



Confidential Patient Information

Name: (First)_____ (M.I.)____ (Last)_____ Date of Birth:_____

Address:_____ City:_____ State:_____ Zip Code:_____

Phone Home:_____ Phone Cell:_____ Phone Other:_____

Email Address:_____ Social Security Number:_____

Sex: Male Female

Marital Status: Married Single Divorced Widowed

Ethnicity: _____ Race: _____ Primary Language: _____

Are you currently living in a skilled nursing facility or using a Home Health Agency? Yes No

If yes, Name of Facility/Agency: _____

Address:_____ Phone #: _____

Pharmacy name: _____ Pharmacy Number: _____

Responsible Party if different than patient:

Name: _____ Address: _____

DOB: _____ Phone Number: _____

Patient Employment:

Work Status: Employed Retired (Date: _____) Other: _____

Employer Name: _____ Occupation: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____ Employer Phone #: _____

Is your visit due to an injury suffered on the job? Yes No

Is your visit due to an automobile accident? Yes No

Date of accident: _____ State of accident: _____

(Indiana Spine Group will not file any third-party auto insurance claims. Any costs associated with an automobile accident not covered will be billed directly to the patient.)

How did you hear about us: Physician Relative Friend Internet Search Social Media Ad

Other _____

Physician Information:

Name of Referring Physician: _____ Phone #: _____

Referring Physician's address: _____ City: _____ State: _____ Zip Code: _____

Name of your Family Physician: _____ Phone #: _____

Family Physician's address: _____ City: _____ State: _____ Zip Code: _____

Date: _____ Patient Name: _____ DOB: _____

Previous Surgeries:

Type: _____ Date: _____

Family History (Mother, Father, Brother or Sister only):

	Relative		Relative
Anesthesia complications:	Y N _____	Respiratory Complications:	Y N _____
Bleeding Disorder:	Y N _____	Seizure Disorders:	Y N _____
Cancer: _____	Y N _____	Stroke, history of:	Y N _____
Diabetes I or II:	Y N _____	Other: _____	
Heart Disease:	Y N _____	<input type="checkbox"/> Family History Unknown	
High Blood Pressure:	Y N _____		

Smoking Use: Never tobacco user
 Current everyday tobacco user
 Current some days tobacco user
 Former tobacco user
 Refused tobacco status screen
 Tobacco use-status unknown
 Not obtained due to cognitive impairment
 Other
Number used per day: _____
Number of years: _____

Alcohol Use: Current Past Never
Type: Beer Wine Liquor Other
 1-2 times/year
 1-2 times/month
 1-2 times/week
 3-5 times/week
 Daily
 Several times/day

E-cigarette/Vaping: Y N
Smokeless Tobacco: Y N

Recreational Drug Use: Y N
IF YES, Type: _____ Frequency: _____

Living Status

- Live Alone
- Live with someone
- Assisted living
- Extended Care facility
- Home Health
- Other: _____



MOTOR VEHICLE ACCIDENT INFORMATION

Motor Vehicle Accidents involve considerable administrative work and frequently result in a delay in claims being processed and paid.

At the first visit, for a motor vehicle accident, we require the following information from your auto insurance carrier: case number, name of your claims manager/adjuster, telephone number, address and date of injury. **You** will be responsible for obtaining this information from your Automobile Insurance Carrier, and it is best, when presented, in a letter format. This authorizes us to provide treatment and allows us to file a claim on your behalf. **Please call with authorization information prior to your appointment.** This will assist with expediting the check-in process when you arrive. Indiana Spine Group does not bill auto for third party MVA, we will only bill first party (your personal auto carrier).

You will also need to bring your health insurance information. Health insurance has very strict timely filing limits, so we must have that information on file at the time of service. Indiana Spine Group does NOT hold balances pending litigation. Indiana Spine Group also does not accept attorney promissory notes.

