

Tyler N Cooper, MD

Tyler A. Britten, MD

Patient Information

Full Name: _____ Suffix: (JR, SR, III) _____
Date of birth: _____ SSN: _____
Phone Number: _____ (Cell, Home, Work)
Secondary phone number: _____ (Cell, Home, Work)
Mailing Address: _____ Apt: _____
City: _____ State: _____ Zip: _____
Marital Status: _____ Name of Spouse: _____
Email Address: _____

Emergency Contact

Name: _____ Relationship: _____
Phone Number: _____ (Cell, Home, Work)

Responsible Party Information

(Person responsible for receiving bills; if patient, write self)

Full Name: _____ Suffix: (JR, SR, III) _____
Date of birth: _____ SSN: _____
Mailing Address: _____ Apt: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ (Cell, Home, Work)

Insurance Information

Primary:

Name of insurance company: _____

Subscriber Name (person who holds the insurance): _____

Subscriber DOB: _____ Subscriber SSN: _____

Policy # (ID#, Member #, etc.) _____ Group # _____

Secondary:

Name of insurance company: _____

Subscriber Name (person who holds the insurance): _____

Subscriber DOB: _____ Subscriber SSN: _____

Policy # (ID#, Member #, etc.) _____ Group # _____

Additional information we may need to know regarding insurance:

By signing, you certify that the information provided is true and correct. The information will be used to manage account and process insurance claims.

Patient/Guardian signature: _____ Date: _____

Medical Information

Patient Name: _____ DOB: _____

Age: _____ Height: _____ Weight: _____ Sex: (Circle) Male or Female

Primary Physician: _____ Referring Physician: _____

Preferred Pharmacy: _____

****Please list ALL ALLERGIES, DO NOT LEAVE BLANK:** _____

Please list **CURRENT** Medications, including dosage and frequency:

Personal History: (circle all that apply)

Heart Disease	High Blood Pressure	Hypotension	Heart Arrhythmia	High Cholesterol
Peripheral vascular dz	Blood clot, DVT, Embolism	Diabetes I or II	Cancer:	Rheumatological disease
Asthma	Lung Disease	Kidney Disease	Thyroid disease	Hepatitis
Heart Attack	Stroke	Colitis	Ulcers	Back pain
Liver disease	Arthritis	Anemia	Staph	HIV / AIDS
Depression	Anxiety	Gout	Migraines	Mental illness

Others not listed: _____

Surgical History: (include procedure and date)

Family History: (any family members with the following)

Diabetes – Hypertension - Heart Disease – Stroke – Cancer - Auto-Immune - Other: _____

Father: Alive or Deceased	Mother: Alive or Deceased	Sister: Alive or Deceased
Brother: Alive or Deceased	Daughter: Alive or Deceased	Son: Alive or Deceased

Social History:

Tobacco use: Y or N	Alcohol: Y or N	Recreational Drugs: Y or N
How much: _____	How much: _____	How much: _____

Employer Name: _____ Job Duties: _____

Reason for visit today: **LEFT** or **RIGHT** _____

How long has this been occurring _____

Date of onset/injury _____ Pain level: (0-10) _____

Symptoms associated with this problem: (Circle any that apply)

Instability	Loss of motion	Swelling	Stiffness	Popping
Weakness	Difficulty walking	"Locking up"	"Catching"	"Radiates"

Worsens with/when: _____

Improves with/when: _____

Previously evaluated by: _____ When: _____

What was recommended treatment at that time: _____

Attempted medications: (Circle any that apply)

Aleve	Advil	Tylenol	Muscle Relaxants
Narcotics	Other:		

Other symptoms you are currently experiencing: (Circle any that apply)

Fever	Runny Nose	Abdominal Pain	Difficulty Urinating/Pain
Chills	Sore Throat	Constipation	Palpitations
Fatigue	Shortness of Breath	Diarrhea	Vision Changes
Dizziness	Coughing	Nausea	Skin Changes
Syncope	Wheezing	Vomiting	Rashes/Lumps
Headaches	Chest Pain	Incontinence	Numbness

By signing, you certify that the information provided is complete and accurate.



Patient/Guardian signature: _____ Date: _____

Patient Financial Policy Sheet

To reduce confusion and misunderstanding between our patients and practice, we have adopted the following financial policies. If you have any questions regarding these policies, please discuss them with our office manager.

We are dedicated to providing the best possible care and service to you and regard your complete understanding of your financial responsibilities as an essential element of your care and treatment.

