



New Patient Medical History Form

Patient Name: _____ Date: _____

Primary Care Physician: _____ Referring Physician: _____

Occupation: _____

Reason for your visit: _____

Symptoms:

When did symptoms begin: _____

Is this related to an auto accident? __ Yes __ No OR Workers' Compensation? __ Yes __ No

When does the pain/problem occur (i.e.: morning/night) _____

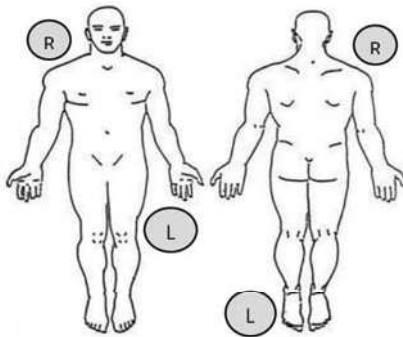
What aggravates the symptoms: _____

What reduced the symptoms: _____

Please check if you have other symptoms:

Symptom	Occurrence		Location
<input type="checkbox"/> Numbness	<input type="checkbox"/> Constant	<input type="checkbox"/> Intermittent	
<input type="checkbox"/> Pins/Needles/Tingling	<input type="checkbox"/> Constant	<input type="checkbox"/> Intermittent	
<input type="checkbox"/> Sharp Pain	<input type="checkbox"/> Constant	<input type="checkbox"/> Intermittent	
<input type="checkbox"/> Dull/Achy Pain	<input type="checkbox"/> Constant	<input type="checkbox"/> Intermittent	

Shade the areas you have pain



Types of Therapy	Effect on your Symptoms	Month/Year
<input type="checkbox"/> Physical Therapy	<input type="checkbox"/> Better <input type="checkbox"/> Worse <input type="checkbox"/> No Change	
<input type="checkbox"/> Nerve Blocks	<input type="checkbox"/> Better <input type="checkbox"/> Worse <input type="checkbox"/> No Change	
<input type="checkbox"/> Medication Use	<input type="checkbox"/> Better <input type="checkbox"/> Worse <input type="checkbox"/> No Change	
<input type="checkbox"/> Chiropractor	<input type="checkbox"/> Better <input type="checkbox"/> Worse <input type="checkbox"/> No Change	
<input type="checkbox"/> Other	<input type="checkbox"/> Better <input type="checkbox"/> Worse <input type="checkbox"/> No Change	

Rate Your Pain: Pain Scale 0 = No Pain 10 = Severe Today: ____ Last Week: ____

Patient Name: _____

Current Medications: List all medications you are taking, including over the counter and vitamins.

☐ No medications

Name	Dose/Mg	Frequency

Allergies: List all known allergies to medications, food and latex.

☐ No known drug allergies

Name	Reaction

Medical History: List all medical problems for which you are currently being treated for

☐ No Medical History

Medical Problem	Medical Problem

Patient Name: _____

Surgical History: List all surgical procedures and year.

☐ No Surgeries

Year	Procedure

Family History:

Is there a family history of: PLEASE CIRCLE YES OR NO

YES or NO	CANCER	YES or NO	STROKE
YES or NO	HYPERTENSION	YES or NO	ALZHEIMER'S
YES or NO	HYPERLIPIDEMIA	YES or NO	DEPRESSION
YES or NO	DIABETES	YES or NO	OSTEOPOROSIS
YES or NO	CORONARY ARTERY DISEASE	YES or NO	DOMESTIC VIOLENCE

Social History: Circle Yes or No

Alcohol Use: Yes or No ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Tobacco Use: Yes or No _____ Packs per day for _____ # of years. Quit smoking _____ years ago.

