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 2481 PROFESSIONAL COURT LAS VEGAS, NEVADA 89128  
 (702) 382-1599 OFFICE (702) 240-4962 FAX



**PATIENT INFORMATION (Informacion de paciente)**

LAST NAME MI: FIRST NAME:

DOB: GENDER: M F SS#

HOME PH # CELL PHONE #

ADDRESS APT# CITY STATE ZIP

MARITAL STATUS S M D W

RACE: ETHNICITY: LANGUAGE:

EMAIL ADDRESS: REFERRING DOCTOR

PHARMACY and LOCATION

**GUARANTOR:**

LAST NAME: MI: FIRST:

SS# DOB PHONE #:

STREET CITY STATE ZIP

EMPLOYER PHONE #:

STREET CITY STATE ZIP

**EMERGENCY CONTACT**

NAME PHONE CELL PHONE

RELATIONSHIP

NAME PHONE CELL PHONE

RELATIONSHIP

**INSURANCE INFORMATION**

**PRIMARY INSURANCE**

ADDRESS: CITY: STATE:

POLICY HOLDER NAME: DOB

SS# RELATIONSHIP TO PATIENT:

POLICY HOLDER EMPLOYER:

POLICY # GROUP # DATE EFFECTIVE:

**SECONDARY INSURANCE**

ADDRESS CITY: STATE: ZIP:

POLICY HOLDER NAME: DOB:

SS# RELATIONSHIP TO PATIENT:

POLICY HOLDER EMPLOYER:

POLICY # GROUP # DATE EFFECTIVE:

The above information is complete and correct. I authorize treatment for the above patient. I hereby authorize release of information necessary to file a claim with my insurance company and I assign benefits otherwise payable to me to the doctor indicated on the claim. In the event that my claim is not paid for by my insurance company, I am aware that I will then be responsible for the balance owed including any collection fees associated with my outstanding balance.

PATIENT SIGNATURE DATE

GUARANTOR SIGNATURE DATE

All professional services rendered are charged to the patient, but billed to the insurance as a courtesy. The patient is responsible for all fees, regardless of insurance coverage.



## FINANCIAL POLICY

We are committed to providing you the best care possible. We must emphasize that, as medical providers, our relationship is with you not your insurance company. Your insurance is a contract between you, your employer, and the insurance company. We are not party to that contract.

All charges incurred for services provided by PHG are your responsibility. We realize that there is a delay that occurs during the insurance company's processing of claims and we will allow for that processing time. If, however, the insurance company has not paid the claim within 90 days of the date of service or within the time frame mandated by the NV state board bill #SB145, you may be billed directly for the service. If this occurs, our billing department will give you the documentation necessary for you to receive reimbursement for the service from your insurance company.

If you have medical insurance provided by a company that we are contracted with, we will bill your insurance company for services rendered by our providers and staff.

All deductibles, copays, coinsurances and payments for non-covered items/services are due at the time of service.

Please familiarize yourself with your insurance policy and its requirements. Many companies require a referral from the primary care physician. We will attempt to obtain these as a courtesy, but it is ultimately the responsibility of the patient to be pro-active in assuring that the requirements of the insurance company have been met for each visit.

**From time to time, certain fees may be charged to you by our office. These fees are not payable by the insurance company, and therefore will not be billed to the insurance company. They include:**

**Returned Checks:** A \$25 non-sufficient funds fee will be charged for all checks returned by your bank

**No Show Fees:** There will be a \$25 no show/late cancellation fee charged for all unkept daytime appointments (this includes appointments for which you provide less than 24 hour cancellation notice). There will be a \$200 no show/late cancellation fee charged for all unkept overnight appointments (this includes appointments for which you provide less than 48 hour cancellation notice).

**Collection Fees:** Should your account be submitted to a collection agency, regardless of reason, you will be responsible for collection fees up to 50% of the total amount of the past due bill PLUS any legal fees assessed.

**By signing below I, \_\_\_\_\_, acknowledge that I have received and understand the financial policy information described above and agree to these financial terms.**

X \_\_\_\_\_ Date: \_\_\_\_\_



2481 Professional Court  
Las Vegas, NV 89128  
(702) 382-1599



## Your Information. Your Rights. Our Responsibilities.

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.**

### You have the right to:

#### YOUR RIGHTS

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

### You have some choices in the way that we use and share information as we:

#### YOUR CHOICES

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

### We may use and share your information as we:

#### OUR USES & DISCLOSURES

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, And other government requests
- Respond to lawsuits and legal actions

## Your Rights

### When it comes to your health information, you have certain rights.

This section explains your rights and some of our responsibilities to help you.

#### Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

#### Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

#### Request confidential communications

- You can ask us to contact you in a specific way (i.e., mobile phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

#### Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

#### Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

#### Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

#### Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

#### File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- We will not retaliate against you for filing a complaint.

## Your Choices

### For certain health information, you can tell us your choices about what we share.

If there are certain ways you want your information shared, it is your right to let us know.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

## **Our Uses and Disclosures**

### **How do we typically use or share your health information?**

We typically use or share your health information in the following ways.

#### **Treat you**

We can use your health information and share it with other professionals who are treating you.

*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

#### **Run our organization**

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

*Example: We use health information about you to manage your treatment and services.*

#### **Bill for your services**

We can use and share your health information to bill and get payment from health plans or other entities.

*Example: We give information about you to your health insurance plan so it will pay for your services.*

### **How else can we use or share your health information?**

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

#### **Help with public health and safety issues**

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

#### **Do research**

We can use or share your information for health research.

#### **Comply with the law**

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

#### **Respond to organ and tissue donation requests**

We can share health information about you with organ procurement organizations.

#### **Work with a medical examiner or funeral director**

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

#### **Address workers' compensation, law enforcement, and other government requests**

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

#### **Respond to lawsuits and legal actions**

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## **Our Responsibilities**

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## **Changes to the Terms of this Notice**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request in our office.

Effective  
January 1, 2018



### Acknowledgement of Receipt of Privacy Policy

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

Patient DOB: \_\_\_\_\_

I acknowledge that I have received a copy of the Priority Health Group/Zeeba Sleep Center HIPAA Privacy Policy (Document # HIPAA1)

\_\_\_\_\_  
Signature of patient or legal representative

\_\_\_\_\_  
Printed name of signature above

\_\_\_\_\_  
Today's date

**Relationship to patient if signed by legal representative**

- Parent
- Court appointed representative
- Legal Custodian or Guardian
- Power of Attorney





# COMPREHENSIVE MEDICAL HISTORY



Please complete this form in its entirety (even if you think the questions do not pertain to the reason for today's visit)

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Main Complaint: \_\_\_\_\_

### Current Medications:

Name of Medication	Dose Strength	Dose Frequency	Prescribed By

### Current and/or past major illnesses or medical problems:

Medical Condition	Approximate date diagnosed	Comments

### Past surgeries:

Description	Approximate date of surgery	Comments

Please let a staff member know if you require additional space for any items above

Allergies: \_\_\_\_\_

Do/Did you smoke? Y or N If yes, \_\_\_\_\_ packs per day. If you quit, \_\_\_\_\_ years ago.

Do you drink alcohol? If yes, type \_\_\_\_\_ How much? \_\_\_\_\_ How Often? \_\_\_\_\_

### Family History (check all that apply):

Description	Mother	Father	Sister/Brother
Heart Disease			
Blood Pressure Problems			
Stroke			
Cancer			
Diabetes			
Other: _____			

### Circle where appropriate: Are you experiencing any of the following? If not circled, negative.

Fever---chills---tiredness---vision problems---swollen glands---chest pain---difficulty breathing---palpitations---lightheadedness---passing out---ankle swelling---coughing---wheezing---weight loss---weight gain---change in bowel habits---change in bladder control---change in moles---new skin lesions---joint pain---joint stiffness---swollen joints---headache---memory loss---numbness---increased thirst---increased urination---cold intolerance---heat intolerance---irregular periods---missed periods---sexual problems

### Please list the most current date (approximate date is fine) for the following:

Pneumovax shot: \_\_\_\_\_ Pevnar shot: \_\_\_\_\_ Tetanus Shot: \_\_\_\_\_ Shingles shot: \_\_\_\_\_ Labwork: \_\_\_\_\_

Mammogram: \_\_\_\_\_ (normal Y/N): \_\_\_\_\_

Colonoscopy: \_\_\_\_\_ (normal Y/N): \_\_\_\_\_

Bone Density: \_\_\_\_\_ (normal Y/N): \_\_\_\_\_

Pap or Prostate exam: \_\_\_\_\_ (normal Y/N): \_\_\_\_\_

Eye Exam: \_\_\_\_\_ (normal Y/N): \_\_\_\_\_

Have you fallen this year? \_\_\_\_\_ If so, how many times? \_\_\_\_\_ Did you sustain injury any of the times? \_\_\_\_\_



