

TEXAS NEUROLOGY

New Patient Packet

WELCOME TO TEXAS NEUROLOGY

Thank you for choosing Texas Neurology for your neurological care.

Appointment Date:

Appointment Time:

Please arrive 20 minutes prior to your appointment to complete the registration process.

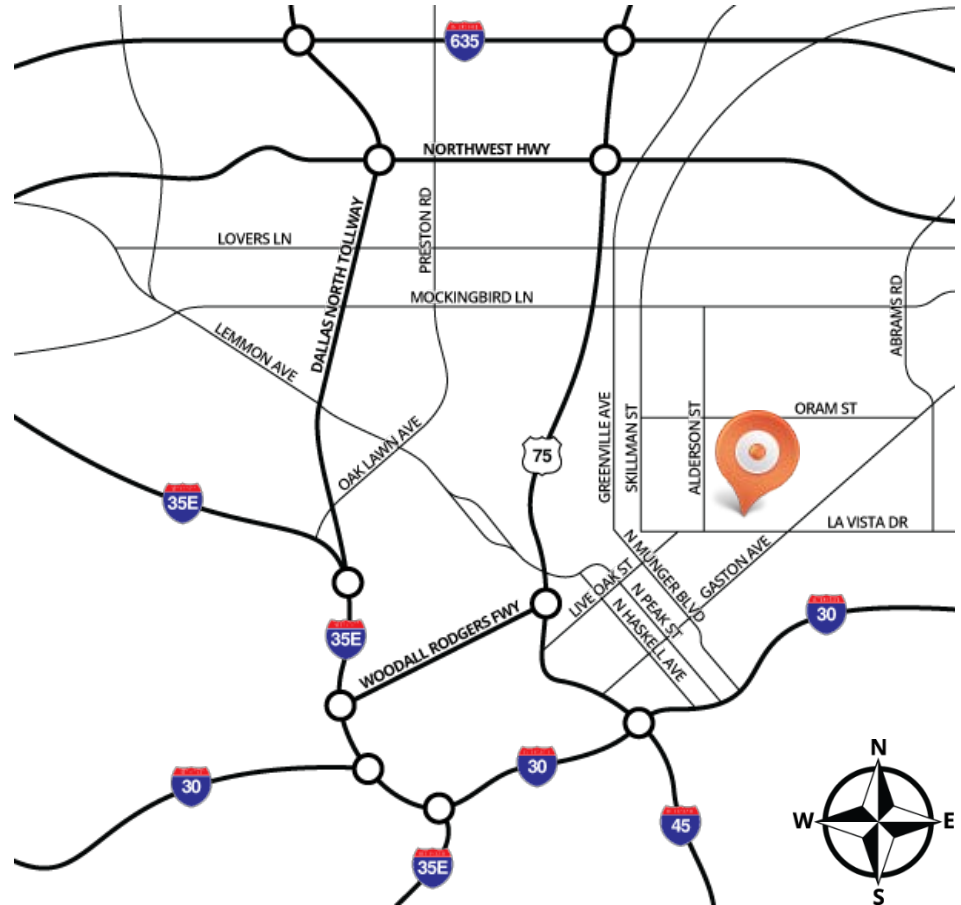
When you arrive for your appointment, please sign in at the first floor reception desk.

Please bring the following items to your first appointment

- Completed New Patient Packet
- Photo identification card
- Insurance (card)s
- All medication bottles
(Prescribed and/or over the counter/herbal supplements)
- Medical records & diagnostic studies

LOCATION

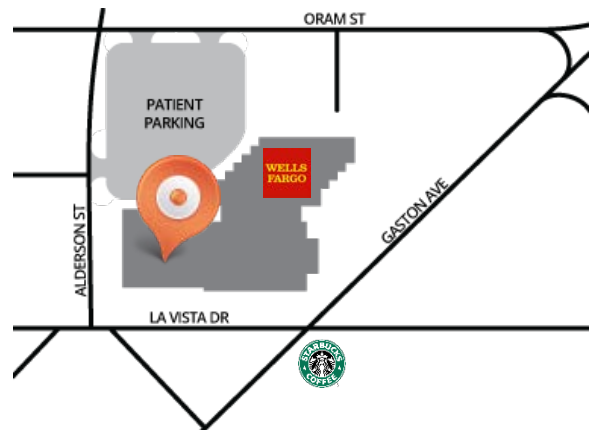
6301 Gaston Avenue
West Tower, Suite 100
Dallas, Texas 75214



PARKING

Our building is next to the 9-story Wells Fargo tower in the Lakewood Towers building at the corner of La Vista Drive and Gaston Avenue across from Starbucks.