Street Drug Use: Yes or No Type: _____ Frequency: _____ Date of last use: _____

Caffeine Use: Yes or No Soda/Coffee/Tea _____ Cups daily

Weight: _____ Height: _____

Vaccinations: Circle Yes or No

Pneumonia: Yes or No Colonoscopy: Yes or No

Influenza: Yes or No

Room Number: _____



Review of Systems

Please circle if you have had any of the below symptoms within the last 2 weeks

<i>Constitutional</i>	Chills • Fever • Weight Loss • Weakness • Decline in Health • Fatigue Weight Gain
<i>Head</i>	Headache • Injury • Dizziness
<i>Eyes</i>	Double Vision • Blurry Vision
<i>ENT</i>	Ears- Infection • Dizziness • Pain • Difficulty Hearing Nose- Nosebleeds Mouth- Voice Change • Difficulty Swallowing • Throat- Difficulty Swallowing • Swelling
<i>Respiratory</i>	Cough • Wheezing • Sputum • Shortness of Breath
<i>Cardiovascular</i>	Chest Pain • Heart Murmur • Coolness of Extremities • Shortness of Breath
<i>Gastrointestinal</i>	Decrease in Appetite • Difficulty Swallowing • Reflux • Diarrhea • Vomiting Constipation • Bowel Incontinence
<i>Musculoskeletal</i>	Neck Pain • Back Pain • Gout • Muscle Cramps • Muscle Stiffness Restricted Motion • Joint Pain • Weakness • Paralysis • Trouble Walking • Dropping Things
<i>Skin</i>	Rashes • Abscess • Bruising
<i>Neurological</i>	Memory Loss • Dizziness • Fainting • Head Injury • Loss of Consciousness • Arm Numbness • Leg Numbness • Paralysis • Speech Disorder • Stroke • Arm Tingling • Leg Tingling • Tremors • Unsteady Gait • Leg Pain • Arm Pain • Weakness
<i>Endocrine</i>	Excessive Urinating • Fatigue • Neck Pain • Sweats • Weakness • Weight Loss • Weight Gain
<i>Hematologic/Lymph</i>	Anemia • Easy Bleeding • Blood Clots • Easy Bruising • Radiation Exposure • Swollen Glands • Transfusion Reaction
<i>Allergic/Immunologic</i>	Coughing • Recurrent Infection
<i>Urinary</i>	Awakening to Urinate • Bed Wetting • Blood in Urine • Difficulty Starting Stream- Excessive Urination • Incontinence • Infections • Retention • Painful Urination • Urgency
<i>Reproductive</i>	Erectile Dysfunction • Impotence • Sexual Problems • Scrotal Numbness • Groin Numbness

Patient Print: _____ Patient Signature _____ Date _____

Imaging Provided: MRI _____ CD ☐ Rpt ☐ None ☐
CT _____ CD ☐ Rpt ☐ None ☐
X-Ray _____ CD ☐ Rpt ☐ None ☐



Patient Information:

Patient Name: _____ Social Security Number: ____-____-____
Date of Birth: ____/____/____ Sex: M/F (Circle one) Married/Single/Divorced
Race: _____ Ethnicity: _____
Address: _____
(Street) (City/State/Zip)
Home Phone: (____) ____-____ Cell: (____) ____-____
E-mail Address: _____
Primary Care Physician: _____
Referring Physician: _____

How did you hear about our practice? _____

Employer Name: _____ Employer Phone: (____) ____-____
Employer Address: _____
(Street) (City/State/Zip)

Person Responsible for this account (if different from the above):

Patient Name: _____ Social Security Number: ____-____-____
Date of Birth: ____/____/____ Sex: M/F (Circle one) Married/Single/Divorced
Address: _____
(Street) (City/State/Zip)
Home Phone: (____) ____-____ Cell: (____) ____-____

First Insurance Information:

Plan Name: _____ I.D. Number: _____
Group Number: _____ Effective Date: _____
Policy Holder: _____ Policy Holder SS#: ____-____-____
Policy Holder's Date of Birth: ____/____/____ Sex: M/F

Second Insurance Information:

Plan Name: _____ I.D. Number: _____
Group Number: _____ Effective Date: _____
Policy Holder: _____ Policy Holder SS#: ____-____-____
Policy Holder's Date of Birth: ____/____/____ Sex: M/F

