

Summerlin Location
2801 N Tenaya Way, Ste C
Las Vegas, NV 89128
PH: (702) 684 – 7800

PH: (702) 684 - 7800 Fax: (702) 684 - 7878

# **Henderson Location**

1371 W Warm Springs Rd, #100 Henderson, NV 89014

PH: (702) 998 - 5549 Fax: (702) 463 - 9268

# **Southwest Location**

6120 S Fort Apache Rd, #100 Las Vegas, Nv 89148

> PH: (702) 602 - 5444 Fax: (702) 602 - 5454

### **Patient Information**

Last Name:		First Name:	
Sex:	DOB:	Α	Age:
			State: Zip:
Cell Phone:		Alt. Phone:	
Work phone:		Occupation:	
Employer: Employer:	N	viaritai Status:	
Emergency Contact:	Phone:		Relationship:
Emergency Contact	1 Hone.		Relationship.
Primary Insurance:	Member ID: _		Group Number: _ SSN:
Policy Holder:	DOB: _	//	_ SSN:
Secondary Insurance:	Member I	D:	Group Number: SSN:
oney Holder.		//	
Past Medical Histor	·y:	Other:	
□ No known Medica	l History	1)	
☐ Gastric Reflux	□ Asthma/COPD		
□ Allergies	☐ Heart Disease	3)	
•	☐ High Blood Pressure		
☐ Thyroid Disorder	•	•	
□ A-Fib	•		
— · · · · · · ·			
Past Surgical Histo		o,	
		□ Topcillocto	my / Adapaidactamy
☐ Appendectomy	☐ Hemorrhoidectomy		-
☐ Bladder Surgery	☐ Hernia Repair/Type:		
☐ Breast Surgery	☐ Hysterectomy/Type: _		
☐ Tubal Ligation		☐ Gallbladder	r
□ Colon Resection	□ Cesarean section		
□ Other			



Marital status:	☐ Single	☐ Married	☐ Widov	ved	☐ Separa	ated	•
Children:	□Yes□	l No					
Alcohol Use:	□ Yes □	No → Numbe	r of Drinks/Fi	requency:			
Tobacco Use:	□ Never	☐ Current Sm	oker:	Packs Pe	er Day for		years.
		ıs smoker → Qu					
Caffeine:	□ None	□ 1-3 servings/da	y □ 4-6 ser	vings/day	□ > 6 se	rvings/da	у
Drug Use:	□ None	□ Marijuana □ 0	Cocaine 🗆 I	Heroin □ C	ther:		
Exercise:	□ None	x's per we	eek Type of	Exercise:			
Allergies: Medication	□ No knov	vn drug allergies	Reaction				
<b>Current Medio</b> Medication Na		Dose		Frequency	,	Refills ne	eded?
						□ Yes	
						☐ Yes	$\square$ No
						□ Yes	□N
						□ Yes	□ No
						☐ Yes	□ No
						□ Yes	□ No
						□ Yes	□ No
						□ Yes	□ No
						□ Yes	□ N
Screenings:	or:	Last Mammo	ogram:	L oot [	Pana Dana	it	
Last Colonosc		Lasi Maillilli Last l	PSA:	Lasi i l a	st Eve Exa	am.	
Last Breast Ex	am:	Last Diabe	tic Eye Exam:				
Vaccines: (ye	ar)						
☐ Pneumonia:		☐ Influenza:	□ Shir	ngles:	□ Tet	anus:	
Organ Donor:	□ Yes	□ No					
Do you have a	n Advance been expo	Directive or Living sed to <b>Toxic Subs</b>			s, DES, ra	diation,	



# **Family Medical History**

	Father	Mother	Sister	Brother	Grandparent	Other
Diabetes						
Glaucoma						
Cancer (list type)						
Angina/TIA/Stroke						
High Blood Pressure						
High Cholesterol						
Alcoholism and/or Drug Abuse						
Depression						
Mental Illness (please specify)						
Suicide						
Other Health Problems (please specify)						



