



Dear New Patient:

We are glad that you have chosen Vital Pain Care, a division of US Anesthesia Partners for your pain management healthcare needs. We appreciate the opportunity to treat you and want to make the pre-visit process as simple and convenient as possible.

Therefore, we have provided the necessary forms that our physicians and associates will use during the course of your care. These forms need to be filled out in its entirety and given to the receptionist when you arrive for your first visit.

It is our goal to see patients as close as possible to their scheduled time, so please plan to arrive in the office 30 minutes prior to your appointment. There will be a few remaining preparations that will need to be completed prior to you being seen and they need to be finalized by your scheduled appointment time.

We appreciate your understanding and look forward to the opportunity of having you as our patient. If you have any questions, please don't hesitate to call the office at 972-572-6101.

Thank you for your cooperation,

The Physicians and Staff of Vital Pain Care

Vital Pain Care

9301 N. Central Expressway, Suite 685, Dallas, TX 75231
17051 N. Dallas Parkway, Suite 440, Addison, TX 75001
763 E. Highway 80, Suite 280, Forney, TX 75126



Patient History and Physical Questionnaire

Date: _____

Patient Name: _____

Referring Physician: _____

Age: _____

Date of Birth: _____

Family Doctor: _____

Was this due to an injury?

Yes No

Please describe: _____

Greatest Area of Pain _____

Other Areas of Pain _____

When did it start (mo/yr)? _____

Please shade in your areas of pain on the picture below:

Rate your pain on a scale of 1 (best) to 10 (worst) at its most SEVERE:

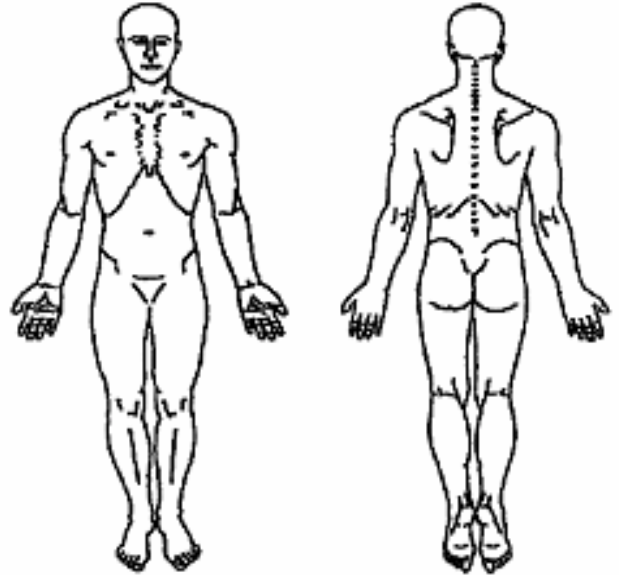
best 0 1 2 3 4 5 6 7 8 9 10 worst

Rate your pain on a scale of 0 (best) to 10 (worst) TODAY:

best 0 1 2 3 4 5 6 7 8 9 10 worst

Rate your pain on a scale of 0 (best) to 10 (worst) at its BEST:

best 0 1 2 3 4 5 6 7 8 9 10 worst



Are there any legal actions related to your pain? Yes No

How do you describe your pain?

✓	aching
	burning
	dull
	electrical
	knifelike
	sharp
	shooting
	stabbing
	stinging
	throbbing
	tingling
	toothache
	OTHER:

What makes your pain worse?

✓	arching your back
	bending over
	bowel movements
	cooking
	coughing
	getting out of a chair
	lying down
	sex
	sitting
	sneezing
	standing
	twisting
	vacuuming
	walking
	climbing stairs
	walking down a hill

What makes your pain better?

✓	sitting
	standing
	lying down
	walking
	stretching
	hot bath or shower
	application of heat
	ice
	relaxation
	massage
	TENS unit
	acupuncture
	chiropractors
	previous injections:
	Pain medications:

√ **Do you currently experience the following? Where?**

	Numbness	
	Tingling	
	Weakness	
	NEW bowel or bladder changes?	

