INTERNAL MEDICINE
ASSOCIATES of TEXAS

Ambareen Salam, MD
Katy Mosley, PA-C
Jamie Callahan, PA-C

Patient Consent and Release Forms

CONSENT FOR TREATMENT AND UNDERSTANDING OF FINANCIAL RESPONSIBILITY

The patient agrees to general medical treatment by Internal Medicine Associates of Texas and understands and consents to the review and use of his/her medical records by our office. All professional services rendered are charged to the patient. Necessary forms will be completed to expedite insurance carrier payments. However, it is understood and agreed to, that the patient is responsible for all fees, including remainder of deductibles, regardless of insurance coverage. It is customary to pay for services when rendered, unless other arrangements have been made in advance.

INSURANCE AUTHORIZATION AND ASSIGNMENT OF INSURANCE BENEFITS

I hereby authorize Internal Medicine Associates of Texas to furnish information concerning my medical condition and treatment thereof to my insurance carriers. I also assign insurance benefits to be paid on my behalf to Internal Medicine Associates of Texas by any and all insurance companies that cover the expenses I incur as the result of any diagnostic services or treatment provided to me by Internal Medicine Associates of Texas. I further agree that this authorization to release information and assignment of benefits shall remain in effect unless and until it is revoked by me, in writing.

AUTOMATED CALLS: I consent to receive automated phone calls regarding appointments, including patient portal communication. ☐ **YES** ☐ **NO**

MEDICATION HISTORY: I consent that my medication history may be downloaded from Sure Scripts to properly manage my care. ☐ **YES** ☐ **NO**

VACCINE HISTORY: I consent that my vaccines may be downloaded from IMMTRAC through the Texas Department of Health Services (DSHS). ☐ **YES** ☐ **NO**

Signature **Date of Birth** **Date**

Internal Medicine Associates of Texas, 12720 Hillcrest Rd, Suite 725, Dallas, TX 75230
Phone 972-566-8899 Fax 972-566-5775

NOTICE OF PRIVACY PRACTICES

To our patients: This notice describes how health information about you (as a patient of this practice) may use and disclose, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Information Portability and Accountability Act of 1996 (HIPPA)

OUR COMMITMENT TO YOUR PRIVACY

Our practice is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information.

We realize that these laws are complicated, but we must provide you with this important information. For a complete guide of the privacy practices of our office regarding your health information rights, please review the notebook in the waiting room. If you would like a copy to retain for yourself please request this from our front desk staff.

I acknowledge that I have been presented with the Notice of Privacy Practices as well as the Office Protocol and understand my responsibilities.

Signature **Date of Birth**

Signature of Patient or Legal Representative **Date**

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OFFICE POLICIES

We would like to welcome you to our office. The information below outlines how our practice operates. If you have any questions about these policies, please do not hesitate to ask.

Automated Phone System

Our office uses an automated phone system to help direct telephone traffic. Please note prompts as you listen to the phone system. Phones are open at 8:00 am and turned over to the answering service at 5:00 pm, Monday through Friday.

A few notes about our phone system:

1. Do not leave a message on the nurse line with symptoms and/or if you need an appointment.
2. Phone messages are prioritized according to urgency.
3. All calls left on the nurse line will be returned within a 24 hour time period during business hours. If you call the nurse line after 3 pm, your call will be returned the next business day.
4. Phone calls to the Prescription refill line and the Referral line will be processed within 3 – 5 business days.
5. If your regular provider is busy or out of the office and you are sick or need an urgent appointment, you may be scheduled with a different provider in the office.

Office Hours: Monday through Friday, 8:00 am to 5:00 pm

Office Information: Phone 972-566-8899, Fax 972-566-5775, website: **www.imedtexas.com**

After Hours: Calls will be answered within a timely manner by the on-call provider. ***Please note that there will be a $45.00 charge for all after hour phone calls.*** For a true medical emergency, please call 911.

Test Results: One of our office staff will contact you regarding test results usually no later than 7-10 business days after we receive the results. For any URGENT results, we will attempt to contact you sooner. All results will be posted to the patient portal once a nurse has called you to discuss.

Medication Refills: If you need a prescription refill, you must contact your pharmacy first. Phone calls to the prescription refill line will be processed within 3-5 business days. There may be a delay in refilling your medications if you do not keep your regularly scheduled appointments.