## Zeeba Sleep Center Sleep Questionnaire



<b>Name:</b>	<b>DOB:</b>
<b>Primary Care Physician:</b>	
<b>Who referred you?</b>	

**Please answer Yes or No and comment if needed**

	Y	N	Comment
<b>Moderate to Loud Snoring</b>			
<b>Have been told you stop breathing during sleep</b>			
<b>Do you get sleepy during the day</b>			
<b>Morning Headaches</b>			
<b>Do you feel rested when you wake up in the morning</b>			
<b>Do you ever wake up gasping or choking</b>			
<b>Have you ever falling asleep while driving</b>			
<b>Have you ever had an overnight sleep study, if yes, where and when. What was the result</b>			
<b>Have you ever been on CPAP ( for sleep apnea). If yes when.</b>			
<b>High Blood Pressure</b>			
<b>Heart problems or a Stroke in the past</b>			
<b>Do you suffer from a Mood Disorder e.g. Depression</b>			
<b>Have you gained more than 30 pounds in the last 2 years</b>			
<b>Have you ever been diagnosed with Insomnia</b>			

<b>What time do you lay down to go to sleep at night</b>		<b>What time to you get out of bed in the morning</b>	
<b>How many hours of sleep do you think you average per night</b>		<b>How long does it take you on average to fall asleep</b>	



## Zeeba Sleep Center Sleep Questionnaire



**Epworth Sleepiness Questionnaire:** Please answer the following questions based on this scale:

Would never fall asleep	0
Slight chance of dozing	1
Moderate chance of dozing	2
High chance of dozing	3



<b>While reading</b>	
<b>While watching TV</b>	
<b>Sitting in a public place, like a moving theatre or waiting room</b>	
<b>Driving a car, stopped at a traffic light</b>	
<b>As a passenger in a car for an hour without a break</b>	
<b>Sitting and talking to someone</b>	
<b>Lying down to rest, when circumstance permit</b>	
<b>During a quiet time after lunch, without alcohol</b>	
<b>Total:</b>	

	Y	N	Comment
Do you work swing shift, night shift or graveyard			
Has your sleep routine changed in the last 6 months			
Do you feel your sleep quality and quantity of sleep is less than optimal			
Do you have problems falling asleep, due to racing thoughts or anxiety			
Do you wake up frequently at night and have difficulty getting back to sleep			
Do you wake up more than 2 times per night to urinate			
Do you use alcohol at night to help you get to sleep			
Do you use sleep aids more than 3 times per month – if so what do you use			
<b>Do you have any of the following:</b>	<b>Y</b>	<b>N</b>	
Strange sensation in the legs while trying to fall asleep			
Urge to move the legs when laying down or sitting quietly, that is worse at night			
A discomfort in the legs at rest that is relieved by moving the legs			
Partner reports a lot of leg movement while sleeping			
Sleep walking in the past or currently			
Unintentional night eating – i.e. after going to bed			
Thrashing around in bed, thrown off the covers or fallen out of bed			
Injured or kicked a bed partner			
Injured yourself while sleeping			





# PRIORITY HEALTH GROUP ~ ZEEBA SLEEP CENTER



## PHQ-9

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Over the last 2 weeks, how often have you been bothered by the following problems? Place a ✓ in the box that best applies to each question.

		Not at all Score 0 for each answer	Several days Score 1 for each answer	More than half of the days Score 2 for each answer	Nearly every day Score 3 for each answer
1	Little interest or pleasure in doing things?	0	1	2	3
2	Feeling down, depressed, or hopeless?	0	1	2	3
3	Trouble falling or staying asleep, or sleeping too much?	0	1	2	3
4	Feeling tired or having little energy?	0	1	2	3
5	Poor appetite or overeating?	0	1	2	3
6	Feeling bad about yourself or that you are failure or have let yourself or your family down?	0	1	2	3
7	Trouble concentrating on things, such as reading the newspaper or watching TV?	0	1	2	3
8	Moving or speaking so slowly that other people could have noticed. Or the opposite – being so fidgety and restless that you have been moving around a lot more than usual?	0	1	2	3
9	Thoughts that you would be better off dead or of hurting yourself in some way?	0	1	2	3
⌘	TOTAL	+	+	+	
					=

10	If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?	Not difficult at all <input type="checkbox"/> Somewhat difficult <input type="checkbox"/> Very difficult <input type="checkbox"/> Extremely difficult <input type="checkbox"/>
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