When is your pain worst? Morning Midday Evening Night

Have you tried any of the following for your current pain?

Did it help?

- Bracing
- Chiropractor
- Injections
- Medications
- Oral Steroids
- Physical Therapy
- Surgery
- TENS Unit

	√ YES	√ NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

√ Do you have any of the following symptoms?

	Abnormal bruising
	Allergic reaction
	Anxiety
	Bleeding
	Chest pain
	Cold intolerance
	Confusion
	Constipation
	Cough
	Cramps
	Depression
	Diarrhea
	Diplopia – double vision
	Edema
	Fatigue
	Fever
	Headaches
	Hearing loss
	Heat intolerance
	Incontinence
	Indigestion/heartburn
	Insomnia–sleep difficulty
	Itching
	Joint pain
	Memory loss
	Nausea
	Pain at night
	Palpitations
	Rash
	Recurrent infections
	Restless legs
	Sexual dysfunction
	Shortness of breath
	Sore throat
	Sweats
	Syncope – dizziness
	Tinnitus – ringing in ears
	Tremors
	Unusual weight gain
	Unusual weight loss
	Urinary frequency
	Urinary hesitancy
	Vertigo
	Vision loss
	Weakness
	wheezing

√ **Do you have or have you had ANY of the following conditions?**

	Hypertension/High Blood Pressure
	Heart Attack
	Chest Pain/Angina
	Congestive Heart Failure
	Atrial Fibrillation
	Stroke / TIA
	Asthma
	COPD (emphysema)
	Lung Disease
	Kidney Disease/Failure
	Kidney Stones / UTI
	Cirrhosis
	Liver Disease
	Hepatitis A? B? C?
	Diabetes Insulin? YES or NO
	Thyroid Problems
	Peptic Ulcers
	Cancer: Type-
	Seizures
	Multiple Sclerosis
	Arthritis: osteo/rheumatoid/psoriasis
	Bleeding Disorders
	Sickle Cell Disease
	HIV or Immune Disease
	Alcoholism
	Drug Addiction
	Psychiatric Disorder, Anxiety, Depression, other (please list)
	Other medical conditions not listed:

√ **Have you had ANY type of surgeries before?**

	Year
	SPINE surgery
	Neck/Cervical spine
	Neck/Cervical Fusion
	Back/Lumbar spine
	Back/Lumbar Fusion
	Cardiac surgery
	Bypass
	Angioplasty
	Pacemaker/AICD
	Cardiac Stents
	Hysterectomy
	Appendectomy
	Tonsillectomy
	Breast Biopsy
	Lung surgery
	Brain surgery
	Cholecystectomy
	Carpal tunnel: Left / Right
	Hip surgery: Left / Right
	Ankle surgery: Left / Right
	Foot surgery: Left / Right
	Knee Replacement: Left / Right
	Shoulder surgery: Left / Right
	Cancer surgery: YES / NO Type of cancer?
	Other surgeries not listed?



(Please Print Clearly)

REGISTRATION FORM

Today's Date: ___/___/___

Patient's Name: Mr. Miss Ms. Mrs. Last Middle First

Is this your legal name? Yes No If not, what is your legal name?

Home Address/City/State/Zip P.O. Box/City/State/Zip (if applicable)

Birth Date: ___/___/___ Age: ___ Race: ___ Sex: M F Marital Status: Single Married Divorced Widowed

Social Security #: ___ Home Phone #: (___) ___-___ Cell Phone #: (___) ___-___

Employer: ___ Employer Phone #: (___) ___-___ Currently working? Yes No

Occupation: ___

Employer Address City State Zip Code

Referring Physician: ___ Referring Physician Phone #: (___) ___-___

Primary Care Physician: ___ Primary Care Physician Phone #: (___) ___-___

Is this patient covered by insurance? Yes No Name of Primary Insurance: ___

Address: ___ City: ___ State: ___ Zip Code: ___

Phone #: (___) ___-___ Policy #: ___ Group #: ___ Co-Payment: \$ ___

Subscriber's Name: ___ Birth Date: ___/___/___

Subscriber's Social Security #: ___ Patient's Relationship to Subscriber Self Spouse Child Other

