Northeast Tarrant Internal Med Assoc
469 Westpark Way
Euless, Texas 76040

phone (817) 283-2888
fax (817) 283-1181

PATIENT INFORMATION

NAME (Last, First, Middle)	SS#	BIRTHDATE	LANGUAGE	SEX

LOCAL ADDRESS	EMAIL ADDRESS
CITY, STATE ZIP	HOME PHONE / DAYTIME NUMBER
PRIMARY CARE PHYSICIAN	CONTACT NAME / CONTACT HOME PHONE

PRIMARY EMPLOYER	SECONDARY EMPLOYER (If Applicable)
ADDRESS	ADDRESS
CITY, STATE ZIP	CITY, STATE ZIP
WORK PHONE	WORK PHONE

RESPONSIBLE PARTY INFORMATION (If Different Than Above)

NAME (LAST, FIRST MIDDLE	SS#	BIRTHDATE	LANGUAGE	SEX

LOCAL ADDRESS	SECONDARY/BILLING ADDRESS (If Applicable)
CITY, STATE ZIP	CITY, STATE ZIP
HOME PHONE	HOME PHONE
RELATIONSHIP TO PATIENT	

PRIMARY INSURANCE

NAME OF INSURANCE COMPANY	POLICY#
NAME OF INSURED	GROUP#
ADDRESS OF INSURANCE COMPANY	COPAY AMOUNT
CITY, STATE ZIP	DEDUCTIBLE
RELATIONSHIP TO PATIENT	EFFECTIVE DATE / EXPIRATION DATE

SECONDARY INSURANCE (If Applicable)

NAME OF INSRUANCE COMPANY	POLICY#
NAME OF INSURED	GROUP#
ADDRESS OF INSURANCE COMPANY	COPAY AMOUNT
CITY, STATE ZIP	DEDUCTIBLE
RELATIONSHIP TO PATIENT	EFFECTIVE DATE / EXPIRATION DATE

I authorize the release of any medical information required to process claims. I also authorize payment of medical benefits to Northeast Tarrant Internal Medicine Associates if they choose to accept assisgnment. If is customary to pay for services when renedered unless other arrangements have been made. I understand that I am financially responsible for all charges. I also authorize my physician based on his/her discresion to asscess my chart for utilization management review. The above information is correct as the date below.

SIGNATURE OF PATIENT/GUARDIAN DATE

Northeast Tarrant Internal Medicine Associates
469 Westpark Way
Euless, Texas 76040-3957
(817) 283-2888

Patient Confidentiality Questionnaire

Patient Name: _____ Date of Birth: _____

1. Please list the family member (with phone numbers) or other persons, if any, whom we may inform about your general medical condition or your diagnosis:

2. Please list the family members or significant others, if any, whom we may inform about your medical condition ONLY IN AN EMERGENCY:

3. Please print the address of where you would like your billing statements and/or correspondence from our office to be sent, **if other than your home:**

4. Can confidential messages be left on your home answering machine or voicemail?

5. If you do not have voicemail, can a confidential message be left at your place of employment?

_____ _____
Patient Signature Date

Physical Exam Information

Dear Patient:

Our goal is to provide you with the best medical care possible. Annual physical exams give us a chance to address your overall physical and emotional health. The ***preventative*** care we provide during a physical also includes an *assessment of dietary and exercise habits, review of vaccinations, discussion of screening tests, lifestyle behaviors, etc.* We often look in on chronic stable problems such as high blood pressure, arthritis, and/or other ongoing medical conditions, though we don't always charge for that, depending on the degree of difficulty or amount of time spent.

Regular office visits differ from the ***preventative*** and wellness care provided at a physical because they address *other new ongoing or poorly controlled medical problems.* These types of problems need to be addressed in an appointment separate from a ***preventative*** or physical exam. If, however, we adequately cover required preventative and wellness care during the physical, sometimes we will have time to address other issues. You OR your doctor may identify an issue that may need to be addressed during a physical, ***separate from preventative care.***

We would like to attempt to correct a misperception that is occurring at times regarding "double charges". Our goal is to address as much as we can in a quality manner during visits. Please note that the insurance companies do allow providers to address additional complaints beyond a physical examination, if there is time. If additional problems are found or addressed, an additional office evaluation code will be generated in addition to a preventative physical examination code. We are required to submit billing in this fashion, if we address care beyond preventative care at the physical examination. *This essentially generates an extra charge to the insurance company for issues addressed beyond preventative care, which in turn may require you to pay additional copay, coinsurance or deductible charges.*

The coding rules set by the health care industry, specifically state, *"If an abnormality is encountered or a pre-existing problem is addressed in the process of performing this preventative medicine evaluation service, then the appropriate visit code should also be reported."* We can actually fail an audit if we violate these rules.

