



Daniel L. Harris, M.D.  
Joshua A. Allen, M.D.  
3070 College St, Suite 300  
Beaumont, TX 77701  
2014 S. Wheeler, Suite 130  
Jasper, TX 75951  
(409)892-4600

## PATIENT REGISTRATION FORM

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender: M / F

Marital Status:  Single  Married  Divorced  Separated  Widowed

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: *(if different than physical address)* \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Preferred Contact:  Home  Cell May we contact you by text/e-mail/portal:  Yes  No

Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Preferred Language: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Primary Physician: \_\_\_\_\_ Phone#: \_\_\_\_\_

Referring Physician: \_\_\_\_\_ Phone#: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## INSURANCE INFORMATION

Primary Insurance: \_\_\_\_\_ ID#: \_\_\_\_\_ Group#: \_\_\_\_\_

Policyholder's Name: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ ID#: \_\_\_\_\_ Group#: \_\_\_\_\_

Policyholder's Name: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Date: \_\_\_\_\_



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### **TO OUR PATIENTS**

Thank you for choosing Coastal Spine and Pain Institute. Please complete this entire packet prior to your appointment time. This information is vital to our plan of care for you. You may return this packet to our office any time before your appointment or at your appointment. If you need any assistance completing these forms, please arrive 30 minutes prior to your appointment time and promptly notify our staff for assistance.

You MUST bring the following items to your appointment:

- Photo Identification (must be valid and current)
- Insurance Cards
- Completed New Patient Packet
- Current List of Medications

**Failure to bring any of the items listed above will result in your appointment being rescheduled.**

Note: All patients are subject to random urine drug screens in the office at any time. (**THIS IS NOT OPTIONAL**)

This practice utilizes the service of specially trained NURSE PRACTITIONERS. Most of your follow ups will be scheduled with one of the following nurse practitioners:

Physicians: Daniel L. Harris, M.D.

Joshua Allen, M.D.

Nurse Practitioners: Marie Auchenbach, FNP-C

Angela Ford, FNP-C

Karen Ellis, ANP-C

Dana Rogers, FNP-C

Brooke Manuel, FNP-C

Patient Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPORTANT POLICIES

### CANCELLATION AND NO SHOW POLICY

As our goal is to meet the needs of our patients we will make every effort to schedule your appointments as efficiently as possible. In return, **it is your responsibility to make every effort to keep your appointment and to arrive promptly at the time you are instructed.**

In any event you need to cancel your appointment or procedure, you will need to contact us **AT LEAST 24 HOURS PRIOR TO YOUR APPOINTMENT.** Failure to give a 24 hour notice, will result in a cancellation fee. This fee is not covered by your medical insurance policy, and **MUST** be paid prior to being seen again in our office.

Appointment Cancellation/No Show Fee: \$25.00

Procedure Cancellation/No Show Fee: \$100.00

**IF YOU FAIL TO SHOW ON 3 OCCASIONS** you will be **discharged** from the practice for non-compliance and an appropriate note will be sent to your referring physician.

Initial \_\_\_\_\_

### FINANCIAL POLICY

It is our desire that payment of your account is as easy and convenient as possible. We will assist you in any way we can to facilitate the settling of your account. In order for us to be able to keep billing fees at a minimum, it is absolutely necessary for you to provide us with accurate and up to date insurance information at each of your visits. **If your insurance status changes from one visit to the next, it is your responsibility to notify us so that your insurance can be filed correctly.**

Upon referral to our facility, appropriate insurance information will be obtained so that we can verify your coverage and obtain approval when necessary. At your initial visit you will be provided with a patient information sheet. This form must be filled out completely with the correct insurance information. A copy of your insurance card and driver's license is required. As your insurance company will tell you, approval from your insurance company for any service that COASTAL SPINE AND PAIN INSTITUTE may render, does not guarantee payment. **The patient is fully and ultimately responsible for the entire payment of services.**

You will receive a bill for services provided at each of your visits. Please note that physician's services are different from facility charges. The bill that you receive from Coastal Spine and Pain Institute is for physician services only. When you have a procedure, you will receive a separate bill from the facility (i.e. Hospital). This is customary and is to cover the cost to the facility for supplies, equipment, medications, personnel, use of the procedure room, and observation following the procedure. **As a courtesy we will file the claims for physician services to your insurance company.**

Initial \_\_\_\_\_

### PAYMENT POLICY

In accordance with the agreement you have with your insurance company, any deductible or copay is required at the time services are rendered. **Required co-pays and deductibles are expected at each visit and failure to keep your account current in this regard may prohibit future services until your account is made current.** Payments may be made by cash, money order, or accepted credit cards. For any questions or assistance with your account, please call our office at (409)892-4600.