Late Arrival: any arrival after 15 minutes from scheduled appointment time is subject to immediate rescheduling and or cancellation of appointment. Please make sure to arrive on time to your appointments.

Insurance Referrals: Please be advised insurance referrals may take 3-5 business days. Same day/Urgent insurance referrals may incur a $25.00 processing fee.

Forms: Various forms and letters are often lengthy and time consuming to process. Please allow 3-5 business days for forms or letters to be completed by our office. There may be a $25.00 charge for letters or forms needing special attention and processing. Examples are, but not limited to: FMLA, Disability, Wellness Form, etc.

Medical Records: for copies of full medical records chart, we use a medical records company, Lexa. Please allow 5-7 business days for processing.

Appointment/No Show Policy: Canceling or rescheduling your appointment without 24-hour advance notice will result in a $50.00 fee. For procedures and Annual Wellness Visits/Physicals, the fee is $100. Any same day cancellations or last-minute rescheduled appointments due to insurance issues are subject to no show/cancellation fees.

Payment: Co-pays, deductibles, co-ins, and balances are due at the time of services, unless other arrangements have been made prior to your visit. We accept all major credit cards, cash and checks. Refusal to make payments or delinquent accounts may results in the cancellation of future appointments, unless it is an emergency situation; this may even result in the account being turned over to collections.

By signing below, I acknowledge that I have read, understood, and will abide by the stated office policies and am fully responsible for any fees or charges incurred.

_____ _____

Printed Name Date

_____

Signature

Internal Medicine Associates of Texas
12720 Hillcrest Rd, Suite 725,
Dallas, TX 75230
Phone 972-566-8899 Fax 972-566-5775

Please keep a copy of these pages for your records

INTERNAL MEDICINE ASSOCIATES OF TEXAS

12720 Hillcrest Rd, Suite 725, Dallas, Texas 75230, Phone 972-566-8899 Fax 972-566-5775

AUTHORIZATION FOR MEDICAL RECORDS

I hereby authorize: _____

Phone: _____ Fax: _____

to disclose my individually identifiable health information as described below, which may include information concerning communicable disease such as Human Immunodeficiency Virus ("HIV") and Acquired Immune Deficiency Syndrome ("AIDS"), mental illness (except for psychotherapy notes), chemical or alcohol dependency, laboratory test results, medical history, treatment, or any other such related information. I understand that this authorization is voluntary and I may refuse to sign this authorization. I further understand that my health care and the payment of my health care will not be affected if I do not sign this form.

I understand that if the recipient authorized to receive the information is not a covered entity, e.g. insurance company or non-health care provider; the released information may no longer be protected by federal and state privacy regulations.

_____

Print Patient Name **Date of Birth** **Social Security Number**

Description of information to be released:

_____

_____

Purpose of the use and/or disclosure: **CONTINUATION/CO-ORDINATION OF CARE**

The health information described herein shall be released to:

Internal Medicine Associates of Texas 12720 Hillcrest Rd, Suite 725, Dallas, TX 75230

Phone 972-566-8899 Fax 972-566-5775

I further understand that I may revoke this authorization at any time by notifying you in writing. I also understand that the written revocation must be signed and dated with a date that is later than the date on this authorization. The revocation will not affect any actions taken before the receipt of the written revocation.

_____ _____

Signature of Patient Date

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Patient Registration Form

Name: _____
(Last) (First) (Middle)

Name you prefer to be called: _____

Date of Birth_____/_____/_____ Social Security Number_____ Sex: ☐ M or ☐ F

Marital Status _____ Dominant Hand _____ Language Preferred _____

E-mail Address: _____

Phone: Work_____ Home_____ Cell_____

Mailing Address_____

City, State, Zip (+4) _____

Emergency Contact Name_____ Phone Number_____

Emergency Contact/Relationship to Patient_____

Whom shall we thank for referring you to our office? _____

INSURED PARTY INFORMATION (if different from patient information)
Insured Party Name: _____

Date of Birth_____/_____/_____ Social Security Number_____ Sex: ☐ M or ☐ F

PREFERRED PHARMACY:
Pharmacy Name: _____Phone Number _____

Address _____

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DISCLOSURE AUTHORIZATION

As stipulated by the HIPAA privacy rule, patients have the right to control how and to whom their protected medical information is given. Please instruct below how you would like the staff at Internal Medicine Associates of Texas to contact you.