The entrances to our parking lot are located off of Alderson Street and Oram Street.



HAVE QUESTIONS?

Feel free to contact our scheduling department at (214) 827-3610 (option 3) with any questions relating to the information contained within this packet.

Name: _____ Date of Birth: _____ Date Packet Completed: _____

EMERGENCY CONTACTS

Please check a box below indicating whether or not you would like to have the selected contact(s) added as an authorized HIPAA contact.

Primary Emergency Contact

I authorize I do **NOT** authorize the disclosure of my protected health information (PHI) to the person listed as my Primary Emergency Contact.

Name: _____

Home/Cell Phone: (_____) _____ - _____

Work Phone: (_____) _____ - _____

Relationship: Spouse Partner Sibling
 Parent Child Friend
 Other: _____

Secondary Emergency Contact

I authorize I do **NOT** authorize the disclosure of my protected health information (PHI) to the person listed as my Primary Emergency Contact.

Name: _____

Home/Cell Phone: (_____) _____ - _____

Work Phone: (_____) _____ - _____

Relationship: Spouse Partner Sibling
 Parent Child Friend
 Other: _____

PRIMARY CARE PROVIDER

Name: _____

Phone: (_____) _____ - _____

REFERRING PROVIDER

Name: _____

Phone: (_____) _____ - _____

HOW DID YOU HEAR ABOUT US?

Physician/Provider Referral Family or Friend Website or Search Engine Other

REASON FOR VISIT TODAY

PAST MEDICAL HISTORY (e.g. diabetes, high blood pressure, cancer, TB)

SURGERY AND HOSPITALIZATION HISTORY

| Please list all surgeries, hospitalizations, and major injuries: | Date(s) (Month/Year) |
|--|----------------------|
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PREVIOUS TESTING

Have you had any previous imaging or diagnostic tests including MRI, CT, EEG? Please list tests and where this was performed.

Name: _____ Date of Birth: _____ Date Packet Completed: _____

FAMILY HISTORY

List any major illnesses in your family, including parents, grandparents, siblings, or children, (e.g. diabetes, hypertension, multiple sclerosis, etc...)

ALLERGIES

List any allergies you have to medications

PHARMACIES

Primary Pharmacy

Type: Local Mail-Order Specialty

Name: _____

Address: _____

City: _____ Zip: _____

Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Secondary Pharmacy

Type: Local Mail-Order Specialty

Name: _____

Address: _____

City: _____ Zip: _____

Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

CURRENT MEDICATION LOG

List all medications (prescribed or over the counter/herbal supplements) that you are currently taking:

| Medication | Start Date | Dose/Frequency | Prescribing Physician | Comments |
|------------|------------|----------------|-----------------------|----------|
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AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

Developed for Texas Health & Safety Code § 181.154(d)
effective June 2013

Please read this entire form before signing and complete all the sections that apply to your decisions relating to the disclosure of protected health information. Covered entities as that term is defined by HIPAA and Texas Health & Safety Code § 181.001 must obtain a signed authorization from the individual or the individual's legally authorized representative to electronically disclose that individual's protected health information. Authorization is not required for disclosures related to treatment, payment, health care operations, performing certain insurance functions, or as may be otherwise authorized by law. **Covered entities may use this form or any other form that complies with HIPAA, the Texas Medical Privacy Act, and other applicable laws.** Individuals cannot be denied treatment based on a failure to sign this authorization form, and a refusal to sign this form will not affect the payment, enrollment, or eligibility for benefits.