If you cannot obtain claim authorization, or you do not present with health insurance, you will be required to pay a \$250.00 down payment prior to your visit. If you do not have authorization from your auto insurance carrier and you do not have health insurance, you will be treated as a self-pay patient. Please call for further information: 317-228-7000.

The process for filing claims for payment:

Your claim **must** first be filed with your auto insurance carrier prior to filing with your health insurance. Your health insurance company will not pay or will ask to return money once they realize the reason for your visit to the physician is due to an auto accident.

Once your claim is filed with the auto insurance carrier, they will either pay for your services or provide us with a denial for payment. Once we receive a written notice from your auto insurance with their denial or that your benefits are exhausted, we can then file your claims with your health insurance company, if applicable.

If you have any questions, please feel free to call our office at (317) 228- 7000 or 1-(866) 947-7463 and ask for the billing department.



UNDERSTANDING YOUR BILL

In an attempt to help you understand how medical facilities charge for services rendered at the time of service, we have created this handout to answer questions that may occur.

- Facility Charge:** This charge represents the basic charge for use of the hospital, its services and supplies. Items included in the charge are nursing services, all pre-op and post-op care and anesthesia materials. There may be additional charges for medications and implants if applicable to your procedure.
 - **These bills will be from North Meridian Surgery Center or the hospital where you had your surgery/procedure.**
- Physician Charge:** This charge represents the professional fee of the surgeon and any other doctors who cared for you, such as a cardiologist.
 - **This bill will be from the doctor's office, such as Indiana Spine Group.**
- Anesthesiologist Charge:** This charge represents the professional fee of the anesthesiologist.
 - **This bill will be from Indiana Spine Group or the anesthesiologist's office.**
- Durable Goods Charge:** This charge represents the charge for any back brace you received for treatment or following your surgery.
 - **This bill will be from Indiana Spine Group.**
- Radiology:** This charge represents the charge for interpreting the results of certain Xrays, MRI's, or CT's.
 - **This bill will be from Northwest Radiology.**

I understand the above-mentioned charges and acknowledge receipt of this information.

Responsible Party (Please Print)

Date

Date of Birth

Signature



Indiana Spine Group Notice of Privacy Practices for Protected Health Information

Acknowledgement of receipt of Notice of Privacy Practices

This notice describes the practices of our facility and those of any healthcare professional authorized to enter information into or consult your medical records or who provides treatment while you are at or in the facility including but not limited to attending physicians, radiologists, pathologists, anesthesiologists, internal medicine physician or any physician involved in your care while at the facility.

I have received Indiana Spine Group's Notice of Privacy Practices and understand my protected health information may be used by the practice as described in the notice.

Patient Name (printed): _____ Date of Birth: _____

Patient (or guardian) Signature: _____ Date: _____

For your protection, information will **NOT** be released to any outside parties unless listed below:

Indiana Spine Group may release my protected health information/information re: my care to the following:

Name: _____ Relationship: _____

Phone number: _____ Date of Birth: _____

Name: _____ Relationship: _____

Phone number: _____ Date of Birth: _____

This authorization will remain in effect until I change or revoke it. The authorization can be revoked by writing to Indiana Spine Group or by completing a new form.