You have entrusted us with your medical care. Please also trust that we practice the highest integrity with our billing practices. Our goal is to provide excellent care and take appropriate time doing it. Please speak with your provider if you have any questions regarding the charges from your preventative care/physical today.

Sincerely,

Northeast Tarrant Internal Medicine Associates

PATIENT NAME: **DOB:**

2020 Annual Wellness Form

The following information is being collected today as part of an Annual Wellness Visit. We understand that some of this information may have already been communicated to the doctor, but we would like to ensure that we keep your medical records up to date. If you have any questions, please let us know.

Patient Name	Date of Birth	Physician Name	Today's Date

MEDICAL AND SURGICAL HISTORY

ALLERGIES

MEDICATIONS

List all medications including OTCs, vitamins/minerals, and dietary supplements including dosage, frequency, and route of administration

FAMILY HISTORY

	Father	Mother	Children	Sibling	Grandparents
Hypertension	☐	☐	☐	☐	☐
Heart Disease	☐	☐	☐	☐	☐
Stroke	☐	☐	☐	☐	☐
Diabetes	☐	☐	☐	☐	☐
Cancer	☐	☐	☐	☐	☐
Depression	☐	☐	☐	☐	☐
Dementia	☐	☐	☐	☐	☐

GENERAL HEALTH & HEALTH MANAGEMENT

In general, would you say your health is:	☐ Excellent ☐ Very Good ☐ Good ☐ Fair/Poor
In general, would you say your hearing is:	☐ Excellent ☐ Very Good ☐ Good ☐ Fair/Poor
Please describe the current condition of your mouth and teeth (including false teeth or dentures)?	☐ Excellent ☐ Very Good ☐ Good ☐ Fair/Poor
In the past 7 days, how much pain have you felt?	☐ None ☐ Some ☐ A lot
How confident are you that you can control and manage most of your health problems?	☐ I do not have any health problems ☐ Confident ☐ Somewhat confident ☐ Not Very Confident
Current physical activity as compared to last year is?	☐ More ☐ Less ☐ Same

PROPERTY OF PREMIER- DO NOT REDISTRIBUTE

PATIENT NAME: **DOB:**

VACCINATION & IMMUNIZATIONS

Did you receive **last season's (Aug. 1, 2018-March 31, 2019)** Flu immunization?	☐ Yes ☐ No ☐ Declined ☐ Allergic _____/_____/_____ Month Day Year
Have you received **this season's (Aug. 1, 2019-March 31, 2020)** Flu immunization?	☐ Yes ☐ No ☐ Declined ☐ Allergic _____/_____/_____ Month Day Year
When was your last Tetanus shot?	☐ Yes ☐ No ☐ Declined ☐ Allergic _____/_____/_____ Month Day Year
Have you ever had a Shingles Vaccination?	☐ Yes ☐ No ☐ Declined
Have you ever had a Pneumonia Vaccination?	☐ Prevnar 13_____/_____/_____ ☐ Pneumovax 23_____/_____/_____ ☐ Yes, but I'm not sure of the type_____/_____/_____ ☐ No

DIAGNOSTIC HISTORY

Please complete the following section with as much information as possible. Leave a section blank, if the section does not apply to you or if you do not remember the information.

Colonoscopy	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal ☐ Other Results ☐ Not Applicable due to total Colectomy or colorectal cancer
Diabetic Eye Exam	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results
Diabetic HbA1c	_____/_____/_____ Month / Day / Year	_____ HbA1c Level	
Eye Exam	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results
Echocardiogram	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results
Dental Exam	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results
Bone Density	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results
Hepatitis C	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results
Prostate Exam	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results
FEMALES ONLY			
Last Mammogram	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results ☐ Not Applicable due to Bilateral mastectomy or 2 unilateral mastectomies
Pap Smear	_____/_____/_____ Month / Day / Year	_____ Physician	☐ Normal ☐ Abnormal Results

PROPERTY OF PREMIER- DO NOT REDISTRIBUTE

PATIENT NAME: **DOB:**

ADULT DEPRESSION SCREENING TOOL- PHQ-9 (*If under the age of 18, please request an Adolescent screening tool)*