Third Insurance Information:

Plan Name: _____ I.D. Number: _____
Group Number: _____ Effective Date: _____
Policy Holder: _____ Policy Holder SS#: ____-____-____
Policy Holder's Date of Birth: ____/____/____ Sex: M/F

Pharmacy Information:

Pharmacy Name: _____ Phone Number: (____) ____-____
Pharmacy Address: _____
Consent to access your pharmacy for a medication list:
(circle one) YES or NO Patient Initials: _____ Date: _____

**IF THIS IS WORKERS COMPENSATION OR PERSONAL INJURY PLEASE NOTIFY
THE FRONT DESK.**



John Soliman, D.O. Board Certified Neurosurgeon
Eric Sincoff, M.D. Board Certified Neurosurgeon
Valerie Buethe, ARNP • Suzanne Newby, PA-C
16506 Pointe Village Drive, Suite 107 Lutz, FL 33558
11373 Cortez Blvd, Suite 304 Brooksville, FL 34613
Phone: (813) 336-4461 Fax: (813) 336-4466
www.BrainandSpineNI.com

2020 FINANCIAL POLICY

We are committed to providing you with the highest quality of care and believe it is important for you to clearly understand your financial commitment to Brain and Spine Neuroscience Institute so that we may focus on what is most important; your quality of care. To do this, you must agree to the following:

- That you, the patient or legal guardian of the patient are personally responsible for all services rendered to you by our offices. Any insurance policies are contracts between you and your insurance company. We may only call or electronically verify the insurance coverage. We accept that the information we are provided is an accurate representation of your coverage at that time. We request that you personally confirm with your insurer all your benefits, limitations, and policy guidelines.
- That you are considered a SELF PAY patient until YOU produce a copy of your insurance card and this office can verify your insurance coverage. If no insurance card is provided at the time of service, payment is forthwith due.
- That your co-payment, co-insurance, and deductibles will be paid in full at the time of service and you will not be billed for them at some future date. Our contracts with the insurance companies mandate our adherence to these policies.
- That a pre-authorization for service and provision of a qualified referring provider is your responsibility. If you are seen and your insurance company denies payment based on a pre-authorization or a lack of a qualified referring provider, the visit will become the patient's responsibility and therefore: you will be responsible for the full amount of the visit.
- That if your insurance company has not paid a claim within 45 days of submission, you are responsible for taking an active part in the recovery of that claim. After 90 days, you will be responsible for payment in full for any outstanding balance. That all patient accounts over 180 days past due without payment arrangements made may be turned over to our collection agency. You may be liable for all legal and collection fees.
- That patient will be charged a \$25.00 returned check fee, in addition to existing outstanding balance, should check be returned.
- That any patient who requires FMLA or Disability forms to be filled out, is aware the cost is \$25.00 per person per FMLA packet. It will take up to 10 business days for our providers to complete the paperwork. If you need expedited paperwork, (i.e., less than 10 business days) the cost is an additional \$25.00 per person per FMLA packet. All fees must be paid in advance.
- Copies of Medical Records are \$1.00/page for the first 25 pages, and \$0.25/page for every page thereafter.
- That our providers try to accommodate every patient, when you do not show up for an appointment or cancel without notice you take away from patient care. You will be charged \$25.00 per Office visit if you do not show up or do not give 24-hour notice. You will be charged \$90.00 per EMG/NCV visit if you do not show up or do not give 48- hour notice. You will be charged \$150.00 per Injection visit if you do not show up or do not give 48- hour notice. Any incurred No Show Fee must be paid prior to next scheduled appointment. No show fee can be paid upon check-in.
- That for patients requiring diagnostics and therapeutic injections a Surgical Tray Fee will be charged in place of an administrative fee. I am aware that my insurance company does not fully cover the tray fee for my injections and that I will be responsible for the amount due prior to the injection. This fee will not be billed to health or auto insurance and will be paid in full prior to the injection. A surgical tray includes gloves, needles and other supplies that are used to administer any injections.
- That this office will not rely on the reports of other health care professionals in diagnosing or treatment; and that your insurance will be billed for this office conducting diagnosis. You may have a co-payment or co-insurance that is your responsibility and you may receive a bill for additional cost beyond what you have already paid.
- **Patients are responsible to bring their imaging CD's to every appointment and take them back after each visit. BSNI will only hold CD's for 30 days, after that they will be discarded.**