# **Authorization for Release of Medical Records**

Patients name		Birthdat	e		
Home Phone	Work Phone	Mobil	Mobile Phone		
Address THE AFORMENTIONED PATIENT A	City AUTHORIZES THE FOLLOWIN THE REQUESTED RECORD		Zip Y TO DISCLOSE		
	FACILITY NAME				
Doctor's Name	Facility Phone	Fac	ility Fax		
Address	City	State	Zip		
DATES & TYPES OF INFORMATION TO I ONE (1) YEAR PRIOR TO LAST DATE SEE! IMAGES, ETC.		PURPOSE OF THE REQUE CHANGE OF PHYSICIAN OF			
SPECIFIC INFORMATION:	<del></del>	CONTINUATION OF CARE	(EX: PAIN MGMT)		
OTHER: RESTRICTIONS: ONLY MEDICAL ORIGINA	ATED THROUGH THIS HEALTH C	ARE FACILITY WILL BE COD	IED LINI ESS		
OTHERWISE REQUESTED IN WRITING BY					
MEDICAL INFORMATION DATED PRIOR					
ARE SPECIFIED.	TO AND INCLUDING THE DATA	SN THIS ACTHORIZATION	ONLESS DATES		
* <b>FURTHERMORE,</b> I UNDERSTAND MY H	FALTH RECORDS MAY INCLUDE	(BUT ARE NOT LIMITED TO	O) INFORMATION		
RELATING TO SEXUALLY TRANSMITTED		•	•		
IMMUNODEFICIENCY VIRUS (HIV). IT M.	•	·	•		
SERVICES AND TREATMENT FOR ALCOH					
	Y BE DISCLOSED AND USED	BY THE FOLLOWING FAC	CILITY		
	CTORS CENTER AT REL				
 PHONE: (702) 684 – 7800	*	PLEASE FAX RECORDS TO	: (702) 684 – 787		
I MAY REVOKE THIS AUTHORIZATION A	T ANY TIME WITH A WRITTEN LI	ETTER OF REVOCATION DE	LIVERED TO THE		
HEALTHCARE FACILITY'S RECORD DEPAI					
THAT HAS ALREADY BEEN RELEASED IN					
WHEN THE LAW PROVIDES MY INSURER	R WITH THE RIGHT TO CONTEST	A CLAIM UNDER MY POLIC	CY. UNLESS		
OTHERWISE REVOKED, THIS AUTHORIZA					
	THIS ATTHORIZATION WILL EXP	RE ONE (1) TEARTROW II			
. UNLESS SPECIFIED  I ACKNOWLEDGE THAT I HAVE READ TI  OF AND FULLY UNDERSTAND THE TERM	HE AUTHORIZATION FOR RELEA	SE OF MEDICAL RECORDS	HE DATE SIGNED.		



#### **NOTICE OF PRIVACY PRACTICES**

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

PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

#### **OUR LEGAL DUTY**

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect (April 14, 2003) and will remain in effect until we replace it.

We reserve the right to change our privacy practices and terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this notice and make the new notice available upon request. You may request a copy of notice at any time. For more information about our privacy practices, or for additional copies of this notice, please contact us using the information listed at the end of this notice.

#### **USES AND DISCLOSURES OF HEALTH INFORMATION**

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

<u>Treatment:</u> We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide you.

<u>Healthcare Operations:</u> We may use or disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing, or credentialing activities.

<u>Your Authorization</u>: In addition to our use of your health information for treatment, payment, or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this notice.

<u>To Your Family and Friends:</u> We must disclose your health information to you, as described in the Patient Rights section of this notice. We may disclose your health information to a family member, friend, or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Persons Involved in Care: We may use or disclose your health information to notify or assist in the notification of (including identifying or locating) a family member, your personal representative, or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgement disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgement and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

<u>Marketing Health-Related Services:</u> We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

<u>Abuse or Neglect:</u> We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.



**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, e-mails, or text messages).

PATIENT RIGHTS Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practically do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this notice. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this notice. If you request copies, we will charge you a reasonable duplication fee for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this notice for a full explanation of our fee structure).

<u>Disclosure Accounting:</u> You have a right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations, and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

**Restrictions:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in emergency).

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. (You must make your request in writing). Your request must specify the alternative means or location and provide satisfactory explanation of how payments will be handled under the alternative means or location you request.