NAME OF PATIENT OR INDIVIDUAL

Last _____ First _____ Middle _____

OTHER NAME(S) USED _____

DATE OF BIRTH Month _____ Day _____ Year _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ ALT. PHONE (____) _____

EMAIL ADDRESS (Optional): _____

I AUTHORIZE THE FOLLOWING TO DISCLOSE THE INDIVIDUAL'S PROTECTED HEALTH INFORMATION:

Person/Organization Name _____
Address _____
City _____ State _____ Zip Code _____
Phone (____) _____ Fax (____) _____

REASON FOR DISCLOSURE (Choose only one option below)

- Treatment/Continuing Medical Care
- Personal Use
- Billing or Claims
- Insurance
- Legal Purposes
- Disability Determination
- School
- Employment
- Other _____

WHO CAN RECEIVE AND USE THE HEALTH INFORMATION?

Person/Organization Name: TEXAS NEUROLOGY
Address: 6301 GASTON AVENUE, SUITE 100, WEST TOWER
City: DALLAS State: TEXAS Zip Code: 75214
Phone: (214) 827-3610 Fax: (214) 821-4017

WHAT INFORMATION CAN BE DISCLOSED? Complete the following by indicating those items that you want disclosed. The signature of a minor patient is required for the release of some of these items. If all health information is to be released, then check only the first box.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> All health information | <input type="checkbox"/> History/Physical Exam | <input type="checkbox"/> Past/Present Medications | <input type="checkbox"/> Lab Results |
| <input type="checkbox"/> Physician's Orders | <input type="checkbox"/> Patient Allergies | <input type="checkbox"/> Operation Reports | <input type="checkbox"/> Consultation Reports |
| <input type="checkbox"/> Progress Notes | <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Diagnostic Test Reports | <input type="checkbox"/> EKG/Cardiology Reports |
| <input type="checkbox"/> Pathology Reports | <input type="checkbox"/> Billing Information | <input type="checkbox"/> Radiology Reports & Images | <input type="checkbox"/> Other _____ |

Your initials are required to release the following information:

_____ Mental Health Records (excluding psychotherapy notes) _____ Genetic Information (including Genetic Test Results)
_____ Drug, Alcohol, or Substance Abuse Records _____ HIV/AIDS Test Results/Treatment

EFFECTIVE TIME PERIOD. This authorization is valid until the earlier of the occurrence of the death of the individual; the individual reaching the age of majority; or permission is withdrawn; or the following specific date (optional): Month _____ Day _____ Year _____

RIGHT TO REVOKE: I understand that I can withdraw my permission at any time by giving written notice stating my intent to revoke this authorization to the person or organization named under "WHO CAN RECEIVE AND USE THE HEALTH INFORMATION." I understand that prior actions taken in reliance on this authorization by entities that had permission to access my health information will not be affected.

SIGNATURE AUTHORIZATION: I have read this form and agree to the uses and disclosures of the information as described. I understand that refusing to sign this form does not stop disclosure of health information that has occurred prior to revocation or that is otherwise permitted by law without my specific authorization or permission, including disclosures to covered entities as provided by Texas Health & Safety Code § 181.154(c) and/or 45 C.F.R. § 164.502(a)(1). I understand that information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state privacy laws.

SIGNATURE X _____
Signature of Individual or Individual's Legally Authorized Representative DATE

Printed Name of Legally Authorized Representative (if applicable): _____
If representative, specify relationship to the individual: Parent of minor Guardian Other _____

A minor individual's signature is required for the release of certain types of information, including for example, the release of information related to certain types of reproductive care, sexually transmitted diseases, and drug, alcohol or substance abuse, and mental health treatment (See, e.g., Tex. Fam. Code § 32.003).

SIGNATURE X _____
Signature of Minor Individual DATE

IMPORTANT INFORMATION ABOUT THE AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

Developed for Texas Health & Safety Code § 181.154(d)
effective June 2013

The Attorney General of Texas has adopted a standard Authorization to Disclose Protected Health Information in accordance with Texas Health & Safety Code § 181.154(d). This form is intended for use in complying with the requirements of the Health Insurance Portability and Accountability Act and Privacy Standards (HIPAA) and the Texas Medical Privacy Act (Texas Health & Safety Code, Chapter 181). **Covered Entities may use this form or any other form that complies with HIPAA, the Texas Medical Privacy Act, and other applicable laws.**

Covered entities, as that term is defined by HIPAA and Texas Health & Safety Code § 181.001, must obtain a signed authorization from the individual or the individual's legally authorized representative to electronically disclose that individual's protected health information. Authorization is not required for disclosures related to treatment, payment, health care operations, performing certain insurance functions, or as may be otherwise authorized by law. (Tex. Health & Safety Code §§ 181.154(b),(c), § 241.153; 45 C.F.R. §§ 164.502(a)(1); 164.506, and 164.508).