Is there a Secondary Insurance? Yes No Name of Secondary Insurance: ___

Address: ___ City: ___ State: ___ Zip Code: ___

Phone #: (___) ___-___ Policy #: ___ Group #: ___ Co-Payment: \$ ___

Subscriber's Name: ___ Birth Date: ___/___/___

Subscriber's Social Security #: ___ Patient's Relationship to Subscriber Self Spouse Child Other

Is this a workers' compensation injury? Yes No Date of injury: ___/___/___ Claim #: ___

Adjustor's Name: ___ Adjustor's Phone #: (___) ___-___

Treating Physician: ___ Treating Physician Phone #: (___) ___-___

Party Responsible for Bill: ___ Birth Date: ___/___/___

Address: ___ City: ___ State: ___ Zip Code: ___

Phone #: (___) ___-___ Fax #: (___) ___-___ Employer: ___

In case of an emergency, who can we contact:

Name: ___ Phone #: (___) ___-___ Relationship: ___

Name: ___ Phone #: (___) ___-___ Relationship: ___

The above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the physician. I understand that I am financially responsible for any balance. I also authorize Vital Pain Care or my insurance company to release any information required to process my claims.

X Patient Signature/Legally Responsible person Date



Patient Financial Policy

Thank you for choosing Vital Pain Care. Our goal is to provide you with the highest quality care possible. We find that communication with our patients regarding our financial policy assists us in providing the best service to you. Therefore, we take this opportunity to answer some of the most commonly asked questions. Please read it; ask us any questions you may have. A copy will be provided to you upon your request.

Payment Methods

Payment is expected at the time services are rendered. We accept a variety of payment methods, including: cash, check, money order, credit cards such as Visa, Mastercard, Discover, American Express and CareCredit. Credit Card payments are also accepted via telephone.

Insurance Information

We emphasize that your health is our primary concern, regardless of your insurance. Because your insurance policy is a contract between you and your insurance company, please check with your insurance carrier to determine any pre-existing limitation or other benefit restrictions that you may have, prior to your appointment.

We will file your insurance as a courtesy and assist you in any way we reasonable can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request. Please be aware that the balance of your claim is your responsibility whether or not your insurance company pays your claim.

Most insurance companies do not cover 100% of the cost of services, and there is a portion that the patient is responsible for. There are several patient responsibility components that may apply to an insurance payment.

Co-payments – A set dollar amount per office visit that is the patient's responsibility.

Co-insurance – A percentage of the charge that is the patient's responsibility.

Deductible – A set annual amount that the patient is responsibility for paying prior to his or insurance making a payment.

Because of the contract you have with your insurance company, we are obligated to collect payment from you for your portion of the balance. All co-payments, co-insurance and deductibles must be paid at the time of service. This arrangement is part of your contract with your insurance company.

To bill your insurance accurately and in a timely manner, we will need assistance from you. We ask that you provide our office with accurate demographic information (address, phone number, etc) and proof of insurance card(s). All patients will be required to show proof of insurance and a government issued photo identification card.

Insurance Changes

If there are any changes in your insurance, you are required to call our office and give the detailed changes of your insurance at least 24-48 hours prior to your appointment. If you fail to provide us with the correct information in a timely manner, you may be responsible for the balance.

Managed Care: All managed care (HMO, PPO, POS, etc)

Co-payment, co-insurance and deductible amounts are due at the time of check-in. If your insurance plan requires a referral authorization from your Primary Care Physician, you are responsible for obtaining the approval from your Primary Care Physician prior to any services with our physicians and associates and will need to present this information before your scheduled appointment. If you request an office visit or procedure without a referral authorization, your insurance may deem this as a non-covered treatment and you will be responsible for all charges.

