**WELCOME TO TEXAS NEUROLOGY**

Thank you for choosing Texas Neurology for your neurological care.

**Location**

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

**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 (cards)
- All medication bottles (Prescribed and/or over the counter/herbal supplements)
- Medical records & diagnostic studies

**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.
PATIENT INFORMATION

Name: __________________________________________ Date of Birth: __________

Address: __________________________________________

City: __________________________ State: __________ Zip: __________

Residence Type: □ Private Residence □ Nursing Home (Not a SNF) □ Skilled Nursing Facility or Hospice

Sex: □ Male □ Female □ Transgender SSN #: __________ - __________ - __________

Marital Status: □ Single □ Divorced □ Married □ Partnered □ Widowed □ Legally Separated □ Other

Ethnicity: □ Caucasian □ African-American □ Asian/Pacific-Islander □ Hispanic □ Other

Employment Status: □ Full-Time □ Part-Time □ Not Employed □ Full-Time Student

Employer (if applicable): __________________________

Occupation: __________________________

Home Phone: __________________________

Cell Phone: __________________________ Work Phone: __________________________

1 □ This is my preferred number □ This is my preferred number □ This is my preferred number

May we leave personal/medical information on your voicemail? □ Yes □ No

May we leave personal/medical information on your voicemail? □ Yes □ No

I understand that a cellular phone is not a secure and private line.

Email: __________________________

INSURANCE COVERAGE

It is very important that you bring your photo identification card and insurance card(s) on the day of your appointment. Please remember that it is your responsibility to obtain a referral from your primary care physician (if your insurance requires it).

Primary Insurance

Carrier: __________________________

ID#: __________________________

Group#: __________________________

Name of insured: __________________________

Insured’s date of birth: __________________________

Relationship to insured: □ Self □ Spouse □ Other: __________________________

Secondary Insurance

Carrier: __________________________

ID#: __________________________

Group#: __________________________

Name of insured: __________________________

Insured’s date of birth: __________________________

Relationship to insured: □ Self □ Spouse □ Other: __________________________
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.

**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

**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: (______) _______ - _______
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.

SIGNATURE AUTHORIZATION:

I authorize the following to disclose the individual’s protected health information:

Person/Organization Name ______________________________________
Address ___________________________________________________________________
City __________________________ State ________ Zip Code __________
Phone (_______)____________________ Fax (_______)____________________

WHO CAN RECEIVE AND USE THE HEALTH INFORMATION?

Person/Organization Name: TEXAS NEUROLOGY
Address: 8301 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.

☐ All health information
☐ History/Physical Exam
☐ Past/Present Medications
☐ Lab Results
☐ Physician's orders
☐ Patient Allergies
☐ Operation Reports
☐ Consultation Reports
☐ Progress Notes
☐ Discharge Summary
☐ Diagnostic Test Reports
☐ EKG/Cardiology Reports
☐ Pathology Reports
☐ Billing Information
☐ Radiology Reports & Images
☐ 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
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)(ii)). 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.
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
  - Medical Appointment Cancellation /No Show Policy

- **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](https://health.healow.com/texasneurology)

Texas Neurology Website Link
[https://www.texasneurology.com/forms](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
TEXAS NEUROLOGY
INTAKE QUESTIONNAIRE

NAME: _______________________________ DATE: ____________________________

**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

**General**

Which hand do you write with?  ☐ Right  ☐ Left  ☐ Both
What is your smoking status?  ☐ Nonsmoker  ☐ Current Smoker  ☐ Former Smoker
Have you ever been exposed to HIV?  ☐ Yes  ☐ No  ☐ Unknown

**Within the past 2 weeks**

How often have you experienced Little interest or pleasure in doing things?
☐ Not at all  ☐ Several days  ☐ More than half the days  ☐ Nearly every day  ☐ Declined to specify

How often have you experienced feeling down, depressed, or hopeless?
☐ Not at all  ☐ Several days  ☐ More than half the days  ☐ Nearly every day  ☐ Declined to specify

**Within the past year**

Have you had a drink containing alcohol?  ☐ Yes  ☐ No

**If you are 65 years of age or older**

Do you have an advance care plan/surrogate decision maker?  ☐ Yes  ☐ No  ☐ N/A
Have you fallen within the past 12 months?  ☐ Yes  ☐ No  ☐ N/A
Name: __________________________  Date of Birth: __________________________  Date Packet Completed: __________________________

**REASON FOR VISIT TODAY**

________________________________________________________________________________________________________________________________________________________________

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

________________________________________________________________________________________________________________________________________________________________

**SURGERY AND HOSPITALIZATION HISTORY**

<table>
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<th>Please list all surgeries, hospitalizations, and major injuries:</th>
<th>Date(s) (Month/Year)</th>
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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.

________________________________________________________________________________________________________________________________________________________________

**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

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

<table>
<thead>
<tr>
<th>Medication</th>
<th>Start Date</th>
<th>Dose/Frequency</th>
<th>Prescribing Physician</th>
<th>Comments</th>
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