I, _____, have read, understand, and agree to the above noted policies.

Signature: _____

Date: _____

Witness: _____

Date: _____



NOTICE OF PRIVACY PRACTICES
Effective Date: January 1, 2020

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Your health information is private, and no one without a legitimate need to know may have access to it. Brain and Spine Neuroscience Institute ("Practice") is required by law to maintain the privacy of your health information and to provide you with a notice of its legal duties and privacy practices. We safeguard information about your health and person. We collect information from you and store it in an electronic medical record. Charts are stored in a secure area and are available only to designated staff for designated reasons. In the unlikely event that your health information becomes unsecured, Practice will provide you with prompt notification.

Practice will not use or disclose your health information except as described in this Notice of Privacy Practices ("Notice"). This Notice applies to all of the medical records generated during your treatment at Practice.

EXAMPLES OF USES AND DISCLOSURES OF YOUR INFORMATION

The following categories describe the ways that Practice may use and disclose your health information:

Treatment: Practice will use your health information in the provision and coordination of your healthcare. We may disclose all or any portion of your medical record information to your physician, consulting physician(s), nurses and other healthcare providers who have a legitimate need for such information in the care and continued treatment of the patient. For example, a healthcare provider treating you for an injury can ask another healthcare provider about your overall health condition.

Payment: Practice may release medical information about you for the purposes of determining coverage, billing, claims management, medical data processing and reimbursement. The information may be released to an insurance company, third-party payor or other entity (or their authorized representatives) involved in the payment of your medical bill and may include copies or excerpts of your medical record that are necessary for payment of your account. For example, we may give information about you to your health insurance plan so it will pay for your services.

Routine Healthcare Operations: Practice may use and disclose your medical information during routine health care operations to run our practice, improve your care, and contact you when necessary. For example, we can use your health information to manage your treatment and services.

Business Associates: Practice may use and disclose certain health information about you to its business associates. A business associate is an individual or entity under contract with Practice to perform or assist Practice in a function or activity that necessitates the use or disclosure of medical information. Examples of business associates include but are not limited to, a copy service used by the Clinic to copy medical records, consultants, independent contractors, accountants, lawyers, medical transcriptionists and third-party billing companies. Practice requires the business associate to protect the confidentiality of your medical information. In addition, Practice requires any subcontractor of Practice's business associate to protect the confidentiality of your medical information.

Regulatory Agencies: Practice may disclose your medical information to public health or legal authorities charged with preventing or controlling disease, injury or disability. For example, billing practices may be audited by the State Auditor and records are subject to review by the Secretary of Health and Human Services and his/her authorized representatives.

Workers' Compensation: Practice may release medical information about you for workers' compensation or similar programs that provide benefits for work-related injuries or illnesses.

Law Enforcement: Practice may disclose your medical information for law enforcement purposes or with a law enforcement official.

Military Veterans: Practice may disclose your medical information as required by military command authorities if you are a member of the armed forces.

Inmates: If you are an inmate of a correctional institution or under the custody of a law enforcement officer, Practice may release your medical information to the correctional institution or law enforcement official.

Organ and Tissue Donation Requests: Medical information can be shared with organ procurement organizations.

Medical Examiner or Funeral Director: Medical information can be shared with a coroner, medical examiner, or funeral director when an individual dies.

Lawsuits and Legal Actions: Practice may disclose your medical information in response to a court or administrative order, or in response to a subpoena.