Medicare

We accept assignment with Medicare. Medicare pays 80% of their allowed amount after satisfaction of the yearly deductible. You are responsible for 20% of Medicare's allowed amount. All co-payments or deductibles are due and payable at the time of service.

Secondary and Tertiary Plans

We will bill your secondary insurance as a courtesy. We do not bill tertiary insurance. If you have supplemental insurance to cover the portion of the charges that Medicare or your primary insurance carrier does not pay, please provide us with a copy of this insurance card. Medicare and secondary carriers do not cover some procedures and supplies. Please make certain you understand which aspects of your treatment are covered before proceeding.

Preauthorization

Please remember that it is up to you to understand the requirements of your individual insurance plan and know whether prior authorization from your insurance company is required.

Non-covered Services

Any care not paid for by your existing insurance carrier will require you pay in full at the time services are provided or upon notice of insurance claim denial.

Worker's Compensation

If your injury is work-related, we will need the claim number, date of injury, employer, and worker's compensation carrier prior to your visit in order to bill the worker's compensation insurance company.

Cash Patients

Cash patients are accepted on a case by case basis only. All uninsured patients will be required to pay in full at the time of treatment.

Surgery & Injection Fees

All co-payments, co-insurance, deductibles, and payments for non-covered surgical procedures are due prior to surgery. We will make every attempt to determine your coinsurance amount prior to your surgery. This will be based on your insurance benefits and an estimate of the services to be provided. We will provide you with that estimate and we will expect to collect that amount prior to the time of surgery. If any changes are made to the scope of services provided and the co-insurance amount has changed, we will either refund or bill you upon final resolution of your account. Fees are ultimately the responsibility of the patient, whether your insurance company pays or not, and are due within 30 days of receiving the statement from Vital Pain Care, a division of US Anesthesia Partners.

Nonpayment

Please be aware that patient accounts over 180 days without satisfactory payment or payment arrangement will be turned over to a collection agency and will not be able to schedule any office appointments or procedures and will face possible termination from the practice.

Returned Checks

A \$25.00 fee will be charged for any returned checks and we will report bad checks to the District Attorney's Office. We will be unable to accept your check for any services thereafter.

Missed Appointments

A scheduled appointment is a commitment of time between you and our practice, a time we have reserved just for you. If you are unable to keep a scheduled appointment, please cancel or reschedule your appointment at least 24 hours in advance to avoid a service charge that is not covered by your insurance and help us meet the needs of other patients. If a service charge is incurred, you must pay the fee prior to another appointment being scheduled. Patients who habitually fail to keep scheduled appointments and do not give a 24 hour cancellation notice will face termination from our practice.

Children of Divorced Parents

Responsibilities for payment of patients, who are minor children, whose parents are divorced, rests with the parent who seeks the treatment.

Medical Records

All medical records cannot be released without a Disclosure of Protected Health Information form signed by the patient. There is a charge for medical records release. Please ask the physician’s office or contact our Central Business Office at 972-715-5000 for further information on charges.

Charges for Forms

A \$30.00 fee will be charged for disability paperwork, life insurance paperwork and other forms requested by a third party or patient and must be paid in full prior to completion.

**All paperwork received must be reviewed by our physicians and associates prior to it being completed and fee being charged.*

A \$10.00 fee will be charged for Handicap Placard prescriptions and must be paid in full prior to receiving prescription.

Special Circumstances

We are aware that circumstances in our daily lives may vary. If you need to establish a payment plan or require additional assistance, please contact our Office Manager or Central Business Office prior to your scheduled appointment. Unless you have made prior arrangements for payment of your balance, our financial policy will stand.

Account Billing Questions and Refunds

Questions or concerns regarding your account or insurance claim should be directed to our business office staff. If your account has a credit balance, we will promptly release a refund check to you once your insurance carrier has processed all pending insurance claims remaining on your account. If you feel an error appears on the statement or if you have any questions or concerns please contact our central billing office immediately at 972-715-5000.

