



COLORECTAL SURGICAL ASSOCIATES, PC

Kansas city's leading colon & rectal specialists since 1997

Phone (816)941-0800 Fax (816)941-0080

<u>Leawood</u>	<u>Northland</u>	<u>Independence</u>	<u>Lee's Summit</u>
4370 W 109 th St Ste 350 Overland Park, KS 66211	6060 N. Oak TRFY Ste101 Gladstone, MO 64118 Park in Back of Building	19550 E 39 th St Ste 110 Independence, MO 64057 Centerpoint Medical Center	1980 SE Blue Pkwy Ste 2330 Lee's Summit, MO 64081 Lees Summit Medical Center Building 2

1. Please print, complete and sign where indicated on these forms and bring this paperwork with you to appointment
2. Bring your insurance card(s) and a photo I.D.
3. IF you have FMLA/STD/AFLAC that needs to be completed, please give to the front desk. There is \$30 fee to complete each set of forms. The completed paperwork will need to be paid at the time you request to have the form completed.
4. Please arrive 15 minutes before your scheduled appointment time for us to be able to process your paperwork and for you to fill out additional paperwork before your appointment time.
5. If you have had a colonoscopy please bring copy of most current report.
6. If you are seeing one of our physicians for a colon/rectal mass or colon/rectal cancer please make sure to bring your colonoscopy report, pathology report, and CT scan report.
7. If a rectal exam is needed as part of your exam on the day of your appointment, a separate charge will occur for that exam and per AMA guidelines, the charge is considered a surgical procedure and will be processed separate from your office visit.

Dr. Lina O'Brien, M.D. * Dr. Benyamine Mizrahi, M.D. * Dr. Jeremy Cravens, M.D.
Dr. Darcy Shaw, MD. * Dr. Robert Kress, D.O. * Dr. Stephanie Peters, M.D.
Ann Barela, N.P. * Suzanna Wilson, N.P. * Nicole Zwick, N.P. * Vivian Chen, N.P.

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Patient Name: _____ Title _____ Previous Name(s): _____
Home Address: Street: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
Email: _____
Referring Physician: _____ Primary care physician: _____
Cardiologist: _____ Gastroenterologist: _____
Birth Date: ____/____/____ Social Sec #: _____ - _____ - _____ Do you have a Living Will: Y N
Gender Identity: Female Male Transgender Female to Male Transgender Male to Female Genderqueer Choose not to disclose
 Additional Gender category not listed _____
Race: American Indian/Alaska Native Asian Native Hawaiian/Pacific Islander Black/African American White
 Hispanic Chose not to disclose Other not listed _____
Ethnicity: Hispanic or Latino Not Hispanic or Latino Choose not to disclose
Preferred Language:
 English Spanish ASL Japanese Mandarin Korean French Indian: Hindi, Tamil, Gujarati etc
 Swahili Russian Arabic Vietnamese Haitian Creole Bosnian/Croatian/Serbian/Serbo-Croatian Albanian
Burmese Tagalog Farsi-Iranian/Persian Portuguese Cambodian Other not listed _____
Marital Status: Married Single Divorced Widowed Legally Separated Partner
Employment Status: Full-Time Part-Time Not Employed Self-Employed Retired Active Military
Employer: _____ Occupation: _____
Student Status: F - Full-Time Student P - Part-Time Student N - Not Applicable

How Did You Hear About Us(circle all that apply): Referral Health Insur/Payer Newspaper/Magazine Clinic Website Online Engine Search Facebook
Twitter You-Tube Phone Book Mailer Billboard Clinic Signage Smartphone App ER Hospital Admit Other

Pharmacy of Preference for Prescription Pick-Up: _____

Pharmacy Address: _____

Pharmacy Phone Number: _____

Emergency Contact: _____ **Relationship:** _____

Home Phone: _____ **Alternative Phone:** _____

FOR YOUR PRIVACY PLEASE NOTE THAT WE MAY CONTACT THIS PERSON IF WE CAN NOT CONTACT YOU

Responsible Party (if other than patient/ minor): _____

Phone #: _____ **Address (if different then patients):** _____

All Patient Must Provide Insurance Card(s) to Front Desk Upon Check In and this section must be filled out completely

Primary Insurance Name: _____

Policy/ID #: _____ **Group #:** _____

Subscriber name: _____ **Phone#** _____ **DOB:** _____

SS#: _____

Secondary Insurance Name: _____ **Policy ID#:** _____

Insurers Name: _____ **DOB:** _____ **SS#:** _____

MESSAGES: Please check all that apply

- On answering machine or voicemail at home
- On cell phone
- On answering machine or voicemail at work
- I do not consent to messages being left at home, work or with any other person

