

Welcome to Oklahoma Spine & Neurosurgery. Below is our contact information:

Main Phone Number: (580)350-6898

Fax Number: (254) 732-3823

Please fill out the following forms completely in ink. Do not use pencil. Please read this entire packet of information and sign where indicated. This information will answer many questions you may have regarding your care, as well as explain our policies and procedures.

Our office is open Monday - Thursday, 9:00am to 11:00am, and from Noon to 4:00pm, excluding holidays. We are open on Fridays from 9:00am to Noon, excluding holidays.

Patients are seen by scheduled appointment only. Please be on time to your appointments. If you are more than 10 minutes late, we may need to reschedule your appointment. Expect your first appointment to last 1 – 2 hours. Subsequent appointments should last between 15 minutes and 1 hour.

Due to the nature of our practice, there are rare situations which cause the doctor to run behind or to be unavailable for clinic. If this occurs, your appointment may need to be rescheduled. This can happen for a number of reasons, such as Dr. Zielinski being called to an emergency or running late in surgery. We ask for your patience in the event that a delay occurs in your scheduled appointment time, and apologize in advance if you are inconvenienced due to such an issue. We strive to limit inconvenience to patients, and communicate changes to your appointment with as much notice and courtesy as possible.

All missed appointments will result in a \$75.00 fee, which will be charged to the credit card you provided during your new patient intake phone call. To avoid incurring this fee, cancel or reschedule your appointment at least 72 hours in advance of your scheduled appointment.

Please note: CDs or DVDs of radiological images that are read at in our office will not be returned to you. They will remain in your chart at Oklahoma Spine & Neurosurgery. We do not make copies of radiological images.

Co-pays, co-insurance amounts and applicable deductibles are due *before* you see the doctor. We accept money orders, cashier's checks, personal checks up to \$100.00, Visa, MasterCard, Discover and American Express. If your personal check is returned for insufficient funds or you stop payment on a check you wrote to us, you must pay all bank fees, the original amount of the check, and a \$75.00 fee, before you will be scheduled to see the doctor again.

The best way to communicate with our office is via the telephone. Do not rely on e-mail or other electronic forms of communication to reach us.

*Thank you for choosing Oklahoma Spine & Neurosurgery. **By signing below, I affirm that I have read, understood and accept all of the policies and procedures discussed above.***

Patient Name (Print): _____

Patient Date of Birth: _____

Patient/Guardian Signature: _____

Appointment Date: _____

Patient Information:

Appointment Date: _____

PLEASE PRINT CLEARLY AND COMPLETE EACH ITEM IN INK – DO NOT USE PENCIL OR LEAVE BLANKS!

Patient Name: _____ Date of Birth: _____ Age: _____

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

Home Address (**NO PO BOXES**): _____ City: _____ State: _____ Zip Code: _____

CIRCLE PREFERRED NUMBER: Home Phone: _____ Cell Phone: _____ SS#: _____

Gender (*circle*): MALE FEMALE Marital Status (*circle*): MARRIED SINGLE DIVORCED WIDOWED SEPARATED

Race: White African American American Indian Asian Other Hispanic

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Employer: _____ Work Phone: _____

Emergency Contact Person (not living with you): _____ Phone: _____

Relationship to patient: _____ Patient E-mail Address: _____

How did you hear about us (Check all that apply): Family Physician TV Family/Friend Website

Magazine Wacoan Rambler Waco Today

Primary Care Physician: _____ Referring Physician: _____

CHIEF COMPLAINT (Reason for Visit): _____

Answer “yes” or “no” to the following questions:

| | | | |
|---|--|--------------------------------------|--|
| Previous cervical spine surgery: | <input type="checkbox"/> Yes <input type="checkbox"/> No | History of liver dysfunction: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Previous lumbar spine surgery: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Decreased immunity: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Previous thoracic spine surgery: | <input type="checkbox"/> Yes <input type="checkbox"/> No | History of HIV/AIDS: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Previous spinal fusion: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diagnosed with Hepatitis B: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Seen another specialist for this Issue: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diagnosed with Hepatitis C: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Heart attack in the last 6 months: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diagnosed with MRSA or VRE: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| History of kidney dysfunction: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Removal of implant due to infection: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Conservative therapies you have received and for how long?