By signing below, you acknowledge and accept the Patient Financial Policy.

Print Patient name

Patient Signature/Legally Responsible Person Date

Signature of Office Staff Date

Vital Pain Care

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PATIENT RESPONSIBILITIES

To better serve you and maintain a professional environment, Vital Pain Care has established guidelines to outline patient responsibilities. The guidelines have been established so that our patients can fully benefit from treatment received in our clinic. Your responsibilities as a patient of our clinic are as follows:

1. Please arrive at least 15 minutes (30 minutes on your first visit) prior to your appointment time for clinic appointments in order to take care of any insurance issues or required paperwork. If you are 15 minutes or more late for your appointment time, your appointment may be rescheduled.
2. We require at least 24 business hours advance notice for cancellations or rescheduling of all appointments. A missed clinic appointment or missed appointment for a procedure without calling to cancel or reschedule will be considered a "no show" for the appointment. "No shows" will be charged \$50.00 for clinic appointments and \$100.00 for procedure appointments. Same day cancellations for clinic appointments will be charged \$50.00 and same day cancellations for procedure appointments will be charged \$100.00. Patients who consistently fail to show up for their scheduled appointment without providing a 24 hour advance notice can be terminated from our clinic.
3. Prescriptions will be filled during office hours by appointment only. No prescriptions will be filled after hours, on weekends (including Fridays), or holidays.
4. State law requires compliance and close monitoring for narcotic medications. If these are prescribed for you, you will be asked to sign a *Patient Responsibility Agreement for Controlled Substances Prescriptions*.
5. Payment is due at the time services are rendered to the patient. Failure to settle past due balances, pay at the time services including co-payments, co-insurances, and deductibles, can result in not being seen for an appointment.

Noncompliance with these guidelines will result in discharge from our clinic at Vital Pain Care, a division of US Anesthesia Partners. Your signature below constitutes acknowledgment and acceptance of the terms of these guidelines.

Patient Name

Patient Signature/Legally Responsible Person

Date

Office Staff Signature

Date

Vital Pain Care

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Advanced Practice Nurse, Nurse Practitioner and Physician Assistant Consent

Vital Pain Care would like you to know that we employ Advanced Practice Nurses, also known as Nurse Practitioners, and/or Physician Assistants to assist us in a team approach to deliver our high quality of medical care.

An Advanced Practice Nurse (APN), Nurse Practitioner (NP), and Physician Assistants (PA) are mid-level practitioners who have received advanced education and training in the provision of health care. Advanced Practice Nurses, Nurse Practitioners or Physician Assistants are not doctors. They can however, diagnose, treat, and monitor routine and complex pain disorders. If you are seen by an APN, NP, or PA, your doctor will review your care with them as part of the care plan.

Patient Acknowledgment:

I have read the above and understand that in this practice a team approach is used, with my unique needs presented and discussed with one or more physicians in the development of my care plan. I also understand that typically one physician will direct my overall care, but that from time to time I may be seen by any or all the practitioners in this practice, including an APN, NP or Pa.

I hereby consent to the services of an Advanced Practice Nurse, Nurse Practitioner, and/or Physician Assistant for my healthcare needs.

I understand that I can refuse to see the APN, NP, or PA and request to see the physician. I understand that this may require my appointment to be cancelled, rescheduled, require a longer wait time for an appointment, or will no longer be able to make further appointments.

By checking this box, I acknowledge that I have read and accept the above.

Patient Signature/Legally Responsible Person

Date

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Acknowledgment of Receipt of Notice of Privacy Practices

I received a copy of the Notice of Privacy Practices from the above noted entity.

Patient Signature: _____ Date: _____

Print Patient Name: _____

Personal Representative if patient unable to sign: _____

If personal representative, please note relationship to patient: _____

Do you have a Power of Attorney? YES NO
If yes, please attach a copy for our records.