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GENERAL CONSENT FOR CARE AND TREATMENT CONSENT

TO THE PATIENT: You have the right, as a patient, to be informed about your condition and the recommended surgical, medical or diagnostic procedure to be used so that you may make the decision whether or not to undergo any suggested treatment or procedure after knowing the risks and hazards involved. At this point in your care, no specific treatment plan has been recommended. This consent form is simply an effort to obtain your permission to perform the evaluation necessary to identify the appropriate treatment and/or procedure for any identified condition(s).

This consent provides us with your permission to perform reasonable and necessary medical examinations, testing and treatment. By signing below, you are indicating that (1) you intend that this consent is continuing in nature even after a specific diagnosis has been made and treatment recommended; and (2) you consent to treatment at this office or any other satellite office under common ownership. The consent will remain fully effective until it is revoked in writing. You have the right at any time to discontinue services.

You have the right to discuss the treatment plan with your physician about the purpose, potential risks and benefits of any test ordered for you. If you have any concerns regarding any test or treatment recommend by your health care provider, we encourage you to ask questions. I voluntarily request a physician, and/or mid-level provider (nurse practitioner, physician assistant, or clinical nurse specialist), and other health care providers or the designees as deemed necessary, to perform reasonable and necessary medical examination, testing and treatment for the condition which has brought me to seek care at this practice. I understand that if additional testing, invasive or interventional procedures are recommended, I will be asked to read and sign additional consent forms prior to the test(s) or procedure(s).

I certify that I have read and fully understand the above statements and consent fully and voluntarily to its contents.

Signature of patient or personal representative: _____
Date: _____

Printed name of patient or personal representative: _____

Relationship to patient: _____

Notice of Privacy Practice

(Patient/Representative Initials) I acknowledge that I have received the Notice of Privacy Practice, which describes the ways in which the practice/clinic may use and disclose my healthcare information for its treatment, payment, healthcare operations and other described and permitted uses and disclosures, I understand that I may contact the Privacy Officer designated on the notice if I have a question or complaint. I understand that this information may be disclosed electronically by the Provider and/or the Provider's business associates. To the extent permitted by law, I consent to the use and disclosure of my information for the purposes described in the Notice of Privacy Practice.

Consent to Email, Cellular Telephone, or Text Usage for Appointment Reminders and Other Healthcare Communications

(Patient/Representative Initials) Some messages relevant to your visit may be sent regardless of explicit consent, including instructions or communications directly related to your care. These instructions may include, but not be limited to: post-procedure instructions, follow-up instructions, educational information, and prescription information. For other types of communications, I consent to receiving, by telephone call, text message, or voicemail transmission, communications by or on behalf of the practice/clinic at the email, telephone number or text address I have provided in my patient record. I also consent to receiving such communications to any email, text address or telephone number forwarded or transferred from that address or telephone number. Other healthcare communications may include, but are not limited to, healthcare communications to family or designated representatives regarding my treatment or

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condition, reminder messages to me regarding appointments for medical care, communications regarding insurance or billing or requests for feedback about my visit via satisfaction surveys and/or public-facing reviews. I authorize and acknowledge that these instructions and other communications may be transmitted using an automated system for the selection or dialing of telephone numbers or the playing of prerecorded messages and may be made by the practice/clinic or someone calling on their behalf even if my phone number is listed on any federal or state "do not call" registry. To the extent these instructions and other communications could be deemed telephonic sales calls, solicitations or advertisements, I consent to receiving them. I understand that I am not required to consent directly or indirectly to communications in order to receive healthcare services.

Note: This location uses an Electronic Health Record that will update all your demographics and consents to the information that you just provided. Please note this information will also be updated for your convenience to all our affiliated locations that share an electronic health record in which you have a relationship. My consent to access the location's Electronic Health Record's Patient Portal shall be considered separate and apart from the consent in this form (*section: Consent to Email, Cellular Telephone, or Text Usage for Appointment Reminders and Other Healthcare Communications*).

Disclosures to Friends and/or Family Members

DO YOU WANT TO DESIGNATE A FAMILY MEMBER OR OTHER INDIVIDUAL WITH WHOM THE PROVIDER MAY DISCUSS YOUR MEDICAL CONDITION? IF YES, WHOM? 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:

	Name	Relationship	Contact Number
1:			
2:			
3:			

Patient/Representative may revoke or modify this specific authorization and that revocation or modification must be in writing.