I wish to be contacted in the following manner:

☐ OK to leave message with detailed information at home
☐ OK to leave message with call back number only at home

☐ OK to leave message with detailed information at work
☐ OK to leave message with call back number only at work

☐ OK to mail to my home address

WHOM TO CONTACT

In order to further protect your privacy, we will only disclose and/or discuss your healthcare information to members of your family, or others close to you, if you authorize us to do so.

Therefore, if you permit Internal Medicine Associates of Texas to disclose information related to your medical condition(s) please list their information below:

Name_____Relationship_____Phone_____

Name_____Relationship_____Phone_____

Name_____Relationship_____Phone_____

☐ I do not wish to give permission for additional family members, relatives or close personal friends to have access to any information regarding my medical condition(s).

The duration of this authorization is indefinite unless otherwise revoked in writing. I understand that request for medical information from persons not listed above will require a specific authorization prior to the disclosure of any medical information.

_____

Printed Patient Name Date of Birth

_____

Signature of Patient or Legal Representative Date

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Medical Questionnaire

Name _____ Date _____

Past Medical History:

Check (✓) conditions you have or have had in the past.

- ☐ AIDS
- ☐ Anemia
- ☐ Arthritis
- ☐ Asthma
- ☐ Back Problems
- ☐ Blood Transfusion
- ☐ Bleeding Disorders
- ☐ Breast Lump
- ☐ Cancer
- ☐ Cataracts
- ☐ Chemical Dependency
- ☐ Chicken Pox
- ☐ Depression
- ☐ Diabetes
- ☐ Emphysema
- ☐ Epilepsy
- ☐ Glaucoma
- ☐ Heart Disease
- ☐ Hepatitis
- ☐ Herpes
- ☐ High Blood Pressure
- ☐ High Cholesterol
- ☐ HIV Positive
- ☐ Kidney Disease
- ☐ Kidney Stone
- ☐ Liver Disease
- ☐ Measles
- ☐ Migraine Headaches
- ☐ Multiple Sclerosis
- ☐ Mumps
- ☐ Pacemaker
- ☐ Pneumonia
- ☐ Polio
- ☐ Prostate Problem
- ☐ Rheumatic Fever
- ☐ Scarlet Fever
- ☐ Stroke
- ☐ Thyroid Problems
- ☐ Tuberculosis
- ☐ Ulcers
- ☐ Veneral Disease

Past Surgical History: _____

_____

Hospitalization Other Than Surgery: _____

_____

Medications (Prescription, Over-the-Counter, Vitamins, Herbs, etc.)

Drug Name	Dose	Drug Name	Dose	Drug Name	Dose

Allergies to Medications, X-Ray Dyes, or Other Substances ☐ **No** ☐ **Yes**
(If yes, please list name of medicine and type of reaction)

Family History: Has any member of your family (including parents, grandparents and siblings) ever had the following?

Illness	**Which family member?**	**Age when diagnosed**
Cancer (describe type)		
Hypertension (high blood pressure)		
Heart Disease		
Diabetes		
Strokes		
Mental disease (anxiety, depression, etc.)		
Drug or alcohol addiction		
Glaucoma		
Bleeding diseases		
Other		

Immunization history — Have you had?

Hepatitis B Vaccine ☐ No ☐ Yes When?_____
Hepatitis A Vaccine ☐ No ☐ Yes When?_____
Pneumovax immunization? ☐ No ☐ Yes When?_____
Tetanus immunization? ☐ No ☐ Yes When?_____

Review of Systems: Check (✓) symptoms you currently have or have had in the past year.

