payment)

Relationship if other than patient_____

AUTHORIZATION FOR TREATMENT

I hereby authorize the physician(s) in charge of the care of the patient of Oklahoma Sports Science & Orthopaedics to administer treatment as may be deemed necessary or advisable in the diagnosis and treatment of this patient.

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

I hereby authorize the physician(s) of Oklahoma Sports Science & Orthopaedics to disclose any or all of the information in my medical records to any person, corporation or agency which is or may be liable for all or part of Oklahoma Sports Science & Orthopaedics charge or who may be responsible for determining the necessity, appropriateness, amount or other matter to the physician's treatment or charge including, but not limited to, insurance companies, health maintenance organizations, preferred provider intermediaries or carriers. I UNDERSTAND THAT MY MEDICAL RECORDS MAY CONTAIN INFORMATION THAT INDICATES THAT I HAVE A COMMUNICABLE DISEASE WHICH MAY INCLUDE BUT IS NOT LIMITED TO DISEASE SUCH AS HEPATITIS, SYPHILIS, GONORRHEA OR THE HUMAN IMMUNODEFICIENCY VIRUS, ALSO KNOW AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS). With this knowledge, I give my consent to the release of all information in my medical records, including any information concerning identity, and release Oklahoma Sports Science & Orthopaedics, its agents and its employees from liability in connection with the release of the information contained within.

ASSIGNMENT OF INSURANCE BENEFITS

I hereby authorize payment directly to my physician(s) of the medical insurance benefits otherwise payable to me for services rendered during my visit at Oklahoma Sports Science & Orthopaedics. I understand I am financially responsible for charges not covered by this assignment.

You agree that, to the fullest extent permitted by law, we may remit all or a portion of any credit balances or other amounts due to you from us to any of our affiliates to whom you have any balance owing fees, items or services. We will advise you of any payments we make on your behalf to our affiliates.

WAIVER OF RESPONSIBILITY OF VALUABLES

I hereby release Oklahoma Sports Science & Orthopaedics from any claim for responsibility or damages in the event of loss of my property, including money and jewelry.

I understand that a photocopy of this document is as valid as the original.

SIGNED_____ DATE _____
(patient)

OR _____
(nearest relative or responsible party)

_____ Policyholder's Signature_____
(relationship to patient)

NOTICE TO PATIENTS: Information in your medical record that you have/may have a communicable or venereal disease is made confidential by law and cannot be released without your permission, except in limited circumstances, including release of persons who have had risk exposures, release pursuant to an order of the court of the Dept. of Health, release among healthcare providers or release for statistical or epidemiological purposes. When such information is released, it cannot contain information from which you could be identified unless release of that identifying information is authorized by you, by an order of the court, or the Dept. of Health, or by law.

Appointment No Show and Late Policy For Dr. Arthur D. Beacham

Appointment No Shows

A NO SHOW appointment is a missed appointment without notifying our office 24 hours prior to scheduled appointment. If your appointment is scheduled for a Monday, we require notification no later than the Friday prior to your appointment.

- The first no show will result in a call or email reminding you that you have missed your appointment and will need to reschedule for another day.
- The second no show will result in a call or email and a $50.00 charge to the patient, not your insurance company. This must be paid prior to scheduling your next appointment.
- The third no show will result in a dismissal from the practice.

Late Policy

We understand that even the most punctual person can occasionally run late. If that is the case, please call us prior to your appointment time so we can get you rescheduled. If the schedule allows, the appointment time will simply be shifted to accommodate the delay. However, if the tardiness can't be accommodated, we will reschedule your appointment for another day. If you are late to your appointment, but do not call us prior to your appointment time, we will give your time away to another patient.

- Patients arriving early or on time will be seen in the order they were scheduled.
- Post-operative patients arriving 10-30 minutes late will be seen, but will have to wait while we see patients who arrived to their scheduled appointment on time.
- Non Post-operative patients arriving 10-30 minutes late will be asked to reschedule.
- Any patient arriving more than 30 minutes late will be asked to reschedule.

_____ _____

Signature of Patient Signature of Parent or Guardian (if applicable)

_____ _____

Print Name of Patient Print Name of Parent or Guardian

Dated:_____