Consent for Photographing or Other Recording for Security and/or Health Care Operations

I consent to photographs, digital or audio recordings, and/or images of me being recorded for patient care, security purposes and/or the practice's/clinic's health care operations purposes (e.g., quality improvement activities). I understand that the practice/clinic retains the ownership rights to the images and/or recordings. I will be allowed to request access to or copies of the images and/or recordings when technologically feasible unless otherwise prohibited by law. I understand that these images and/or recordings will be securely stored and protected. Images and/or recordings in which I am identified will not be released and/or used outside the facility without a specific written authorization from me or my legal representative unless otherwise permitted or required by law.

Communications about My Healthcare

I agree the Provider or an agent of the Provider or an independent physician's office may contact me for the purposes of scheduling necessary follow-up visits recommended by the treating physician.

Release of Information.

I hereby permit practice/clinic and the physicians or other health professionals involved in the inpatient or outpatient care to release healthcare information for purposes of treatment, payment, or healthcare operations.

- Healthcare information regarding a prior service(s) at other HCA affiliated providers may be made available to subsequent HCA-affiliated providers to coordinate care. Healthcare information may be released to any person or entity liable for payment on the Patient's behalf in order to verify coverage or payment questions, or for any other purpose related to benefit payment. Healthcare information may also be released to my employer's designee when the services delivered are related to a claim under worker's compensation.
- If I am covered by Medicare or Medicaid, I authorize the release of healthcare information to the Social Security Administration or its intermediaries or carriers for payment of a Medicare claim or to the appropriate state agency for payment of a Medicaid claim. This information may include, without limitation, history and physical, emergency records, laboratory reports, operative reports, physician progress notes, nurse's notes, consultations, psychological and/or psychiatric reports, drug and alcohol treatment and discharge summary.

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- Federal and state laws may permit this facility to participate in organizations with other healthcare providers, insurers, and/or other health care industry participants and their subcontractors in order for these individuals and entities to share my health information with one another to accomplish goals that may include but not be limited to: improving the accuracy and increasing the availability of my health records; decreasing the time needed to access my information; aggregating and comparing my information for quality improvement purposes; and such other purposes as may be permitted by law. I understand that this facility may be a member of one or more such organizations. This consent specifically includes information concerning psychological conditions, psychiatric conditions, intellectual disability conditions, genetic information, chemical dependency conditions and/or infectious diseases including, but not limited to, blood borne diseases, such as HIV and AIDS.

I certify that I have read and fully understand the above statements from all pages and consent fully and voluntarily to its contents.

Patient/Representative Signature	Relationship to Patient (self, parent, legal guardian/representative, etc)	Date

Practice:OPTIONAL ON FORM- REMOVE THIS Prescription Order Pick up Section ONLY if NA to your practice/clinic
Prescription Order Pick-up. There may be times when you need a friend or family member to pick-up a prescription order (script) from your physician's office. In order for us to release a prescription to your family member or friend, we will need to have a record of their name. Prior to release of the script, your designee will need to present valid picture identification and sign for the prescription.

- I do want** ____ (Patient/Representative Initials) to designate the following individual to pick up a prescription order on my behalf:

NAME	Relationship to Patient

- I do not want** ____ (Patient/ Representative Initials) to designate anyone to pick-up my prescription order.

Patient Consent for Financial Communications

Financial Agreement

- I acknowledge, that as a courtesy, **COLORECTAL SURGICAL ASSOCIATES** may bill my insurance company for services provided to me.
- I agree to pay for services that are not covered or covered charges not paid in full including, but not limited to any co-payment, co-insurance and/or deductible, or charges not covered by insurance.
- I understand there is a fee for returned checks.

Third Party Collection. I acknowledge **COLORECTAL SURGICAL ASSOCIATES** may use the services of a third-party business associate or affiliated entity as an extended business office ("EBO Servicer") for medical account billing and servicing.

Assignment of Benefits. I hereby assign to **COLORECTAL SURGICAL ASSOCIATES** any insurance or other third-party benefits available for health care services provided to me. I understand **COLORECTAL SURGICAL ASSOCIATES** has the right to refuse or accept assignment of such benefits. If these benefits are not assigned to **COLORECTAL SURGICAL ASSOCIATES**, I agree to forward all health insurance or third-party payments that I receive for services rendered to me immediately upon receipt.