| | | |
|--|--|---|
| <input type="checkbox"/> NONE | <input type="checkbox"/> Physical Therapy x _____ months | <input type="checkbox"/> ESI Injection(s) x _____ times |
| <input type="checkbox"/> Chiropractic x _____ months | <input type="checkbox"/> Pain Medication x _____ months | <input type="checkbox"/> Exercise x _____ months |
| <input type="checkbox"/> Massage x _____ months | <input type="checkbox"/> TENS Unit x _____ months | <input type="checkbox"/> OTC Medication x _____ months |

Other (please list): _____

Was the conservative therapy helpful? Yes No

Patient Name: _____ Date of Birth: _____ Appointment Date: _____

Draw your pain on the diagrams below using the symbols to show the type of pain you feel.

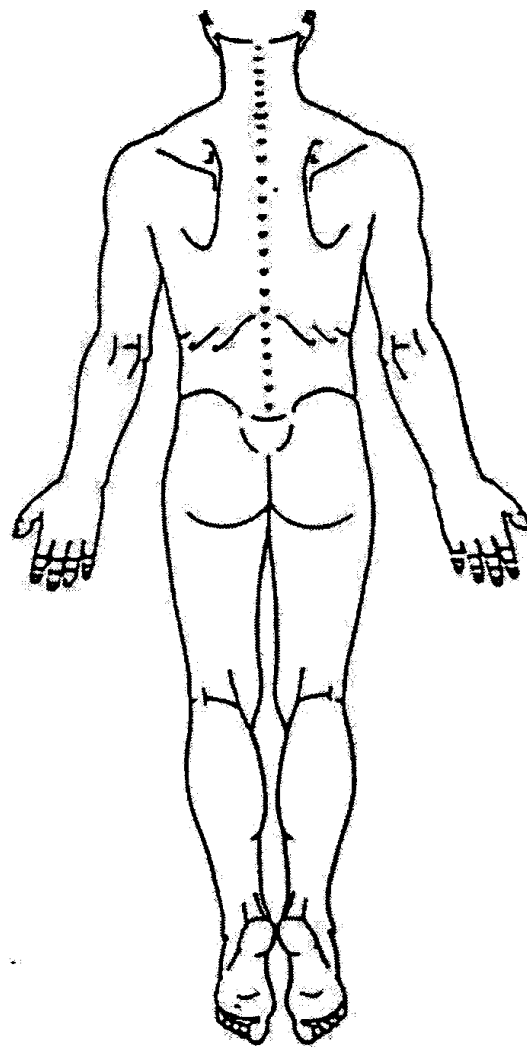
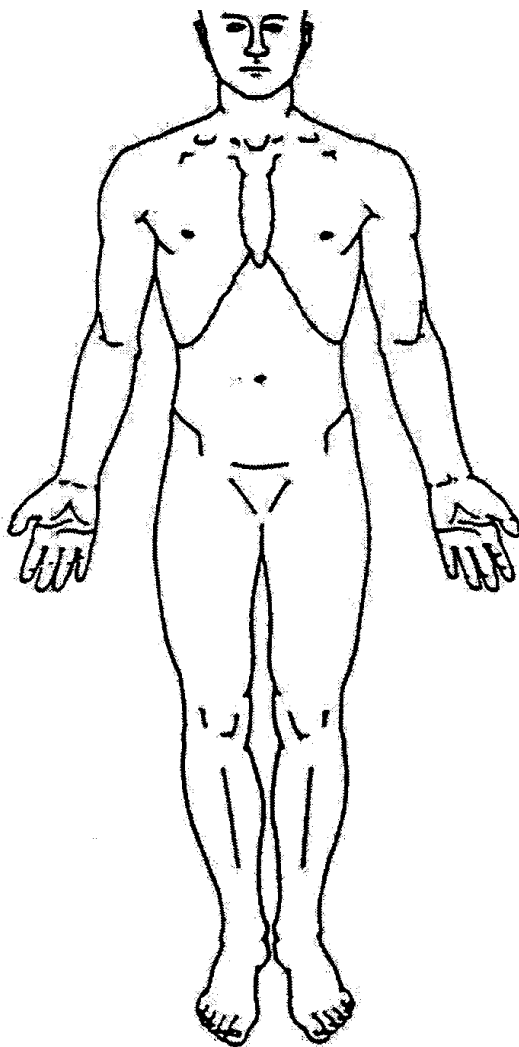
Stabbing pain /////