In the Past 2 weeks:	Not at All	1 – 3 Days	Half the Days	Everyday
I have little interest or pleasure in doing things	0	1	2	3
I'm feeling down, depressed, or hopeless	0	1	2	3
I'm having trouble falling asleep, staying asleep or sleeping too much	0	1	2	3
I'm feeling tired or have little energy	0	1	2	3
I haven't had an appetite or am overeating	0	1	2	3
I'm feeling bad about myself, I feel I've let my family or myself down	0	1	2	3
I have trouble concentrating on things such as reading the paper or watching TV	0	1	2	3
People have noticed that my speech slowed down or is rushed like I am restless	0	1	2	3
I have thoughts I would be better off dead or have thought about hurting myself in someway	0	1	2	3
(OFFICE USE ONLY) **TOTALS**	=	+	+	+
If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people.	Not at All ☐	Somewhat Difficult ☐	Very Difficult ☐	Extremely Difficult ☐

TOBACCO / ALCOHOL/ OTHER ASSESSMENT

Do you currently use any form of tobacco products?	☐ Yes ☐ No
If yes, how many years have you used tobacco products?	_____years
What form of tobacco do you use?	☐ Cigarettes ☐ Cigars ☐ Chew ☐ Pipe ☐E-Cig
If you do smoke, would you like to quit?	☐ Yes ☐ No
Do you drink alcoholic beverages?	☐ Yes ☐ No
How many per week?	☐ 10 or more ☐ 6-9 per week ☐ 2-5 per week ☐ I do not drink alcohol
Do you drink caffeine?	☐ Yes ☐ No # servings a day _____
Do you use sunscreen?	☐ Yes ☐ No
Do you use recreational drugs?	☐ Yes ☐ No

FALL RISK ASSESSMENT

During the last 12 months, have you fallen 2 or more times?	☐Yes ☐No
During the last 12 months, have you had a fall that resulted in an injury?	☐Yes ☐No
Do you think that you are at high risk for falling?	☐Yes ☐No
Do you use any assistive devices such as a walker, wheelchair or cane?	☐Yes ☐No
Are you having trouble with walking or balance?	☐Yes ☐No
Do you require assistance getting up from a sitting position?	☐Yes ☐No

PAIN ASSESSMENT

Are you experiencing any pain?

Please rate your pain on a scale of 0-10: _____ Pain Level (1-10)

Location and description of pain : _____

_____

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PATIENT NAME: **DOB:**

IVD AND STATIN

Are you taking ANY of the following medications Prasugrel (Effient), Aspirin, Clopidogrel (Plavix), Ticlopidine (Ticlid), Dipyridamole (Persantine), Ticagrelor (Brillinta)?	☐Yes ☐No
Are you taking a Statin?	☐Yes ☐No

ACTIVITIES OF DAILY LIVING

During the past 4 weeks, was someone available to help you if you needed and wanted help?	☐ No, Not at all ☐ Yes, Sometimes ☐ Yes, Always

In the past 4 weeks, have you had any trouble doing any of the following? If applicable, please list an individual who helped complete the task.

Take medications	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Getting around the home	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Bathing and Dressing	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Using the Telephone	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Traveling	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Grocery Shopping	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Preparing Meals	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Housework	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Managing Money	☐No difficulty ☐Yes, sometimes ☐Yes, Require Assistance from
Do you have a living will?	☐Yes ☐No
Do you have difficulty driving your car?	☐ No, difficulty ☐ Yes, sometimes ☐ No, I do not drive
Do you always fasten your seat belt when in a vehicle?	☐ Yes ☐ No
During the past 4 weeks, what was the hardest physical activity you could do for at least 2 minutes?	☐Heavy ☐Moderate ☐Light ☐Very Light
Do you exercise for 20 minutes, 3 or more days a week?	☐Yes, most of the time ☐Yes, some of the time ☐No, I do not exercise
Have you been given information to help you with the following: • Hazards in the home which may hurt you? • Keeping track of your medications?	 ☐ Yes ☐ No ☐ Yes ☐ No

Please indicate any of the following Chronic Conditions that apply to you:

Chronic Condition	Date diagnosed	Managing Doctor	Date you last saw doctor	Today Physician Initials
Chronic Kidney Disease				
Cancer				
Coronary Artery Disease				
Depression/Anxiety				
Diabetes, (Type 1 or 2)				
DVT				
Genetic Disorder				
Heart Disease				
High Blood Pressure				
Liver Disease				
Osteoporosis				
Paraplegic/Quadriplegic				
Neurological Disorder				
Stroke				
Rheumatoid Arthritis				