Initial \_\_\_\_\_

**ASSIGNMENT OF INSURANCE BENEFITS AND STATEMENT OF SERVICE**

I hereby authorize and assign payment made directly to COASTAL SPINE AND PAIN INSTITUTE for the covered insurance benefits, whether payable to me by Blue Cross/Blue Shield, Medicare, Worker's Compensation, and /or commercial insurance companies. I understand that my health insurance provider may not cover part or all of the medical services rendered, and I fully understand that I am financially responsible for and agree to pay all charges not paid by my health insurance coverage, including deductibles, co-insurance and payments for insurance companies sent directly to me.

The assignment shall apply to all medical services now rendered and to be rendered in the future until the organization and assignment is revoked.

I have listed below the names of all my health insurance providers including tie-in coverage and I represent that such health care coverage is in full force and in effect at this time.

Prior authorization of certification for medical information may be required to process the claims for payment of the medical services rendered and it is expressly understood that the right of such information to be privileged is hereby waived.

I agree to promptly notify your office of any change of address.

A copy of this agreement shall be as valid as the original.

Print Patient Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Primary Insurance: \_\_\_\_\_ Policy # \_\_\_\_\_ Group: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Policy # \_\_\_\_\_ Group: \_\_\_\_\_

Medicare # (If applicable) \_\_\_\_\_

Policyholder Name (if not patient): \_\_\_\_\_ SS# \_\_\_\_\_

DOB: \_\_\_\_\_ Policyholder Employer: \_\_\_\_\_ Employer Address: \_\_\_\_\_

**This assignment covers the physician's charges for service. Surgical Center or Hospital Charges are billed separately.**

**Patient Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **PATIENT MEDICATION AGREEMENT**

### Opioid Agreement Policy

The purpose of this agreement is to allow us to prescribe for you to treat your chronic pain. Because these drugs have potential for abuse, strict accountability is necessary. You are entitled to dignified, sensitive care for a serious medical condition. Complete pain relief is not likely, but our goal for you is to have reduced pain and a better quality of life. Treatment with medication has both risks and side effects, please review the following and sign the form indicating your understanding.

#### **RISKS AND SIDE EFFECTS**

- There is a risk of physical dependence and in some cases, addiction to the medication.
- There are some serious risks in mixing mind altering drugs or substances (including alcohol, marijuana, narcotics, sedatives and sleeping pills) with controlled substances.
- Taking other drugs or substances while in therapy could result in excessive drowsiness and over sedation and could lead to serious injury or death.
- If you take controlled substances while pregnant, your child may be born with a physical dependency on those substances or otherwise be physically harmed.
- It is impossible to predict which opioid side effects you may experience. Having side effects from one opioid does not necessarily mean you will have side effects on another opioid.
- Drowsiness is a common side effect of opioids. Other common usually temporary side effects include: upset stomach, itching, and sweating. Psychological depression and lowered hormone levels may also occur. Sleep apnea if present may be worsened by opioids. Constipation commonly occurs and often does not improve with time.

#### **DISCONTINUING OR CHANGING MEDICATION**

- Opioid medications may need to be discontinued under these circumstances: not enough pain relief, persistent side effects, not achieving goals of opioid treatment (such as improvement of function), problematic dose escalation, or inability to comply with the treatment agreement.
- Physical dependence may develop with regular use and withdrawal symptoms may develop if you stop your medication abruptly.
- Symptoms of withdrawal include pain, nausea, diarrhea, anxiety, sweating, and tremor seizures. A slow taper may avoid these symptoms.

#### **I AGREE TO THE FOLLOWING:**

- I authorize both Dr. Harris and Dr. Allen (and their staff) to cooperate fully with city, state, and federal law enforcement agencies to investigate any possible misuse, sale, or other diversion of my prescribed medications.
- I authorize both Dr. Harris and Dr. Allen (and their staff) to obtain prescription history report(s).
- I will be responsible for making sure that I do not run out of my medication on the weekends or holidays because of abrupt discontinuation of these medications can cause severe withdrawal symptoms.

- No early refills will be given unless my refill date falls on a weekend or holiday.
- No refills will be given if I fail to keep my scheduled appointments. Two (2) no-show appointments may constitute grounds for immediate termination of this agreement.
- I understand that my doctor is under no obligation to provide these medications to me, and that he or she reserves the right to discontinue these medications at any time.
- I agree to cooperate with random drug testing, which may be requested at any time. If I refuse to provide a drug screen, I understand the medication may be discontinued.
- I will not use any illegal substances, including marijuana, cocaine, etc. while being prescribed medications.
- I understand Dr. Harris or Dr. Allen can be the only prescribing physicians for any pain medications. I will not obtain or take any previously or currently prescribed medications from any other physicians (including dentist, ER, and PCP).
- I agree to take these medications as prescribed and not change the amount or frequency without the approval from the prescribing physician.
- I understand that there is a small risk that opioid addiction could occur and I may become psychologically dependent on the medication, using it to change my mood, or unable to control my use of it.
- In addition to the above understanding, I accept the right of my doctor and medical staff to terminate this agreement for any of the following reasons:
  - If I seek or obtain any narcotic medications from any other source other than Coastal Spine and Pain Institute.
  - If I alter or forge any prescription in any way.
  - If I fail to maintain proper responsibility for storing my medication.
  - If I share, trade, give, or sell my medications to anyone else.
  - If I develop side effects considered significant as viewed by my physician.