Pins & needles VVVVV

Burning pain OOOOO

Numbness - - - - -

Aching pain XXXXX



Circle one answer per question:

1. How would you rate your pain? MILD / MODERATE / SEVERE
2. Is the pain CONSTANT or INTERMITTENT ?
3. Does anything make the symptoms better? Y / N What helps? _____
4. Does Anything make the symptoms worse? Y / N What makes it worse? _____
5. When did your symptoms begin? _____

Patient Name: _____ Date of Birth: _____ Appointment Date: _____

Review of Systems: Answer "yes" or "no" to the following questions:

| | | | | | | | | | | |
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CONDITION(S) NOT LISTED ABOVE: _____

Patient Name: _____ Date of Birth: _____ Appointment Date: _____

Patient Medical & Social History: Please select all boxes that apply to you

| CONDITION | Patient |
|-------------------|---------|
| Anemia | |
| Anxiety | |
| Arthritis | |
| Asthma | |
| Back Problems | |
| BPH (male only) | |
| Breast Cancer | |
| CAD | |
| Cancer | |
| CHF | |
| Cholesterol High | |
| COPD | |
| Dementia | |
| Depression | |
| Dermatitis | |
| Diabetes | |
| Epilepsy | |
| GERD | |
| Glaucoma | |
| Gout | |
| Headache | |
| Hepatitis | |
| HIV | |
| Hypertension | |
| MI | |
| Migraine | |
| Pneumonia | |
| Renal Stone | |
| Stroke | |
| Tuberculosis (TB) | |
| Thyroid Disease | |
| Ulcer (GI) | |

Tobacco Use:

- Cigarettes ----- Smoke Daily Smoke Occasionally Quit Never Smoked
 Cigars ----- Smoke Daily Smoke Occasionally Quit Never Smoked
 Pipe ----- Smoke Daily Smoke Occasionally Quit Never Smoked
 Chewing Tobacco -- Smoke Daily Smoke Occasionally Quit Never Smoked
 Dipping Tobacco --- Smoke Daily Smoke Occasionally Quit Never Smoked

Alcohol Use:

- History of Alcohol use: No
- Beer ----- Social Occasional Light Heavy
 Wine ----- Social Occasional Light Heavy
 Hard Liquor --- Social Occasional Light Heavy

Drug Use:

- History of Non-Prescription Drug use (check one): No Yes
- () Cocaine () Heroin/IV () Marijuana () Methamphetamine
- Last time used: _____

Household - Living Conditions:

- Live Alone Live w/spouse Live w/child(ren) & Age(s): _____
 Nursing Facility Assisted Living

Have you had any surgeries within the last 5 years? YES NO

List Surgical History:

No Surgical History (I have never undergone a surgical procedure)

Steven C. Zielinski, MD, CM, FRCSC
Lawton, OK 73505



Phone: 580.350.6898
Fax: 254.732.3823
www.OKspineonline.com

AUTHORIZATION TO DISCUSS MEDICAL INFORMATION

Please complete the following Information:

Patient Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ SSN: _____ D.O.B. ____ / ____ / ____

I, _____, give full authorization to **Oklahoma Spine & Neurosurgery** to discuss my medical treatment, medications, diagnosis, and/or financial information with the following people. I understand that my medical care and treatment will not be discussed with anyone that is not on this list, except as disclosed in the Notice of Privacy Practices information I was provided by **Oklahoma Spine & Neurosurgery**.

Name Relationship

Name Relationship

Name Relationship

Name Relationship

Name Relationship

X _____
Patient's Signature Date

You have the right to revoke this authorization, except to the extent that **Oklahoma Spine & Neurosurgery** has relied on it, by submitting a request to this office in writing.