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Medicare Patient Certification and Assignment of Benefit. I certify that any information I provide, if any, in applying for payment under Title XVIII ("Medicare") or Title XIX ("Medicaid") of the Social Security Act is correct. I request payment of authorized benefits to be made on my behalf to **COLORECTAL SURGICAL ASSOCIATES** by the Medicare or Medicaid program.

Consent to Telephone Calls for Financial Communications. I agree that, in order for **COLORECTAL SURGICAL ASSOCIATES**, or Extended Business Office (EBO) Servicers and collection agents, to service my account or to collect any amounts I may owe, I expressly agree and consent that **COLORECTAL SURGICAL ASSOCIATES** or EBO Servicer and collection agents may contact me by telephone at any telephone number, without limitation of wireless, I have provided or **COLORECTAL SURGICAL ASSOCIATES** or EBO Servicer and collection agents have obtained or, at any phone number forwarded or transferred from that number, regarding the services rendered, or my related financial obligations. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

A photocopy of this consent shall be considered as valid as the original.

Patient/patient representative signature: _____

Date: _____

If you are not the patient, please identify your relationship to the patient. Circle or mark relationship(s) from list below:

Spouse

Parent

Legal Guardian

Guarantor

Healthcare Power of Attorney

Other (please specify) _____

OFFICE POLICIES

PHONE MESSAGES

If you call before 3:30 p.m., we will make every effort to return the call the same day. Always provide full name, date of birth, contact number and reason for the call. You may also send our Physician a message via the Patient Portal.

PRESCRIPTION REFILLS

Our office requests 48-72 hours' turn-a-round time for all prescriptions and refill requests. So mark your calendar to remember to **call the Pharmacy**, before you are out.

- Call your Pharmacy and they will send us a refill request electronically. If no refills left, that just means the Pharmacy will send it to us before filling. Refills are only processed Monday-Friday.

If you are on medications, the Doctor will want to see you every 3-6 months, depending on your health problems

- For Controlled prescriptions please allow 72 business hours to process.

NO SHOW POLICY

Missed appointments prevent our ability to care for your health needs and the needs of other patients who could have been seen in the time set aside for you.

- If unable to keep your appointment, kindly please give us 24 hours' notice.
- It is our office policy to dismiss patients from our practice for repeat failure to keep scheduled appointments; this normally means 3 missed appointments in a 12 month period.
- If you arrive more than 15 minutes late for your appointment, you will be asked to reschedule.

AUTHORIZATIONS

Insurance companies are requiring more authorizations for testing and medications. It can take up to 14 days to get the authorization or denial.

EMLA FORMS – Please allow 7 – 10 business days for completion of these documents. Fees for form completion are \$30-\$45 depending on number of pages. You may be asked to schedule an appointment with your Physician to discuss.

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PATIENTS NAME: _____

Social History:

Caffeine Use Yes No

 If Yes, Number of cups a Day? _____

Marital Status: Single Married

Divorced Widow(er) Partnership

Occupation: _____

Medical History:

High Blood Pressure Yes No

Low Blood Pressure Yes No

COPD Yes No

Heart Disease Yes No

Sore and/or Bleeding Gums Yes No

Missing Teeth Yes No

Dentures/Crowns/Bridges Yes No

Dental Fillings Yes No

Bright Red Stools Yes No

Anal Burning and Itching Yes No

Anal Pain Yes No

Bleeding on Toilet Tissue Yes No

Urge to Defecate Yes No

Frequent Stools Yes No

Stool Leakage Yes No

Black Stools Yes No

Laxatives Yes No

If Yes, Which One? _____

Pain After Eating Yes No

If Yes, Where? _____

Irritable Bowel Syndrome Yes No

Ulcerative Colitis Yes No

Crohn's Disease Yes No

Cancer Yes No

If Yes, Type(s): _____

Arthritis (including Rheumatoid) Yes No

Lupus Yes No

Fibromyalgia Yes No

Kidney Disease Yes No

Dialysis Yes No

Jaundice Yes No

Hepatitis Yes No

 If Yes, Type: _____

Diabetes Yes No

 If Yes, Type: _____

Anemia Yes No

HIV Yes No

Pneumonia Yes No

Epilepsy Yes No

Seizure Disorder Yes No

Thyroid Disease Yes No

Anesthesia Problems Yes No

Birth Defect Yes No

Blood Clots Yes No

Sleep Apnea Yes No

Stomach Ulcers Yes No

TB(Tuberculosis) Yes No

Surgical History:

Colonoscopy: Yes No

If Yes, Yr? _____

Name of Dr: _____

Polyps Found Yes No

Normal Results Yes No

Laparoscopy Yes No Yr? _____

Colon resection Yes No Yr? _____

Pacemaker Yes No Yr? _____

Low Anterior Resection Yes No Yr _____

Artificial joint(knee, hip, etc) Yes No Yr _____

 Right/Left/Both: _____

Heart Bypass Yes No Yr? _____

Thyroid Yes No Yr? _____

Prostate Yes No Yr? _____

Mastectomy Yes No Yr? _____

 If Yes, Laparoscopic Open

Hysterectomy Yes No Yr? _____

If Yes, abdominal vaginal Laparoscopic

Gallbladder Yes No Yr? _____

 If Yes, Laparoscopic Open

Appendectomy Yes No Yr? _____

If Yes, Laparoscopic Open

Heart Stent(s) Yes No Yr? _____

Breast lump Yes No Yr? _____

Heart Valve Yes No Yr? _____

Bladder/cystocele/rectocele) Yes No Yr? _____

Hernia Yes No Yr? _____

Tonsillectomy Yes No Yr? _____

Blood Transfusion Yes No Yr? _____

Nissen Fundoplication or Stomach Stapling

Yes No Yr? _____

List any other surgeries/hospitalization below:

Women Only Menstrual History:

Last Menstrual Period: _____

Are You Pregnant: Yes No

Obstetrics: _____ # Pregnancies

_____ #Vaginal _____ # C-Sections

History or Episiotomy or Vaginal Tearing

Yes No

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Review of Systems: PLEASE CIRCLE ALL THAT YOU ARE EXPERIENCING AT THIS TIME

Check Box if you are experiencing none of the below symptoms/conditions today

Weight Change Loss of Appetite Fever Weakness Fatigue Night Sweats

Cold Cough Nose Bleeding Hearing Loss Change in Voice Sore Throat Sinus Pain

Shortness of Breath Murmurs Palpitations Blue Coloration of Skin

Dizziness Chest Pain Edema

Difficulty Swallowing Abdominal Pain Nausea Vomiting Constipation

Diarrhea Blood in Stool Stool Changes

Joint Pain

Depression Sleep Disturbances Suicidal Ideation ADHD
Anxiety

Rash Moles/Freckles Eczema Hives Keloid Formations Skin Cancer Bruising

Excessive Sweating Excessive Thirst Excessive Urination Sleep Disturbance

Cold Intolerance Heat Intolerance

Headaches Seizures Insomnia

Memory Loss Gait Abnormality

Eye Irritation Drainage from Eyes Blurring of Vision

Easy Bleeding Swollen Glands

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FEMALE ONLY—Two Lines Below

Abnormal Vaginal Bleeding

Hot Flashes

Abnormal Vaginal Discharge

Urinating Symptoms

Pelvic Pain

MALE ONLY—Two Lines Below

Hernia

Testicle Changes

Social History--SMOKING, ALCOHOL AND DRUG QUESTIONNAIRE:

(Please Fill in Bubbles)—TO BE COMPLETED BY ALL PATIENTS

Smoking Screening

Are you a:

current smoker former smoker Yr Quit: ____ nonsmoker

If "former smoker": How long has it been since you last smoked?

<1 month 1-3 months 3-6 months 6-12 months 1-5 years
 5-10 years >10 years

If "current smoker": Are you interested in quitting?

Ready to quit Thinking of quitting Not ready to quit

If "current smoker": How many cigarettes a day do you smoke?

5 or less 6-10 11-20 21-30 31 or more

If "current smoker": How soon after you wake up do you smoke your first cigarette?

within 5 minutes 6-30 minutes 31-60 minutes
 after 60 minutes

If "current smoker": How often do you smoke cigarettes?

every day some days but not every day

Alcohol Screening

Did you have a drink containing alcohol in the past year?

Yes No

If Yes:

How many drinks did you have on a typical day when you were drinking in the past year?

1 or 2 drinks 3 or 4 drinks 5 or 6 drinks
 7 to 9 drinks 10 or more

If Yes:

How often did you have a drink containing alcohol in the past year?

Never Monthly or less 2 to 4 times a month
 2 to 3 times a week 4 or more times a week

Drug Screening

Have you used drugs other than those for medical reasons in the past 12 months? Yes No