<u>Amendment:</u> You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended). We may deny your request under certain circumstances.

<u>Electronic Notice:</u> If you receive this notice on our web site or by electronic mail (e-mail), you are entitled to receive this notice in written form.

### **QUESTIONS AND COMPLAINTS**

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this notice. You may also submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health

and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Officer: Leo J Capobianco, DO, FAAEM Address: 2801 N Tenaya Way

Telephone: (702) 684 – 7800 STE C

Email: doctorscenterly@gmail.com Las Vegas, NV 89128



## **HIPAA CONSENT & PATIENT RECORD OF DISCLOSURES**

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or have a communication of PHI be made by alternative means, such as sending correspondence to the individual's office instead of their home.

I wish to be contacted in the following manner (please check all that apply).

\_\_\_ MOBILE PHONE: \_\_

\_\_ OK to leave a message with details

\_\_ OK to mail to my home address

\_ MAIL CORRESPONDENCE: \_\_

\_\_ Leave message with call-back number only

\_\_ HOME PHONE: \_

\_ WORK PHONE: \_

\_\_ OK to leave a message with details

\_\_ OK to leave a message with details

\_\_ Leave message with call-back number only

	Leave message with call-back number only		OK to mail to my work/office address						
		OK to fax –							
	I give authorization to Doctors Center to leave a message in my absence with:								
		f	or matters regarding the followi	=					
			my appointment reminders						
			my account – such as bills 8						
			my treatment & test results						
	I acknowledge that I have read a copy of the Notice of Privacy Practices for HIPAA.								
	PRINT PATIENT'S NAME			PATIENT'S DATE OF BIRTH					
		PATIENT OR GUARDIAN SIGNATU	RE	TODAY'S DAT	E				
•		Privacy Rule generally requires healt		•					
		equests to the minimum necessary to			-				
	aisci	osures made pursuant to an authoriz	ation requested by the individual. F led below, if completed properly, w			PHI			
i					coru.				
			OSURES OF PROTECTED HE						
	(1) Cho	(This section below i ck for authorized disclosures	s to be completed by Office Staff only w (2) Type: T = Treatment Rec	= :	) Mode: F = I	Eav			
P = Payment			P = Payment infor						
			O = Healthcare Op	perations	E = Email				
	1	,			0 =	Other	1		
		DISCLOSED TO WHOM	DESCRIPTION OF DISCLOSURE	BY WHOM	1	2	3		
DATE	=	ADDRESS OR FAX #	PURPOSE OF DISCLOSURE	-	*		3		
DAIL	_			DISCLOSED					
				_					
							1		



## PATIENT FINANCIAL AGRREMENT

- ➤ CO PAYMENTS: Your insurance company requires us to collect co-payments at the time of service. Waiver of co-payments may constitute fraud under state and federal law. Please help us in upholding the law by paying your co-payment at each visit.
- Deductible Payments: If your insurance requires you to meet a deductible before services are covered, a balance due will be calculated based on your insurance plan and a payment must be made at the time of service. Please note that this calculated payment does not constitute payment in full and any additional balance must be paid upon receiving notification from our practice.
- Payment from your insurance company is expected within 45 days. After 45 days, we will look to you for payment in full. You will be responsible for all non-covered services according to Medicare guidelines. We require a copy of your current primary and any secondary insurance cards or supplemental you have. Accounts that are 90 days past due are subject to being sent to a collection agency or small claims court for the unpaid bills. If we receive notification that you are not eligible for coverage or we are not contracted with your insurance, you will be responsible for all charges incurred. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with your request.
- Preventative Care Services: Routine exams are not always covered by your insurance. Please be aware that if an additional problem is addressed at the time of your visit, a co-pay, deductible, or office visit fee may be charged. If payment for services is denied by your insurance or you have failed to provide us with your correct insurance information, you will be responsible to pay for these services.
- Cash Pay Patients: The amount paid for today's scheduled office visit may not be your final payment. Additional costs from today's appointment may include (but are not limited to); lab tests, x-rays, injections, special procedures and/or additional office charges.
- Laboratory Bills: Any laboratory procedures ordered during today's visit will be billed to you directly by the laboratory. Please contact the laboratory directly for any questions you may have.
- Financial Hardship: If at any time you should experience financial hardship and need to request special payment arrangements; please contact our billing department.
- Cancellation / No Show Policy: Our goal is to provide quality medical care in a timely manner. In order to do so, we have implemented an appointment/cancellation policy. This policy enables us to better utilize available appointments for our patients in need of medical care. A "no-show" is someone who misses an appointment without canceling it within 24 hours of the scheduled appointment. This "no-show" will result in a \$25 fee, which will NOT be covered by your insurance. Please keep in mind that in order to fully cancel your appointment, you must speak directly to a member of our staff; leaving a voicemail does not guarantee that we have canceled your appointment.