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PATIENT NAME: **DOB:**

LIST OF PHYSICIANS
Optometrist
OB/GYN
Ophthalmologist
Cardiologist
Gastroenterologist
Nephrologist
Oncologist
Orthopedist
Pulmonologist
Rheumatologist
Urologist
Neurologist
Psychiatrist
Home Health Company
CPAP Company
Diabetes Supply Company
Other Supply Companies
Other
Other

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Northeast Tarrant Internal Medicine Associates, LLP
469 Westpark Way
Euless, Texas 76040
(817) 283-2888

POLICY FOR OBTAINING REFERRAL AUTHORIZATION

Patient Name: _____ Date of Birth: _____

As we are all aware, there are many changes occurring in the way physicians are required to practice medicine today through managed healthcare. One of the most important changes in the role of the doctor as the Primary Care Physician or PCP. As the PCP on your managed healthcare network, our physicians are required to make decisions on when it is necessary for you to be referred to a Specialist or an Emergency Facility. Because of the tremendous amounts of paperwork and time involved in making a referral, it is necessary that you follow these guidelines to receive the maximum benefit from your healthcare plan. Failure to comply with these guidelines may mean additional cost to you. Therefore it is important that you follow these guidelines.

Referral Authorizations

1. In the event that your PCP has authorized you to see a specialist, please contact the specialist office and schedule your appointment. You will then need to contact our office with the date of your appointment. In order to process and complete your referral we require AT LEAST TWO-WEEK NOTICE.
2. NO REFERRAL will be given to a patient when we are contacted from a specialist office without prior authorization or notice.
3. Most referrals are now done electronically or over the telephone, therefore we are NOT able to "back-date" a referral.
4. If your plan requires a written referral, those ae simply handled via fax or verbally by phone.

Once again we want to inform you how important it is for you to obtain your referral prior to your appointment with the specialist. If you attempted to contact our office from the specialist office in a non-emergency situation it will be necessary for you to reschedule your appointment or you will be responsible for the charges incurred at that visit.

Thank you in advance for your cooperation.

_____ _____

Patient Signature Date

Northeast Tarrant Internal Medicine Associates
469 Westpark Way
Euless, Texas 76040-3957
(817) 283-2888

Payment Policy

Patient Name:_____ Date of Birth: _____

It is the policy of this office for patients to pay for services at the time they are rendered.

We accept Visa, Mastercard, personal checks and cash payments. There is a $25 fee on all returned checks.

For those patients with Medicare, we will accept assignment on all claims. We will file all Medicare as well as secondary insurance claims; therefore, it is very important that we obtain all your insurance information. If you do not have secondary coverage, you will be expected to pay 20% of the allowed charges at the time of check-out as well as any deductible.

HMO, PPO, POS and EPO patients will be expected to pay their co-payments for each visit or charges according to their individual plans.

We also appreciate notification of any changes in your insurance coverage, name, address, and/or telephone number.

We ask that in the event you are unable to keep your scheduled appointment, you please give us at least 24 hours notice. "No shows" (appointments that are not kept or adequate notice is not given) are not only inconsiderate to our physicians and our staff, they are also an unnecessary expense, in that this time could have been given to another patient. We realize there are instances when emergencies come up; however, if you have "no shows" you will be charged a fee and/or possible termination of the physician/patient relationship.

Due to increasing healthcare costs, we reserve the right to charge a fee per document request. These documents include, but are not limited to, letters written by our office, forms filled out by our physicians/staff, and/or copies of medical records, etc. This could also include any **non-emergent** phone calls made to the office after regular business hours.

These policies help our office to keep charges and expenses as low as possible. Your signature is requested below to verify acknowledgement of this policy.

_____ _____

Signature Date

Northeast Tarrant Internal Medicine Associates

Patient Portal Policy

NETIMA is proud to introduce our secure patient portal. The patient portal is an internet based system designed to provide a secure, HIPAA compliant method of communication between the office and the patient. The patient portal is an optional feature that is being offered to our established patients at their request. After logging into the patient portal using the token number you are given by our practice you will create your own logon and password.

Patient Portal Policies

Do NOT use email to communicate if there is an emergency or to communicate about HIV/AIDS:

• In an emergency, call 911 or for urgent needs call Northeast Tarrant Internal Medicine Associates (817) 283-2888 immediately.
• Sensitive subject matter (HIV/AIDS, mental health, work excuses, etc.) is not permitted.

Proper subject matter for portal communication:
• Medical questions, lab results, appointment & referral requests, etc.