Required by Law: Practice will disclose medical information about you when required to do so by law.

Other Purposes: We will not use or disclose your medical information for any purpose not listed without your specific written authorization. For example, we will not disclose your information for marketing purposes, sell your information, or share your psychotherapy notes (except in limited circumstances allowed by law) unless we receive a specific authorization from you. Any specific written authorization you provide may be revoked at any time by notifying us in writing. We will never share any substance abuse treatment records without your written authorization.

PATIENT INFORMATION RIGHTS

Although all records concerning your treatment obtained at Practice are the property of Practice, you have the following rights concerning your medical information:

Right to Confidential Communications: You have the right to receive confidential communications of your medical information by alternative means or at alternative locations. For example, you may request that Practice contact you only at work or by mail.

Right to Inspect and Copy: You have the right to inspect and copy your medical information. We require your request to be in writing

Right to Amend: You have the right to amend your medical information. Any request for amendment should be submitted to Practice in writing, stating a reason in support of the amendment.

Right to an Accounting: You have the right to obtain an accounting of the disclosures of your medical information made during the preceding six (6) year period.

Right to Request Restrictions: You have the right to request restrictions on certain uses and disclosures of your medical information. Practice is not required to honor your request except where: (i) the disclosure is for the purpose of carrying out payment or healthcare operations and is not otherwise required by law, and (ii) the medical information pertains solely to a healthcare item or service for which you, or person other than the health plan on your behalf, has paid Practice in full.

Right to Receive a Paper Copy: You have the right to receive a paper copy of this Notice.

Right to Receive Electronic Copies: You have the right to receive electronic copies of your medical information.

Right to Choose Someone to Act For You: If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.

Right to Revoke Authorization: You have the right to revoke your authorization to use or disclose your medical information, except to the extent that action has already been taken in reliance on your authorization. A request to exercise any of these rights must be submitted, in writing, to Practice at Brain and Spine Neuroscience Institute, 16541 Pointe Village Drive, Suite 209 Lutz, FL 33558, or by contacting Practice at 813-336-4461.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions and would like additional information, you may contact our office at 813-336-4461. If you believe your privacy rights have been violated, you may file a complaint (1) with us by contacting our Privacy Officer, at info@brainandspineni.com or 813.336.4461 and (2) with the U.S. Department of Health and Human Services.

We will not retaliate against you for filing a complaint.

CHANGES TO THIS NOTICE

Practice can change the terms of this Notice, and the changes will apply to all information we have about you. The new Notice will be available upon request, in our office, and on our website. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

X _____ Date: _____
Patient Name



HIPAA PRIVACY POLICY PATIENT CONSENT FORM

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information (PHI). I authorize you to use and disclose my protected health information to carry out:

- Treatment (including direct and indirect treatment by other healthcare providers that are involved in my treatment)
- Obtaining payments from third-party payers (i.e. my insurance company)
- Conduct normal healthcare operations such as quality assessments and physician certifications.

Patient initial _____

You have informed me of your Notice of Privacy Practices, which contains a more complete description of the uses and disclosures of my health information. I have been given the right to review such Notice of Privacy Practices prior to this consent. I understand that this organization has the right to change its Notice of Privacy Practices from time to time, and that I may contact the organization at any time to the address above to obtain a current copy of the Notice of Privacy Practices.

Patient initial _____

I understand that I have the right to request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

Patient initial _____

I understand that I may revoke this consent in writing at any time, except to the extent that you have taken action relying on this consent.