**Assignment of Benefits:** Authorization is hereby granted to release information as may be necessary to process and complete my insurance claim for all services rendered. Payment of medical benefits is to be paid directly to:

"Doctors Center at Red Rock" – Office: 702.684.78	200					
"Doctors Center Henderson" – Office: 702.998.55	549					
"Doctors Center Southwest" - Office: 702.602.54	144					
Initials:						
I HAVE READ AND UNDERSTAND THE ABOVE ST	ATEMENT. I ALSO UNDERSTAND THAT I					
AM FINANCIALLY RESPONSIBLE FOR MY ACCOUNT AND AGREE TO COMPLY WITH THE						
FINANCIAL POLICIES OF THE OFFICE.						
Patient Name:	Date of Birth:					
Signature of Patient/Guardian:	Date:					



## A BRIEF LOOK AT ARBITRATION

**Introduction:** Arbitration – An alternative dispute resolution procedure that has been endorsed by such groups as the California Medical Association and a favored method of resolving disputes by the U.S. Supreme Court. The Supreme Court has, in fact, previously held that arbitration is strongly favored as an expeditious and economical alternative to the court system. If you are unfamiliar with arbitration, the information included here provides some of the basic principles.

What is Arbitration? Instead of taking your disagreement through a long expansive court litigation process, all parties involved agree in advance to submit any dispute to an arbitrator for determination. Arbitrators (are mutually agreed to) are retired judges available and qualified to serve on such matters. After a hearing, which is usually less formal than a court proceeding, the arbitrators make a decision (award). Although a different procedure, generally the same measure of damages and laws which apply to court proceedings; also apply to arbitration.

**Does Arbitration prevent from filing a claim?** *NO.* By selecting arbitration as a means to resolve the disagreement, all you are essentially doing is moving the claim to a different forum to hear and ultimately decide your claim.

May an attorney of my choice represent me? YES. An attorney of choice may represent either party at their own expense. The arbitrator will hear facts and make a determination whether or not lawyers are present from either party.

Who is bound by the agreement? If you choose to sign this agreement, you agree to bind yourself and anyone who could sue in connection with treatment or services provided to you. If you sign on behalf of a family member or person from whom you have responsibility; you will bind that person as well as anyone who could sue in connection with the treatment or services provided to that person. Likewise, the doctor or anyone suing on behalf of the doctor would also be bound to the agreement.

What does Arbitration cost? Usually, arbitration is less costly than court actions. The parties ordinarily share the costs equally. The amount of fees will depend upon the complexity and length of the case. If either party disapproves of the results; could there still be a jury trial? Generally, the answer is NO. The purpose of arbitration is to avoid the expense, delay, and inconvenience of going to court. Arbitration Awards may be reviewed and potentially reversed by a court in certain circumstances.

# A Message to our Patients about Arbitration

An Arbitration Agreement is attached and by signing this agreement, we are agreeing to resolve any dispute arising from the medical services you receive in binding arbitration rather than in a court of law. Lawsuits are something no one anticipates, and everyone hopes to avoid. Arbitration has long been recognized and approved by the courts, and we believe this method of resolving disputes is one of the fairest systems for both patients and physicians. You may still call witnesses and present evidence. Each party selects an arbitrator; the two then select a third neutral arbitrator; these three hear the case. This agreement generally helps to limit the legal cost for both parties. Furthermore, both parties are spared some of the rigors of trial and the publicity that may accompany judicial proceedings.