Prescriptions and Documents Pick-Up Authorization:

If you would like to give consent for another individual to pick up your prescriptions or documents, please provide their name below:

1. _____ 2. _____

3. _____ 4. _____

Discuss Medical Care Authorization:

I give consent for my physician and associates of Vital Pain Care to discuss my medical care with the persons listed below:

1. _____ Relationship: _____

2. _____ Relationship: _____

3. _____ Relationship: _____

Authorized persons must present a valid photo I.D. upon pick up of prescriptions and documents.

Office Staff Signature: _____ 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 GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

To appropriately treat you and receive payment for the services we provide, we need to obtain information from you including your full name and address, insurance company, family medical history, current medical history, and current medical condition. We will use and disclose this information and other information we collect in the ways described below. To help you understand how we will use and disclose your information we have put the different uses and disclosures into categories and give examples of each. All of the ways we use or disclose your information will fit into one of the categories listed below, but we cannot list all of the uses and discloses in each category.

We may use and disclose your health information, without your consent or authorization, for treatment, payment, and health care operations, and for the following other reasons.

Treatment. We may use and disclose your information to provide you with medical treatment and services. Your information may be disclosed to individuals and facilities providing care to you. These individuals and facilities need your information to provide care, and to coordinate and provide services (such as prescriptions, lab tests, meals, and x-rays).

Payment. We may use and disclose your information to receive payment for the services and treatment provided to you. We use your information to create a bill and disclose your information when we send the bill to your insurance company, you, or a third party. The individual or entity paying the bill may request more information to determine whether the bill is covered by your insurance. We may tell your health plan about a treatment you are going to receive to get approval for payment or to determine whether your health plan will cover the treatment.

Health Care Operations. We may use and disclose your information for health care operation purposes. Health care operations includes review of the care you receive for quality assessment, educational, business planning, and compliance plan purposes.

Business Associates. From time to time, we enter into agreements with Business Associates who perform services on our behalf. These Business Associates are required to keep your information confidential according to the terms of the agreement and the requirements of the Health Insurance Portability and Accountability Act (HIPAA) privacy rules. In general, Business Associates are required to keep your information confidential to the same extent as we are.

Appointment Reminders. We may provide appointment reminders to you. You may request in writing that we send reminders to a confidential or alternative address.

Treatment Alternatives. We may provide you with information about treatment alternatives and other health related benefits and services.

We may also disclose your health information to outside entities, without your consent or authorization, in the following circumstances:

Required by Law. We disclose information as required by law. For example, we are required to report gunshot wounds to the police.

Public Health Purposes. We disclose information to health agencies as required by law for preventing or controlling disease. Examples are reporting of sexually transmitted, communicable, and infectious diseases.

To Prevent a Serious Threat to Health or Safety. We may disclose information about you to law enforcement or an identified victim to prevent a serious threat to your health or safety or the health or safety of another individual or the public.

Research. Your information may be used by or disclosed to researchers for research approved by a privacy board or an institutional review board.

Health Oversight Activities. Your health information may be disclosed to governmental agencies and boards for investigations, audits, licensing, and compliance purposes.

Judicial and Administrative Proceedings. We may be required to disclose your health information to a court or for an administrative proceeding.

Law Enforcement Activities. We may be required to disclose your information as required by law, pursuant to a court order, warrant, subpoena, or summons.

In Emergency Circumstances.

Deceased Individual. We may disclose information for the identification of the body or to determine the cause of death.

Military and Veterans. If you are a member of the armed forces we may release information about you as required by military command authorities. We may also release information about foreign military personnel to the appropriate foreign military authority.

Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official. This release must be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety or security of the correctional institution.

Protective Services for the President and Others.

Organ and Tissue Donation. If you are an organ donor, we may release your medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ bank, as necessary to facilitate organ or tissue donation.

Workers' Compensation. We may release medical information about you for workers' compensation or similar programs.

National Security and Intelligence Activities. We may release information about you to authorized Federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

We will give you the opportunity to object to the following uses and disclosure of your information:

Notification. We may tell your friends, relatives and other caretaker's information which is relevant to their involvement in your care.