Full payment is due at the time of service unless your health insurance carrier has made prior arrangements. For your convenience we accept cash, checks, money orders or credit cards (i.e., VISA, Mastercard, Discover and American Express)

Your insurance

- We have made prior arrangements with many insurers and health plans to accept an assignment of benefits. This means that we will bill those plans for which we have an agreement and will only require you to pay the authorized copayment at the time of service.
- If your insurance requires a referral, it is your responsibility to provide the referral to our office prior to seeing the physician. If unable to provide the referral prior to the visit, payment in full will be required at the time of the visit.
- Referrals are diagnosis driven. IE: If you were referred for left knee pain, then we can ONLY see you for L knee pain until a new referral is provided for another area of problem.
- If you are insured by a plan, we do business with, but don't have an up-to-date insurance card, payment in full for each visit is required if we can't verify your coverage. Knowing your insurance benefits is your responsibility. Please contact your insurance company with any questions you may have regarding your coverage and benefits.
- If you have Medicare, PART B you are only responsible for your Medicare deductible and your 20% of the charges at the time of service.
- In the event that your health plan determines a service to be "not covered," you will be responsible for the complete charge. Payment is due upon receipt of a statement from our office.

Co-payments and deductibles

- All co-payments and deductibles must be paid at the time of service. This arrangement is part of your contract with your insurance company. Failure on our part to collect co-payments and deductibles from patients can be considered fraud. Please help us in upholding the law by paying your co-payment at each visit. To make payments convenient we accept Visa, Mastercard, Discover, American Express, Money orders, Cash and Checks. The charge for a returned check is \$25 payable by cash or money order. This will be applied to your account in addition to the insufficient funds amount. You may be placed on a cash only basis following any returned check.

Proof of insurance

- All patients must complete our patient information form before seeing the doctor. We must obtain a copy of your driver's license and current valid insurance to provide proof of insurance. If you fail to provide us with the correct insurance information in a timely manner, you may be responsible for the balance of a claim. If you do not provide copies at the time that services are to be rendered; your appointment will have to be rescheduled.

Coverage changes

- If your insurance changes, please notify us before your next visit so we can make the appropriate changes to help you receive your maximum benefits. If your insurance company does not pay your claim in 45 days, the balance will automatically be billed to you.

Workers Compensation

- It is the patient's responsibility to provide the following prior to services being rendered... **Failure to comply with this policy will result in your appointment having to be rescheduled:**
 - Claim adjuster name and telephone number with extension, if any
 - Claim number, date of injury and state of injury
 - Workers Compensation carriers name and mailing address for claims

Nonpayment

- It is our office policy that all past due accounts be sent three statements. If payment is not made on the account a single phone call will be made to try to make payment arrangements. If no resolution can be made, the account will be sent to the collection agency.

Self-Pay Accounts

- Self-pay accounts are patients without insurance coverage, patients covered by insurance plans in which the office does not participate, or patients without an insurance card on file with us. We do not accept attorney letters or contingency payments. It is always the patient's responsibility to know if our office is participating with their plan. If there is a discrepancy with our information, the patient will be considered self-pay unless otherwise proven. Please ask to speak with the Clinic Manager to discuss a mutually agreeable payment plan. It is never our intention to cause hardship to our patients, only to provide them with the best care possible and the least amount of stress.

Minors

- The parent(s) or guardian(s) is responsible for full payment and will receive the billing statements. A signed release to treat may be required for unaccompanied minors.

Regardless of any personal arrangements that a patient might have outside of our office, if you are over 18 years of age and receiving treatment, you are ultimately responsible for payment of the service. Our office will not bill any other personal party. Our practice is committed to providing the best treatment to our patients. Our prices are representative of the usual and customary charges for our area.

Cancellation of Surgery

- If you need to cancel your surgery that has already been scheduled, you must do so within 72 hours prior to your surgery date. Failure to notify our clinic prior to that 72-hour window will result in a non-refundable fee being charged to your account in the amount of \$100.00.

Thank you for understanding our payment policy. Please let us know if you have any questions or concerns.

Respectfully,

Top of Texas Orthopedics, PLLC
Dr. Tyler Cooper
Dr. Tyler Britten

Printed Patient Name: _____

Signature of Patient/Guardian: _____

Date: _____

Student Athlete

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

I authorize any medical provider associated with the school, organization, and team, including Top of Texas Orthopedics PLLC, to release the student's Protected Health Information (PHI), and related information regarding medical status, medical condition, injuries, illness, prognosis, diagnosis, rehabilitation, athletic participation status, and emergency medical treatment. The PHI may be released to the student's parents/legal guardian, other health care professionals, hospitals, medical clinics, laboratories, physical therapist, athletic trainers, athletic coaches, athletic directors, and other medical personnel of the student's school, organization, or team.

By signing, you agree to the terms of this Student Athletic Agreement.

Signature: _____ Date: _____

Athlete's Printed Name _____

Athlete's DOB: _____



AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

Top of Texas Orthopedics, PLLC
1600 S Coulter St., BLDG G., Ste. 501
Amarillo, TX 79106

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 Tyler N Cooper MD PA or Britten Orthopedics, PLLC
Address 1600 S Coulter St., BLDG G, Ste. 501
City Amarillo State TX Zip Code 79106
Phone (806) 418-2548 Fax (806) 367-6307

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 _____
Address _____
City _____ State _____ Zip Code _____
Phone (____) _____ Fax (____) _____

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
**We do not disclose records electronically or on disc

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.

****Fee is waived when releasing information directly to a treating physician or health care facility****

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.