General
- ☐ Chills
- ☐ Depression/Nervousness
- ☐ Dizziness/Fainting
- ☐ Fever
- ☐ Forgetfulness
- ☐ Headache
- ☐ Loss of sleep
- ☐ Loss of weight
- ☐ Numbness
- ☐ Sweats

Muscle/Joint/Bone

Pain, weakness, numbness in:
- ☐ Arms
- ☐ Back
- ☐ Feet
- ☐ Hands
- ☐ Hips
- ☐ Legs
- ☐ Neck
- ☐ Shoulders

Genito-Urinary
- ☐ Blood in urine
- ☐ Frequent urination
- ☐ Lack of bladder control
- ☐ Painful urination

Gastrointestinal
- ☐ Appetite poor
- ☐ Bloating
- ☐ Bowel changes
- ☐ Constipation
- ☐ Diarrhea
- ☐ Excessive thirst
- ☐ Gas
- ☐ Hemorrhoids
- ☐ Indigestion
- ☐ Nausea
- ☐ Rectal bleeding
- ☐ Stomach pain
- ☐ Vomiting
- ☐ Vomiting blood

Cardiovascular
- ☐ Chest pain
- ☐ High/Low blood pressure
- ☐ Irregular/Rapid heart beat
- ☐ Poor circulation
- ☐ Swelling of ankles
- ☐ Varicose veins

Eye, Ear, Nose, Throat
- ☐ Bleeding gums
- ☐ Blurred vision
- ☐ Crossed eyes
- ☐ Difficulty swallowing
- ☐ Double vision
- ☐ Earache/Ear discharge
- ☐ Hay fever
- ☐ Hoarseness
- ☐ Loss of hearing
- ☐ Nosebleeds
- ☐ Persistent cough
- ☐ Ringing in ears
- ☐ Sinus problems
- ☐ Vision - Flashes/Halos

Skin
- ☐ Bruise easily
- ☐ Hives
- ☐ Itching/Rash
- ☐ Change in moles
- ☐ Scars
- ☐ Sore that won't heal

MEN only
- ☐ Erection difficulties
- ☐ Lump in testicles
- ☐ Penis discharge
- ☐ Sore on penis

Date of last colonoscopy

_____

Date of last PSA

_____

WOMEN only
- ☐ Abnormal Pap Smear
- ☐ Abnormal Vaginal Discharge
- ☐ Bleeding lump
- ☐ Extreme menstrual pain
- ☐ Heavy menstrual bleeding
- ☐ Hot flashes
- ☐ Nipple discharge
- ☐ Painful intercourse
- ☐ Pelvic pain
- ☐ Vaginal discharge
- ☐ Other_____

Date of last menstrual period

_____

Date of last Pap Smear

_____

Date of last mammogram

_____

Date of last bone density

_____

Date of last colonoscopy

_____

Pregnancies____

Birth____ Miscarriage____

Prevention

Do you wear seat belts?	☐ Yes	☐ No	If no, why not? _____
Do you wear a bike helmet?	☐ Yes	☐ No	☐ N/A
Do you exercise regularly?	☐ Yes	☐ No	If yes, type, duration and number of times per week? _____
Do you smoke?	☐ Yes	☐ No	If yes, how many packs per day? _____
Do you drink alcoholic beverages?	☐ Yes	☐ No	If yes, how much per week? _____
Do you drink coffee?	☐ Yes	☐ No	If yes, how many cups per day? _____
Do you drink tea?	☐ Yes	☐ No	If yes, how many cups per day? _____
If there is a gun in your home, do you keep it unloaded and out of children's reach?	☐ Yes	☐ No	☐ N/A
Do you use drugs? (marijuana, cocaine, crack, etc.)	☐ Yes	☐ No	If yes, explain: _____
Have you ever engaged in any activity which has put you at risk of getting AIDS?	☐ Yes	☐ No	If yes, explain: _____
Do you wish to be tested for AIDS?	☐ Yes	☐ No	
Have you ever worked with chemicals, paints, asbestos, or other hazardous materials?	☐ Yes	☐ No	If yes, explain: _____
Are you in a relationship in which you have been physically hurt (e.g., slapped, kicked, punched, bruised) by your partner?	☐ Yes	☐ No	
Do you ever feel afraid of your partner?	☐ Yes	☐ No	☐ N/A
Do you have a "living will"?	☐ Yes	☐ No	
Do you have a donor card?	☐ Yes	☐ No	

Signatures

To the best of my knowledge, the above information is complete and correct. I understand that it is my responsibility to inform my doctor if I, or my minor child, ever have a change in health.

_____ _____

Signature of Patient, Parent, Guardian or Personal Representative — Date

_____ _____

Please print name of Patient, Parent, Guardian or Personal Representative — Relationship to Patient

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