Current functionality of Patient Portal:
• Medication refill requests & questions. We do not refill narcotics/stimulants through this site.
• Viewing of lab results that have been sent to you.
• Viewing of selected health information (allergies, medications, current problems, past medical history).
• Referral requests.
• Appointment requests.
- View upcoming appointments as well as past and current statements.
- Online bill pay

All communications will be included in your patient health record.

Privacy:
• All messages sent to you via a secure web portal.
• Emails from you to any staff should be through this portal or they are not secure.
• We will keep all email lists confidential and will not share this with other parties.
• Other Northeast Tarrant Internal Medicine Associates staff members may read your messages or reply in order to help the clinician that has been emailed.

Response time:
• After you agree to the Policy and Procedures and sign the informed consent we will provide you with a token number for you to go home and set up your login
• We will normally respond to non-urgent email inquire within 24 hours but unless sent after noon on Friday or over a weekend/holiday.

Cost:
• At this time the portal access will be free.

PLEASE NOTE!!! If you lose your password and need it reset you will have to come into our office to receive a new token to reset this logon and password. We **cannot** tell you over the phone, e-mail, or mail what your password is.

All Policies and Procedures are subject to change without notice

Access to this secure web portal is an optional service and we may suspend or terminate it at any time and for any reason. If we do suspend or terminate this service you will receive an email to this effect. You agree not to hold Northeast Tarrant Internal Medicine Associates or any of its staff liable for network infractions beyond their control.

Please sign stating you have read, understand and acknowledge the above policies and procedures and agree to abide by this policy.

_____ _____

Patient Printed Name Date of Birth

_____ _____

Patient Signature Today's Date

_____

Patient Email Address

RESEARCH/TEACHING/TRAINING

We may use your information for the purpose of research, teaching

HEALTHCARE OVERSIGHT

Federal law requires us to release your information to an appropriate oversight agency, public health authority or attorney, or other federa appointee if there are circumstances that require us to do so.

PUBLIC HEALTH REPORTING

Your health information may be disclosed to public health agen required by law.

LAW ENFORCEMENT

Your health information may be disclosed to law enforcement ag without your permission, to support government audits and inspecti facilitate law-enforcement investigations, and to comply with gove mandated reporting.

APPOINMENT REMINDERS

The practice may use your information to remind you about up appointments. Typically appointment reminders are sent by mail or non-specific message may be left on your answering machine, If yo approve of these methods, or, if you prefer alternative methods inform the practice.

OTHER USES AND DISCLOSURES.

Disclosure of your health information or its use for any purpose oth those listed above requires your specific written authorization. change your mind after authorizing a use or a disclosure of your info you may submit a written revocation **of the authorization. Howeve decision to revoke the authorization will not affect or undo any**

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have complaints, questions or would like additional information regarding this notice or the privacy practices of NORTHEAST TARRANT INTERNAL MEDICINE ASSOCIATES

Please contact:

PRIVACY OFFICER

NORTHEAST TARRANT INTERNAL MEDICINE

469 WESTPARK WAY

EULESS, TEXAS 76040

817-283-2888

If you believe that your privacy rights have been violated, please contact the aforementioned practice Privacy Official, or you may file a complaint with the Office for Civil Rights U. S. Department of Health and Human Services. There will be no retaliation for (filing a complaint with either the practice's Privacy Officer or with the Office for Civil Rights. The address for the Office for Civil Rights is listed below.

OFFICE FOR CIVIL RIGHTS

U.S.DEPARTMENT OF HEALTH AND HUMAN SERVICES

200 INDEPENDENCE AVENUE, SW

ROOM 509F, HHH BUILDING

WASHINGTON, D.C. 20201

NOTICE OF PRIVACY POLICIES AND PRATICES FOR NORTHEAST TARRANT INTERNAL MEDICINE ASSOCIATES

Dear Patient:

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU MAY GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY

INTRODUCTION

At Northeast Tarrant Internal Medicine, we are committed to protecting medical information about you. This notice describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information as defined by federal regulations.

UNDERSTANDING YOUR MEDICAL RECORD/HEALTH INFORMATION

Each time you visit Northeast Tarrant Internal Medicine Associates, a record of your visit is

Northeast Tarrant Internal Medicine Associates
469 Westpark Way
Euless, Texas 76040-3957
(817) 283-2888

Patient Name: Date of Birth:

I have received a copy of Northeast Tarrant Internal Medicine Associates Notice of Privacy Policies and Practices. This notice describes how information about me may be used and disclosed and how I can access this information this information.

Patient Signature: _____

Date: _____