<u>ULTIMATELY, OUR GOAL IS TO PROVIDE MEDICAL CARE TO YOU IN SUCH A WAY AS TO AVOID ANY SUCH DISPUTES. WE FEEL MOST ISSUES BEGIN WITH A LACK OF COMMUNICATION; THEREFORE, PLEASE DIRECT ANY QUESTIONS OR CONCERNS TO ANY OF OUR STAFF.</u>



#### PHYSICIAN – PATIENT ARBITRATION AGREEMENT

**Article 1: Agreement to Arbitrate:** It is understood that any dispute as to medical malpractice, that is as to whether any medical services rendered under this contract were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered, will be determined by submission to arbitration as provided by Nevada law, and not by a lawsuit or resort to court process except as Nevada law provides for judicial review of arbitration proceedings. Both parties to this contract, by entering into it, are voluntarily giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of binding arbitration.

Article 2: All Claims Must Be Arbitrated: It is the intention of the parties that this agreement shall cover all existing or subsequent claims or controversies whether in tort, contract or otherwise, and shall bind all parties whose claims may arise out of or in any way relate to treatment or services provided or not provided by the below identified physician, medical group or association, their partners, associates, associations, corporations, partnerships, employees, agents, clinics, and/or providers (hereinafter collectively referred to as "Physician") to a patient, including any spouse or heirs of the patient and any children, whether born or unborn, at the time of the occurrence giving rise to any claim. In the case of any pregnant mother, the term "patient" herein shall mean both the mother and the mother's expected child or children. Filing by Physician of any action in any court by the physician to collect any fee from the patient shall not waive the right to compel arbitration of any malpractice claim. However, following the assertion of any claim against the physician, any fee dispute, whether or not the subject of any existing court action, shall also be resolved by arbitration.

Article 3: Procedures and Applicable Law: A notice or demand for arbitration must be communicated in writing by U.S. mail; postage prepaid, to all parties, describing the claim against Physician, the amount of damages sought, and the names, addresses, and telephone numbers of the patient, and (if applicable) his/her attorney. The parties shall thereafter select an arbitrator to preside over the matter who was previously a court judge. Both parties agree the arbitration shall be governed pursuant to Nevada Revised Statutes (NRS) 38.206 – 38.248, 41A.035, .045, .097, .100, .110, .120, 42.005 and .021 and the Federal Arbitration Act (9 U.S.C. §§ 14), and that they have the absolute right to arbitrate separately the issues of liability and damages upon written request to the arbitrator. The parties shall bear their own costs, fees and expenses, along with a pro rata share of the arbitrator's fees and expenses, and hereby waive the provisions of NRS 38.238.

**Article 4: Revocation:** This agreement may be revoked by written notice delivered to Physician within 30 days of signature and if not revoked will govern all medical services received by patient.

**Article 5: Severability Provision:** In the event any provision(s) of this Agreement is declared void and/or unenforceable, such provision(s) shall be deemed severed therefrom and the remainder of the Agreement enforced in accordance with Nevada and federal law.

**Article 6: Condition of Treatment:** I understand that signing this arbitration agreement is not a condition of my receiving medical treatment. I understand that I have the right to receive a copy of this agreement. By my signature below, I acknowledge that I have received a copy.

NOTICE: BY SIGNING THIS CONTRACT, YOU ARE AGREEING TO WAIVE ANY ISSUE OF MEDICAL MALPRACTICE DECIDED BY NEUTRAL ARBITRATION AND YOU ARE GIVING UP YOUR RIGHT TO A JURY OR COURT TRIAL. (SEE ARTICLE 1 OF THIS CONTRACT).

\_\_\_\_\_ INITIAL HERE TO INDICATE THAT YOU HAVE BEEN GIVEN THE DOCUTMENT TITLED:

"A BRIEF LOOK AT ARBITRATION"

By:		By:				
<b>Physician or Duly Authorized Represer</b>	ntative Signature	Patient's Signature	(Date)			
By:		By:				
Print or Stamp Name of Physician		Print Patient's Name				
By:		Ву:				
Signature of Translator	(Date)	Print Name & Relationship to Patient	(Date			