_____ I decline the release of my protected health information to outside parties
Initial



Financial Policy and Authorization

Patient Name: _____

1. **Authorization for Treatment** – I hereby authorize the physician(s) and healthcare professionals of Indiana Spine Group to conduct examinations and perform procedures as are medically required, and administer such treatment and medications as deemed necessary or advisable.
2. **Release of Information/Medical Record Diagnosis** – I hereby authorize the physician(s) and healthcare professionals of Indiana Spine Group to release a complete report of services rendered including diagnosis, findings and details of treatment and progress for the purpose of receiving payment for the services rendered to its authorized billing agents, my insurance carrier, employer's workers' compensation insurance company, or other category of third party payer, the Social Security Administration under Title XVIII (18) of the Social Security Act, any Professional Review Organization, or other intermediaries responsible for payment of my charges. I understand that I may revoke this consent at any time by giving written notice. I understand that if I refuse to consent to the release of information, I will be held personally responsible for payment of all charges for services rendered.
3. **Authorization for Assignment of Benefits** – In consideration of medical services provided, I hereby guarantee payment in full of my account in accordance with the financial arrangements made at the time of discharge or, if not such arrangements are made, then payment shall be made in full within thirty (30) days of discharge. I agree that in the event of default in payment, reasonable collection agency fees equal to fifty (50%) percent of the delinquent balance and reasonable attorney fees, shall be added to the amount due on the account, plus any applicable court costs.
4. **Insurance Filing** – I understand that as a courtesy, Indiana Spine Group will file for benefits with my insurance carrier(s). Including Medicare Part B secondary carriers. I understand that fees may exceed the charges allowed by my insurance carrier. I agree to be responsible to Indiana Spine Group, P.C. for the full balance of the charges that are not paid by my private insurance carrier including any deductible, co-insurance and/or copayment.
5. **Payments at time of visit**- Indiana Spine Group, P.C. accepts cash, checks, Visa and Mastercard. I understand that non-sufficient fund checks will have a \$30.00 fee added to my account. I understand that my insurance policy is a contract between me and my insurance carrier. I am aware that some, and perhaps all, of the services provided may be non-covered services and not considered reasonable and necessary under my medical insurance plan. I may be asked to sign a procedure specific waiver if Indiana Spine Group believes that my insurance may deny payment for that service. If my insurance carrier requires a co-payment or deductible, the payment is due AT THE TIME OF MY VISIT. I will also be responsible for payment of any outstanding patient balances. If I do not have health insurance coverage, I will be responsible for payment in full for all services and a deposit of \$250.00 will be required before I see a provider.
6. **Payment Prior to Surgery/Procedures/Injections**- I understand that I may be asked to provide payment in full for any deductible or co-insurance prior to the scheduled date of the surgery, procedure or injection.
7. **Reallocation of Payments** - I am aware that any pre-payments I have made have been based on my insurance company's estimates of my potential "patient responsibility" ("Total to Collect") that was provided to Indiana Spine Group, North Meridian Surgery Center and/or Indiana Spine Hospital (as the case may be) prior to surgery and could change at any time. I acknowledge:
 - After claim adjudication, if the amount I paid prior to surgery is less than my final total patient responsibility, I will receive a bill for the difference.
 - After claim adjudication, if the amount I paid prior to surgery is more than my final total patient responsibility, I am entitled to receive a refund. In such event:
 - I give my permission for ISG, North Meridian Surgery Center and/or Indiana Spine Hospital to reallocate any credit balance(s) funds I may have between the facilities until both of my accounts reflect a Zero Dollar Balance.
 - I am aware that following such reallocation of funds, in the event a Credit Balance or an outstanding balance owed remains, a refund or an invoice, as the case may be, will be processed and sent to me from the respective entity where the refund or the remaining outstanding balance results.

8. **Pre-certifications/Prior Authorization/Referral-** If my insurance requires any form of prior notification for any services rendered, I understand that it is my responsibility to obtain it. I agree to be held financially liable for any services provided by Indiana Spine Group, that are denied or reduced by my insurance carrier because I failed to obtain the necessary type of prior approval.
9. **Other-** If you are being treated for a personal injury, we DO NOT accept attorney liens. I understand that I am fully responsible for payment of any and all services not covered by medical insurance regardless of any legal issues that may be applicable. A **deposit** of \$250.00 will be required before you see one of our providers.

I hereby certify that I have read and fully understand this Financial Policy and Authorization form. I also certify that no guarantee or assurance has been made as to the results that may be obtained from any treatment.

Patient Signature

Date

or

Responsible Party Signature/Relationship to Patient

Date