Steven C. Zielinski, MD, CM, FRCSC
Lawton, OK 73505



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Patient Name: _____ Date of Birth: _____ Appointment Date: _____

ASSIGNMENT OF BENEFITS

Financial Responsibility

All professional services rendered are charged to the patient and are due at the time of service. For your convenience, we accept VISA, MasterCard, Discover, American Express, travelers or personal checks up to \$100.00, and money orders. If co-payments, coinsurance and/or deductibles are required by your insurance plan; they are due when services are rendered.

Assignment of Benefits

I hereby assign all medical and surgical benefits, to include major medical benefits to which I am entitled. I hereby authorize and direct my insurance carrier(s), including Medicare, TriCare, private insurance and any other health/medical plan, to issue payment checks directly to Oklahoma Spine & Neurosurgery for medical services rendered to myself and/or my dependents regardless of my insurance benefits, if any. I understand that I am responsible for any amount not covered by insurance. In the event that I receive the insurance payment, I realize that I will be billed personally until the balance is paid.

Physician's Participation with Insurance Plans

Oklahoma Spine & Neurosurgery accepts many insurance plans, but not all. Prior to your initial visit, you should contact your insurance carrier to confirm that Dr. Steven C. Zielinski participates in your plan. If he does not participate with your insurance plan, you will be responsible for payment of all charges, in full, at the time of your visit. You will be provided an itemized bill which you may submit to your insurance plan for any reimbursement to which you may be entitled. NOTE: If Dr. Zielinski does not participate in your plan, this office will NOT bill your insurance company and you will be treated as a self-pay patient.

Authorization to Release Information

I hereby authorize Oklahoma Spine & Neurosurgery to: (1) release any information necessary to insurance carriers regarding my illness and treatments; (2) process insurance claims generated in the course of examination or treatment; and (3) allow a photocopy of my signature to be used to process insurance claims for the period of lifetime. This order will remain in effect until revoked by me in writing. I have requested medical services from Oklahoma Spine & Neurosurgery on behalf of myself and/or my dependents, and understand that by making this request, I become fully financially responsible for any and all charges incurred in the course of the treatment authorized. I agree to pay all charges in full, immediately upon presentation of the appropriate statement. A photocopy of this assignment is to be considered as valid as the original.

PRINT NAME of Responsible Party

X _____
Responsible Party's Signature

Appointment Date

Steven C. Zielinski, MD, CM, FRCSC
Lawton, OK 73505



Phone: 580.350.6898
Fax: 254.732.3823
www.OKspineonline.com

Patient Name: _____ Date of Birth: _____ Appointment Date: _____

ACKNOWLEDGEMENT OF RECEIPT OF FINANCIAL POLICY

_____ (INITIAL HERE) I understand that payment and financial arrangement for services are my responsibility.

_____ (INITIAL HERE) I will not withhold or delay any payment if my insurance company denies payment for my charges.

_____ (INITIAL HERE) I have read and understand **Oklahoma Spine & Neurosurgery Financial Policy and all other Policies** that have been set forward for the practice, and I agree to be bound by the terms stated above.

_____ (INITIAL HERE) I authorize **Oklahoma Spine & Neurosurgery** to contact me via current and any future cellular

phone number(s), emails address, wireless device(s) regarding my delinquent account(s) I owe to **Oklahoma Spine & Neurosurgery**, or to receive general information from **Oklahoma Spine & Neurosurgery**. I also authorize its agents, representatives and attorneys (including collection agencies) to use automated telephone dialing equipment and artificial or pre-recorded voice messages and personal calls, in their effort to contact me for purposes of collecting any portion of my account which is past due. I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to **Oklahoma Spine & Neurosurgery** or its agents.