Patient Name: _____ Date: _____

Signature: _____

Relationship to patient: _____

Witness: _____

Disclosure to Family Members and/or Friends

DO YOU WANT TO DESIGNATE A FAMILY MEMBER OR OTHER INDIVIDUAL WITH WHOM THE PROVIDER MAY DISCUSS YOUR MEDICAL CONDITION? Yes or NO (circle one)

I give permission for my Protected Health information to be disclosed for purposes of communicating results, findings and care decisions to the family members and others listed below:

Patient initial _____

Name	Relationship	Contact Number



Consent for Treatment and Payment Agreement

I _____ (name of patient), agree and consent to receive a neurosurgical evaluation and medical treatment provided by practitioners at the Brain and Spine Neuroscience Institute. Treatment includes but is not limited to the administration and performance of all treatments, surgical interventions, procedures, the administration of any needed anesthetics, the use of prescribed medications, the performance of such procedures as may be deemed as necessary or advisable in the treatment of the patient such as diagnostic procedures, the taking and utilization of cultures and of other medically necessary laboratory tests, all of which in the judgement of the attending physician or the assigned designee may be considered medically necessary or advisable.

Patient initial _____

Payment includes but is not limited to the authorization of payment directly to Brain and Spine Neuroscience Institute, LLC of benefits otherwise payable to me. I hereby acknowledge the release of my medical records to the third- party entities or authorized persons to whom describes is necessary to establish or collect a fee for the services provided, such as billing and collection services, insurance payers, auto accident insurers, or for work related injury/personal injury to my employer or designee understand that I am financially responsible for charges not covered. I acknowledge that patient records may be absorbed electronically and made available through computer networks.

Patient initial _____

FOR MEDICARE PATIENTS ONLY MEDICARE PART B SIGNATURE AUTHORIZATION – LIFETIME

I certify that the information given by me in applying for payment under Title XVIII of the Social Security Act is correct. I authorize any holder of medical or other information about me to release to the Social Security Administration or its intermediaries or carriers any information needed for this or a related Medicare Claim. I permit a copy of this authorization to be used in place of the original. I request that payment of the authorized benefits be made on my behalf. I assign the benefits payable for physician services to the physician or organizations furnishing the services or authorize such physician or organization to submit a claim to Medicare for payment to me.

Patient initial _____

IF THE PATIENT IS UNDER THE AGE OF EIGHTEEN OR UNABLE TO CONSENT TO TREATMENT, I attest that I have legal custody of the above- named individual and am authorized to initiate and consent for treatment on the behalf of this individual.

Patient Name: _____
Relationship to Patient _____

Signature: _____
Date: _____

A Non-Disparagement or Protection of Reputation clause restricts individuals from taking any action that negatively impacts an organization, its reputation, products, services, management or employees.

Patient initial _____

Signature: _____

Date: _____



REQUEST FOR MEDICAL RECORDS RELEASE

Patient Name:		DOB:
Information Requested and Needed From (Requestee): Name: Address: Phone: Fax:		Recipient of Records (Requestor):
INFORMATION TO BE DISCLOSED:		
Description:	Description:	Super Confidential Records: Signature required by patient
<input type="checkbox"/> Entire medical record (all info) <input type="checkbox"/> Physician Dictated Notes <input type="checkbox"/> Office Notes & Reports <input type="checkbox"/> Clinician office chart notes <input type="checkbox"/> Billing Statements	<input type="checkbox"/> Most recent one-year history <input type="checkbox"/> Records for continuity of care <input type="checkbox"/> Hospital Reports <input type="checkbox"/> Diagnostic Imaging reports <input type="checkbox"/> Laboratory Reports	____ Alcohol and drug therapy notes ____ Communicable Disease (HIV, TB) ____ Psychotherapy Notes ____ Other ____ Other
Purpose of Disclosure: <input type="checkbox"/> Ongoing medical care <input type="checkbox"/> Ongoing medical care <input type="checkbox"/> Other: _____ <input type="checkbox"/> Patient's Request <input type="checkbox"/> Insurance		

I hereby authorize the use or disclosure of my individually identifiable health information as described above. I understand that this authorization is voluntary. Under Florida Law, fees for copying cannot exceed \$1.00 per page for the first 25 pages, and \$0.25 for each copy thereafter.