The authorization provided by use of the form means that the organization, entity or person authorized can disclose, communicate, or send the named individual's protected health information to the organization, entity or person identified on the form, including through the use of any electronic means.

Definitions - In the form, the terms "treatment," "healthcare operations," "psychotherapy notes," and "protected health information" are as defined in HIPAA (45 CFR 164.501). "Legally authorized representative" as used in the form includes any person authorized to act on behalf of another individual. (Tex. Occ. Code § 151.002(6); Tex. Health & Safety Code §§ 166.164, 241.151; and Tex. Probate Code § 3(aa)).

Health Information to be Released - If "All Health Information" is selected for release, health information includes, but is not limited to, all records and other information regarding health history, treatment, hospitalization, tests, and outpatient care, and also educational records that may contain health information. As indicated on the form, specific authorization is required for the release of information about certain sensitive conditions, including:

- Mental health records (excluding "psychotherapy notes" as defined in HIPAA at 45 CFR 164.501).
- Drug, alcohol, or substance abuse records.
- Records or tests relating to HIV/AIDS.
- Genetic (inherited) diseases or tests (except as may be prohibited by 45 C.F.R. § 164.502).

Note on Release of Health Records - This form is not required for the permissible disclosure of an individual's protected health information to the individual or the individual's legally authorized representative. (45 C.F.R. §§ 164.502(a)(1)(i), 164.524; Tex. Health & Safety Code § 181.102). If requesting a copy of the individual's health records with this form, state and federal law allows such access, unless such access is determined by the physician or mental health provider to be harmful to the individual's physical, mental or emotional health. (Tex. Health & Safety Code §§ 181.102, 611.0045(b); Tex. Occ. Code § 159.006(a); 45 C.F.R. § 164.502(a)(1)). If a healthcare provider is specified in the "Who Can Receive and Use The Health Information" section of this form, then permission to receive protected health information also includes physicians, other health care providers (such as nurses and medical staff) who are involved in the individual's medical care at that entity's facility or that person's office, and health care providers who are covering or on call for the specified person or organization, and staff members or agents (such as business associates or qualified services organizations) who carry out activities and purposes permitted by law for that specified covered entity or person. If a covered entity other than a healthcare provider is specified, then permission to receive protected health information also includes that organization's staff or agents and subcontractors who carry out activities and purposes permitted by this form for that organization. Individuals may be entitled to restrict certain disclosures of protected health information related to services paid for in full by the individual (45 C.F.R. § 164.522(a)(1)(vi)).

Authorizations for Sale or Marketing Purposes - If this authorization is being made for sale or marketing purposes and the covered entity will receive direct or indirect remuneration from a third party in connection with the use or disclosure of the individual's information for marketing, the authorization must clearly indicate to the individual that such remuneration is involved. (Tex. Health & Safety Code §§ 181.152, .153; 45 C.F.R. § 164.508(a)(3), (4)).

Limitations of this form - This authorization form shall not be used for the disclosure of any health information as it relates to: (1) health benefits plan enrollment and/or related enrollment determinations (45 C.F.R. § 164.508(b)(4)(ii), .508(c)(2)(ii)); (2) psychotherapy notes (45 C.F.R. § 164.508(b)(3)(ii); or for research purposes (45 C.F.R. § 164.508(b)(3)(i)).

Use of this form does not exempt any entity from compliance with applicable federal or state laws or regulations regarding access, use or disclosure of health information or other sensitive personal information (e.g., 42 CFR Part 2, restricting use of information pertaining to drug/alcohol abuse and treatment), and does not entitle an entity or its employees, agents or assigns to any limitation of liability for acts or omissions in connection with the access, use, or disclosure of health information obtained through use of the form.