By signing this agreement, I am acknowledging that I have read and understood the following agreement and am willing to abide by Coastal Spine and Pain Institute policies listed in the agreement above. I understand any violations of any item listed above, may result in my permanent discharge (dismissal) from this practice.

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Print Name

Signature

D.O.B.

Date



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**MEDICAL RECORDS RELEASE**

Patient Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Daytime phone Number (\_\_\_\_) \_\_\_\_\_

This is a request that my medical records be forwarded to Coastal Spine and Pain Institute and that my medical health information may be shared with other healthcare providers or pharmacies to insure continuity of care.

***PLEASE LEAVE THIS SECTION BLANK***

**REQUEST RECORDS FROM**

Facility or Physician: \_\_\_\_\_  
 Records Needed: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_

**\*\*Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PATIENT RELEASE OF INFORMATION**

In addition to speaking to your referring provider, your primary care provider, your insurance companies and any outpatient facility we refer you to, this will allow our office to release your information to those you list below.

I \_\_\_\_\_, give Coastal Spine and Pain Institute and its representatives permission to speak with following persons listed below regarding my personal information. This is effective for one year from signature date.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I elect not to give out my information

**\*\*Patient Signature:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## NOTICE OF PRIVACY

PRACTICES THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION.

### PLEASE REVIEW CAREFULLY

The Health Insurance Portability and Accountability Acts of 1996 ("HIPPA") is a federal program that requires that all medical records and other individually identifiable information used by us in any form, whether electronically, on paper, or oral are kept confidential. This act gives you, the patient, significant new rights to understand and control how your health information is used. HIPPA provides penalties for covered entities that misuse personal health information. As required by HIPPA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose health information.

We may use and disclose your medical records only for each of the following purposes: *treatment, payment, and health care operations*.

- *Treatment* means providing coordination, or managing health care or related services by one or more health care providers. An example would be teeth cleaning services.
- *Payment* means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.
- *Health care operations* include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost management analysis, and customer service. An example would be an internal quality assessment review. We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relating your information.



**You have the following RIGHTS with respect to your protected health information, which you can exercise by presenting a written request to the privacy officer.**

- To request restrictions on certain uses and disclosures of protected health information, including those related disclosures to family members, other relatives, close personal friends, or another person identified by you. We are, however, not required to agree to a requested restriction. If we do not agree to a restriction, we must abide by it unless you agree in writing to remove it.
- To request to receive confidential communications of protected health information from us by alternative means or at an alternative location.
- To inspect and copy your protected health information.
- To amend your protected health information.
- To receive an accounting of disclosures of protected health information.
- To obtain (and we have the obligation) to provide you a paper copy of this notice from us at your first service delivery date.
- To provide (and we are obligated to receive) a written acknowledgement that you have received a copy of our notice of privacy Practices.

We are required by law to maintain the privacy of your protected health information, and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of April 2003 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of privacy Practices and to make the new notice prevision effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from the office.

You have recourse if you feel that your privacy protection has been violated. You have the right to file a formal, written complaint with us, or with the Department of Health and Human Services, Office of Civil Rights, about violations of the provision of this notice or the policies and procedures in our office. We will not retaliate against you for filing a complaint

**PATIENT SIGNATURE:** \_\_\_\_\_ **D.O.B:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Patient Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Date: \_\_\_\_\_

**SOAPP®-R**

The following are some questions given to patients who are on or being considered for medication for their pain. Please answer each question as honestly as possible. There are no right or wrong answers.

	Never	Seldom	Sometimes	Often	Very Often
	0	1	2	3	4
1. How often do you have mood swings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. How often have you felt a need for higher doses of medication to treat your pain?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. How often have you felt impatient with your doctors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. How often have you felt that things are just too overwhelming that you can't handle them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. How often is there tension in the home?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. How often have you counted pain pills to see how many are remaining?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. How often have you been concerned that people will judge you for taking pain medication?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. How often do you feel bored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. How often have you taken more pain medication than you were supposed to?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. How often have you worried about being left alone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. How often have you felt a craving for medication?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. How often have others expressed concern over your use of medication?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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PatientName: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Date: \_\_\_\_\_

	Never	Seldom	Sometimes	Often	Very Often
	0	1	2	3	4
13. How often have any of your close friends had a problem with alcohol or drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. How often have others told you that you had a bad temper?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. How often have you felt consumed by the need to get pain medication?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. How often have you run out of pain medication early?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. How often have others kept you from getting what you deserve?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. How often, in your lifetime, have you had legal problems or been arrested?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. How often have you attended an AA or NA meeting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. How often have you been in an argument that was so out of control that someone got hurt?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. How often have you been sexually abused?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. How often have others suggested that you have a drug or alcohol problem?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. How often have you had to borrow pain medications from your family or friends?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. How often have you been treated for an alcohol or drug problem?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Please include any additional information you wish about the above answers.  
Thank you.*

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