Disaster Relief. We may disclose information about you to public or private agencies for disaster relief purposes.

Except as provided above, we will obtain your written authorization prior to disclosure of your information for any other purpose. Specifically, written authorization is required prior to the disclosure of your information:

Psychotherapy Notes. We will not use or disclose your psychotherapy notes without a written authorization except as specifically permitted by law.

Marketing. We will not use or disclose your information for marketing purposes, other than face-to-face communications with you or promotional gifts of nominal value, without your written authorization.

Sale of Information. We will not sell your PHI without your written authorization, including notification of the payment we will receive.

Where a disclosure is made under your written authorization, you have the right to revoke the authorization at any time. Revocation of an authorization must be in writing. The revocation is effective as of the date you provide it to USAP and does not affect any prior disclosures made under the authorization.

If a state or federal law provides additional restrictions or protections to your information, we will comply with the most stringent requirement.

Your Rights

You, or a person with legal authority to act on your behalf, have the right to:
Request a restriction on how information about you is used and disclosed. If you want to request a restriction of a use or disclosure of your information, contact our Privacy Officer at the number or e-mail listed at the end of this form. We are required to agree to a request for a restriction related to disclosure of information to your health plan for payment or healthcare operations where you pay for the service in full. **We are not otherwise required to agree to any restriction on the use or disclosure of your information.**

Request communications with you be made at an alternative address or phone number.
We will honor any reasonable request. To request that communication be made at a different address or phone number contact our Privacy Officer at the number or e-mail listed at the end of this form to obtain the form to make your request.

Inspect and copy your PHI maintained in the USAP designated record set. To inspect and copy your record a request must be made in writing on the form provided by USAP. There are limited situations in which USAP may deny this request. To obtain a form contact our Privacy Officer at the number or e-mail listed at the end of this form.

Request that we amend your medical record if you believe the information we have about you is incorrect or incomplete. Your request must be made in writing on the form provided by USAP. To request a form contact our Privacy Officer at the number or e-mail listed at the end of this form.

You have the right to receive an accounting of disclosures, a list of individuals and entities that received your health information for reasons other than treatment, payment, or healthcare operations and other certain disclosures. You may receive one (1) free accounting during a twelve (12) month period. If you request more than one (1) accounting in a twelve (12) month period, you will be charged a fee. An accounting is not provided for disclosures prior to April 14, 2003.

You have the right to request a paper copy of this Notice.

Our Duties

We are required by law to maintain the privacy of PHI and to provide individuals with this Notice of our legal duties and privacy practice regarding health information.

We are required to notify you if there is a breach of your unsecured PHI.

We are required to follow the terms of the current Notice.

We may change the terms of this Notice and the revised Notice will apply to all health information in our possession. If we revise this Notice, a copy of the revised Notice will be posted and a copy may be requested from our Privacy Officer at the number or e-mail listed at the end of this form.

Organized Health Care Arrangement

If you are an inpatient or outpatient of a hospital or other health care facility where our health care professionals perform services, our practice is part of an organized health care arrangement (OCHA) with the hospital or other health care facility and the Notice of Privacy Practices of the hospital or other health care facility controls the use and disclosure of your information. The participants in the OCHA will share your information as necessary to carry out treatment, payment, and healthcare operations, and as permitted by law.

Use of Electronic Records

We may use an electronic health record. Your records may be disclosed in electronic form for treatment, payment, and healthcare operations, and as permitted by law.

Questions

If you have questions about this notice or want more information, please contact the USAP Privacy Officer at 972-663-8531 or compliance@usap.com.

Complaints

If you believe your privacy rights have been violated or you disagree with a decision made by USAP about your health information, you may contact the USAP Privacy Officer at 972-663-8531 or compliance@usap.com or you may contact the U.S. Department of Health and Human Services Office for Civil Rights.

Under no circumstances will we ever ask you to waive your rights under this notice or retaliate against you in any manner for filing a complaint.

Effective Date

The effective date of this notice is June 5, 2015.