Printed Name of Patient's Representative (if not Patient)

Relationship to Patient

Reason for signing on behalf of Patient

X _____
Patient or Responsible Party's Signature

Date

Patient Web Portal Release of Liability

TERMS OF USE

Welcome to the Oklahoma Spine & Neurosurgery patient web portal, powered by MediTouch and YourHealthFile. YourHealthFile is your Personal Health Record (sometimes referred to as PHR). Oklahoma Spine & Neurosurgery has upgraded to an Electronic Health Record to modernize the practice of medicine and, more importantly, to increase the quality of your healthcare. YourHealthFile is your view into the Electronic Health Record and gives you access to your Account Information, Medical Records, and Appointments.

USE OF SITE

The use of this website and the services offered to you is subject to the terms and conditions herein. The patient portal services are only available to users who have been provided access by Oklahoma Spine & Neurosurgery. We reserve the right to update or change the Terms of Use at any time for any reason by posting the modified Terms of Use in our office, located in Lawton, Oklahoma 73505.

USE OF SERVICES

1. Online communications should never be used for emergency communications or urgent (time sensitive) requests. These should occur via telephone or the use of a hospital emergency room.
2. Use online communications with caution. If there is information that you don't want transmitted electronically, you must inform Oklahoma Spine & Neurosurgery in writing.
3. Oklahoma Spine & Neurosurgery cannot and will not be held responsible for delays in online communication, or any issues with the transmittal or accuracy of electronic information contained in or transmitted through YourHealthFile.
4. Follow-up regarding electronic information and communications are solely your responsibility. You are responsible for calling or faxing our office should electronic information be inaccurate, or if an online communication goes unanswered.
5. Oklahoma Spine & Neurosurgery routinely complies with HIPAA to protect your PHI. Likewise, you are responsible for taking steps to protect yourself from unauthorized use of online communications and information, such as keeping your password confidential. Oklahoma Spine & Neurosurgery is not responsible for breaches of confidentiality caused by you and an independent third party, including Health Fusion, MediTouch and YourHealthFile.

DISCLAIMER

1. The services on the patient portal are provided "As-Is" and "As Available"; Oklahoma Spine & Neurosurgery does not warrant that actual or perceived defects or inaccuracies will be corrected.
2. Oklahoma Spine & Neurosurgery does not make any express or implied warranties about the patient portal, including but not limited to implied warranties of merchantability, fitness for particular purposes, or non-infringement.
3. Oklahoma Spine & Neurosurgery disclaims all warranties that the patient portal will meet your needs, or that they will be uninterrupted, timely, secure or error-free. Oklahoma Spine & Neurosurgery also makes no warranty that the services, information and products will be accurate, reliable or complete.
4. You acknowledge that you understand and assume full responsibility for the risks associated with the use of the portal service. Your use of the portal services is at your sole risk.

LIMITATION OF LIABILITY

1. Oklahoma Spine & Neurosurgery will not be liable to you or anyone else for any consequential, incidental, special or indirect damages (including but limited to lost profits or damages that result from the use or loss of use of the patient portal and third-party content, inconvenience, or delay). This is true even if Oklahoma Spine & Neurosurgery has been advised of the possibility of such damages or losses.
2. Oklahoma Spine & Neurosurgery will not be liable to you or anyone else for any loss resulting from a cause over which such Oklahoma Spine & Neurosurgery does not have direct control. This includes failure of electronic or mechanical equipment or communications lines (including telephone, cable and internet), unauthorized access, viruses, theft, operator errors, severe or extraordinary weather such as flood, earthquake, or other act of God, fire, war, insurrection, terrorist act, riot, labor dispute and other labor issues, accident, emergency or action of government.

INDEMNIFICATION

As a condition of your use of the patient portal, you agree to indemnify and hold Oklahoma Spine & Neurosurgery and its' employees, including but not limited to its' physicians, nurses and other staff, harmless from and against any and all claims, losses, liability, costs and expenses (including but not limited to attorneys' fees) arising from your use of the patient portal, or from any violation of these Terms.

TERMINATION

Oklahoma Spine & Neurosurgery may terminate your access to the patient portal for any reason, without prior notice.

ACCESS

Your signature below indicates your understanding of the above terms and conditions, and your desire to obtain online access to the patient portal subject to said terms and conditions.

Patient Name: _____

DOB: _____

E-mail Address: _____

Appointment Date: _____

X _____

Patient's Signature

Date