Charges - Some covered entities may charge a retrieval/processing fee and for copies of medical records. (Tex. Health & Safety Code § 241.154).

Right to Receive Copy - The individual and/or the individual's legally authorized representative has a right to receive a copy of this authorization.

TEXAS NEUROLOGY

INTAKE QUESTIONNAIRE

NAME: _____ DATE: _____

Within the past 2 weeks, have you experienced any of the following?

Little interest or pleasure in doing things Yes No

Feeling down, depressed, or hopeless Yes No

Within the past 6 months, have you experienced any of the following?

Weight change Yes No

Hearing loss Yes No

Heart palpitations Yes No

Difficulty swallowing Yes No

Seizure Yes No

Loss of vision Yes No

Shooting arm pain Yes No

Shooting leg pain Yes No

Depression Yes No

Rash Yes No

Blood transfusion Yes No

Diabetes Yes No

Nasal/seasonal allergies Yes No

Difficulty urinating Yes No

Sleep problems Yes No

Memory problems Yes No

Within the past 12 months, have you fallen?

Yes No

Have you ever been exposed to HIV?

Yes No Unknown

Which hand do you write with?

Right Left Both

If you are 65 years of age or older, do you have an advance care plan/surrogate decision maker?

Yes No N/A

TEXAS NEUROLOGY

ACKNOWLEDGEMENT FORM

PHYSICIANS

Waleed H. El-Feky, M.D.
C. Fish Greenfield, M.D.
Daragh Heitzman, M.D.
Steven P. Herzog, M.D.
N. Bruce Jenevein, M.D.
Chaouki K. Khoury, M.D.
Alan W. Martin, M.D.
Arun K. Nagaraj, M.D.
Frederic N. Nguyen, M.D.
Maria Philip, M.D.
Gincy Samuel, M.D.
Gary L. Tunell, M.D.

DALLAS LOCATION

6301 Gaston Avenue
West Tower
Dallas, TX 75214
Phone: (214) 827-3610
Fax: (214) 821-4017

RICHARDSON LOCATION

2821 E President George Bush Highway
Suite 303
Richardson, TX 75082
Phone: (214) 540-1400
Fax: (214) 821-4017

By signing my name below, I:

- Consent to receive the following documents electronically which are available through our Patient Portal or through our website unless I request a non-electronic paper copy of the documents disclosed herein.
 - [Texas Neurology's Notice of Privacy Practices](#)
 - [Texas Neurology's Financial Policy](#)
 - [Texas Neurology's Nurse Practitioner/Physician Assistant Information Guide](#)
- Authorize:
 - The release of any medical and/or other information necessary to process my claims.
 - Payment of medical benefits to my treating physician or supplier for services rendered by Texas Neurology.
- **Have read and agree to all of the above policies and understand that my failure to comply with any of these policies may result in discharge from Texas Neurology.**

X

Patient/Guardian Signature

Date

Patient Portal Link

<https://health.healow.com/texasneurology>

Texas Neurology Website Link

<https://www.texasneurology.com/forms>

Medical Appointment Cancellation / No Show Policy

Thank you for trusting your medical care to Texas Neurology. When you schedule an appointment with Texas Neurology we set aside enough time to provide you with the highest quality of care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation / No Show Policy below:

- Effective November 1, 2018 any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with at least 24 hours' notice will be considered a No Show and will be assessed a Rescheduling Fee.
 - Follow Up Visit Rescheduling Fee: \$25
 - Procedure Rescheduling Fee: \$75
- The fee is charged to the patient, not the insurance company, and is **due at or before the patient's next office visit.**
- As a courtesy we do provide automated appointment reminder calls.

You may contact Texas Neurology 24 hours a day, 7 days a week at **(214) 827-3610 option 3** or by logging into our Patient Portal www.texasneurology.com – **Sign in to Patient Portal**. Should it be after hours or a weekend, you may always leave a message. Message left at either location are acceptable.

I have read and understand the Medical Appointment Cancellation / No Show Policy and agree to its terms.

Signature (Parent / Legal Guardian)

Relationship to Patient

Printed Name

Date