I understand that this consent shall be valid for a period of one year from the date of authorization and may be revoked at any time upon written notice to the Brain and Spine Neuroscience Institute, 16541 Pointe Village Drive, Suite 209, Lutz, FL 33558 Attn: Office Manager, except to the extent that the information has already been released in reliance upon this authorization.

I hereby hold harmless and release Brain and Spine Neuroscience Institute from all claims, demands and causes of action which I, my heirs, representatives, executors, administrators or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I understand that the confidentiality of this information may be protected by Federal Regulations (42CFR, Part II), prohibiting any further disclosure of this information without specific written authorization of the undersigned, or as otherwise regulated. I also understand that my refusal to sign this authorization will have no effect on the medical treatment I receive from Brain and Spine Neuroscience Institute.

Printed Name of Patient

Date

Signature of Patient or Legal Representative

Date

Witness Signature

Date



IF YOU ARE NOT BEING SEEN FOR AN AUTOMOBILE ACCIDENT OR WORKERS COMPENSATION PLEASE ACKNOWLEDGE THE BELOW.

My visit today is NOT for an automobile accident or workman's compensation; I want everything to be billed to my health insurance on file.

PATIENT SIGNATURE

Date

AUTO/ ATTORNEY/ WORKERS COMPENSATION INFORMATION

Patient Information:

Patient Name: _____ Date of Birth: ____/____/____ Social Security Number: ____-____-____

(Circle one) Married/Single/Divorced Sex: M/F Race: _____ Ethnicity: _____

Address: _____ E-mail: _____
(Street) (City/State/Zip)

Home Phone: (____) ____-____ Cell: (____) ____-____

Primary Care Physician: _____ Referring Physician: _____

Employer Name: _____ Employer Phone: (____) ____-____

Employer Address: _____
(Street) (City/State/Zip)

Auto Information: Insurance Company: _____ Policy Number _____

Claim Number: _____ Adjustor Name: _____ Adjustor Phone: (____) ____-____

Attorney Information: Law Firm Name: _____ Attorney Name: _____

Paralegal Name: _____ Firm Phone: (____) ____-____

Workers Comp Information: Insurance Company: _____ Policy Number _____

Claim Number: _____ Adjustor Name: _____ Adjustor Phone: (____) ____-____

Case Manager Name: _____ Case Manager Phone: (____) ____-____

IF YOU ARE BEING SEEN FOR AN AUTOMOBILE ACCIDENT

Florida is a "No-Fault" car insurance state; therefore; it follows a "no-fault" practice when it comes to the payment of auto insurance claims after a car accident. In a "no-fault" state drivers are required to carry auto insurance that pays personal injury protection (PIP) benefits. Due to PIP laws BRAIN AND SPINE NEUROSCIENCE INSTITUTE will file your claim for the dates of service to the auto insurance you provide. If no auto insurance is provided you will be responsible for the full amount of your bill. If you would like your claim filed in another way you must notify BRAIN AND SPINE NEUROSCIENCE INSTITUTE in writing below. Select ONLY ONE:

- ☐ I DO NOT have auto insurance and I will be fully responsible for any charges incurred during treatment at BRAIN AND SPINE NEUROSCIENCE INSTITUTE
- ☐ I HAVE auto insurance as listed above and I DO NOT have an attorney. Once auto benefits are exhausted, I will be fully responsible for any charges incurred during treatment at BRAIN AND SPINE NEUROSCIENCE INSTITUTE
 - ☐ I HAVE an attorney. I want all medical claims sent to them and NOT to any insurance.
 - ☐ Please bill my auto until my auto benefits are exhausted and then bill my attorney

IF YOU ARE BEING SEEN FOR WORKERS COMPENSATION

Workers compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's rights to sue their employer for the tort of negligence. Cited: <http://www.myfloridacfo.com/division/wc/pdf/WC-System-Guide.pdf>

- ☐ I am being seen for an employment related injury and would like all medical claims filed to my workers compensation insurance

PATIENT SIGNATURE

DATE

WITNESS SIGNATURE

DATE